



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAUMHOLDER
UNIT 23746
APO AE 09034-0003

IMBM-ZA

09. AUG. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 1-1, Commander's Open Door Policy

1. Purpose. To define and establish the USAG Baumholder Commander's Open Door Policy
2. Applicability. This policy directive is applicable to all Soldiers, Civilians, and Family Members assigned or attached to this command.
3. My command is open; however, I encourage all personnel wishing to see me on my Open Door Policy to first utilize their chain of command/supervisor in an attempt to resolve their concerns at the lowest level and within the appropriate organization.
4. If the chain of command/supervisor is unable to resolve the concern, or the issue is sensitive and personal in nature, personnel will schedule an appointment through my administrative assistant to see me.
5. Sponsors will accompany Family Members unless the issue/topic is in regards to the sponsor or the sponsor is deployed outside of Germany.
6. I encourage all Soldiers wishing to see me to contact the USAG Baumholder Garrison Command Sergeant Major at DSN 485-1520. Civilian personnel can contact the Deputy to the Garrison Commander at DSN 485-1510. This is for courtesy notification as well as additional assistance in resolving the issue. They will not prevent you from speaking with me.
7. This policy will be posted on worksite and community bulletin boards throughout USAG Baumholder.
8. POC for this memorandum is the undersigned at 485-1500.

A handwritten signature in black ink that reads "Michael D. Sullivan".

MICHAEL D. SULLIVAN
LTC, AR
Commanding

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