DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-CG

20 JAN 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 2, Open Door Policy

1. REFERENCE. AR 600-20 (Army Command Policy), 6 November 2014.

2. GENERAL. This memorandum establishes the policy and procedures for the U.S. Army Maneuver Support Center of Excellence (MSCoE) Commanding General's open door policy.

3. POLICY AND PROCEDURES.

a. As a commander, I am committed to addressing the concerns of all the members of my command. While I would prefer that you use the chain of command and the supervisory chain to resolve issues, if you believe they cannot (or will not) help you then I am available. Enlisted personnel should meet with the MSCoE Command Sergeant Major prior to requesting an open door meeting.

b. This policy does not apply to disciplinary issues and issues appropriately addressed by an existing procedure, a subordinate command, or a staff principal. Examples include but are not limited to equal employment opportunity issues, A-76 issues, Article 15-6 investigations, Article 15 actions and courts-martial, reassignments, Inspector General inquiries, and civilian grading issues and grievances.

c. Any request by a member of this command to discuss an issue with me should be addressed to the Chief of Staff in writing. The request should describe the nature of the issue, why my personal attention is required, and the steps already taken to try to resolve the issue. Each request will be reviewed on an individual basis.

4. SUPERSESSION. This policy supersedes memorandum, HQ MSCoE, ATZT-CG, 9 June 2014, subject: same as above, and is effective until superseded or revoked.

5. PROPONENT. The proponent for this command policy is the Secretary of the General Staff, (573) 563-6154.

KENT D. SAVRE
Major General, USA
Commanding

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