



417th Base Support Battalion

Commander's Policy

Policy Number: 1-2

Proponent: AETV-WG-W

Date: 17 June 2003

SUBJECT: Commander's Open Door Policy

1. REFERENCE: N/A

2. PURPOSE: To establish the 417th Base Support Battalion (BSB) Commander's open door policy.

3. SCOPE: All soldiers, employees and family members residing in or working for the 417th BSB.

4. POLICY:

a. Any soldier or family member within the 417th BSB will be afforded the opportunity to see me directly on any issue. Appointments can be made through my secretary at DSN 355-1500/1510. I will respond to any mail I receive from a soldier or family member.

b. If for some reason a soldier believes the chain of command has not responded appropriately, he or she can use their support channels such as the Chaplain, Inspector General (IG), Staff Judge Advocate or Equal Opportunity Advisor. However, use of the chain of command is our primary means of solving problems and I expect that members of this command use it.

5. PROPONENT: 417th BSB, Commander's Office, DSN 355-1500/1510.



THOMAS H. FASS
LTC, EN
Commanding