DEPARTMENT OF THE ARMY
HEADQUARTERS EASTERN REGION
UNITED STATES ARMY CADET COMMAND
BUILDING 203, OLD IRONSIDES AVENUE
FORT KNOX, KY 40121-5610

REPLY TO ATTENTION OF:

ATOE-ZA

15 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eastern Region Policy Letter 2 – **Availability of Commander, Open Door Policy**

1. Reference. AR 600-20, Army Command Policy, 13 May 2002.

2. Purpose. To outline the commander's open door policy.

3. All personnel may bring both personal and professional concens to me at any time, and the urgency of concern should govern the urgency of getting the matter to my attention. Appointments will be coordinated through my secretary.

4. Individuals with concerns are encouraged to present them to their chain of command and afford them an opportunity to resolve the issue prior to requesting an appointment with the region commander.

5. Subordinate commanders and supervisors at all levels will be as receptive and responsive to the needs of their subordinates as possible and fully employed, when practical, to resolve problems.

6. "COMMITTED TO EXCELLENCE!"

ROBERT J. FRUSHA
COL, IN
Commanding

DISTRIBUTION:
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This memorandum supersedes Eastern Region Policy Letter 2, dated 1 Oct 03.