



# Commander's Policy

## 414th Base Support Battalion

APO AE 09165



POLICY NO: 1                      PROPONENT: AETV-HUB-CO      Date:

SUBJECT: Open Door Policy

1. I will do my best to ensure that every soldier, civilian and family member in the 414<sup>th</sup> Base Support Battalion Area of Responsibility (AOR) receive appropriate attention when the need arises; therefore, this memorandum will establish guidelines to implement my open door policy.
2. I encourage everyone to seek internal assistance at the lowest level within the organization. A resolution within the chain of command is preferred, but when it does not meet your needs, please allow me the opportunity to do so. Work with your chain of command, they are always ready to assist.
3. My door is open to the public. Appointments are not required. I will ask if you have used your chain of command.
4. This policy will be posted in all units and activities within the 414th Base Support Battalion (AOR).
5. This policy memorandum expires one year from date of publication. This policy memorandum supersedes Commander's Policy Letter 1-2, 26 JUN 01.

AMY L. EHMANN  
LTC, CM  
Commanding

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