



**DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102**

ATCL-HHC

01 October 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army Combined Arms Support Command (CASCOM)

SUBJECT: Company Command Policy Letter 18-1 – Open Door Policy

1. **REFERENCES:** AR 600-20 Army Command Policy, 6 November 2014

2. The welfare of every Soldier and Civilian in HHC, CASCOM is of great concern to me. People are the most important asset in this command and deserve to be treated with dignity and respect. My door is open to every Soldier and Civilian to ensure they receive fair treatment and are afforded the opportunity to be heard.

3. My open door policy is intended to resolve problems that affect discipline, morale, and mission effectiveness. This policy allows members of the command to present facts, concerns, and problems of a personal or professional nature or other issues that the Soldier has been unable to resolve.

4. This policy does not replace or circumvent the normal use of chain of command or established statutory and regulatory appeal procedure. Therefore, prior to seeking my assistance, Soldiers and Civilians should first attempt to use their chain of command for possible resolution of the problem. In those unusual cases where the needed resolution exceeds the scope or authority of a supervisor, members are encouraged to seek my advice or assistance. I will not tolerate reprisal against members seeking my advice or assistance.

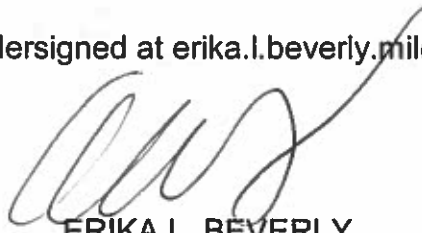
5. This policy's intent is not to provide a means of presenting me with any adverse actions prematurely. All adverse actions have specific investigative channels and existing procedures including forwarding those investigations to me for an impartial review and decision. Such actions include but are not limited to EO or EEO complaints, evaluation appeals, elimination actions, and report of survey appeals.

6. As the Commander, I am available for counseling and to hear suggestions and concerns from all personnel assigned or attached to HHC, CASCOM. Appointments are encouraged, but not required. If I am not immediately available, the First Sergeant will schedule a time for a meeting as soon as possible.

7. This policy is in effect until superseded or rescinded.

ATCL-HHC
Company Commander's Policy Letter 18-1 – Open Door Policy

8. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.



ERIKA L. BEVERLY
CPT, LG
Commanding