



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND
POST OFFICE BOX 15280
ARLINGTON, VIRGINIA 22215-0280

SMDC-ZA Policy No. 1-2*

DEC 19 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Open Door Policy

1. The purpose of this memorandum is to institute an Open Door Policy. My door is open at all times to all members of the Command and I encourage personnel to bring to my personal attention matters of concern to them.
2. I firmly believe, however, that most problems can and should be solved at the lowest levels of command. Consequently, I encourage each of you to make your problems or concerns known first to your immediate supervisor and then, if still not satisfied, to carry your concerns through the chain of command.
3. Feel free to bring me your recommendations as to how we might better perform our mission. Also, I wish to hear your observations as to possible fraud, waste or other misconduct.
4. To ensure my availability to meet with you, please contact my office in advance of your visit, at (703)607-1874 or DSN 327-1874.
5. Post this policy on all official bulletin boards and file it as required reading for all new personnel.


LARRY J. DODGEN
Major General, USA
Commanding General

DISTRIBUTION:

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*This policy supersedes SMDC-ZA Policy No. 1-2, 30 April 2001.