



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT MULTINATIONAL TRAINING COMMAND
OPERATIONS GROUP, JOINT MULTINATIONAL READINES CENTER
UNIT 28216
APO AE 09173

AETT-OG-CO

1 February 2012

MEMORANDUM FOR ALL JMRC and Hohenfels Military Community, Soldiers, Leaders, Civilians and Family Members

SUBJECT: Commander's Policy Letter # 1: Open Door Policy

1. A leader's job is to accomplish the unit's mission while caring for their people. A big part of taking care of people involves listening to their input, ideas, and suggestions and, when needed, helping them to solve problems quickly and fairly.
2. I am available to all Soldiers, Civilians, and Family members in this organization at any time.
 - a. I am willing to listen to both your ideas and complaints – I only ask that if you identify a problem in your organization or have a complaint, then also have a suggestion for how to fix it.
 - b. I am available to help you solve problems – both professional or personal. I only ask that you give your squad or section, platoon, company or other chain of command a chance to solve them first. If they have been unable to solve the issue or you are unwilling to share the problem with them for some reason, then come see me.
3. The procedure to see me on this open door policy is very simple.
 - a. If you see me in the Hohenfels community, whether it be in the field, at the Community Activities Center, chow hall, motor pool, or just around the area – walk up and talk to me.
 - b. To make an appointment to see me at the office coordinate with the XO, my administrative assistant, or through your chain of command – I will see you as soon as possible.
4. No leader in this organization will prevent anyone from speaking to me or take any form of retribution against the any person for doing so.

Train to Win!


JEFFREY R. MARTINDALE
COL, IN
Commanding