



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

MAR 22 2012

EAID-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2ID Command Policy Letter #13-1, 2ID Commander's Open Door Policy

1. Reference RAR 004, 4 Aug 11, to AR 600-20, Army Command Policy, 8 Mar 08.
2. Applicability. This policy applies to all Soldiers and civilian employees in the 2nd Infantry Division.
3. I want all Soldiers to understand that they have access to me to seek redress concerning issues of a professional or personal nature. As such, my door remains open to all 2ID Soldiers, civilian employees, and their Family members.
4. I encourage every Soldier with an issue or concern to attempt to resolve matters through his or her chain of command before using my open door policy. I firmly believe that most issues can be resolved most effectively at the lowest levels. On occasions in which issues are not satisfactorily resolved by the chain of command or in the event of circumstances such that the Soldier or civilian feels a compelling need to speak directly to me, he or she may do so without fear of reprisal.
5. Soldiers do not require permission from their chain of command to see me. While I do not require appointments for the use of my open door policy, I ask that Soldiers and civilians work with my personal staff or the Chief of Staff to identify the best available time to schedule a meeting.
6. Proponent for this policy is the 2ID Command Group at 732-8889.

A handwritten signature in black ink that reads "Edward C. Cardon".

EDWARD C. CARDON
Major General, USA
Commanding

DISTRIBUTION:

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