



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
ROK/US COMBINED DIVISION
BLDG P6500 UNIT #15041
APO AP 96258-5041

EAID-CG

15FEB2021

MEMORANDUM FOR ALL 2ID COMBINED DIVISION SOLDIERS AND CIVILIANS

SUBJECT: Command Policy Letter #1, Open Door Policy Opportunity

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, 24 July 2020.
- b. 2d Infantry Division Command Policy Letter #8, 23 December 2020.

2. I want all members of the command 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 members of the command.

3. I encourage every Soldier with an issue 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 effectively at the lowest level. 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 or retaliation.

4. 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.

5. Requests will include the general topic of concern and any circumstances that would affect the scheduling of the open door appointment. Open door policy appointments concerning matters that are currently the subject of a pending investigation, or judicial, non-judicial, or adverse administrative proceedings will ordinarily be scheduled after the conclusion of the pending proceedings absent extenuating circumstances.

6. The proponent for this policy is the 2ID Equal Opportunity Office. Points of contact are the 2ID Equal Opportunity Program Manager at DSN 732-7342 or the 2ID Senior Equal Opportunity Advisor at DSN 756-6375.

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A handwritten signature in black ink, appearing to read 'Steven W. Gilland', written in a cursive style.

STEVEN W. GILLAND
Major General, USA
Commanding