



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 2D INFANTRY DIVISION  
ROK/US COMBINED DIVISION  
BLDG P6500 UNIT #15041  
APO, AP 96271-5041

EAID-CG

18 May 2023

MEMORANDUM FOR All 2ID Combined Division Soldiers and Civilians

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

1. References:

- a. Army Regulation (AR) 600-30, Army Command Policy, 24 July 2020.
- b. 2d Infantry Division Command Policy Letter #8, Misconduct Allegation Withholding Policy, 18 May 2023.

2. All Soldiers and Civilian employees have a responsibility to ensure that commanders are aware of problems that affect discipline, morale, and mission effectiveness. Under this policy, all Soldiers and Civilian employees in the 2d Infantry Division may personally meet with me to present facts, concerns, and problems of a personal or professional nature that the individual has been unable to resolve through other means.

3. Most issues can be resolved effectively at the lowest levels of leadership. All personnel should attempt to resolve matters through their chain of command before using my open door policy. On those occasions when issues are not resolved by the chain of command, or in the event of circumstances such that the individual feels a compelling need to speak to me directly, he or she may do so without fear of reprisal.

4. Soldiers and Civilian employees do not require permission from their chain of command to see me. Ordinarily, individuals should coordinate their open door request through their chain of command. If the requesting individual does not feel comfortable coordinating with their chain of command, open door requests may be made directly to me, the Division Chief of Staff, the Division Command Sergeant Major, or the Secretary of the General Staff.

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 756-7342 or the 2ID Senior Equal Opportunity Advisor at DSN 756-6375.

  
WILLIAM D. TAYLOR  
Major General, USA  
Commanding