



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD, ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207


ATMT-LTB-SD

31 May 2019

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #2 – **Commander's Open Door Policy**

1. References: AR 600-20, Army Command Policy
2. This policy is applicable to all military and civilian personnel assigned to the USASD.
3. Soldiers are responsible for ensuring that leaders within their Chain of Command are aware of problems that affect discipline, morale, and mission effectiveness. My door is always open for Soldiers to present facts, concerns, and/or issues of a personal or professional nature.
  - a. I highly encourage Soldiers to contact their first line supervisor to resolve any issues and/or concerns. If your supervisor is inappropriate, then Soldiers should schedule an office call directly with me. Enlisted Soldiers will schedule an office call through the First Sergeant.
  - b. Leaders will ensure this policy is disseminated to all subordinates and posted through Company common areas.
7. The point of contact for this memorandum is the undersigned at (803) 751-5305.

  
ANGELICA E. LAMBERTI  
CPT, AG  
Commanding