



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
WARRIOR TRANSITION UNIT
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
WEST POINT, NEW YORK 10996-1197

MCUD-WTU

13 May 2010

MEMORANDUM FOR Personnel Assigned/Attached to Warrior Transition Unit, West Point, New York
10996

SUBJECT: Policy Memorandum #1, Commander's Open Door Policy

1. **Reference(s):** AR 600-20, Army Command Policy
2. **Purpose:** To inform all personnel of my Open Door Policy and establish procedures for its implementation.
3. **Applicability:** This policy applies to all assigned and attached personnel within the West Point Warrior Transition Unit (WTU).
4. It is my desire that members of this company use their immediate Chain of Command and NCO Support Channels to resolve their problems. Normally, the Chain of Command and NCO Support Channels will be successful in resolving any problem assigned personnel may encounter. Failing this course of action, I encourage you to visit or call my office to arrange an appointment with me at a time mutually convenient to both of us. Any emergency or time sensitive problems may be brought to my attention for immediate consultation at any time.
5. Under no circumstances will anyone be subjected to adverse treatment or criticism for exercising his/her rights under this policy.
6. A copy of this letter will be posted on the permanent portion of each company bulletin board and will also be incorporated into the unit reading file.

A handwritten signature in black ink, appearing to read "Scott M. Smiley".

SCOTT M. SMILEY
CPT, IN
Commanding

Distribution:
1-1SG
1-Ea PSG/SL
1-Bulletin Board
1-HR
1-XO
1-File