

**DEPARTMENT OF THE ARMY
51ST TRANSPORTATION COMPANY (PLS)
UNIT 30020
APO AE 09166**

AETV-SCS-TB

28 MAY 2001

MEMORANDUM FOR 51st Transportation Company Soldiers

SUBJECT: Policy Letter #1, Open Door Policy

1. **PURPOSE.** To prescribe procedures for personnel of this command to express their opinions or state personal grievances unresolved by their chain of command.
2. **APPLICABILITY.** All soldiers assigned to 51st Transportation Company.
3. **BACKGROUND.** A successful military organization must have an effective chain of command. Leaders at all levels must be sensitive to the needs and problems of their soldiers in order to assist them in solving problems.
4. **POLICY.** I will meet with any individual, to include soldiers, family members, and civilian employees of the 51st Trans Co. All soldiers within the command are expected to operate with the utmost professionalism and loyalty at all times. Therefore, I expect soldiers to utilize their chain of command and allow their first line leaders an opportunity to resolve their problem before coming to me. If any individual feels that their chain of command is unresponsive or that the problem can only be resolved at my level, then my door is open as stated above. Matters of urgent importance may be presented at any time; all other matters should be brought to the First Sergeant's attention. He will coordinate an appointment for us to meet.
5. **SUPERSESSON.** This policy letter supersedes all other 51st Trans Co. Open Door Policies.
6. **EXPIRATION.** This policy letter expires 28 MAY 2002.

KRISTEN A. NELSON
CPT, TC
Commanding