DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

0 4 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #1 – Commanding General's Open Door Policy

1. Reference. AR 600-20, Army Command Policy, 6 November 2014.

2. Applicability. This policy applies to Soldiers, Army Civilian employees, and Family members of the 25th Infantry Division.

3. Policy.

a. Any Soldier, Family Member, or Civilian employee of the 25th Infantry Division can ask to see me to discuss any concerns that cannot be resolved through their chain of command or chain of supervision. Normally, the fastest and most effective way to resolve an issue is through the chain of command, but there are occasional issues that require my personal attention. When the chain of command is unsuccessful in addressing problems satisfactorily, my door is open.

b. Any member of our community who wants to meet me may make an appointment by calling my office at (808) 655-0404. In some cases, the caller may be referred to another echelon of the chain of command or to an appropriate staff or social agency for assistance. If the caller is referred elsewhere, I will be informed of the request, the referral, and the answer provided.

4. Expiration Date. This memorandum supersedes 25th Infantry Division Policy Letter #1, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

5. Proponent. Direct any questions concerning this policy to the Secretary of the General Staff at (808) 655-4909.

CHRISTOPHER G. CAVOLI
Major General, USA
Commanding