



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS - ALASKA
OFFICE OF THE ADJUTANT GENERAL
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JOINT BASE ELMENDORF - RICHARDSON AK 99505-0800

NGAK-TAG

17 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1, Implementation of the Open Door Policy

1. Meaningful, two-way communication is essential to rebuilding trust and faith in our organization, its people, and leadership. Supervisory and unit chains-of-command are indispensable components for sharing information; and when used properly, a chain of command can solve problems quickly and at the lowest appropriate level.
2. The AKNG functions exclusively because of the combined efforts of our service members, family members, and civilian employees, both state and federal. Therefore, it is vital that supervisors at all levels have an open door policy that encourages all concerned to communicate important and timely information, address concerns or seek necessary guidance.
3. All are encouraged to use their chain of command or civilian supervisory relationships. However, issues that cannot be resolved at a lower level can be brought to my attention and I will gladly do everything that is appropriate and feasible to assist.
4. I will not tolerate retribution of any kind against a service member, civilian, or family member who chooses to use the open door policy or who chooses to seek assistance from the Inspector General, Equal Opportunity Representative, Union Representative, Sexual Assault Response Coordinator/Victim Advocate, Judge Advocate General, Chaplain, or anyone else who is in the business of helping our service members, family members and civilian employees.
5. A copy of this policy memorandum will be posted on all unit bulletin boards, maintained in unit files, distributed to all concerned state agencies, and issued to every member of the AKNG on their next scheduled drill weekend.

A handwritten signature in black ink, appearing to read "Leon M. Bridges".

LEON M. (MIKE) BRIDGES
Brigadier General, AKARNG
The Adjutant General – Acting

DISTRIBUTION: All