



**DEPARTMENT OF THE ARMY**  
US ARMY GARRISON PARKS RESERVE FORCES TRAINING AREA  
BUILDING 620 6TH STREET  
PARKS RFTA, CA 94568-5201

IMPR-ZA

10 June 2016

MEMORANDUM FOR ALL Parks Reserve Forces Training Area (PRFTA) Personnel

SUBJECT: PRFTA Policy #3, Garrison Commander's Open Door Policy

1. REFERENCE. AR 600-20, Army Command Policy, 22 October 2014.
2. PURPOSE. This policy establishes standards and provides guidelines and procedures for my open door policy.
3. APPLICABILITY. This policy applies to Soldiers and Civilian personnel assigned to and under the operational control of the PRFTA Garrison Commander.
4. POLICY.

a. All Soldiers and Civilians employees have the opportunity to voice their concerns to their chain of command. I am available to discuss with all members of this command any procedures or issues that affect discipline, morale, and mission readiness. As the Garrison Commander my door is open to anyone. However, I strongly encourage all personnel to first use their chain of command and give leaders and supervisors the first opportunity to assist in resolving any issues, professional or personal in nature. Mission command to the lowest level is a vital communication link, and I expect the chain of command to actively assist in resolving any problems that arise.

b. Resolution at the earliest opportunity and at the lowest level have a very favorable impact on mission command and readiness. If working with the chain of command does not result in a solution, or if the problem is of a very personal nature, any member of this command may request an appointment with me.

c. Post a copy of this policy memorandum on all bulletin boards and allow personnel to read during the newcomers brief and in-processing.

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5. PROPONENT. The proponent for this policy is the office of the Garrison Commander at (925) 875-4650.

A handwritten signature in black ink, appearing to read "Gerald J. Hall". The signature is stylized with a large initial "G" and "H".

GERALD J. HALL  
LTC, IN  
Commanding