



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U. S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE
5158 BLACKHAWK ROAD
ABERDEEN PROVING GROUND, MARYLAND 21010-5403

MCHB-CG-HHD

1 April 2004

MEMORANDUM FOR USACHPPM-HHC Personnel

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

1. All personnel of the Headquarters and Headquarters Company, United States Army Center for Health Promotion and Preventive Medicine may see me to seek assistance or to register complaints.
2. This policy is not intended to circumvent the normal chain of command. Personnel should use their chain of command to resolve problems at the lowest level. In the event that a situation cannot be resolved, both the individual and his supervisor are encouraged to seek my assistance. However, if an individual does not wish to address a situation with a member of their immediate chain of command for personal reasons, I am available to help.
3. Appointments to see me can be made by calling 410-436-4376. In emergencies, during non-duty hours, contact the Staff Duty NCO at 410-436-4375 who will assist in arranging timely access to me.


TANYA M. GARCIA
CPT, MS
Commanding