



**DEPARTMENT OF THE ARMY**  
Evans Army Community Hospital  
7500 Cochrane Circle  
FT Carson, CO 80913-4604

MCXE

1 July 2003

POLICY NUMBER 2

MEMORANDUM FOR USA MEDDAC STAFF

SUBJECT: Commander's Open Door Policy

1. All civilians and soldiers assigned to this command and any beneficiary are welcome to bring issues of concerned to my attention. My door is always open to the MEDDAC staff and the community we support.
2. I ask you to use the Chain of Command or other departmental staffs to address issues and seek satisfactory resolution at the lowest appropriate level. If the issue involves someone in the Chain of Command or resolution is not achieved, then please come see me.
3. To ensure I'm available, please make an appointment by contacting my office. Making an appointment should not discourage individuals from raising issues or concerns. My office will always observe confidentiality of the subject matter.
4. In most circumstances, appointments will be scheduled within 24 hours of your initial contact. For appointments, please contact my office in person or by telephone at 526-7500.

A handwritten signature in cursive script that reads "Brian C. Lein".

BRIAN C. LEIN  
COL, MC  
Commanding

This policy supercedes Policy 2, dated 25 Feb 2003