



STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
1000 HALSEY AVENUE SE, BUILDING 447
MARIETTA GEORGIA 30060

NGGA-TAG

4 May 2024

MEMORANDUM FOR All Georgia Department of Defense Personnel

SUBJECT: The Adjutant General's Open Door Policy

1. Policy. Proper use of the chain of command and supervisory chain for all personnel is vital to the overall effectiveness of the Georgia Department of Defense (GADOD). Accordingly, GADOD personnel will use their chain of command or supervisory chain when communicating or seeking resolution of issues, concerns, or problems of a personal or professional nature that they are unable to resolve themselves. This will be done according to each commander or supervisor's open-door policy. This memorandum establishes the procedures for my open-door policy.

2. Exceptions. The only exceptions to this policy are instances involving reports of sexual harassment, sexual assault, equal opportunity violations, or issues directed to the Office of the Inspector General, a member of congress, a member of a DoD audit, inspection, or investigation, or a law enforcement organization or any other protected or privileged communications or complaints under any other legal authority.

3. Procedure. Before seeking my assistance, all Soldiers, Airmen, military technicians, and state and federal civilian employees will seek resolution through the following process:

a. Soldiers and Airmen (AGR, M-day, and technicians in a military status).

(1) Soldiers and Airmen, including technicians in a military status, will seek resolution through the Commanding General of the Georgia Army National Guard or Georgia Air National Guard, respectively, according to that commander's open-door policy, unless the issue, concern, or problem directly involves that commander.

(2) If that commander is not able to resolve the issue, concern, or problem or if the issue, concern, or problem directly involves that commander:

(a) Enlisted Soldiers and Airmen will seek resolution through the Georgia National Guard Senior Enlisted Advisor before seeking my assistance, unless the issue, concern, or problem directly involves the Georgia National Guard Senior Enlisted Advisor.

(b) Officers may contact my office and request a meeting with me.

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b. Civilian employees and military technicians not in a military status. Civilian employees and military technicians who are not in a military status will seek resolution through their civilian or technician supervisory chain in accordance with local policy and any negotiated, regulatory, or statutory procedures that may apply before seeking my assistance.

c. Soldiers, Airmen, military technicians, and civilian employees seeking my assistance or the assistance of the Georgia National Guard Senior Enlisted Advisor who have not followed the procedures indicated above will be referred to their chain of command or supervisory chain as appropriate.

d. I may work with Soldiers, Airmen, military technicians, and civilian employees to resolve issues, concerns, or problems by meeting in-person or by phone, email correspondence, or through my staff as appropriate.

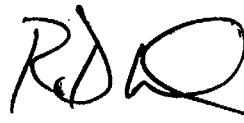
e. I may refer an issue, concern, or problem to members of my staff or to the chain of command or supervisory chain as appropriate after discussing the issue, concern, or problem with the Soldier, Airman, military technician, or civilian employee.

f. My ability to discuss or influence situations involving issues, concerns, or problems that are the subject of actions covered under statutory, regulatory, or negotiated procedures may be limited.

g. Soldiers, Airmen, military technicians, and civilian employees seeking my assistance after following the procedures indicated above will call my office at 678-569-6010.

4. Commanders and senior directorate personnel will ensure that the members of their command or staff directorate are aware of my open-door policy.

5. Direct questions to the Office of the State Judge Advocate at 678-569-5644.

A handwritten signature in black ink, appearing to read 'RDW', is positioned above the printed name.

RICHARD D. WILSON
Major General, GANG
The Adjutant General