



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
ALASKA ARMY NATIONAL GUARD ELEMENT, JOINT FORCES HEADQUARTERS
49000 ARMY GUARD ROAD
JOINT BASE ELMENDORF - RICHARDSON AK 99505-0800

NGAK-TAG

MEMORANDUM FOR Alaska National Guard

SUBJECT: Open Door Policy

1. As a commander, I am committed to addressing the concerns of all members of my command that are unable to be resolved through other channels. Although I am a strong advocate of using the chain of command and the supervisory chain to resolve issues arising in the Alaska National Guard, I am available to discuss any issue that requires my personal attention.
2. This policy will not be used to subvert established judicial, non-judicial, and administrative mechanisms. I will refer all requests to see me by members of the command who are the subject of judicial, non-judicial, adverse administrative action, or are the subject of an ongoing criminal investigation to the Staff Judge Advocate who will advise me on the appropriateness of the request.
3. Any request by a member of this command to discuss an issue with me should be addressed to (officers) my Executive Officer, Lieutenant Colonel Elmore (alex.elmore@alaska.gov).or (enlisted) the Senior Enlisted Leader CMSgt Paul Nelson (paul.nelson@alaska.gov). The request should describe the nature of the issue, why my personal attention is required, and the steps already taken to resolve the issue, including members of the chain of command to whom the concern has already been addressed. Each request will be reviewed on an individual basis.
4. This policy letter is effective until superseded or rescinded.

A handwritten signature in blue ink, reading "Laurel J. Hummel", is positioned above the typed name.

LAUREL J. HUMMEL
Brigadier General (AK), AKNG
The Adjutant General