



DEPARTMENT OF THE ARMY
HEADQUARTERS, 369TH SIGNAL BATTALION
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

ATZH-TBA

11 June 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #1 – **Battalion Commander Open Door Policy**

1. The primary means for surfacing and resolving problems that confront individual members of the command is through the Chain of Command. While the Chain of Command can and does work, there are occasions when a problem, due to its nature or urgency, requires my personal attention. Therefore, all personnel assigned, attached, or employed in the 369th Signal Battalion should be aware that an unrestricted Open Door Policy exists and they have the right to see me at any time.
2. This policy should not be viewed as a means of circumventing the chain of command. It is established to promote a healthy command climate by solving Soldiers' problems as quickly as possible and at the lowest echelons of command. I want to emphasize, therefore, that I encourage personnel to give their chain of command a fair opportunity to solve their problem. I also urge members of this Chain of Command to take advantage of the many agencies and services provided by the Army to assist them, such as the Legal Assistance Office, Army Community Service, and the Battalion Chaplain. Notwithstanding, my door is always open to any member of this command.
3. Remember that you must still obtain permission from your appropriate supervisor/leader to be absent from your place of duty before you come to see me.
4. I will not tolerate any Soldier being punished in any way by the chain of command for seeing me on my open door policy.
5. Company Commanders will establish and publish in writing their own Open Door Policy.

E-Signed by BROOKS, SCOTT, DAVID.1016635150
READ full text of this message on the website
BROOKS, SCOTT, DAVID.1016635150

SCOTT D. BROOKS
LTC, SC
Commanding

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