



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

16TH SPECIAL TROOPS BATTALION

UNIT 27503

APO AE 09139

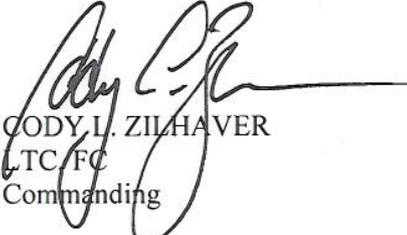
AETS-SBB-CO

25 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Commander's Policy Letter #1: Open Door Policy

1. Reference AR 600-20, Army Command Policy, 4 August 2011.
2. Leaders serving in the 16th STB work diligently to address the welfare of Soldiers, Family members, and civilians. However, there may be occasions when an individual will desire to raise a concern with his or her own higher commander. We must demonstrate our genuine concern for the healthy morale and welfare of our personnel by granting access under extenuating circumstances. Commanders at all levels will establish and post open-door policies, which allow members of their command to see them about issues, concerns, or problems of a personal nature.
3. If an individual has a concern that his or her chain of command cannot resolve, or feels that taking the concern to his or her chain of command would be inappropriate, the individual may schedule an appointment with me by contacting their First Sergeant or their Company Commander.
4. This policy will not circumvent the chain of command but will provide an additional avenue of communication for 16th STB Soldiers and civilians. All Soldiers within this command will be aware of this policy.
5. The point of contact for this action is the undersigned at 469-7188.
6. ***ON POINT!***


CODY L. ZILHAVER
LTC/FC
Commanding

DISTRIBUTION:
HHC, 16th STB
504th BDE SIG CO
106th FMCO