



DEPARTMENT OF THE ARMY
504TH BRIGADE SIGNAL COMPANY
16TH SPECIAL TROOPS BATTALION
16TH SUSTAINMENT BRIGADE
APO AE 09139

REPLY TO:
ATTENTION OF:

AER-SB-SI

29 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Reference AR 600-20, Army Command Policy, 13 May 2002.
2. I am always willing to see the Soldiers of Headquarters and Headquarters Detachment to assist in resolving any personal or professional issues, or problems. I ask you first use your unit chain of command for resolution. These leaders have the knowledge and skills to resolve most problems before they reach my level.
3. Nevertheless, in the account that you still need my personal attention or do not feel your chain of command can resolve you issue, I ask that you make an appointment through my operations section or directly with my First Sergeant. In the event of an emergency, your appointment will be scheduled immediately.
4. Leaders will ensure that this is understood by all Soldiers to prevent any conflict between the Soldier and my door.

A handwritten signature in black ink, appearing to read "Jeffrey R. Blacksher".

JEFFREY R. BLACKSHER
CPT, SC
Commanding