



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

AETS-SBH-CO

R: 9 July 2012
18 August 2011

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter # 1: Open Door Policy

1. Reference: AR 600-20, Army Command Policy, 18 March 2008/ 4 August 2011.
2. Leaders within HHC, 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 morale and welfare of our personnel by granting such access under such circumstances.
3. Adherence to the chain of command ensures that all interested parties are kept informed of problems throughout the command. Attempts to resolve problems by going outside the established chain may result in misunderstanding, misinformation or time lost which could have been devoted to operational improvements and solving problems. Therefore, the chain of command is the recommended avenue for resolving problems.
4. Soldiers are responsible to ensure that the commander is made aware of problems that affect discipline, morale, and mission effectiveness. 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 first contacting the HHC Executive Officer or First Sergeant, who will ensure my availability.
5. This policy will not circumvent the Chain of Command, but will provide an additional avenue of communication to HHC Soldiers. All Soldiers within this command will be aware of this policy.


GERARDO S. RAMIREZ
CPT, LG
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