



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST BATTALION, 62ND AIR DEFENSE ARTILLERY
BUILDING 56022 TEDESCO WAY
FORT HOOD, TEXAS 76544

AFVL-LRB-BC

5 June 2015

MEMORANDUM FOR RECORD

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

1. REFERENCE.

- a. AR 600-20, Army Command Policy, 6 November 2014
- b. 69th ADA Brigade Command Policy Letter #1, 3 June 2015

2. PURPOSE: To notify the Soldiers and leaders of 1ST Battalion (BN), 62D Air Defense Artillery (ADA) of the Battalion Commander's Open Door Policy.

3. APPLICABILITY. 1ST BN, 62D ADA and all units assigned or attached.

4. POLICY.

a. As Commander, I am committed to addressing the concerns of all members of my command that are unable to be resolved through other channels. I expect all leaders to uphold that same commitment. The chain of command solely exists to take care of our Soldiers, Families, and Civilians. When empowered by approachable and caring leaders it can solve any problem.

b. All requests to exercise the Commander's Open Door Policy should be in writing and addressed to the Executive Officer, 1ST BN, 62D ADA. The request should describe the nature of the issue, why my personal attention is required, and the steps already taken to resolve the issue. A written request will aid in the preparation of our office call and facilitate a more timely decision.

c. I encourage anyone wanting to use the open door policy to first engage their leaders in the chain of command. Enlisted personnel should meet with the Battalion Command Sergeant Major prior to meeting with me. Although Soldiers do not have to discuss their situation or issues with the Command Sergeant Major, I do ask that, as a courtesy, Soldiers inform him of their desire to see me.

5. This policy remains in effect until superseded or rescinded.

6. The point of contact for this memorandum is CPT Annie Arauz, Battalion S-1 at annie.m.arauz.mil@mail.mil or at 254-553-7335.

A handwritten signature in black ink, appearing to read "Curran D. Chidester".

CURRAN D. CHIDESTER
LTC, AD
Commanding