



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 1<sup>ST</sup> BATTALION, 62<sup>ND</sup> AIR DEFENSE ARTILLERY**  
**BUILDING 282, BATTALION AVENUE**  
**FORT HOOD, TEXAS 76544-5000**

AFVL-LRB-BC

18 October 2011

MEMORANDUM FOR 1-62<sup>nd</sup> ADA Battalion Soldiers and Civilians

SUBJECT: Command Policy Letter #1, Open Door Policy

1. References:

- a. 69<sup>th</sup> ADA Brigade Command Policy Letter 69-2, 23 September 2008
- b. AR 600-20, Army Command Policy, 27 April 2010

2. I am available to assist all members of this command and I expect the same of all leaders. 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.

3. I encourage anyone wanting to use the open door policy to first engage their leaders in the chain of command, including the Battalion Command Sergeant Major. The wealth of experience and knowledge in our NCO Corps should not be underestimated.

4. Frankness and honesty are keys to resolving problems and I expect anyone using the open door policy, to openly and freely discuss their concerns – you can expect the same of me.

5. Post this policy on unit bulletin boards and ensure it is understood by every member of this command.

6. Point of contact for this memorandum is the undersigned at (254) 286-6900.

*Nitimur in Alta . . . We Aim at High Things!*

AARON J. ROTH  
LTC, AD  
Commanding