



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE  
32D ARMY AIR AND MISSILE DEFENSE COMMAND  
56021 TEDESCO WAY  
FORT HOOD, TEXAS 76544

AFVL-LBC

Date: 6 February 2014

MEMORANDUM FOR RECORD

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

1. REFERENCE. Army Regulation 600-20 (Army Command Policy), 18 March 2008, (RAR: 20 September 2012).
2. PURPOSE. To notify 69th ADA BDE Soldiers and leaders of the Brigade Commander's Open Door Policy.
3. APPLICABILITY. Headquarters, 69th Air Defense Artillery Brigade and all units assigned or attached.
4. POLICY.
  - a. As a commander, I am committed to addressing the concerns of all members of my command that are unable to be resolved through other channels. Although I am a strong advocate of using the chain of command and the supervisory chain to resolve issues arising within the Brigade, I am available to discuss any issue that requires my personal attention.
  - b. All requests to exercise the Commander's Open Door Policy should be in writing and addressed to the Deputy Commander, 69th Air Defense Artillery Brigade. The request should describe the nature of the issue, why my personal attention is required, and the steps already taken to resolve the issue. Each request will be reviewed on an individual basis.
  - c. Enlisted personnel should meet with the Command Sergeant Major prior to meeting with me. Although Soldiers do not have to discuss their situation/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 This policy remains in effect until superseded or rescinded.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 Patrick J. Hurst, Brigade Judge Advocate at [patrick.j.hurst.mil@mail.mil](mailto:patrick.j.hurst.mil@mail.mil) or 254-288-5944.

BRIAN W. GIBSON  
COL, AD  
Commanding