



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE  
56021 TEDESCO WAY  
FORT HOOD, TX 76544

AFVL-LBC

22 July 2011

MEMORANDUM FOR RECORD

SUBJECT: 69<sup>th</sup> ADA Brigade Commander Policy Letter 1, Open Door Policy

1. From time to time, in an organization, Soldiers have personal problems or notice conditions that they believe require my personal attention. All Soldiers in this command may personally discuss his or her concerns with me. My goal is to provide workable solutions that are in the best interests of the individual, this organization, and the United States Army
2. It has been my experience that the majority of problems are ultimately solved by the Soldier's immediate chain of command. Therefore, I urge each Soldier to give the chain of command a chance to solve his or her problem at the lowest level.
3. An effective resource available to the individual Soldier is the wealth of experience and knowledge of the 69<sup>th</sup> Air Defense Artillery Brigade Command Sergeant Major (CSM). Too often, the CSM is not used. He is my principal advisor on matters pertaining to enlisted Soldiers in the command. Call on the CSM when looking for help. In addition to my stated open door policy, I encourage you to contact me during my informal visits to your motor pools, during training, or visits to the Battalion. If a Soldier decides that he or she requires the assistance of the CSM or myself, that Soldier can call the Brigade CSM for appropriate arrangements. The CSM will make an appointment as soon as practical.
4. Those Soldiers who wish to see me in reference to an Article 15, a Court-martial, or a separation action in my jurisdiction should make the request through their Trial Defense Service Attorney to the Staff Judge Advocate.
6. Every leader in this Brigade is charged with leading, training, maintaining, and caring for his/her Soldiers. As such, I expect every leader to assist all individuals to the fullest extent, but no one should be stopped from seeing me. A Soldier has the right to see his commander. I am available to all Soldiers, civilians, and family members of the command. Any individuals desiring to discuss a problem directly with me may do so, after coordinating with my office for a date and time, within 3 working days of the request.
7. A copy of this letter will be posted on all unit bulletin boards.
8. "GUARDING THE SKIES!"

A handwritten signature in black ink that reads "Randall A. McIntire". The signature is stylized and includes a large flourish at the end.

RANDALL A. MCINTIRE  
COL, AD  
Commanding