



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 447TH SIGNAL BATTALION  
15TH REGIMENTAL SIGNAL BRIGADE  
FORT GORDON, GEORGIA 30905

ATZH-TBC

1 August 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1 - Open Door Policy

1. The leadership of this battalion supports all efforts by leaders to foster an environment that is fulfilling and productive to all military, civilian, and family members of this command. An integral part of sustaining an environment in which Soldiers can prosper and grow is the commitment on the part of the unit leadership to assist individuals in the resolution of their professional and personal problems. The Soldiers of this battalion have the right to expect leaders at all levels to respond to individual problems expressed by them in a concerned and impartial manner.
2. My office is open to all Soldiers and civilians of this battalion in order to assist in the resolution of problems. I will normally be in my office from 0800 to 1800 on duty days and Soldiers may make appointments under this Open Door policy through their respective chain of command or through the Battalion Command Sergeant Major. In my absence, the Battalion Executive Officer has full authority to act on my behalf.
3. Leaders at all levels will ensure that no Soldier is denied the right to address problems via the chain of command, and I strongly encourage all Soldiers to utilize this chain of command as the first means to resolve a problem. However, the right of a Soldier to contact the Inspector General (IG) or the Equal Opportunity Advisor (EOA) shall not be denied.
4. Point of contact for this action is the undersigned at 791-5481.

A handwritten signature in black ink, appearing to read "Daniel J. Ruder".

DANIEL J. RUDER  
LTC, SC  
Commanding

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