



DEPARTMENT OF THE ARMY
551ST SIGNAL BATTALION
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

REPLY TO
ATTENTION OF:

ATZH-TBB

28 August 2012

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum No. 1 – Commander's Open Door Policy

1. This memorandum announces my policy concerning Soldiers and civilians who wish to see me to present complaints/grievances or just to talk.
2. I will speak with any member of the battalion. All members have the right to see me. I have confidence that our chain of command can solve most problems before they need my attention. Members of the 551st Signal Battalion may discuss their issues with me when required. The Command Sergeant Major (CSM) is also available to assist with a situation or problem. I highly recommend that Soldiers take advantage of the CSM's years of experience and training.
3. I will expect that members advise their leaders of their intention to see me. Members must also obtain permission to be absent from their place of duty. I ask that the individual check with the CSM (phone 791-0002) before coming to see me, to confirm that I am in my office and available.
4. An individual who comes to see me must be willing to discuss freely all factors involved in an issue so that I can take appropriate action.
5. This policy memorandum supersedes Policy Memorandum No. 2, dated 28 June 2010.


JOHN M. KOSTUR
LTC, SC
Commanding