DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON GEORGIA 30905-5729

REPLY TO
ATTENTION OF

ATZH-TB

4 September 2012

MEMORANDUM FOR ALL ASSIGNED AND ATTACHED MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Policy Letter #1: Open Door Policy

1. Reference: AR 600-20, Army Command Policy, 18 March 2008/RAR 4 August 2011.

2. Every member of this brigade has the right to seek remedy for any complaint or grievance they may have. However, I expect all complaints to be addressed at the lowest level.

3. The chain of command will be the first avenue for addressing issues and problems. I charge all leaders with taking care of Soldiers and civilian employee issues in a timely manner. Soldiers and Civilians will inform from their appropriate chain of command to make an appointment with me. Soldiers will inform their leaders of any request to see the Brigade Commander on the Open Door Policy.

4. Any individual who desires to meet with me may do so by making an appointment with the Brigade Secretary at (706) 791-3800.

STEPHEN A. ELLE
COL, SC
Commanding