



DEPARTMENT OF THE ARMY
HEADQUARTERS, 43D SIGNAL BATTALION
UNIT 29227
APO AE 09014

NETC-SER-BC

25 JUN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #2 – Open Door Policy

1. As I have verbally stated to everyone in the battalion, I expect the chain of command to be effective and responsive to the needs and concerns of all members of the battalion. I encourage resolution of problems at the lowest level possible. However, if anyone in the workforce, or a family member of the workforce, believes the chain of command is not responsive or incapable of providing the assistance that they need, I will make myself available to discuss any issues of concern, simply call for an appointment. In every instance, regardless of geographical dispersion or scheduling problems, "open door applicants" will be scheduled to see me at the earliest possible date.
2. You must give your chain of command the courtesy of knowing that you wish to see me under this policy. It would be helpful if you tell them the nature of your visit with me, but you are not required to.
3. My office is located on Campbell Barracks, Building 22, Command Section, Heidelberg, Germany. To make an appointment, call DSN 370-1440. An appointment allows me to adjust my schedule to allow time for our talk. If I am visiting your area, ask for time to sit down and discuss a matter with me after you have notified your chain of command.
4. This policy memorandum will be posted to allow maximum viewing by unit, site, and section personnel. Commanders will ensure that their personnel are aware of this policy.
5. The proponent of this memorandum is the undersigned at DSN 370-1440.
6. *"Teamwork, Strength, Speed! Always Professional!"*

A handwritten signature in black ink, appearing to read "Philip A. Hoyle".

PHILIP A. HOYLE
LTC, SC
Commanding

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