



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SPECIAL TROOPS BATTALION, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

AETV-SCS-H

24 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Memorandum #1, Open Door Policy

1. **PURPOSE.** To ensure all soldiers, civilian employees, and family members are aware of the procedure to express their opinions or state personal grievances to the Battalion Commander.

2. **APPLICABILITY.** Headquarters, Special Troops Battalion all subordinate units.

3. **POLICY.**

a. I will talk with any individual soldier, family member, or civilian employee. Matters of urgent importance may be presented at any time. My availability should be coordinated with my administrative assistant.

b. An effective organization must have a chain of command that works. This means that leaders at all levels must be sensitive to the needs and problems of their soldiers and assist in solving problems. All soldiers are expected to operate with the utmost professional and loyalty, therefore, I expect the chain of command at all levels below me be given the opportunity to resolve a problem before it is presented to me. If the perception is such that your "chain" is not responsive or that the problem can only be solved at my level, my door is open to you.

4. **SUPERSESSION.** This policy supercedes STB Policy Letter #1 dated 14 Nov 01.

5. **EXPIRATION.** This policy memorandum expires 1 October 2003.

6. "Fit to Fight!"

/// Original Signed ///
MICHELE M. PUTKO
LTC, OD
Commanding

Distribution:

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