



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

121ST SIGNAL BATTALION
CMR 448
APO AE 09225

AETV-BG-SB

24 JUN 03

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum 1: Battalion Commander's Open Door Policy

1. The majority of problems are ultimately solved by the soldier's immediate chain of command. Therefore, I urge each soldier to give the chain of command a chance to solve his or her problem at the lowest level.
2. Company commanders and 1SGs will make themselves available to any soldier or family member in their company requiring command attention. Each commander should schedule a fixed weekly period of time for soldiers to discuss problems and issues.
3. At the battalion level, an effective resource available to the individual soldier is the wealth of experience and knowledge of the Command Sergeant Major. Too often the CSM is not used. Call on the CSM when looking for help. He is my principal advisor on matters pertaining to enlisted soldiers in the command.
4. Those soldiers who wish to see me in reference to an Article 15, a Court-martial, or a separation action in my jurisdiction should make the request through their Trial Defense Service Attorney to the Staff Judge Advocate.

DANGER'S VOICE!

////original signed////
JIM GARRISON
LTC, SC
Commanding