



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
530TH COMBAT SUSTAINMENT SUPPORT BATTALION
BLDG 8536, B AVE
FORT LEE, VIRGINIA 23801

REPLY TO
ATTENTION OF:

AFFL-CS-CO

24 February 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Commander's Policy #1 – Open Door Policy

1. REFERENCE: AR 600-20, Army Command Policy, 7 June 2006.
2. Any Soldier in the 530th Combat Sustainment Support Battalion can request to see me under my open door policy. As a rule, Soldier problems, whether personal or professional, should be addressed at the lowest level. Soldiers should give their first-line supervisors the opportunity to help them solve their problems, and I expect first-line supervisors and leaders at all levels to do their absolute best to help Soldiers solve their problems before bringing them to me.
3. I have genuine concern for the morale and welfare of every member of this battalion and their family members; therefore I consider it my duty and privilege to be accessible to every Soldier regardless of rank or position. In the event that company-level leadership cannot solve a problem, the Soldier is not satisfied with the outcome from their company leadership, or if a Soldier does not feel comfortable going to their company chain of command for any reason, then the Soldier shall have unimpeded access to me.
4. This policy will not be used to circumvent existing judicial, non-judicial, administrative processes or established chains of command. Requests to see me by Soldiers who are the subject of these proceedings will be referred to the Office of the Staff Judge Advocate to advise me on the appropriateness of the request.
5. The point of contact for this policy is the \Battalion Executive Officer at (804) 765-3156.

“Warrior Spirit, Warrior Support!”

A handwritten signature in black ink, appearing to read "Austin W. Elliott".

AUSTIN W. ELLIOTT
LTC, MS
Commanding

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