



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
15 ENGINEER BATTALION
UNIT 25850 BOX 54
SCHWEINFURT, GERMANY
APO AE 09226

AETV-EBC-CDR

2 November 2010

MEMORANDUM FOR RECORD

SUBJECT: 15th Engineer Battalion Command Policy Letter #1, Open Door Policy

1. References: AR 600-20, Army Command Policy; 18th EN BDE Command Policy Letter 1, Open Door Policy
2. All Soldiers of the 15th Engineer Battalion should feel comfortable discussing their issues, concerns, and problems with their chain of command, in order to promote a professional and efficient working environment. Soldiers in command and supervisory positions are expected to make every effort to ensure that legitimate dissatisfactions within their organization are resolved in a fair, equitable, and timely manner. Remember, communication is the cornerstone of effective leadership. As such, all team members of this command must ensure that our communication lines remain open.
3. I will make myself available to discuss professional and personal problems with team members of the command. Company Commanders within this command must establish a similar policy. Yet, I expect anyone wishing to discuss their individual issues, concerns, or problems with me to first exercise their chain of command. If resolution is not found in the subordinate chain of command or for unique circumstances where the use of the subordinate chain of command is not possible, I encourage our Soldiers to contact me directly to seek the best possible solution.
4. When Soldiers wish to personally speak with me, they may take the opportunity to see me informally during my "battlefield circulation." Soldiers may also exercise my Open Door Policy by contacting the S1 or Battalion Executive Officer to schedule an appointment in my office.
5. Commanders and supervisors at every level will ensure dissemination of this policy to all military and civilian personnel. A copy of this memorandum will be posted on the required Equal Opportunity Information Boards in the battalion and company areas.
6. The point of contact for this memorandum is the Battalion Equal Opportunity Leader.

DRIVE ON!

A handwritten signature in black ink, appearing to be "CRAIG S. BAUMGARTNER", is located below the text.

CRAIG S. BAUMGARTNER
LTC, EN
Commanding



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
15 ENGINEER BATTALION
UNIT 25850 BOX 54
SCHWEINFURT, GERMANY
APO AE 09226

AETV-EBC-CDR

2 November 2010

MEMORANDUM FOR RECORD

SUBJECT: 15th Engineer Battalion Command Policy Letter #2, Equal Opportunity

1. References: AR 600-20, Army Command Policy; 18th EN BDE Command Policy Letter 3, Equal Opportunity
2. The strength of our Nation and Army is derived to a great extent from the varied talents and contributions of our diverse population. In support of this and in respect of basic human rights and freedoms, I will not tolerate discrimination or harassment of any kind based on color, gender, national origin, race, or religion.
3. The purpose of our unit Equal Opportunity (EO) Program is to ensure all members of this command are treated with dignity and respect and that our battalion functions as a cohesive team. Our mission requires absolute trust in each other in an environment where individuals know that they are treated fairly and with respect. This objective can only be met through our collective and unified efforts to identify and eliminate improper behavior.
4. All members of this command must know they are able to report violations without fear of reprisal and that attempts to discourage the filing of a legitimate EO complaint will not be tolerated. Furthermore, violations of EO policy will not be tolerated by any Soldier or civilian, and such violations will be properly reported for appropriate action to the chain of command or through other channels such as the Chaplain, Inspector General, Provost Marshal, or Staff Judge Advocate. As commander, I am the EO Officer with advice and assistance from the Battalion EO Leader. Accordingly, the chain of command is the primary and preferred channel for resolving EO issues.
5. Commanders and supervisors at every level will remain proactive in preventing and eliminating discrimination and sexual harassment, and will ensure dissemination of this policy to all military and civilian personnel. A copy of this memorandum will be posted on the required Equal Opportunity Information Boards in the battalion and company areas. I challenge each and every team member to become actively involved in our EO program and promote fair and unbiased treatment for all within the command.

AETV-EBC-CDR

SUBJECT: 15th Engineer Battalion Command Policy Letter #2, Equal Opportunity

6. The point of contact for this memorandum is the Battalion Equal Opportunity Leader.

DRIVE ON!

A handwritten signature in black ink, consisting of two stylized, overlapping capital letters 'A'. The first 'A' has a long horizontal stroke extending to the left, and the second 'A' is positioned slightly to the right and overlaps the first.

CRAIG S. BAUMGARTNER
LTC, EN
Commanding



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
15 ENGINEER BATTALION
CAMP ARIFJAN, KUWAIT
APO AE 09366

AETV-EBC-CDR

2 November 2010

MEMORANDUM FOR RECORD

SUBJECT: 15th Engineer Battalion Command Policy Letter #3, Prevention of Sexual Harassment

1. References: AR 600-20, Army Command Policy; Army in Europe Command Policy Letter 3, Prevention of Sexual Harassment; 21st Theater Sustainment Command Policy Letter 26, Sexual Harassment/Assault Response and Prevention (SHARP) Program; 18th EN BDE Command Policy Letter 5, Prevention of Sexual Harassment
2. There is zero tolerance within this command for sexual harassment or any form of harassment degrading one's dignity. I am committed to ensuring that our Soldiers, civilian employees, and Family members live and work in an environment free of sexual harassment. Leaders at every level must be committed to creating and maintaining an environment that promotes productivity and respect for human dignity. Sexual harassment destroys teamwork and negatively affects combat readiness.
3. Prevention of sexual harassment is everyone's responsibility. Every Soldier, civilian employee, and Family member is responsible for treating one another with dignity and respect. Leaders have a special responsibility: they prevent sexual harassment by setting an example of how to treat others, by creating an environment conducive to good order and discipline, and through a policy of non-tolerance. This applies to both on and off post and while deployed.
4. Allegations of sexual harassment must be taken seriously and investigated promptly, fairly and effectively. Individuals who feel that they are being sexually harassed should seek relief at the lowest level and request assistance from their chain of command or equal opportunity office. Again, complaints should be referred to the chain of command, but may also be made through other channels, such as the Chaplain, Inspector General, Provost Marshal, or Staff Judge Advocate. Individuals who feel they are being sexually harassed are permitted to file formal or informal complaints without fear of intimidation, harassment, or reprisal.
5. Commanders and supervisors at every level will remain proactive in preventing and eliminating sexual harassment. Commanders will ensure that all Soldiers understand this policy and receive training on this subject at least twice a year to ensure a firm understanding and compliance. A copy of this memorandum will be posted on the required Equal Opportunity Information Boards in the battalion and company areas.

AETV-EBC-CDR

SUBJECT: 15th Engineer Battalion Command Policy Letter #3, Prevention of Sexual Harassment

6. Soldiers may also use my Open Door Policy to seek relief or assistance.
7. The point of contact for this memorandum is the Battalion Equal Opportunity Leader.

DRIVE ON!

A handwritten signature in black ink, consisting of a stylized 'C' followed by 'S. BAUMGARTNER'.

CRAIG S. BAUMGARTNER
LTC, EN
Commanding



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
15 ENGINEER BATTALION
UNIT 25850 BOX 54
SCHWEINFURT, GERMANY
APO AE 09226

AETV-EBC-CDR

2 November 2010

MEMORANDUM FOR RECORD

SUBJECT: 15th Engineer Battalion Command Policy Letter #4, Processing Equal Opportunity Complaints

1. References: AR 600-20, Army Command Policy; Army in Europe Command Policy Letter 6, Equal Employment Opportunity; 18th EN BDE Command Policy Letter 4, Processing Equal Opportunity Complaints

2. The Army equal opportunity (EO) complaint-processing system addresses allegations of unlawful discrimination or unfair treatment based on color, gender, national origin, race, or religion. Soldiers, civilian employees, and Family members must be confident that their complaints will be addressed promptly and professionally. I will not tolerate any attempt to discourage anyone from filing a legitimate EO complaint, nor will I stand for any act of reprisal taken against anyone who files a complaint.

3. Leaders who receive an EO complaint will immediately contact their EO advisor (military) or equal employment opportunity (EEO) officer (civilian) for guidance and assistance. Attempts should always be made to solve the problem at the lowest possible level within the command. In summary, there are two types of complaints:

a. Informal - is any complaint that a Soldier or Family member does not wish to file in writing. This type of complaint may be resolved directly by the individual, another unit member, a commander or other person in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues.

b. Formal - is one that a complainant files in writing and swears to the accuracy of the information using a DA Form 7279 (Equal Opportunity Complaint Form). Complainants have 60 calendar days from the date of the alleged incident to which to file a formal complaint. The complainant should file his or her complaint with the commander at the lowest echelon of command at which the complainant may be assured of receiving a thorough, expeditious, and unbiased investigation of the allegations. As commander, I am required to report a formal complaint in writing to the General Court Martial Authority within 72 hours.

4. AR 600-20 (Chapter 6 and Appendix D) provides specific guidance on initiating and processing EO complaints by Soldiers. Army in Europe Command Policy Letter 6, Equal Employment Opportunity, provides guidance for handling complaints by civilian employees.

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SUBJECT: 15th Engineer Battalion Command Policy Letter #3, Prevention of Sexual Harassment

5. If resolution cannot be reached, complainants should notify their chain of command and seek advice from their supporting EO advisor or servicing EEO officer. Complaints should be referred to the chain of command, but may be made through other channels (chaplain, inspector general, provost marshal, or staff judge advocate).
6. A copy of this memorandum will be posted on the required Equal Opportunity Information Boards in the battalion and company areas.
7. The point of contact for this memorandum is the Battalion Equal Opportunity Leader.

DRIVE ON!

A handwritten signature in black ink, consisting of two stylized, overlapping capital letters 'A'.

CRAIG S. BAUMGARTNER
LTC, EN
Commanding



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
15 ENGINEER BATTALION
UNIT 25850 BOX 54
SCHWEINFURT, GERMANY
APO AE 09366

AETV-EBC-CDR

4 November 2010

MEMORANDUM FOR RECORD

SUBJECT: 15th Engineer Battalion Command Policy Letter #5, Withholding Article 15 UCMJ Authority

1. Pursuant to Rules for Courts-Martial 306(a), 401(a) and to the authority of Army Regulation 27-10, paragraph 3-7c, I withhold Article 15 authority from all subordinate commanders to dispose of the following UCMJ offenses: all drug-related offenses; all alcohol-related offenses; absences without leave greater than one day; weapon negligent discharges; spouse and/or child abuse offenses; and fraternization occurrences.
2. Other withholding authority already established by higher headquarters policy will continue to apply.
3. The point of contact for this memorandum is the undersigned.

A handwritten signature in black ink, appearing to read "C.S. Baumgartner", with a stylized flourish at the end.

CRAIG S. BAUMGARTNER
LTC, EN
Commanding



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH ENGINEER BATTALION
UNIT 25850 BOX 54
APO AE 09226

AETV-EBC-CDR

2 November 2010

MEMORANDUM FOR RECORD

SUBJECT: 15th Engineer Battalion Command Policy Letter #6, Suicide Prevention

1. References:

- a. AR 600-63, Army Health Promotion.
- b. AE Regulation 350-1, Training in the Army in Europe.
- c. USAREUR Regulation 40-6, Referring Soldiers for Mental Health Evaluations.
- d. Suicide Prevention, US Army Center for Health Promotion and Preventative Medicine (<http://chppm-www.apgea.army.mil/dhpw/readiness/suicide.aspx>).
- e. Suicide Prevention, US Army Deputy Chief of Staff, G1 (<http://www.preventsuicide.army.mil/>).
- f. 18th Engineer Brigade Command Policy Letter 6, Suicide Prevention.
- g. 15th Engineer Battalion Garrison SOP, Section 9-3.

1. When a Soldier shows signs of potential suicide, the commander will promptly refer the Soldier to the servicing Behavioral Health agency, unit Chaplain, or both. The Soldier will be escorted to Behavioral Health or Chaplain and commanders will ensure the Soldier attends all further scheduled appointments.
2. Whenever one of our Soldiers, civilian employees or Family members commits suicide, the tragic and traumatic loss disrupts unit cohesion and weakens morale. We can prevent this needless loss by learning to recognize suicide-warning signs and by taking immediate action to ensure that anyone exhibiting these signs gets help. First line supervisors and buddy teammates are critical to identifying Soldiers in need of assistance. All leaders must eliminate any actual or perceived stigma attached to seeking behavioral health services. Asking for help when needed is a strength and sign of courage.
3. Every member of the 15th Engineer Battalion will complete suicide prevention training, at a minimum, on a semi-annual basis using the Ask, Care, Escort (ACE) model and supplemented by the *Beyond the Front* and *Shoulder to Shoulder* training programs. This training will be incorporated into all levels of training to include Officer Professional Development, NCO Development Program, Consideration of Others training, and other scheduled unit training.

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SUBJECT: 15th Engineer Battalion Command Policy Letter 8, Suicide Prevention

4. Every company attached or assigned to the 15th Engineer Battalion will have two Non-Commissioned Officers in the grade of E-6 or E-7 trained as trainers of the ACE model and proficient in the use of the *Beyond the Front* and *Shoulder to Shoulder* training programs. These NCOs are the primary trainers for all suicide prevention training in the company. Training for these trainers will be conducted by the unit or garrison Unit Ministry Team and Behavioral Health Team on an annual basis and within 30 days of a new trainer being assigned, at a minimum.

5. After a referred Soldier has been released from direct care, leaders in the Soldier's chain of command must be particularly attentive to the Soldier's needs. This is a very dangerous time for the individual and requires that leaders show compassion and understanding.

6. POC for the memorandum is the Battalion Chaplain at 353-8595.

A handwritten signature in black ink, consisting of two stylized, overlapping capital letters 'A' and 'A'.

CRAIG S. BAUMGARTNER
LTC, EN
Commanding