



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY  
1612 RANDOLPH ROAD  
FORT SILL, OKLAHOMA 73503

ATSA-TPY

25 AUG 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #14 – Battalion Staff Section Hours of Operation

1. In order to provide predictable and consistent service to students and cadre who are in/out- processing the unit or require personnel, supply, and/or IT support, all battalion staff sections must have a representative present in their shops.
2. All Battalion "S" shops will be open for customer service every Tuesday from 0900-1130. This date time group (DTG) is considered open hours and OICs/NCOICs of each staff section must strive to maintain these hours. Section OICs/NCOICs must coordinate for exceptions through the BN XO or CSM.
3. In the event a section must close for any reason, an email to all course managers, battery command teams, and BN CMD group NLT 72 hours out from shop closure with alternate hours of operation for any staff assistance needed.
4. This policy does not negate appointments, as personnel can still schedule appointments with each shop if their specific training/work schedules do not permit them to utilize the established hours of operations.
5. The POC for this memorandum is the Battalion Executive Officer.



MICHAEL M. GOGLIA  
LTC, AD  
Commanding