



DEPARTMENT OF THE ARMY  
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY  
1614 RANDOLPH ROAD  
FORT SILL, OKLAHOMA 73503

REPLY TO  
ATTENTION OF:

ATSA-TPY

19 June 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 1 - Open Door Policy

1. In any organization, Soldiers have personal problems or notice conditions they believe require the personal attention of the Battalion Commander. Any Soldier or Civilian in this command may personally discuss his or her concerns with me. My goal is to provide workable solutions that are in keeping with the best interest of the individual, this organization, and the United States Army.
2. Soldiers' immediate chains of command should – and ought to – solve a majority of their problems. Therefore, I urge each of you to give your respective chain of command a chance to solve your problems at the lowest level.
3. The Battalion Command Sergeant Major (CSM) is my principal advisor on matters pertaining to enlisted Soldiers in the command and an effective resource available to all Soldiers in the Battalion. Call on the CSM when looking for help. If you decide that you require the assistance of the CSM or me, please call for an appointment through CSM. He will consult with the Executive Officer (XO) to schedule you for an appointment within one working day.
4. Those Soldiers who wish to see me in reference to an Article 15, court-martial, or separation action in my jurisdiction should make the request through their Trial Defense Service Attorney to Staff Judge Advocate.

CEDRIC G. LEE  
LTC, AD  
Commanding

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CDR/1SG – HQ/A, B, C