



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND BATTALION, 11TH INFANTRY REGIMENT
6649 VIBBERT AVENUE
FORT BENNING, GEORGIA 31905-6221

ATSH-TPB

24 August 2015

MEMORANDUM FOR 2nd Battalion (IBOLC), 11th Infantry Regiment

SUBJECT: Policy Letter #1: Open Door Policy

1. REFERENCE: Army Regulation 600-20, Army Command Policy, 6 November 2014.
2. The purpose of the memorandum is to announce my policy concerning individual's rights to present complaints/grievances and to set procedures for those who wish to meet with me personally.
3. Every member of this Battalion has the right to seek remedy for any complaint or grievance they may have. However, I expect all complaints to be addressed at the lowest level.
4. The Chain of Command will be the first avenue for addressing issues and problems. I charge all leaders with taking care of Soldiers and civilian employee issues in a timely manner. Soldiers and civilians will obtain permission from their appropriate Chain of Command to make an appointment with me. Soldiers will inform their leaders of any request to see the Battalion Commander on the Open Door Policy.
5. Any individuals who desire to meet with me may do so by making an appointment with the Battalion S1 (Ms. Carter) at 545-3014.

A handwritten signature in black ink, appearing to read "Matthew W. Weber", is located below the list of points.

MATTHEW W. WEBER
LTC, IN
Battalion Commander