



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 199th INFANTRY BRIGADE (LEADER DEVELOPMENT)  
6506 INDIANHEAD ROAD  
FORT BENNING, GEORGIA 31905-6221

ATSH-TP (600-20c1)

10 August 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Open Door Policy

1. Reference: Army Regulation (AR) 600-20, (Army Command Policy), 24 July 2020.
2. Purpose: To provide guidance to all the 199th Infantry Brigade personnel on the Brigade Commander's Open Door Policy.
3. Applicability: This policy applies to all the 199th Infantry Brigade units and their assigned and/or attached Soldiers, Family members and DA Civilians.
4. The 199th Infantry Brigade Soldiers and Civilians are responsible for ensuring commanders, supervisors, and/or directors are aware of problems affecting discipline, morale, and mission effectiveness. An open door policy allows command members, including Family members, to present any facts and concerns regarding personal or professional problems and other issues the individual has been unable to resolve.
5. The first commander in the chain of command or director in the supervisory chain is typically able to handle almost all problems. I highly encourage all issues be brought to the appropriate company, battalion, or staff directorate leader for resolution first. However, I am available to discuss any issue requiring my personal attention.
6. This Open Door Policy is not intended to supplement or replace the formal review processes established by law, regulation, or collective bargaining agreements. Nor does it apply to disciplinary issues or issues more appropriately addressed by an existing procedure, subordinate command, or staff principle. Examples include, but are not limited to: Equal Opportunity complaints, reassignments, Inspector General inquiries, and Civilian grading issues and grievances.
7. Chain of command approval is not necessary before requesting the use of this Open Door Policy. Nevertheless, Soldiers will advise their chain of command, and Civilians will notify their supervisory chain, if they intend seeking my assistance. This includes ensuring that all members of the chain of command up to the level of authority requested is notified.
8. As a matter of courtesy, I encourage (but do not require) contacting the Brigade Command Sergeant Major or Brigade Deputy Commander respectively at (706) 545-3121 or (706) 545-4234 before using this open door policy.
9. The Brigade will permanently post a copy of this policy memorandum on all company, battalion and directorates bulletin boards.

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10. Supersession: This policy memorandum supersedes Policy Memorandum 600-20-08, dated 13 July 2020.

11. Proponent: The proponent for this policy is the 199th Infantry Brigade Military Equal Opportunity Professional at (706) 545-7039.



VICTOR R. SATTERLUND  
COL, IN  
Commanding

DISTRIBUTION:

Cdr, 2-11<sup>th</sup> IN Regt  
Cdr, 2-16<sup>th</sup> CAV Regt  
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