



REPLY TO  
ATTENTION OF

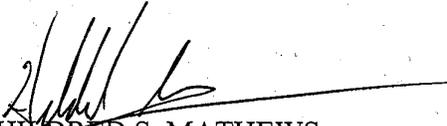
DEPARTMENT OF THE ARMY  
A COMPANY, WARRIOR TRANSITION BATTALION  
EUROPE REGIONAL MEDICAL COMMAND  
UNIT # 23152, APO AE 09227

MCEU-WTB-A

MEMORANDUM FOR SEE DISRIBUTION

SUBJECT: Policy Letter #1, Open Door

1. Reference AR 600-20
2. Soldiers within this unit are responsible to ensure that I am made aware of problems that affect discipline, morale, and mission accomplishment. In order to assist with this responsibility, I will accommodate an open door policy. This policy will allow WTU Soldiers to present facts, concerns, problems of a personal or professional nature, and/or other issues that cannot be resolved through the Chain of Command.
3. I expect all issued to be handled at the lowest level possible and always through the proper Chain of Command. If a Soldier believes that their Chain of Command has not or cannot adequately address a particular concern, that Soldier may visit directly with me.
4. The point of contact for this memorandum is the undersigned at DSN (314)483-6618 or [hildred.mathews@us.army.mil](mailto:hildred.mathews@us.army.mil).

  
HILDRED S. MATHEWS  
CPT, LG  
Commanding

Distribution:

- 1 - Each New Soldier
- 1 - Posted Unit Bulletin Board