



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
HEADQUARTERS COMMAND BATTALION
239 SHERIDAN AVE, BLDG 417
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Commander's Open Door Policy - Policy Memorandum #1

1. All Soldiers, Family members and DA Civilians assigned or attached to the Headquarters Command Battalion may see me to seek assistance or register complaints.
2. This policy does not replace nor circumvent the normal chain of command. In fact, Soldiers and Civilian employees should normally use their chain of command to seek assistance. Unit commanders are responsible for ensuring that problems or complaints are promptly addressed and resolved at the lowest possible level. However, in those unusual instances when solutions exceed the capability or authority of a unit commander, both the individual and that commander are encouraged to seek my assistance.
3. If an individual does not desire to discuss a situation with immediate members of the chain of command for personal reasons, I am available to assist.
4. Civilian employees should make their desire to see me known to the Battalion Executive Officer and enlisted personnel should inform the Battalion Command Sergeant Major. Appointments to see me may be obtained during normal duty hours by contacting my administrative assistant at (703) 696-2974. In cases of emergency, the Command Sergeant Major or the Executive Officer will assist in arranging timely access to see me.

A handwritten signature in black ink, appearing to read "JMB", written over the printed name.

JOHNATHON M. KUPKA
LTC, SF
Commanding