



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

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

1. My policy is to grant all reasonable open door requests by soldiers, civilians, and the family members of this battalion who desire a telephonic or personal meeting with me. This holds true for the Battalion Sergeant Major and the Battalion Executive Officer as well.
2. Soldiers are encouraged to use their chain of command to solve their problems or issues. The Chain of Command's involvement will normally provide a faster solution to the problem. However, if this avenue does not provide the proper response, or you feel a problem needs the battalion's immediate attention, I am certainly available, day or night, to assist.
3. An open door meeting provides an opportunity for direct, personal discussion. Because it is not a hearing or an adverse proceeding, spokespersons are inappropriate.
4. Open door meetings must be conducted at no expense to the government. Soldiers or their family members must bear all expenses for travel, lodging, and meals. Permissive TDY may be used for this purpose.
5. This open door policy does not apply to subjects of the UCMJ or similar legal cases. Only regulatory, due process/appeal procedures will be used.
6. Requests for open door meetings may be made through the Battalion Secretary, Mr. Stanley Cukrovany, or the Executive Officer, Major Entwistle at (518) 438-1104.
7. I will always make time for soldiers, civilians and the family members of this battalion.
8. POC this policy is the Battalion S1, (518) 438-7390.


SANDRA E. LUTZ
LTC, MI
Commanding