



DEPARTMENT OF THE ARMY
525TH EXPEDITIONARY MILITARY INTELLIGENCE BRIGADE
4406 ROCK MERRITT AVENUE
FORT BRAGG, NORTH CAROLINA 28310-5000

AFZA-MIB-C

8 May 2025

MEMORANDUM FOR RECORD

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

1. 525th Expeditionary Military Intelligence Brigade (EMIB) Service Members, Department of Defense (DOD) Civilians, Contractors have direct access to contact me in order to seek guidance, counseling, present suggestions and grievances. There are no scheduled open door hours.
2. This policy is not intended to circumvent the Chain of Command, but is designed to encourage communication, especially when the sensitivity or personal nature of a problem might discourage personnel from using the Chain of Command. The Chain of Command should continue to be the primary means of communication and must be responsive to the needs of each team member.
3. Every team member who chooses to use my Open Door Policy will inform their respective Chain of Command of their intentions. Team members should schedule an appointment through the Brigade Adjutant to see the Commander and emergencies will be handled immediately.
4. Every subordinate Commander will establish a similar Open Door Policy and publish it to the unit.
5. The point of contact for this memorandum is the Brigade S1 Office at usarmy.liberty.525-e-mib.list.525th-e-mib-s1-mailbox@army.mil.

AMANDA HUGHES
COL, MI
Commanding