



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST BRIGADE COMBAT TEAM  
101ST AIRBORNE DIVISION (AIR ASSAULT)  
MIHAIL KOGALNICEANU AIR BASE, ROMANIA, APO AE 09749-9500

AFZB-KA-CDR

16 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 2 – Brigade Commander's Open Door Policy

1. A leader's job is to accomplish the unit's mission while caring for the Soldiers entrusted to them. Part of taking care of Soldiers involves listening to their ideas, and suggestions and, when needed, helping them solve problems quickly and fairly.

2. I am available to all Soldiers in this Brigade Combat Team at any time.

a. I am willing to listen to your ideas and issues—I only ask that if you identify a problem in your unit or have a complaint, then also have a suggestion for how to fix it.

b. I am available to help you solve your problems—both professional and personal. I only ask that you give your squad or section, platoon, company/battery/troop, and battalion chain of command a chance to solve them first. If they cannot resolve the issue or you are unwilling to share your problem with them, then come see me.

3. The procedure to see me using my open door policy is simple:

a. If you see me during PT, in the field, at the DFAC, in the motor pool, or when I am out visiting your unit—walk up and talk to me. If I am in my office and my door is open, knock and enter.

b. If I am out or my office door is closed, make an appointment to see me with my adjutant, the CSM, or through your chain of command. I will see you that day, if at all possible.

4. While I will talk to any Soldier about any issue, my open-door policy will not be used to circumvent existing judicial, non-judicial, or administrative processes. If a Soldier asks to speak to me about such an issue, I may consult with the Brigade Judge Advocate on the appropriateness of the request before I talk with the Soldier.

5. No leader in this Brigade will prevent a Soldier from speaking to me or take any form of reprisal against a Soldier for doing so.

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6. The point of contact for this policy is the undersigned at (314) 656-5177.



TREVOR S. VOELKEL  
COL, IN  
Commanding

DISTRIBUTION:

Commander

1-327th Infantry Regiment

2-327th Infantry Regiment

1-506th Infantry Regiment

1-32nd Cavalry Regiment

2-32nd Field Artillery Regiment

326th Brigade Engineer Battalion

426th Brigade Support Battalion