



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST BRIGADE COMBAT TEAM
101ST AIRBORNE DIVISION (AIR ASSAULT)
FORT CAMPBELL, KENTUCKY 42223

AFZB-KA-CDR

17 June 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 4 - Brigade Commander's Open Door Policy

1. The chain of command is the most effective means for addressing Soldiers' and civilian employees' issues and concerns. All personnel assigned to 1st BCT are encouraged to use this effective tool to resolve issues at the lowest possible level.
2. On occasion, an individual may believe it is necessary to speak directly to me about an issue which cannot be solved through the chain of command or other conventional means. My door and the doors to all commanders in 1st BCT are open to discuss any issue which the individual believes cannot be solved at a lower level or through other conventional means.
3. Procedures: The established chain of command is the recommended route for every Soldier and civilian employee to take in resolving their problem(s).
 - a. Each commander will ensure their door is open to Soldiers and civilian employees who wish to see them.
 - b. My door is open at all times to the Soldiers and civilian employees of 1st BCT. An appointment is not required, but scheduling one ensures that I will be available. Call (270) 412-5126 to schedule an appointment.
 - c. This policy will not be used to circumvent existing judicial, non-judicial, or administrative processes. Requests to see me by individuals who are the subject of these proceedings will be referred to Brigade Legal, which will advise on the appropriateness of the request.
4. The point of contact for this policy is the undersigned at (270) 412-5126.

I AM BASTOGNE!

A handwritten signature in black ink, appearing to read "K. Sharp", written over a white background.

KEVIN R. SHARP
COL, IN
Commanding

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