



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 65<sup>TH</sup> BRIGADE ENGINEER BATTALION  
2D BRIGADE COMBAT TEAM, 25TH INFANTRY DIVISION  
SCHOFIELD BARRACKS, HAWAII 96857-50000

APTS-ENG-CDR

6 June 2023

MEMORANDUM FOR RECORD

SUBJECT: Battalion Command Policy Letter #1 – Open Door Policy

1. Reference. AR 600-20, Paragraph 2-2, Army Command Policy, 06 November 2014.
2. Applicability. This policy applies to all personnel assigned or attached to 65<sup>th</sup> Brigade Engineer Battalion.
3. My door is open to any Soldier under my command to allow you to present an issue, complaint, observation, or personal problem directly to me for assistance or information. There are no restrictions on the subjects that you may bring to my attention. The only requirement is to notify your chain of command that you wish to see me on the Open Door Policy. This requirement is waived if you feel that you may be adversely affected by bringing your desire to see me to the attention of your chain of command.
4. I strongly encourage you to first use your chain of command, as well as first using the Noncommissioned Officer Corps to solve problems. This will allow unit leaders to accomplish their most important mission, taking care of Soldiers.
5. I am available at all times but prefer that you set up an appointment with me. Contact the Battalion Adjutant or visit the office to schedule an appointment. This allows me to give you my full attention and not to be disrupted by a previously scheduled event. However, if an issue requires my immediate attention, I will make myself immediately available.
6. This policy memorandum remains in effect until canceled or revised in writing.
7. Point of contact for this is the undersigned at joseph.e.owens22.mil@army.mil or (808) 260-8178.

A handwritten signature in black ink, appearing to read "J. Owens", with a long horizontal line extending to the right.

JOSEPH E. OWENS  
LTC, EN  
Commanding