



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3d CAVALRY REGIMENT
BUILDING 9001 LEGENDS WAY
FORT CAVAZOS, TEXAS 76544-5060



AFZC-RCO

25 May 23

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #1 - Open Door Policy

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, 24 July 2020.
- b. Policy Letter, 1st Cavalry Division, Open Door Policy

2. This policy applies to all Troopers assigned or attached to the 3d Cavalry Regiment.

3. I am available to all Troopers and their Families at any time. You and your family matter and I am always interested in listening to your ideas, suggestions, and problems. No one will prevent a Trooper from speaking to me for any reason, nor take retribution against any Trooper for doing so. This policy outlines the procedures for executing the open door policy.

4. A proactive chain of command seeks out and solves problems within our formation in order to sustain an inclusive culture and safe environment. To maintain good order and discipline, I expect Troopers to use their chain of command to seek necessary assistance and make them aware of both personal and professional problems.

5. If the chain of command cannot resolve your issue or you are not satisfied with the actions taken, you can schedule an appointment to see me at any time. I ask that you make an appointment through your First Sergeant and Squadron Command Sergeant Major, to the Regimental Command Sergeant Major. Officers should make an appointment through the Squadron Executive Officer to the Regimental Executive Officer.

6. Commanders will establish an open-door policy within their commands in accordance with AR 600-20. Commanders will ensure widest dissemination of this policy to the lowest levels. Units will permanently post this memorandum on unit bulletin boards.

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7. The point of contact for this memorandum is the Regimental Executive Officer at 254-287-0691. This memorandum supersedes Commanding Policy Letter #1, dated 18 January 2021. This policy will remain in effect until superseded or rescinded.


JEFFREY J. BARTA
COL, AR
Commanding

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