



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3rd Battalion 381st Regiment (TS)
310 Armed Forces Drive
GRAND PRAIRIE, TEXAS 75051

REPLY TO
ATTENTION OF

AFKR-TTC-BD-DBN

27 April 2004

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Battalion Policy Letter #1: Open Door Policy

1. As Commander of the 3rd Battalion, 381st Regiment, I maintain an "Open Door" policy for all members of this command.
2. I am personally dedicated to the well being of the soldiers of this command. All soldiers need to be ready to perform their mission at all times. Any member of this command who has a personal or a military problem and feels that their problem was not adequately addressed through their chain of command may personally see me.
3. All soldiers are strongly encouraged to utilize their chain of command. Appointments to see me may be made by contacting the Adjutant, if desired.
4. A copy of this memorandum will be posted on the bulletin boards of each activity within the battalion.
5. Ready and Alert!

FERNANDO GUTIERREZ
LTC, QM
Commanding