



DEPARTMENT OF THE ARMY
HEADQUARTERS, 108TH AIR DEFENSE ARTILLERY BRIGADE
BLDG X-4514 AIR DEFENSE LOOP
FORT BRAGG, NORTH CAROLINA 28310-5000


AFVL-DBC

18 June 2025

MEMORANDUM FOR All Personnel of the 108th Air Defense Artillery Brigade

SUBJECT: Policy Memorandum #1: Open Door Policy

1. Reference. AR 600-20, Army Command Policy, 6 February 2025.
2. Each Soldier and Civilian of the Brigade has the right to bring concerns and problems directly to me. I will use all available Brigade resources and, if necessary, the installation or Army, to assist Soldiers and their Families in resolving issues. The command will address concerns and direct solutions that are in the best interests of the individual, the unit, and the Army.
3. I am a firm believer in the Chain of Command, and every effort will be made to address concerns or problems at the lowest possible level first. Commanders at all levels will establish an Open Door Policy within their commands. It is my experience that the majority of solutions are generated by the individual's immediate Chain of Command, while in most cases your battery or battalion leaders will eventually resolve Soldier issues. It just makes sense to give them the opportunity to assist you first. If your situation cannot be resolved, or you believe I am the only one who can help you, please come see me.
4. To preclude scheduling conflicts while ensuring a timely consultation, coordinate your visit through your Chain of Command, as well as the Brigade Command Sergeant Major (enlisted), or Brigade Adjutant (officers).
5. This policy memorandum will be permanently posted on unit bulletin boards.


KING E. COOPER JR.
COL, AD
Commanding