



DEPARTMENT OF THE ARMY
19TH BATTLEFIELD COORDINATION DETACHMENT
UNIT 3105
APO AE 09094

AEAGC-BCD-CDR

22 June 2022

MEMORANDUM FOR DISTRIBUTION

SUBJECT: BCD Command Policy Letter #01 - Open Door Policy

1. I am available to talk with any member of this detachment.
2. The chain of command must be sensitive, responsive and informed regarding Soldiers' concerns and problems. I encourage each member of this detachment to use the chain of command to solve personal and professional problems, and I expect all officers and noncommissioned officers to be available for this purpose.
3. Should a member of this detachment feel that their concerns are not being adequately addressed by the chain of command, they may arrange to speak with me. There are two ways to do this. Either simply talk with me when you see me or schedule an open door appointment through the detachment sergeant major. I will see you as quickly as possible, normally on the same day.
4. This policy does not apply to issues that are under disciplinary review, concern adverse personnel action, or have already been addressed through other procedures or subordinate authorities.
5. No one will screen or prevent an individual assigned to this unit the opportunity to request assistance from me, the chain of command, an inspector general, a trial defense or legal assistance attorney, EO or EEO advisor, or a Member of Congress.
6. Point of contact for this memorandum is CPL Garayruiz, Edgar at (314) 480-6580.

A handwritten signature in black ink, appearing to read "K. L. Jackson", with a large, stylized flourish at the end.

KEVIN L. JACKSON
COL, FA
Commanding