

DEPARTMENT OF THE ARMY  
235th BASE SUPPORT BATTALION  
UNIT 28614  
APO AE 09177

AETV-WG-A

7 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Open Door, Policy Letter #1

1. The Chain of Command provides the structure used to execute command and control over an organization. It is also the means whereby soldiers/civilians request help and receive assistance in resolving personal problems. All levels of command will be fully responsive to requests for help, from the initial identification of the problem through resolution.
2. Soldiers/civilians should first use the Chain of Command to resolve problems or request assistance, however, I am available to any person, military or civilian, who desires to see me.
3. Please arrange appointments by contacting the BSB executive officer, the BSB CSM, or the Command Secretary at DSN 468-1510/1520/1500.
4. If you fail to receive support, report the matter to me.



PARKER B. SCHENECKER  
LTC, MI  
Commanding

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