



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 35<sup>TH</sup> AIR DEFENSE ARTILLERY BRIGADE  
UNIT #2075  
APO AP 96278

EAAD-Z

24 June 2015

MEMORANDUM FOR All 35<sup>th</sup> ADA Brigade Assigned Soldiers and Civilians

SUBJECT: 35th ADA Brigade Policy Letter #1 – Commander's Open Door Policy

1. My office is open any time to Soldiers of this command who wish to address grievances or concerns. Individuals desiring to see me may do so by scheduling an appointment through my administrative assistant. Authorization from your unit is not required. However keeping your chain of command informed of your intent to see me on this open door policy is required. The chain of command will make timely arrangements for a Soldier to see me.
2. This policy is not intended to circumvent the chain of command. It is designed to foster open communication and to encourage you to discuss cases where the sensitivity or personal nature of the issue would otherwise discourage you from coming forward.
3. Soldiers are the Army's number one resource and my top concern. Use your chain of command when they can help. Come see me when they cannot.
4. You may contact the Brigade Adjutant or the command group for an appointment at DSN 784-2688.

A handwritten signature in black ink, appearing to read "Mark A. Holler", is positioned above the typed name.

MARK A. HOLLER  
COL, AD  
Commanding