



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 12TH COMBAT AVIATION BRIGADE
ANSBACH ARMY HELIPORT, GERMANY
APO AE 09177-8710

AETV-CAB

9 July 2013

MEMORANDUM FOR All 12th Combat Aviation Brigade (CAB) Military and Civilian Personnel

SUBJECT: 12th CAB Command Policy Letter 6, Open Door Policy

1. Although I believe that resolution of issues at the lowest possible level through two-way communication is the best way to solve problems, I will also make myself available to discuss any issue that an individual feels warrants my personal attention.
2. Any request to discuss an issue with me should be brought first to the Brigade Executive Officer, Deputy Commanding Officer or Command Sergeant Major. The reason for this is to help me better understand the issue of concern by involving the essential members of the Brigade Command Team. If you believe that you must bring an issue directly to me, you will not be denied access.
3. 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. Examples include ongoing investigations, reassignment orders, inspector general inquiries, administrative separations, equal opportunity (EO) or equal employment opportunity (EEO) issues, and issues relating to grades or the discipline of civilian employees.
4. No one will prevent an individual assigned to or living in the 12th CAB theater of operations the opportunity to request assistance from the chain of command, an inspector general, a staff judge advocate, an EO or EEO adviser, or a member of Congress.

WINGS OF VICTORY!

A handwritten signature in black ink, appearing to read "V. H. Torza", with a long horizontal flourish extending to the right.

VINCENT H. TORZA
COL, AV
Commanding