



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3D AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73501

AFVL-RKB-BC

3 August 2010

MEMORANDUM FOR ALL Soldiers in 4-3 ADA BN (P)

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #1, Open Door Policy

1. Soldier problems and personal concerns can distract greatly from unit training and, ultimately, combat readiness. Identifying and resolving these problems and concerns is a command responsibility. The chain of command within this battalion must be totally accessible to Soldiers. Given the opportunity, the majority of solutions can be achieved by the Soldier's immediate chain of command.
2. I strongly encourage every Soldier in this command to seek advice and assistance in dealing with personal and professional problems through their chain of command beginning with their first line leader. I have rarely seen a problem that could not be resolved through or with the assistance of the chain of command.
3. Every leader in this Battalion is charged with leading, training, maintaining, and caring for his/her Soldiers. As such, I expect every leader to assist all individuals to the fullest extent, but no one should be stopped from seeing me. A Soldier has the right to see his/her Commander. I am available to the Soldiers, Civilians, and Family Members of the command.
4. Everyone assigned to this Battalion has free access to me in order to seek guidance or counseling, present grievances or make suggestions. If problems cannot be solved through the chain of command, before seeing me, you should advise your supervisor of your intent. That's professional courtesy.
5. I will be available for anyone wanting to see me at the earliest mutual opportunity. Soldier's desiring to see me should contact the Command Sergeant Major or the Battalion Executive Officer, to schedule an appointment.
6. A copy of this policy letter will be posted on each unit bulletin board.
7. "I STRIKE!"

ROBERT L. FRUEHWALD
LTC, AD
Commanding



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3RD AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF

AFVL-RKB-BC

20 September 2010

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #2, Equal Opportunity

1. Equal opportunity is the responsibility of all leaders. My policy is to ensure fair treatment of all Soldiers, Dependents and Department of Defense Civilians regardless of race, gender, color, religion or national origin. I will not tolerate any incidents of harassment or unlawful discrimination. I will maintain a zero tolerance posture regarding violations of this policy.
2. By providing equal opportunity to all Soldiers in my command, we can collectively contribute to mission accomplishment, cohesion, readiness, and fulfill our responsibility as Soldiers and leaders.
3. I am the EO Officer for the Battalion. As your Commander, I am committed to equal opportunity in this unit. Soldiers who have an equal opportunity complaint should first attempt to resolve it using the chain of command. However, if this does not resolve your situation, contact the Battalion Equal Opportunity Advisor, or use my open door policy.
4. The chain of command will, in all circumstances, afford the complainant free access to agencies such as the IG, EO Staff Offices, Chaplain, Staff Judge Advocate, Provost Marshall, Medical, and the Housing Referral Office to obtain assistance. The complainant will be free from restraint, interference, coercion, and threat of reprisal.
5. I expect each commander and supervisor to personally be responsive to the problem and needs of our Soldiers and their Families. I charge you to take the necessary affirmative action to eradicate all traces of discrimination. We must create and maintain an environment that promotes harmony and equal opportunity.
6. A copy of this policy letter will be posted on each unit bulletin board.
7. "I STRIKE!"

ROBERT L. FRUEHWALD
LTC, AD
Commanding



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3D AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73501

REPLY TO
ATTENTION OF

AFVL-RKB-BC

3 August 2010

MEMORANDUM FOR ALL Soldiers in 4-3 ADA BN (P)

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #3, Sexual Harassment

1. As the Battalion Commander, I recognize the necessity to create an environment that is free of sexual harassment. I will not tolerate sexual harassment or offensive behavior, nor will I condone it. It can threaten combat readiness by impacting a Soldier's emotional well being and impairing unit cohesiveness.
2. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal, written, or physical conduct of a sexual nature when any of the following occurs:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career; or
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
3. Sexual harassment is not limited to the workplace. It can occur on or off post, in a living area, or recreational environments. It violates acceptable standards of integrity and impartiality of all personnel.
4. The procedures for sexual harassment complaints are as follows, with a more detailed explanation in Policy Letter # 4, Equal Opportunity & Sexual Harassment Complaint Procedures.
 - a. Soldiers are encouraged to use their chain of command should they feel they are victims of sexual harassment. Additionally, all Soldiers have access to me through my open door policy. No retaliation or reprisal will be taken against any person who complains of improper conduct.
 - b. The chain of command will, in all circumstances, afford the complainant free access to address agencies such as the IG, EO Staff Offices, the Chaplain, Staff Judge Advocate, Provost Marshall, Medical, and the Housing Referral Office to obtain assistance.
5. We all have the right to work in an environment free of sexual harassment. To achieve this end, I will not tolerate sexual harassment

AFVL-RKB-BC

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter # 3, Equal Opportunity and Sexual Harassment Complaint Procedures

6. A copy of these procedures will be posted on all permanent Equal Opportunity bulletin boards.

7. "I STRIKE!"

ROBERT L. FRUEHWALD
LTC, AD
Commanding



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3RD AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF

AFVL-RKB-BC

20 September 2010

MEMORANDUM FOR ALL Soldiers in 4-3 ADA BN (P)

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #4, Equal Opportunity and Sexual Harassment Complaint Procedures

1. References.

- a. AR 20-1, Inspector General Activities and Procedures.
- b. AR 600-20, Chapter 6, Equal Opportunity Program in the Army.

2. It is the right of all military personnel and their family members to make complaints of discrimination and sexual harassment. Complaints concerning discriminatory allegations based on race, color, religion, national origin or gender (to include sexual harassment) will be submitted to your chain of command. Each unit will appoint an Equal Opportunity Representative to assist Soldiers and their Families in making complaints of discrimination and/or sexual harassment. Complaints that cannot be resolved at the lowest level of the chain of command will be elevated up the chain of command until the problem is solved.

3. If you believe the complaint will not be handled fairly at the lowest level or it involves members of your chain of command, you may present your complaint to the Battalion Equal Opportunity Advisor as follows:

- a. SSG Smallwood, Chinena
- b. Location: Building 3907
- c. Telephone: 558-0542

4. Members of the chain of command desiring to discuss a complaint or grievance with the Battalion Commander must coordinate through their chain of command and the Command Sergeant Major.

5. A copy of these procedures will be posted on all permanent Equal Opportunity bulletin boards.

6. "I STRIKE!"

ROBERT L. FRUEHWALD
LTC, AD
Commanding



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3D AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73501

AFVL-RKB-BC

3 August 2010

MEMORANDUM FOR ALL Soldiers in 4-3 ADA BN (P)

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #5, Sexual Assault Prevention and Response Program

1. Reference. AR 600-20, Chapter 8, Sexual Assault Prevention and Response Program
2. This policy is to ensure all members of this command receive awareness training which eliminates the risk of sexual assaults and that the victims of such abuses receive care and protection from retribution or intimidation.
3. Sexual assault will not be tolerated in this Battalion. Sexual assault is a crime that violates the basic human dignity and the standards of decency that we are sworn to uphold and protect.
4. Commanders at all levels are responsible for providing a safe and healthy environment for those in their command. Commanders must take action to prevent sexual assault, protect and support victims, and hold offenders accountable by taking all appropriate administrative and judicial actions based on facts and circumstances. Barracks require special consideration; commanders will ensure sufficient leadership is present to minimize opportunities for this crime to occur. All incidents of sexual assault will be reported immediately in accordance with AR 600-20.
 - a. Sexual assault awareness and prevention training will be provided to all 4-3 ADA personnel upon arrival to the command. Training will focus on prevention education, risk factor awareness, reporting procedures, how to avoid becoming a victim, appropriate barracks behavior, the correlation between sexual assault and alcohol abuse, and victim support. All assigned personnel should know the name of their Sexual Assault Response Coordinator (SARC). The SARC for 31st ADA BDE is SFC Monique McDade. The 4-3 ADA BN Unit Victim Advocate (UVA) is TBD.
 - b. All victims of sexual assault will be treated with fairness, dignity and respect. We must ensure that the needs of victims are compassionately met and that they are aware of their rights, options, and resources available for their support. Care will be taken to protect individual privacy and avoid instances of secondary victimization during medical treatment, investigation, and legal adjudication.
5. Service members who are victims of sexual assault now have two reporting options from which to choose. These options are restricted and unrestricted reporting.

AFVL-RKB-BC

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #5, Sexual Assault Prevention and Response Program

a. The Restricted Reporting Option allows the victim on a confidential basis to receive medical, counseling, and advocacy support services without triggering an official investigation. To exercise this option, the victim should report the sexual assault to a SARC, Unit Victim Advocate, Health Care Provider or a Chaplain.

b. The Unrestricted Reporting Option allows a victim of sexual assault the same services as the restricted reporting, but allows for full investigation to include the possibility of a criminal prosecution. An unrestricted report requires official reporting through law enforcement and chain of command channels who have a legitimate need to know.

c. Victims electing either of the reporting options will be assigned a sexual assault Victim Advocate by the SARC.

6. I want every member of this command and their family members to know of my personal resolve to eliminate sexual assault. We cannot allow sexual assault to injure our personnel, our friends, our families, destroy our professional values, or compromise readiness.

7. A copy of this letter will be posted on each unit bulletin board.

8. "I STRIKE!"

ROBERT L. FRUEHWALD
LTC, AD
Commanding



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3D AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73501

REPLY TO
ATTENTION OF

AFVL-RKB-BC

3 August 2010

MEMORANDUM FOR ALL Soldiers in 4-3 ADA BN (P)

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #6, Health Promotion

1. I strongly encourage all Soldiers and Family Members to live a healthy life. To that end, my command will support and promote the physical, mental, and spiritual wellbeing of our Soldiers and their Families. Leaders at all levels will consider the impact mission requirements have on the wellbeing of their Soldiers and Families and utilize proven methods and resources to mitigate those impacts.
2. There is no tolerance for belittling Soldiers seeking help for behavioral health or any other legitimate reason. Every effort will be made to reduce any negative stigma associated with Soldiers asking for help. Leaders will foster a culture of support and tolerance of Soldiers with behavioral health problems and other issues. It is the right of every Soldier to ask for and receive help whenever and whatever the circumstance.
3. A copy of this policy letter will be posted on each unit bulletin board.
4. "I STRIKE!"

ROBERT L. FRUEHWALD
LTC, AD
Commanding



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3D AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73501

AFVL-RKB-BC

3 August 2010

MEMORANDUM FOR ALL Soldiers in 4-3 ADA BN (P)

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #7, Rights of Soldiers to Present Complaints or Request Assistance

1. All soldiers have the right to present complaints, grievances, or requests for assistance to the Inspector General.
2. Before visiting the Inspector General, you should consider whether your concerns can be more quickly and simply addressed by your chain of command first. You do not have to present your concerns to your chain of command before visiting the Inspector General. However, you must obtain permission to be absent from your duties if you wish to visit the Inspector General during duty hours. You do not have to tell anybody why you want to visit the Inspector General.
3. You may visit or call your local Inspector General at:

TITLE: INSPECTOR GENERAL
OFFICE HOURS: 0830 TO 1600, MONDAY-FRIDAY
1300-1600, THURSDAYS
ROOM/LOCATION: ROOM 301, BLDG 462, TAYLOR HALL
ADDRESS: 462 HAMILTON ROAD, FORT SILL, OK
TELEPHONE: 442-3109/2988

4. If you believe your local Inspector General's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by visiting your local Inspector General, you may write to:

Headquarters, U.S. Army Training and Doctrine Command
ATTN: ATIG, Fort Monroe, Virginia, 23651-5000.

You may also call the Department of the Army Inspector General, (DAIG), or the Inspector General, Department of Defense, (IG, DOD) hotline. Their telephone numbers are:

DAIG: 1-800-752-9747 and IG, DOD: 1-800-424-9098

However, DA and DOD IG will refer your complaint or request for assistance to your local IG if you have not given your local IG a chance to aid and assist you first.

AFVL-RKB-BC

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #7, Rights of Soldiers to Present Complaints or Request Assistance

5. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General. However, if you lie or knowingly make false accusations to the Inspector General, you are subject to disciplinary action.
6. A copy of this policy letter will be posted on each unit bulletin board.
7. "I STRIKE!"

ROBERT L. FRUEHWALD
LTC, AD
Commanding



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3D AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73501

AFVL-RKB-BC

3 August 2010

MEMORANDUM FOR ALL Soldiers in 4-3 ADA BN (P)

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #8, Arms and Ammunition

1. Felony Convictions. Depending on your State law, and the type of Felony conviction, there may be a restriction to your possession of firearms, and even if there is an exception to possession while in a duty status, that exception often is affected by laws that provide that certain felonies have no exception or for multiple felonies. If you have a felony, you should presume that it adversely affects your status, and just like Lautenberg, take action to have it removed from your record, or possibly reduced from felony to misdemeanor. Many things are time sensitive, so changes to the nature of a conviction, such as reduction from a felony to misdemeanor usually need to be done during the course of probation, whereas expungements occur after a period of time passes after the conviction. No matter what, just consult with a private attorney and or JAG about the affect the particular conviction(s) may have on your military career and options you may have.

2. The Lautenberg Amendment. The Federal Gun Control Act of 1968, as amended in 1996, makes it a federal felony for anyone who has a qualifying misdemeanor conviction for domestic violence to ship, transport, possess, or receive firearms or ammunition. The Department of Defense made the Act applicable to domestic violence felonies adjudicated on or after 27 Nov 02 to include convictions from a General Court-Martial or Special Court-Martial.

a. It is also a felony for you to issue or dispose of firearms or ammunition to anyone with a qualifying conviction if you know, or should know, about the conviction.

b. To qualify as a conviction under the Lautenberg Amendment, there must be:

1. A conviction, not a mere arrest; AND

2. The crime must have involved the use or attempted use of force, or the threatened use of a deadly weapon; AND

3. At the time of the crime, the Soldier/Airman must have had a particular relationship with the victim, such as current or former spouse, parent/guardian, or the like.

c. There is no time limit on how old or recent the conviction need be, and all qualifying convictions, no matter their age, are covered under the law.

d. If you have a qualifying conviction, do not accept possession of firearms or ammunition, military or otherwise. To do so violates the law and subjects you to criminal prosecution, as well as possible adverse administrative action by the military.

3. If you know of someone in the unit who has a qualifying conviction, tell them they need to work to address the issue and that they should speak with a civilian or military attorney. Under some rules, and depending on your position, you may have a duty to report this fact to your Commander or First Sergeant, and you must not issue that person firearms or ammunition. Issuing firearms or ammunition to someone who has a qualifying conviction, which you know or should have known about, is also a federal felony, which would subject you to criminal prosecution and adverse administrative action.

4. Remember, it is not a federal felony under the Lautenberg Amendment to merely have a qualifying conviction. You are committing a felony only if you have such a conviction, and then possess firearms or ammunition. Therefore, if you have a qualifying conviction, or may have one, it is in your interest to avoid possessing firearms or ammunition and violating the Lautenberg Amendment.

5. If you have a qualifying conviction, or if you are unsure whether you have one, you may contact the your State JAG office for legal assistance (referrals may be made to TDS depending on your State's options to provide certain services), and/or opt to see your Commander (remembering that such contact is not privileged and your communication to the commander may be used against you). Your access to firearms and ammunition will be suspended, but you will also be referred to a legal assistance attorney, who will work with you to find out if you have a qualifying conviction. If you do not have such a conviction, your access to weapons and ammunition will be restored. If you have a qualifying conviction, it's in your interest to know, so you can avoid violating the Lautenberg Amendment, thereby committing a federal felony. In that case, your legal assistance attorney will explore with you your legal options to obtain relief from the Lautenberg Amendment's restrictions.

6. Each State has different rules on whether a conviction can be expunged and removed from your record, whether the case has to be reopened and somehow the case dismissed anew, or whether you have to seek a pardon from the Governor. In any event, ignoring the issue is not the answer.

7. Many of you may be wondering what may happen to your military career if you have a qualifying conviction under the Lautenberg Amendment. Each State addresses the policy differently but remember that you cannot possess firearms or ammunition and that means you cannot perform your Soldier duties; and as a result your ability to perform your duty is significantly restricted. Commonly, you may expect a counseling from your line commander or supervisor, probably in writing, and allowed a reasonable period of time to clear the problem, or be processed for separation. If you have a qualifying conviction, it's possible that you may never be able to legally possess weapons or ammunition again. What is certain is that if you knowingly violate the Lautenberg Amendment, you are committing a crime and the consequences on your

AFVL-RKB-BC

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #8, Arms and Ammunition

civilian life and military career will likely be much worse than if you merely have a qualifying conviction.

8. A copy of this policy letter will be posted on each unit bulletin board.

9. "I STRIKE!"

ROBERT L. FRUEHWALD
LTC, AD
Commanding



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3RD AIR DEFENSE ARTILLERY
3907 MOW-WAY ROAD
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF

AFVL-RKB-BC

20 September 2010

MEMORANDUM FOR ALL Soldiers in 4-3 ADA BN (P)

SUBJECT: 4-3 ADA Battalion Commander's Policy Letter #9, Retention Incentive Program

1. Effective immediately, this memorandum establishes the 4-3 ADA BN reenlistment incentive policy. Reenlistment incentives encourage quality Soldiers to continue their service with the Army or Army National Guard and U. S. Army Reserve. These incentives are in addition to any incentives authorized by the Commanding General, Brigade or unit incentive program.
2. The 4-3 Air Defense Artillery Battalion Retention Incentive Program recognizes Soldiers who:
 - a. Reenlist in the Regular Army.
 - b. Extend under the provisions of the BEAR (Bonus Extension and Retraining) Program.
 - c. Commit to affiliate with a Troop Program Unit of a Reserve Component.
3. Incentives include:
 - a. The day before, day of, and the day after reenlistment will be non-duty days.
 - b. 4 day pass (will be taken in conjunction with 2 non-duty days).
 - c. For Soldiers reenlisting for the re-training option, 30 days of OJT if available.
 - d. Up to 30 days chargeable leave will be granted.
4. Battery Commanders will establish and implement a reenlistment incentive program for their respective units. Reenlistment is our future. Get involved, get your leaders involved, and let's keep our great Army charging ahead.
5. This memorandum will be posted on all retention bulletin boards and receive the widest possible dissemination throughout the Battalion.
6. POC for this memorandum is SGT West, at 8-0187, located in bldg 3922 rm. 107.

ROBERT L. FRUEHWALD
LTC, AD
Commanding