



DEPARTMENT OF THE ARMY  
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY  
1614 RANDOLPH ROAD  
FORT SILL, OKLAHOMA 73503

REPLY TO  
ATTENTION OF:

ATSA-TPY

19 June 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 14 – Battalion Staff Section Hours of Operation

1. In order to provide predictable and consistent service to students and cadre who are in/out- processing the unit or require personnel, supply, and/or IT support, all battalion staff sections must have a representative present in their shops.
2. All battalion S shops will be open for customer service every Tuesday from 0900-1130. This date and time is considered open hours and OICs/NCOICs of each staff section must strive to maintain these hours. Section OICs/NCOICs must coordinate for exceptions through the BN XO or CSM.
3. This policy does not negate appointments, however, as personnel can still schedule appointments with each shop if their specific training/work schedules do not permit them to utilize the aforementioned general open hours.
4. The POC for this memorandum is the Battalion Executive Officer, MAJ Chambers, Christopher at 580-558-0792 or [christopher.w.chambers.mil@mail.mil](mailto:christopher.w.chambers.mil@mail.mil).

A handwritten signature in black ink, appearing to read "Cedric G. Lee".

CEDRIC G. LEE  
LTC, AD  
Commanding

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CDR/1SG – HQ/A, B, C