



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705

ACSB-CO

1 June 2003

MEMORANDUM FOR All Personnel SHAPE Battalion, SHAPE Belgium APO AE 09705

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

1. This command has established an Open Door Policy that applies to all military, DA Civilians, and Family members of the SHAPE Battalion.
2. My door is always open. I encourage all personnel to work issues through their chain of command first to resolve problems. If you cannot solve a problem through the chain of command, or if the chain of command is the problem, then do not hesitate to come see me.
3. I will accept walk-in visitors, but please try first to schedule an appointment through the Battalion secretary at DSN 423-5247.
4. Personnel desiring to see me under emergency conditions may do so at any time.

  
ROGER A. RABIEGO  
LTC, AG  
Commanding



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705

ACSB-CO

1 June 2003

MEMORANDUM FOR All Personnel SHAPE Battalion, SHAPE Belgium APO AE 09705

SUBJECT: Commander's Policy Letter # 2- Jurisdiction UP Article 15, UCMJ Authority

1. This policy defines Battalion Commander's UCMJ withholding authority, and applies to all military personnel assigned to SHAPE Battalion.
2. The authority to exercise jurisdiction under provisions of Article 15, UCMJ, is withheld from company/detachment commanders, and is reserved for the Commander, SHAPE Battalion, for the following offenses:
  - (1) All drug and alcohol-related offenses by soldiers in the rank of SFC and above.
  - (2) Domestic abuse, sexual harassment, or fraternization offenses involving soldiers in the rank of SFC and above.
  - (3) Second and subsequent alcohol or drug-related offense by any soldier or officer.
  - (4) AWOL offenses involving soldiers in the grade of E-5 and above.
3. Commanders will initiate necessary actions to ensure strict compliance with this policy.
4. References:
  - a. Manual for court-martial, United States, 1984 Part V, paragraph 2-a.
  - b. Uniformed Code Military Justice (UCMJ), article 15.
  - c. AR 27-10, dated 22 December 1989, paragraph 3-7c.

  
ROGER A. RABIEGO  
LTC, AG  
Commanding



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705

ACSB-CO

1 June 2003

MEMORANDUM FOR All Personnel SHAPE Battalion, SHAPE Belgium APO AE 09705

SUBJECT: Commander's Policy Letter # 3- Equal Opportunity, Affirmative Action, and Harassment

1. This policy defines SHAPE Battalion policy concerning Equal Opportunity and Affirmative Action, and applies to all military and DA Civilians of SHAPE Battalion.
2. Equal Opportunity is an issue of concern both in the Army and society. As Commander of SHAPE Battalion, I strongly support the principle of equal opportunity for all soldiers and DA Civilians without regard to their race, color, religion, gender, or national origin. All SHAPE Battalion leaders and supervisors will ensure that this principle is upheld without exception.
3. A positive command climate directly affects a unit's human relations status. Discrimination can seriously harm unit readiness, hurt morale, and interfere with job performance. Discrimination in any form is detrimental to mission accomplishment and will not be tolerated.
4. Everyone has the right to work and live in an environment free from sexual harassment. My policy is that sexual harassment is a unacceptable conduct and will not be tolerated. Successful mission accomplishment can only be achieved in an atmosphere of mutual respect, dignity, and fair treatment. This necessitates zero tolerance.

  
ROGER A. RABIEGO  
LTC, AG  
Commanding



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705

ACSB-CO

1 June 2003

MEMORANDUM FOR All Personnel SHAPE Battalion, SHAPE Belgium APO AE 09705

SUBJECT: Commander's Policy Letter # 4- Leaves and Passes

1. All soldiers and DA Civilians are encouraged to use their authorized leave in a manner that avoids lost leave or advanced leave while maintaining unit readiness.
2. When considering leave requests each case will be considered in relation to mission requirements, other planned requests and the circumstances.
3. Company/Detachment commanders are responsible to ensure they thoroughly screen the Unit Finance Commander's Report (UCFR). This report is critical and assist commanders in their job of ensuring soldiers are taking annual leave that will prevent soldiers from exceeding the 60-day end of Fiscal Year authorization.
4. Passes are a tool that are to be used to reward outstanding work performance and superior soldier contribution to the unit, mission, and self achievements e.g., NCOY/SOY. Passes will not be granted in conjunction with an approved leave.
5. Do not undermine the importance of correctly signing in/out on leave through the Battalion. S1. Failure to do so can result in a soldier being AWOL. Soldiers on approved leave are still accountable and subject to recall depending on mission requirements.
6. Company/Detachment commanders are to strictly enforce guidelines of AR 600-8-10 and SOPs to the fullest extent.

  
ROGER A. RABIEGO  
LTC, AG  
Commanding



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705

ACSB-CO

1 June 2003

MEMORANDUM FOR All Personnel SHAPE Battalion, SHAPE Belgium APO AE 09705

SUBJECT: Commander's Policy Letter # 5- Family Readiness Group (FRG)

1. The Family Readiness Group is organized to provide mutual support for family members. The FRG forms the third component of the Army's family support system during deployment.
2. The FRG serves as an important source of information, inspiration, training, and support to empower Army families to increase and enhance their self-reliance. The success of this program will be determined by the support of our dedicated military personnel and civilian representatives.
3. With a combined approach the SHAPE Battalion will extend open arms and welcome all new comers, assist in pre-deployment and redeployed of soldiers, and ensure that the family remains the most valued unit in our command.
4. The Standing Operating Procedures is a detailed path of which this highly visible organization will function. Within the SOP is a listing of points of contact and upcoming key events.

  
ROGER A. RABIEGO  
LTC, AG  
Commanding



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705

ACSB-CO

1 October 2003

MEMORANDUM FOR All Personnel SHAPE Battalion, SHAPE Belgium APO AE 09705

SUBJECT: Commander's Policy Letter # 6- Family Time

1. This policy announces Family Time implementation, and applies to all military personnel.
2. SHAPE Battalion Family Time will occur every Friday beginning at 1530 hours. Subordinate commanders have the discretion to expand this time further, based on the mission requirements of that company.
3. All SHAPE Battalion soldiers (married, single, geographical bachelors) not performing a specific duty (e.g., Charge of Quarters or duty in section that cannot close down completely) will be released at 1530 hours. Commanders and supervisors will ensure that soldiers performing critical task during scheduled Family Time receive compensatory time off at a later date.

  
ROGER A. RABIEGO  
LTC, AG  
Commanding