



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

IMLV-ZA

22 July 2015

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #7, Garrison Open Door Policy

1. SCOPE: This policy applies to all personnel assigned to or working in the US Army Garrison, Fort Leavenworth.

2. POLICY:

a. This command's open door policy allows and encourages members of the command to present facts, concerns, and problems of a personal or professional nature or other issues that the employee or Soldier has been unable to resolve.

b. Most problems confronting the individual Soldier or civilian employee can be best handled through open dialogue and communication using the existing chain of command or supervisory channels. My open door policy has been established to address those situations which by virtue of their complexity, sensitivity, or magnitude do not lend themselves to resolution through other available processes to include the immediate chain of command, supervisory channel, Equal Opportunity (EO) Office, Equal Employment Opportunity (EEO) Office, Inspector General (IG), appropriate union or management/employee relations channels. A Soldier or civilian employee may raise any problem under my open door policy; however, Soldiers may have a regulatory obligation to raise problems affecting discipline, morale, and mission effectiveness.

c. Any member of this command who desires to consult with me concerning such a problem will be assisted in doing so by calling my secretary for an appointment. I will make myself available at the earliest possible time, consistent with operational requirements.

d. Each person in a supervisory or leadership position must inform their personnel of this policy and support those who desire to use my open door policy. Concurrently, I hold each supervisor and leader responsible for the prompt and appropriate resolution of minor problems at the lowest level.

e. A copy of this policy statement will be posted on each Garrison activity's official bulletin board.

3. Point of contact for this memorandum is the undersigned at 684-2993.

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Garrison Commander