



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMSE-POL-ZA

06 JUL 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #1 – Open Door Policy

1. References.

a. Army Regulation (AR) 600-20, Army Command Policy, 18 March 2008/RAR 27 April 2010..

b. US Army Installation Management Command (IMCOM) Policy Memorandum #5, Director's Open Door Policy, 16 June 2003

c. Headquarters, JRTC and Fort Polk Command Policy Memorandum #SJA-01, Commander's Open Door Policy, 12 January 2011

2. Purpose. To provide guidance to all civilian and military personnel assigned to or under the command of the US Army Garrison on the Open Door policy.

3. Applicability. These procedures are applicable to all civilian and military personnel assigned to and under the operation control of the Fort Polk Garrison Commander.

4. Intent. All Soldiers, employees, supervisors, and management officials have the opportunity to voice their concerns to their chain of command. It is important that leaders ensure that they are accessible and listen to their concerns. My door is open to discuss concerns and problems with anyone with the Garrison or Installation chain of command who falls under the administrative control of the Garrison Commander.

5. Procedures.

a. Before seeking to use the Open Door Policy, I encourage you to surface the issue with your chain of command utilizing grievance, appeal, and complaint procedures.

b. If your chain of command is unresponsive, or if the matter is too sensitive to discuss with your supervisor or director, you may make an appointment to see me by contacting the Deputy to the Garrison Commander at (337) 531-1606.

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6. Proponent. The Office of the Garrison Commander is the proponent for this policy.



ROGER L. SHUCK
COL, IN
Commanding

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