



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

IMSI-GC

13 Sept 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Open Door Policy, GC Policy Memo 16-06

1. Reference. AR 600-20, Army Command Policy, 27 April 2010.
2. Policy. The intent of my open door policy is to follow the procedures listed in the referenced Army regulation, and to enable members of my command to present facts, concerns, problems of a personal or professional nature, or other issues they have been unable to resolve within their chain of supervision. Soldiers and Civilian employees are responsible for ensuring leaders are made aware of problems that affect discipline, morale, and mission effectiveness. Further, leaders at every level will establish an open door policy within their organizations.
3. Military and Civilian employees will make full use of their chain-of-supervision and installation support agencies to resolve problems before requesting to see me. The Staff Judge Advocate, Inspector General, Equal Employment Opportunity Advisor, and Civilian Personnel Labor-Management Employee Relations Specialists are available to assist. If the chain-of-supervision or other agencies cannot resolve the issue, I will see the Soldier or civilian employee by appointment. You can schedule appointments through my secretary. Enlisted Soldiers will meet with the Garrison Command Sergeant Major prior to meeting with me.
4. Issues that are the subject of an ongoing action covered under statutory, regulatory or negotiated procedures, may limit what I can discuss or influence.
5. Point of contact is the GC Office, 442-3106, Building 462.
6. This policy memorandum supersedes GC Policy Memo 11-06, Subject: Commander's Open Door Policy, 19 July 2011.



SAMUEL W. CURTIS
COL, SF
Commanding

(IMWE-SIL-GC)

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