



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

IMBV-ZA

MEMORANDUM FOR United States Army Garrison (USAG), Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #1, Open Door Policy

1. Reference: Army Regulation 600-20 (Army Command Policy), 24 July 2020.
2. Leaders are responsible for accomplishing their unit's mission and taking care of their Soldiers, Civilian employees, and Family members. This involves listening to their input, ideas, and suggestions and, when needed, helping them resolve issues quickly and fairly.
3. I am available to all members, Soldiers and Civilians, assigned to or under the operational control of the USAG, Fort Belvoir. I am available to listen to ideas and concerns. I only ask that members who raise issues also present recommended solutions. Although I am available to assist in resolving issues – professional or personal - I expect members to give their chain of command a chance to resolve them first. Members not satisfied with their chain's responses or those who are unwilling to share issues with the chain of command (for good cause), are encouraged to use this policy to see me.
4. Meeting with me under this "Open Door" Policy is very simple. Members may make an appointment through their unit, the Deputy to the Garrison Commander, Garrison Command Sergeant Major, or my administrative staff. I will ensure meetings take place as soon as possible.
5. This policy is not intended to supplement or replace formal review processes established by policy or regulation. Formal review processes are available to address most issues and provide appropriate due process. In some instances, I may be required to render a decision as part of the formal review process, and the laws and regulations establishing these various processes prohibit me, as a decision maker, from addressing certain issues under the Open Door Policy until those review processes have completed. Some examples of formal review processes involving me as a decision maker include proceedings under the Uniform Code of Military Justice, financial liability investigations of property loss, administrative and negotiated grievances (including review of Civilian misconduct allegations), administrative separations, contract awards, complaints under the Equal Opportunity/Equal Employment Opportunity system, and disciplinary actions.

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6. No leader in this Command will prevent a Soldier or Civilian from speaking to me or any other assistance agency or take any form of retaliation against them for doing so. This policy is to be posted on all information boards and incoming Soldiers and Civilian employees will be briefed on this policy during in-processing.



JOSHUA P. SEGRAVES  
COL, IN  
Commanding