



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, FORT BELVOIR
HEADQUARTERS BATTILION
6089 ABBOTT ROAD, BUILDING 2118
FORT BELVOIR, VIRGINIA 22060-5928

IMBV-HB

MEMORANDUM FOR Headquarters Battalion US Army Garrison, Fort Belvoir, Virginia
22060

SUBJECT: Headquarters Battalion Commander's Open Door Policy Letter #1

1. Reference: AR 600-20, Army Command Policy, 18 March 2008, RAR: 20 September 2012.
2. Purpose: To provide guidance to all Headquarters Battalion personnel on the Commander's Open Door Policy.
3. Applicability: This policy statement applies to all Headquarters Battalion military personnel and their Families, Department of the Army Civilians, and contractors that are assigned, attached, or supported by Headquarters Battalion.
4. Policy: All military and civilian members of this unit have the opportunity to personally, speak with the Commander to present facts, concerns, problems of a personal or professional nature, or issues that the individual has been unable to resolve at a lower level. This right cannot be denied at any subordinate level for your prior participation in the EO/EEO process with your own complaint or if you gave a statement on behalf of another employee.
5. Procedures:
 - a. Problem solving is an inherent responsibility of command. Soldiers and employees should normally resolve problems and concerns by working through the chain of command or other support agencies. If an individual is reluctant to discuss a problem with a member of his/her command chain, other channels such as the Inspector General, Staff Judge Advocate, Chaplain, Union Representative, Equal Opportunity Advisor, Equal Employment Opportunity Specialist, and Fort Belvoir Counseling Center are also available to provide assistance. For an appointment with me, contact my office at (703) 806-5893.
 - b. Each of you must actively support the policies and principles of EO and EEO to ensure continued progress is made in these important programs. Your individual dedication and commitment to the program provides a sound basis for use to achieve our stated goals and objectives as outlined in the EO/EEO Affirmative Action Program Plans.

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6. The point of contact for this memorandum is the Headquarters Battalion EO/EEO representative, SSG Richard Mantanona, at richard.a.mantanona.mil@mail.mil or (703) 806-5893.

DAVID P. FLEMING
LTC, AG
Commanding