



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT EISENHOWER
307 CHAMBERLAIN AVENUE
FORT EISENHOWER, GEORGIA 30905-5730

AMIM-EIG-ZA

JAN 14 2025

MEMORANDUM FOR Fort Eisenhower Installation

SUBJECT: Garrison Commander's Policy Memorandum No. 1 - Commander's Open Door Policy

1. References:

- a. Paragraph 2-2, AR 600-20, Army Command Policy.

2. Purpose: The most effective means for solving problems faced by Soldiers and Civilians is open communication using the chain of command. Therefore, I encourage all personnel to use this highly effective tool to resolve issues at the lowest possible level. On occasion, a Soldier or Civilian may believe it is necessary to talk directly to me about those few complex problems, which, because of sensitivity or magnitude, cannot be solved through the chain of command and other conventional means. It is my policy to be available to discuss those matters with the person concerned.

3. Applicability: This policy applies to all military and Department of Defense civilian personnel assigned, attached, located, or employed on Fort Eisenhower and Fort Gillem Enclave.

4. Procedure:

- a. If anyone wishes to speak with me directly, they should call the Command Front Office at (706) 791-6300 to schedule an appointment. I will make myself available at the earliest convenient time, consistent with operational requirements, for a meeting.
- b. I expect leaders to inform personnel of this policy and to fully support it. Leaders are responsible for the prompt and appropriate resolution of minor problems at the lowest level.
- c. This policy may not be used to circumvent established administrative processes that are available to resolve Civilian and Soldier grievances, complaints, problems, and other similar issues.
- d. As a matter of courtesy, I encourage, but do not require, all enlisted Soldiers desiring to see me to first contact the Command Sergeant Major and for Officers and Civilians to first contact the Deputy to the Garrison Commander at

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These notifications are for courtesy and possible assistance in resolving the issue; it is not a requirement to see me.

5. The point of contact for this policy is the Command Group Executive Assistant at (706) 791-6300.

A handwritten signature in black ink, appearing to read 'Anthony J. Kazor', with a long horizontal flourish extending to the right.

ANTHONY J. KAZOR
COL, CM
Commanding