



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMG-ZA

MEMORANDUM FOR All United States Army Garrison Humphreys (USAG-H) Soldiers, Civilians, and Family Members

SUBJECT: USAG-H Command Policy Letter #1, Open Door Policy

1. References:

a. Army Regulation (AR) 600-20, Army Command Policy.


2. All Service Members, Civilians, and the Family Members assigned to USAG Humphreys have access to me for assistance in resolving issues of a personal or professional nature. I believe the most effective means for solving most problems is open communication with the chain of command. Therefore, I encourage all personnel to use their chain of command to resolve issues before using my open door policy.

3. Soldiers DO NOT require permission from their chain of command to see me. As a matter of courtesy, I encourage all enlisted Soldiers to first contact my Command Sergeant Major at 315-757-9050. Similarly, I encourage civilian employees to first contact the Deputy to the Garrison Commander at 315-757-9049.

4. The open door policy will not be used to circumvent established administrative processes. Therefore, open door appointment requests for matters that are the subject of a pending investigation, or judicial, non-judicial, or adverse administrative proceedings will ordinarily be scheduled after the conclusion of the proceedings absent extenuating circumstances.

5. I do not require an appointment to use the open door policy. However, I ask that Soldiers, Civilians, or Family Members schedule an appointment through my Executive Assistant at 315-757-0509 when possible.

6. The point of contact for this policy is the undersigned at 315-757-9051 or ryan.k.workman2.mil@army.mil.


RYAN K. WORKMAN
COL, AR
Commanding