



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum ZA-1, Commander's Open Door Policy

1. REFERENCE. Army Regulation 600-20, Army Command Policy, 24 Jul 20.
2. PURPOSE. To provide guidance on the Joint Base Commander's open door policy.
3. APPLICABILITY. This policy is applicable to all JBM-HH civilian and military personnel assigned to and/or under the operational control of JBM-HH.
4. POLICY. All military and civilian members of this command have the opportunity to personally speak with the Joint Base Commander to present facts, concerns, problems of a personal or professional nature, or other issues that the individual has been unable to resolve at a lower level. This right may not be denied at a subordinate level. This policy does not replace or circumvent the normal chain-of-command or supervisory chain.
5. PROCEDURES.
 - a. Anyone wishing to speak with me should contact my administrative staff to schedule an appointment at (703) 696-3100. If requested, the appointment will be recorded as a confidential entry on my calendar.
 - b. All members are encouraged to make use of the chain-of-command to resolve problems. Many problems are handled most effectively at the lowest level. I highly encourage this approach as the first avenue to solving problems or gaining resolution of issues.
 - c. This policy memo will be permanently posted on all official bulletin boards.
6. PROPONENT. The JBM-HH Executive Officer is the POC and proponent of this policy, (703) 696-5871.

DISTRIBUTION:
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KIMBERLY A. PEEPLES
COL, EN
Commanding

