



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

AMIN-KNG-ZA (100)

16 July 2025

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

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

1. Reference: Army Regulation (AR) 600-20, Army Command Policy.
2. Purpose: This policy provides guidance to all U.S. Army Garrison personnel on the Garrison Commander's Open Door Policy. This policy is applicable to all civilian and Military personnel assigned to and/or under the operational control of the U.S. Army Fort Knox Garrison and to Partner Command personnel and residents of Fort Knox for matters not covered by their Commander's Open-Door policy or alternative process.
3. Our organization believes in trust, teamwork, and communication. All civilian and military members of our team have the inherent opportunity to personally speak with the Garrison Commander to present facts, concerns, problems of a personal or professional nature or any challenges that the individual has been unable to resolve at a lower level of command.
4. Here is how our open-door policy works:
 - a. We have great leadership at all levels on this team. As such, I always encourage my civilian and military teammates to make full use of their supervisory leadership to resolve any challenge. Most challenges may be handled most effectively at the lowest possible level with active transparent engagement between teammates. I wholeheartedly recommend trusting in your leadership through candid communication and honest teamwork as the first avenue to resolve any challenges. In so doing, we make ourselves and the team stronger.
 - b. If you have attempted to resolve the concern at your supervisory level or with the assistance of EEO, IG, or Union for example then, any request to discuss an issue with me should be addressed thru the Deputy Garrison Commander or Command Sergeant Major. The request should describe the nature of the issue, identify any previous efforts to resolve the issue, and why my personal attention is required. I may be precluded from meeting with you if your concern involves a matter related to an ongoing

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investigation or you are being afforded due process rights through another judicial or administrative process. To schedule an appointment under this policy please contact my Executive Assistant at 502-624-2749.

c. The policy will be permanently posted on all official bulletin boards and shared with every member of the team.

5. The point of contact of this policy is the undersigned at 502-624-2749.

A handwritten signature in black ink, appearing to read "David T. Holstead", with a stylized flourish at the end.

DAVID T. HOLSTEAD
COL, AR
Commanding