



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE VA 23801

JAN 17 2019

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FORT LEE POLICY NO. 19-1

MEMORANDUM FOR All US Army Soldiers and Civilian Employees assigned or attached to Fort Lee Garrison

SUBJECT: Garrison Commander's Open Door Policy

1. Reference: Army Regulation 600-2- (Army Command Policy), 6 November 2014.
2. The welfare of every Soldier and Civilian assigned or attached to Fort Lee Garrison is of great concern to me. People are the most important asset to this command and each person deserves to be treated with dignity and respect. My door is open to every Soldier and Civilian to ensure they receive fair treatment and are afforded the opportunity to be heard. If anyone wants to inform me of any situation or if they have a problem they are having difficulty getting resolved, or if they have a concern/complaint about a system or process, they are welcome to see me to discuss the issue or situation.
3. I ask that all personnel requesting to see me under the terms of this policy do the following:
 - a. Please ensure you have made every attempt to resolve your issue or situation with your chain of command first. We have many competent leaders in the garrison and on the installation who can assist you. Your immediate supervisor is the first place to begin. Additional installation resource include the Chaplain's Office, the Staff Judge Advocate (SJA) Office and/or the Inspector General (IG) Office.
 - b. I highly recommend that you first meet with the Deputy to the Garrison Commander and/or the Garrison Command Sergeant Major to determine if resolution can be accomplished before the meeting with me. Coordinate your request to use this policy with your Chain of Command and the Garrison Executive Officer (XO), Executive Assistant or Administrative Assistant to the Garrison Command Sergeant Major. You are not required to obtain anyone's permission or discuss the purpose of the visit; however, you must inform your immediate supervisor that you are coming to see me. To expedite the process, please make an appointment through the Garrison XO at 734-7197. Reprisal against Soldiers or Civilians seeking my advice or assistance will not be tolerated.
4. A copy of this policy will be permanently posted on each unit bulletin board, in all Garrison Directorates and on the Fort Lee website under Fort Lee Policy Letters. This policy is effective until superseded.


HOLLIE J. MARTIN
COL, LG
Commanding