



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS  
1 PERSHING ROAD  
FORT BLISS, TEXAS 79916-3803

IMBL-ZA

POLICY MEMORANDUM # 1

10 December 2012

SUBJECT: Open Door Policy

1. I am always willing to discuss matters with any member of this command at any time or place.
2. My goal is to provide solutions that are in the best interest of the individual and this command. It is my experience that the individual's chain of command can solve most problems. While I do not require an individual to obtain chain-of-command approval prior to speaking to me, I expect all personnel will work with their chain of command and make every effort to solve problems at the lowest possible level.
3. My duties require frequent absences from the office. Therefore, if you want to use the open door policy, go through the Garrison Command Executive Officer to schedule an appointment.
4. This Policy Letter is applicable to all personnel attached or assigned (to include DA civilians or other civilians operating in support of) Garrison Command. Commanders will announce this order to their units and ensure widest dissemination to the lowest levels of command.
5. Permanently display this policy on all unit bulletin boards.

  
BRANT V. DAYLEY  
COL, AD  
Commanding