



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BUCHANAN
390 DOUBLE EAGLE AVENUE, SUITE 300
FORT BUCHANAN, PUERTO RICO 00934-4614

AMIM-BCG-ZA (100)

MEMORANDUM FOR All personnel assigned or attached to United States Army Garrison (USAG) Fort Buchanan

SUBJECT: Garrison Policy 23-01, Open Door

1. Reference. AR 600-20, Army Command Policy, 24 Jul 20.
2. Applicability. This policy is applicable to Military and Civilians assigned or attached to United States Garrison (USAG) Fort Buchanan.
3. Purpose. Establish the Open Door Policy.
4. Policy.
 - a. Soldiers and Civilians are responsible for ensuring their chain of command and commander are made aware of problems that affect discipline, morale, and mission effectiveness.
 - b. The Open Door Policy allows members of the command to present facts, concerns, and problems of a personal or professional nature or other issues they have not been able to resolve.
 - c. I ask that you try to resolve concerns at the lowest levels and through established channels first.
 - d. Members of the command can schedule a meeting through my Administrative Support Assistant. When scheduling, provide – at a minimum - a brief description of discussion points and background information as appropriate.
5. Point of contact is the Command Group Administrative Office at 787-707-3440, email: usarmy.buchanan.usag.mbx.command-group@army.mil.

CHARLES N. MOULTON
COL, LG
Commanding