



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:

DEC 22 2015

IMKN-ZA

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. AR 600-20, Army Command Policy, 6 November 2014.
2. Purpose. This policy establishes standards and provides guidelines and procedures for my open door policy.
3. I am available to discuss with all members of this command any procedures or issues that affect discipline, morale, and mission effectiveness. I strongly encourage all personnel to use their chain of command and give their leaders and supervisors the first opportunity to assist in resolving problems of a personal or professional nature. I consider the chain of command a vital communication link, and expect the chain of command to assist in resolving problems that arise.
4. Quick resolution of problems at the earliest opportunity and at the lowest level will have a very favorable impact on unit readiness. If working with the chain of command does not result in a solution, or if the problem is of a very personal nature, any member of this command may request an appointment with me.
5. Post a copy of this memorandum on all bulletin boards and allow all personnel to read during orientation briefings and then on an annual basis.

A handwritten signature in black ink that reads "Stephen K. Aiton".

STEPHEN K. AITON  
COL, AG  
Commanding