



REPLY TO THE
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
ATLANTIC REGION
UNITED STATES ARMY GARRISON-MIAMI
9301 NW 33rd Street
Doral, FL 33172-1202

IMAG-ZA

5 January 2016

MEMORANDUM FOR All United States Army Garrison-Miami, (USAG-Miami)
Personnel

SUBJECT: USAG-Miami Garrison Manager Open Door Policy

1. As the USAG-Miami Garrison Manager, I considered the most valuable asset we have is people. It is essential the concerns of the people all members of this Garrison are effectively resolved. To meet this commitment, I have an open-door policy that allows all members to meet with me in order to present facts, concerns, problem of a personal or professional nature, or other issues they have been unable to resolve within their change of command.
2. The first step in seeking solutions is to use the chain of command so that problem can be resolved at the lowest level possible. Leaders at all levels will ensure that no member is denied the right to proceed up the chain of command. Additionally, the right to contact the Inspector General or Equal Employment Opportunity Advisor is guarantee.
3. If the chain of command cannot resolve and issue, who raised the issue may bring it up to me by requesting an appointment through my Executive Assistant. If requested, the appointment will be recorded as a confidential entry on my calendar
4. This policy will be brought to the attention of all USAG-Miami members, and be posted permanently on all work areas and homepage.
5. The point of contact is the undersigned at (305) 437-1704.

DONALD A. BIRD
Garrison Manager