



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG  
UNIT 27535  
APO AE 09139-7535

IMEU-BAM- ZA

6 July 2011

MEMORANDUM FOR Soldiers, Family Members and Employees of the US Army Garrison,  
Bamberg

SUBJECT: Open Door Policy

1. PURPOSE: Disseminate my Open Door Policy
2. SCOPE: Applies to all Soldiers, Family Members and employees of the Bamberg Military Community.
3. POLICY:

a. A free, uninhibited flow of information through all levels of the chain of command is necessary for a unit to function smoothly and efficiently. At times, however, supervisors may not be able to adequately resolve a problem or an individual may feel that an issue is too sensitive to address with his/her immediate supervisor. Therefore, I will be accessible to Soldiers, Family Members and employees of the Bamberg Military Community every Monday starting at 1600. Appointments can be made by calling DSN 469-1500/1510. Individuals may also write a personal note to me expressing their concerns. I will reply to written requests or comments as soon as possible.

b. The opportunity for Soldiers and members of the Army Family to address issues personally and directly with the commander is a long standing tradition in the US Army that we will continue to enthusiastically support.

A handwritten signature in black ink, appearing to read "Steven L. Morris".

STEVEN L. MORRIS  
LTC, AV  
Commanding