DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO ATTENTION OF

IMBV-PAI

28 JUN 2012

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum # 52, Leadership Communication

1. REFERENCE. AR 600-100, Army Leadership, 8 March 2007.

2. PURPOSE. To establish the foundation for an environment of communication throughout Fort Belvoir.

3. APPLICABILITY. This policy statement applies to all military and civilian personnel assigned to or under the control of this command.

4. POLICY. For a Garrison to operate at peak performance there must be communication at all levels. It is the responsibility of all Fort Belvoir leaders to establish open communication with staff and post residents using all means available.

5. PROCEDURES.

a. Semi-annual Garrison wide Town Halls will be conducted.

b. Directorates are to establish monthly employee Town Hall meetings or similar events for the purpose of disseminating information, providing opportunities for employees to openly communicate in an informal setting, and providing an opportunity for directorates to recognize their outstanding employees. A Command Group representative will attend at least annually.

c. The Plans Analysis and Integration Office will reestablish constituent focus groups with the goal of one focus group meeting per quarter.

d. All scheduled events will be documented on the Garrison Sync Calendar and forwarded to the commander's executive assistant.

e. Directorates are to maximize use of available media, technology and programs to enhance communication. Examples include, but not limited to: Interactive Customer Evaluation (ICE); Fort Belvoir Eagle; Facebook; Twitter; Flickr.

6. PROPONENT. The proponent for this policy is the Plans, Analysis and Integration Office. The point of contact is the Director at 703-805-1265.

GREGORY D. GADSON
Colonel, USA
Garrison Commander

"LEADERS IN EXCELLENCE"