DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

REPLY TO
ATTENTION OF

ATSS-CD

1 July 2014

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum # 01, **Open Door Policy**

1. Reference: AR 600-20, Army Command Policy, dated 18 May 08 with Rapid Action Revision (RAR) dated 20 Sep 12.

2. Purpose: To outline the Commandant's Open Door Policy.

3. Following the proper procedures, all personnel may bring both personal and professional concerns to me upon request. The urgency of concern should govern the urgency of getting the matter to my attention. All appointments will be coordinated through the command group secretary at (915) 744-8009.

4. Individuals with concerns are encouraged to present them to their chain of command and afford them an opportunity to resolve the issue prior to requesting an appointment with me. If resolution is not possible, then an office call will be made through the chain of command.

5. Subordinate leaders and supervisors at all levels will be receptive and responsive to the needs of their subordinates. Every effort will be made to quickly resolve problems as soon as they arise.

"Ultima Strong!"

DENNIS E. DEFREESE
CSM, USA
Commandant