



REPLY TO  
ATTENTION OF

ATSS-CD

23 June 2017

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

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 6 Nov 14.
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!"**

JIMMY J. SELLERS  
CSM, USA  
Commandant