



DEPARTMENT OF THE ARMY
THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918-8001

ATSS-CD

JUN 22 2020

MEMORANDUM FOR All Assigned/Attached Personnel, The NCO Leadership Center of Excellence, Fort Bliss, Texas 79918-8002

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

1. Reference: Army Regulation 600-200, Army Command Policy.
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 Executive Officer 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.

"Leaders Build Lethality, We Develop Leaders!"



JASON SCHMIDT
CSM, USA
Commandant