



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
2E SHERIDAN ROAD
FORT BLISS, TX 79916-6501

ATSS-CDA

1 July 2020

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL,
NONCOMMISSIONED OFFICER ACADEMY

SUBJECT: **Open Door Policy (Policy Letter #1)**

1. Reference: AR 600-20.
2. Concern for Soldier's problems is my priority. It is my intent to see any Soldier who wishes to speak with me at the earliest opportunity.
3. Soldiers are encouraged to use their Noncommissioned Officer Support Channel to solve their problems or schedule an appointment with the Commandant. No Soldier, however, will be required to talk with the 1SG, Deputy Commandant, Chief of Training or his/her Senior SGL either before or after this appointment.
4. To make an appointment to see me call my office at 568-2440. Soldiers may speak to me without making an appointment, on a walk-in basis, or contact the Deputy Commandant at 568-5962, if the situation is sensitive and I am not available for an office call.
5. All leaders will ensure that all subordinates and students are familiar with procedures for reporting, investigating and correcting sexual harassment incidents. Additionally, all reported instances of such behavior will be investigated. I will take action to combat sexual harassment. Such action may include disposition under the Uniform Code of Military Justice or other appropriate actions.
6. POC for this memorandum is the undersigned at 568-2440.

MONTAE M. CLARKE
CSM, USA
Commandant