



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

16 September 2014

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 1, Open Door Policy

1. **Let me be clear on this policy**, I am available for anyone and everyone. There is no reprisals for anyone requesting to see me. However, there will be consequences for anyone preventing someone from seeing me.
2. Understand, I highly encourage Soldiers to use their immediate chain of command to resolve problems, issue or concerns at the lowest possible level. This is how professionals resolve conflict, affect positive change or address concern. I am available to meet with any member of this NCO Academy, students or cadre at any time to discuss their problems, issues or concerns.
3. To set up an appointment with me, contact my administrative assistant at 442-3141/2417, stop by my office or approach me anytime. I am usually in my office from 0830 until 1800 most days.
4. Whenever I visit training, I encourage all Soldiers to tell me what is on their mind. When all schools are at capacity, we have over 300 great minds at this NCO Academy, all with great ideas. If you have a better way of doing something, a complaint, or just want to know why we are doing something, let me know.

A handwritten signature in black ink, appearing to read "Philip J. Brunwald", is positioned above the printed name.

PHILIP J. BRUNWALD
CSM, USA
Commandant