



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, BUILDING 247, SUITE 1400
FORT BELVOIR, VIRGINIA 22060-5923

SEP 28 2015

DAMO-FMS

MEMORANDUM FOR Staff, Faculty and Students of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #9 – Open Door Policy

1. Reference: AR 600-20, paragraph 2-2
2. As Commandant, I am committed to addressing the concerns of all members of the command. Although I am a strong advocate of using the chain of command and supervisory chain to resolve issues, I am available to discuss any issue that requires my personal attention.
3. I understand there are circumstances in which issues are too sensitive to discuss with your immediate supervisor and I will not turn you away if you seek my advice first. However, I strongly encourage that you to inform your immediate supervisor before approaching me. It is not necessary to reveal the nature of the issue concerned.
4. If you have a sensitive issue or one that cannot be resolved at the appropriate level, please contact me directly at 703-805-2785 or email at alan.c.notgrass.mil@mail.mil.

A handwritten signature in black ink, appearing to read "A. Notgrass", written over a faint circular stamp.

ALAN C. NOTGRASS
Colonel, U.S. Army
Commandant