



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
CYBER CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

11 February 2016

MEMORANDUM FOR Cyber Center of Excellence Noncommissioned Officer Academy (CNCOA)

SUBJECT: Policy Memorandum #1 – Commandant's Open Door Policy / Right to Present Complaints

1. This memorandum establishes the command policy relative to the open door policy and individual's right to present complaints/grievances. This policy applies to both military and civilian employees assigned or attached to the CNCOA and is required reading by all personnel.
2. Cadre and students of this Academy seeking assistance are encouraged to use the chain of command to resolve their problems at the lowest possible level. However, use of the chain of command will not be interpreted or implied as a restriction to seeing and/or presenting matters of concern to the Commandant for any personnel within this Academy.
3. All personnel should feel free to approach the Commandant for the purpose of discussing problems of a personal, professional or emergency nature during visits to units, training areas, barracks, classrooms or other unit activities and locations.
4. Personnel who wish to see me any other time, may appear in person at CNCOA Headquarters or make an appointment by contacting the administrative assistant at 706-791-6216/2106 or by utilizing their NCO Support Channel to schedule an appointment time.
5. This memorandum and FG Form 257 will be permanently posted on all bulletin boards.
6. The point of contact for this memorandum is the Deputy Commandant, MSG Jason M. Holland at 706-791-7882 or jason.m.holland2.mil@mail.mil.

ALLEN BRASWELL
CSM, USA
Commandant