



DEPARTMENT OF THE ARMY
ARMY BANDS NONCOMMISSIONED OFFICER ACADEMY
1420 GATOR BOULEVARD
JOINT EXPEDITIONARY BASE LITTLE CREEK, VA 23459-2617

ATSG-SMN (800D-100)

4 January 2024

MEMORANDUM FOR All NCO Academy Personnel

SUBJECT: Policy Memorandum #1 – Open Door Policy

1. I am committed to ensuring that our NCO Academy is a premier learning institution that challenges students to excel in musical and military performance and leadership within an inclusive environment grounded in the Army Values. I am available to discuss any issues, professional or personal, that threaten this goal.
2. I expect all Academy cadre, staff, and students to address and resolve issues at the lowest possible level; however, anyone who believes that their concern warrants my attention may schedule an appointment with me through the Deputy Commandant.
3. There is no requirement to reveal the subject of discussion to student leadership or cadre when making an appointment. No appointment is necessary for emergencies.
4. Point of contact for this memorandum is the NCOA Deputy Commandant, MSG Boyle, at 757-462-5680 or scott.t.boyle.mil@army.mil.

A handwritten signature in black ink, appearing to read "D. Welch", is positioned above the printed name.

DANIEL P. Welch
CSM, USA
Commandant