



DEPARTMENT OF DEFENSE

DEFENSE ACQUISITION UNIVERSITY  
OFFICE OF THE PRESIDENT  
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FORT BELVOIR, VA 22060-5565

FEB 7 2014

MEMORANDUM FOR ALL DEFENSE ACQUISITION UNIVERSITY STAFF, FACULTY,  
AND STUDENTS

SUBJECT: President's Open Door Policy

An essential element of leadership is maintaining a two-way communication between supervisors and employees. Therefore, it is my policy that every supervisor has an open door policy.

Supervisors, employees, and students should normally resolve problems or concerns by working through the chain of command. Our deans and directors play a particularly important role in resolving personnel issues. Their counsel should routinely be sought before seeking other remedies. While I do not encourage bypassing levels in the supervisory chain, there may be occasions when it may be appropriate to do so. Senior supervisors should not insist that an individual work through the chain of command with an issue, instead of talking directly to the more senior person first. Clearly, determining why a person feels a need to "go to the top" is an issue that needs to be discussed and carefully reviewed.

If an individual is not willing to discuss a problem with a supervisor there are many alternate channels available. Military members may discuss issues with the senior Service representative or senior ranking officer. The military installation serving as the host organization or in the vicinity of each DAU Region also offers a variety of support counseling services. Our Human Resources personnel provide a range of personnel support services as well. In all cases, a person may contact Human Resources to seek advice or to locate a source of information or support applicable to the specific situation.

My own door is open to anyone who feels that "going to the top" is the way to get a problem resolved. However, if there is a pending action such as a grievance or Equal Employment Opportunity complaint currently under review, it may not be appropriate to meet until all the preliminary actions are complete. For an appointment with me, contact my office at 703-805-5051.

A handwritten signature in black ink, appearing to read "James P. Woolsey".

James P. Woolsey  
President