



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY CADET COMMAND  
HEADQUARTERS, 7<sup>th</sup> ROTC BRIGADE  
XAVIER UNIVERSITY ARMY ROTC  
3904 WINDING WAY  
CINCINNATI, OHIO 45229



REPLY TO  
ATTENTION OF

ATOE-GOH-XU

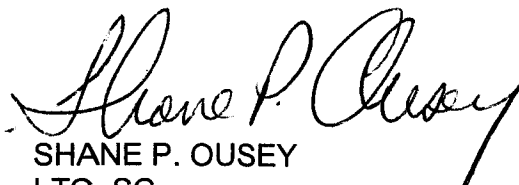
15 February 2009

MEMORANDUM FOR ALL PERSONNEL OF THE XAVIER UNIVERSITY "ALL FOR ONE" BATTALION: CADRE, CADETS AND STAFF

SUBJECT: Policy Letter 1-1 Open Door Policy and Office Hours

1. Open and flowing communication is a key element to the success of any organization. In order to ensure the success of the "All For One" I strongly encourage all members to use the chain of command to address issues and concerns that arise. When on the rare occasion that a problem is of such a nature that it cannot be addressed through the normal chain of command anybody can come directly to me and utilize my open door policy.
2. Using the open door policy is not a technique to circumvent the chain of command. Consider first if your problem can be better solved at lower levels or by an immediate supervisor. When requesting an open door visit ensure you have thought about what you would like to see me do to remedy the situation. All open door visits will be conducted in a professional manner.
3. In order to ensure I have maximum flexibility and availability for all members of the battalion, I do not have established normal office hours. Any member of the Cadre or Staff may visit my office without prior scheduling. Additionally, the Cadet Battalion Commander and Cadet Battalion S3 will have unrestricted access. All other Cadets should schedule office calls through my administrative assistant. Normally, appointments can be scheduled within 24 hours.
4. For any Open Door issues I can be reached during normal work hours at (513) 745-1060 or through my administrative assistant at (513) 745-3646.

"ALL FOR ONE"

  
SHANE P. OUSEY  
LTC, SC  
Professor of Military Science