



REPLY TO
ATTENTION OF

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



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 1-4 Operational Security

1. **PURPOSE:** This memorandum establishes policy to ensure everyone understands and executes proper Operational Security (OPSEC).

2. **APPLICABILITY:** This memorandum applies to all Cadre and Cadets assigned or attached to the "All For One" Battalion at Xavier University, Cincinnati, Ohio.

3. **SCOPE:** Operational Security (OPSEC) denies adversaries information about friendly intentions and capabilities.

a. OPSEC is vital to the protection of the Army, the battalion, its personnel and the mission.

b. Every member of this team shares in the responsibility of denying potentially useful information to unauthorized personnel. Enemies of our country consider Army ROTC Cadets as legitimate soft targets.

4. All personnel must protect Critical Information IAW CC Policy Memo 17, dated 16 July 2008.

a. Critical Information deals with specific facts about intentions, capabilities, operations or activities. If an adversary knows this detailed information, mission accomplishment and personnel safety could be jeopardized.

b. Critical Information also comes in the form of personal and/or private activities. All activities that are inappropriate or elicit are discouraged and should not be glamorized.

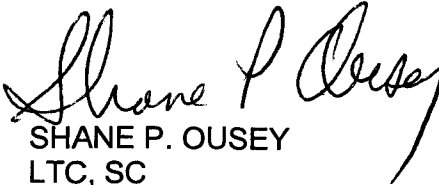
5. All personnel ensure that any personally identifiable information (PII) (i.e. SSN's) is not kept on electronic media (i.e. network shared drives, personal hard drives) where it might be accessed illegally. Minimize the usage of SSNs as a means of identification. If required and possible use only the last 4.

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6. All must ensure social networking websites like "Facebook" and "My Space" do not contain elicited or explicit information, compromising photos or information unbecoming a future Army Officer. Non-compliance may result in administrative actions up to disenrollment from the ROTC program.

7. As Officers, NCOs, and future Officers, we are the "role models" for others to follow.

"ALL FOR ONE"



SHANE P. OUSEY
LTC, SC
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