



DEPARTMENT OF THE ARMY
US ARMY ROTC DETACHMENT, XAVIER UNIVERSITY
SEVENTH BRIGADE, UNITED STATES ARMY CADET COMMAND
3904 WINDING WAY
CINCINNATI, OH 45229

REPLY TO
ATTENTION OF

ATCC-GGO-HXU

01 October 2018

MEMORANDUM FOR ALL PERSONNEL OF THE XAVIER UNIVERSITY "ALL FOR ONE" DETACHMENT: 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" Detachment I strongly encourage all members to use the chain of command to address issues and concerns that arise. When they cannot be addressed through the normal chain of command then 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. Any member of the Cadre or Staff may visit my office without prior scheduling. Additionally, the Cadet Battalion Commander and Cadet Battalion CSM 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.

A handwritten signature in black ink, appearing to read "Ma H".

MICHAEL A. MARCHETTI
LTC, AV
Professor of Military Science