



REPLY TO
ATTENTION OF

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

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 1-4 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" Detachment at Xavier University, Cincinnati, Ohio.
3. **SCOPE:** OPSEC denies adversaries information about friendly intentions and capabilities. OPSEC is vital to the protection of the Army.
4. All personnel must protect Critical Information IAW CC Policy Memo 17, dated 16 July 2008. 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.
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 SSN's as a means of identification. If required and possible use only the last 4.
6. All must ensure social networking websites like "Facebook" 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.

A handwritten signature in black ink, appearing to read "M A Marchetti".

MICHAEL A. MARCHETTI
LTC, AV
Professor of Military Science