



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 1-5 Accountability of Issued Equipment

1. All Cadets must fill out the Cadet Responsibility Statement in order to ensure all Cadets understand their responsibilities as it relates to Army issued equipment.
2. In accordance with Cadet Command Regulation 700-1 and AR 735-5, when a Cadet misses five straight classes or has notified the primary instructor of their intent to withdraw from the "All for One" Detachment the primary instructor will notify (via email) the PMS of the Cadet's change in enrollment status and the Property Book Officer will initiate recovery of equipment.
3. At that time the recovery of equipment and the following sequence of events will be followed:
 - a. A copy of the email will be placed in the Cadets property record and personal file. Annotate the date the Cadet was officially dropped on DA form 3645-E.
 - b. A period of time beyond the normal processing time may be required for completing the recovery process before initiating a Financial Liability Investigation of Property Loss (FLIPL). No more than **45 days** will pass prior to initiating the FLIPL.
4. An initial letter requesting the return of equipment will be sent by certified mail return receipt requested to the Cadet. Also a letter requesting the Cadet's grades/transcripts not be released by the registrar's office will be sent. Allow **10-15 days** for a response.
5. If no response is received immediately forward a letter to the parents of the Cadet requesting return of the property. Allow **10-15 days** for a response, if the property is not received initiate a FLIPL IAW AR 735-5 NLT **15 days** after expiration of the recovery period.

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

MICHAEL A. MARCHETTI
LTC, AV
Professor of Military Science