1. References: AR 600-20, Army Command Policy

2. This policy is applicable to all military and civilian personnel assigned to the USASD.

3. I am excited to be in this position. I see a fully dedicated and motivated staff, both civilian and military. I see subject matter experts in their areas of responsibilities that daily aim to provide excellent customer service to the student population. I see potential and I see opportunity. With that, I embrace the U.S. Army Student Detachment’s unique mission, complexity, and challenges.

4. Vision. My vision is to change the perception and reputation of this organization. The United States Army Student Detachment will be thought of as a highly organized unit, known for exceptional professionalism in all areas of support. A unit that Adjutant General and Finance professionals will want to belong to, that they will seek out these positions because it will set them up for success. We will execute expert Human Resources and Financial Management Support to all Students in a timely, methodical manner, perfecting our processes and refining our systems to achieve the highest level of efficiency.

5. This philosophy describes what I believe are important principles for a successful unit. I consider these principles key to our mission success, both for Staff and Students.

   a. Master of your Craft
   b. Life Work Balance
   c. Effective Leadership Presence
   d. Teamwork
   e. Open Communication
   f. Relationships Matter
   g. Perseverance and Perspective
   h. Soldiers, Civilians, and Family Care

6. Master of your Craft. Be the best at what you are doing right now. We have to be able to embrace change and be ready to adapt, but one thing will remain constant: whatever it is you are doing right now, do it to the best of your ability and everything will work out fine.
7. Life Work Balance. Strive to achieve an appropriate balance between work, Family, and self. Devote time and resources to each area, focusing on quality over quantity.

8. Effective Leadership Presence. Set the example by being present and taking an active role in the accomplishment of the mission. Use military bearing in communication and presence. Exercise a high level of discipline both in and out of uniform. Be innovative and receptive to new ideas. Develop your subordinates so that they are ready to lead others. Reward them for going above and beyond their scope of duties and responsibilities. Remember to have fun and enjoy working in the best unit in the Army.

9. Teamwork. Human Resources and Finance is a team effort, success depends on developing cohesive teams. Treat everyone with dignity and respect. Strive to share ideas, find best practices, and support continued innovation. The best ideas come from the free exchange of opinions and recommendations. Critical to our mission accomplishment is our technical skills coupled with our physical, mental, emotional, and spiritual well-being. We will capitalize on each other’s strengths and work together as a team.

10. Open Communication. Key to effectiveness is frequent and open communication. Setting the example in both our verbal communication and our deeds. Use the NCO support channel and chain of command. My open door policy is available by appointment.

11. Relationships Matter. We will build and maintain trust in each other, our leadership and the organization. To sustain our network, we must build and enhance our partnerships outside of the organization as well.

12. Expectation from you. Take care of your personal life, focus on learning and mastering your craft, maintain a high level of discipline and professional behavior. Be at the right place, at the right time, in the right uniform, with the right attitude and you can realize your full potential.

13. Expectations from me. I will maintain a highly visible presence. I will strive to create an environment of professional and personal development and serve you in any capacity that I can. I will set high expectations and provide you with clear guidance and resources needed to accomplish the mission. Those who go above and beyond, are innovative, and diligent, will gain my confidence. I am looking forward to serving with each of you. Together, Students and Staff, we are the U.S. Army Student Detachment – Defend, Support, and Serve!

14. The point of contact for this memorandum is the undersigned at (803) 751-5305.