



DEPARTMENT OF THE ARMY
LOYOLA-TOWSON ARMY ROTC
4501 N CHARLES ST
BALTIMORE, MD 21210

ATCC-DDM-DLC

19 August 2025

MEMORANDUM FOR Cadre and Cadets of the Greyhound Battalion

SUBJECT: Policy Memorandum #1 – Open Door Policy

1. All members of the Greyhound Battalion may meet with the Professor of Military Science (PMS) to discuss any matter they feel need their attention – whether personal or professional. The PMS is always available for “urgent” matters whether in the office or at home. Matters that do not require immediate attention, however, should be addressed by making an appointment to see them in their office. The PMS encourages and is always available to discuss matters concerning professional development or mentorship.
2. Though not necessary, the PMS encourages the Cadet or Cadre member to first seek to resolve all issues through their chain of command. Cadets should address their concerns first through the Cadet chain of command, and then their Military Science Advisor/Instructor. If the concern or problem cannot be adequately addressed through these channels, the Cadet should come to see the PMS for resolution or assistance. It is a professional courtesy to keep the chain of command informed and to afford them the opportunity to address concerns at their level.
3. Depending on the circumstances, the PMS may need to know some specific information concerning the nature of the issue so they can determine how to best assist you prior to the appointment. If you think it would be helpful, you can provide this information by telephone, via email, or by sending them a sealed envelope marked “Personal for Professor of Military Science”.
4. All members of the Greyhound Battalion are encouraged to maintain an open-door policy to provide maximum opportunity for professional development and support.
5. The point of contact for this policy is the undersigned at evan.m.westgate.mil@army.mil.

EVAN M. WESTGATE
LTC, MI
Professor of Military Science