



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND AND FORT LEE  
3901 A AVENUE, SUITE #200  
FORT LEE, VIRGINIA 23801-1809

REPLY TO  
ATTENTION OF

FORT LEE POLICY NO 7-02  
16 February 2005

ATCL-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change-of-Command, Change-of-Responsibility, and Award Ceremonies

1. References:

- a. AR 600-25, 16 May 1970, Salutes, Honors, and Visits of Courtesy.
- b. AR 600-8-22, 25 February 1995, Military Awards.
- c. FM 22-5, 8 December 1986, Drill and Ceremonies.

2. This memorandum prescribes CASCOM policy on conducting change-of-command, change-of-responsibility, and award ceremonies for departing commanders and supercedes the memorandum dated 26 September 2002.

**a. Change-of-Command and Change-of-Responsibility Ceremonies.**

(1) The outgoing commander will be the Commander of Troops (COT).

(2) Commanders will make every effort to limit the number of troops who participate in the ceremony and maximize the opportunity for soldiers to attend as spectators. A representative number of soldiers from each subordinate unit is sufficient. Although company change-of-command ceremonies normally include a large part of the unit in formation, larger units do not require all subordinate units in ceremonial formations. Troops who will take part in the ceremony will be moved to the ready line no earlier than 15 minutes before the ceremony begins.

(3) Duration of ceremonies will be limited to the time necessary for the traditional requirements of FM 22-5 and to allow for outgoing and incoming commanders to make brief remarks. The outgoing commander's remarks should not exceed 5 minutes, and the incoming commander's remarks should not exceed 2 minutes. Outdoor ceremonies conducted between 1 May and 1 October will begin NLT 0800 to mitigate the effects of seasonal heat. The entire ceremony should not last more than one hour.

(4) No Army equipment/static displays other than ceremonial cannons will be hauled or convoyed to the ceremony; they drain our manpower, time, budget and can create the appearance of misuse.

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(5) The change-of-command ceremony will be separate from presentation of an award to the departing commander, which will take place at the pre-reception.

(6) A receiving line at the end of the ceremony should be conducted to introduce the incoming commander and spouse as a member of the command.

**b. Award Ceremonies.** Public award ceremonies for departing commanders and command sergeants major will be brief and conducted –

(1) According to AR 600-8-22 and as directed by the departing commander's next higher commander.

(2) Without troops in formation or displays of Army equipment.

(3) Separately from change-of-command or change-of-responsibility ceremonies.

(4) To allow the maximum number of soldiers to attend as spectators when appropriate to the commander's intent.

3. Commanders at all levels must ensure that appropriate change-of-command, change-of-responsibilities and award ceremonies properly recognize departing commanders and senior NCO's without inappropriately elaborate displays or excessive troop participation. Ceremonies not in accordance with standards reflect poorly on unit discipline.



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