



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION  
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SCHOFIELD BARRACKS, HI 96857-6000

08 JAN 2024

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #7 – Company Level Change of Command

1. References:

a. Army Regulation (AR) 350-1, Army Training and Leader Development, 10 December 2017.

b. Lightning Operations Guidance (LOG) 24.2, September 2023.

2. Applicability. All 25ID subordinate units.

3. Intent. The intent of this policy is to validate Company, Troop, or Battery commanders are ready to lead from day one. To lead from day one, company commanders must fully understand the scope of command responsibilities and be equipped with the tools and systems necessary to manage personnel, property, and training. This policy letter specifies prerequisites for all company commanders.

4. Policy.

a. Company commanders must be knowledgeable of local policies, procedures, and resources prior to assuming command. The United States Army Hawaii (USARHAW) Company Commander and First Sergeant Pre-Command Course (CCFSPCC) ensures company command teams know Army and USARHAW programs, policies, procedures, and responsibilities. The course focuses on garrison and Soldier support systems specific to the installation and the Senior Mission Commander's guidance.

(1) Completion of the CCFSPCC is mandatory per AR 350-1, paragraph 3-41, and this policy letter.

(2) Brigade commanders will verify all incoming company commanders complete the USARHAW CCFSPCC prior to assuming command.

b. Company commanders must access and manage specific systems of record to effectively lead from day one. Brigade commanders are responsible for verifying company commanders can access critical systems for accountability of personnel, property, and training.

(1) Personnel accountability systems include (but are not limited to): The Integrated Personnel and Pay System-Army (IPPS-A); Medical Protection System (MEDPROS); Army Law Enforcement Reporting and Tracking (ALERTS Commander's Action Reports); Commander's Risk Reduction Portal; and Unit Commander's Financial Report (UCFR).

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(2) Property accountability systems include (but are not limited to): Global Combat Support System-Army (GCSS-A); Electronic Financial Liability Investigation of Property Loss (eFLIPL); Updated Signature Cards with Central Issue Facility (CIF); Logistics Readiness Center (LRC); Supply Support Activities (SSA); Property Book Office (PBO); and the Furniture Management Office (FMO).

(3) Training and other systems include (but are not limited to): Digital Training Management System (DTMS); Combined Arms Training Strategies (CATS); Range Facility Management Support System (RFMSS); Signature cards for local Training Support System (TSS); Signature cards for Training Aids, Devices, and Simulators (TADS), and Multiple Integrated Laser Engagement System (MILES) equipment.

#### 5. Procedures.

a. Brigade commanders will brief CCFSPCC completion statistics during the Commander's Readiness Assessment-Training (CRA-T). The brief will include projected class dates for all non-compliant company commanders.

b. Brigade commanders will provide guidance and expectations for a successful change of command 45 days prior to the scheduled company change of command date.

c. Upon completion of the joint inventory, incoming, and outgoing company commanders will conduct an out-brief with the brigade commander. In this brief, the brigade commander verifies the incoming company commander completed all key tasks including system access.

d. The brigade commander may delay a company change of command up to 30 days. Acceptable reasons to delay include (but are not limited to): incomplete joint property inventory; unsigned primary hand receipt; failure to complete CCFSPCC; or lack of access to necessary systems.

6. Proponent. The 25ID G3 Schools Office is the proponent for the policy. Questions should be directed to the Schools Office at DSN 808-655-8765.



MARCUS S. EVANS  
Major General, USA  
Commanding

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