



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HI 96857-6000

APVG-CG


21 NOV 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division (25ID) Policy Letter # 1 – Commander's Guidance for Change of Command and Change of Responsibility Ceremonies and Receptions

1. Applicability. This policy applies to all Soldiers in 25ID.
2. Policy. Receptions are to be modest and minimal. Any receptions hosted by commanders, command sergeants major, and first sergeants following their change of command or change of responsibility will consist of a cake and beverages only. These receptions will not exceed \$300 in cost. This will standardize receptions across the Division and keep the focus of each event on the ceremony and Soldiers within the unit.
3. Brigade and above ceremonies may have professionally printed programs, but commanders must keep the cost of these one-time-use items in mind.
4. Units will use the approved template in the enclosure for ceremonies below brigade level and will not have them professionally printed. The approved template is also located at <https://armyeitaas.sharepoint-mil.us/sites/USARPAC-25ID/25ID%20SGS/Forms/AllItems.aspx>. Changes to font and size are authorized. Exception to policy authorization is the 25ID Chief of Staff.
5. Proponent. The 25ID Secretary of the General Staff is the proponent for this policy. Questions should be directed to the Secretary of the General Staff at 808-787-2526.

Encl


MARCUS S. EVANS
Major General, USA
Commanding

DISTRIBUTION:

25th Infantry Division
Headquarters and Headquarters Battalion
2nd Infantry Brigade Combat Team
3rd Infantry Brigade Combat Team
25th Combat Aviation Brigade
25th Division Sustainment Brigade
25th Division Artillery

Unit

Change of Command/ Responsibility Ceremony



**Tuesday, the sixth of December
two thousand and twenty two
at six o'clock
Weyand Field
Schofield Barracks**

Sequence of Events

1. Formation of Troops
2. Opening Remarks
3. Presentation of Gifts
4. Invocation
5. Honors to Nation
6. Change of Command*
7. Remarks
8. Conclusion

Key Participants

Ceremony Host

Rank First M. Last

Outgoing Commander*

Rank First M. Last

Incoming Commander*

Rank First M. Last

Commander of Troops

Rank First M. Last

The Army Song

March along, sing our song, with
the Army of the free. Count the
brave, count the true, who have
fought to victory. We're the Army
and proud of our name! We're
the Army and proudly proclaim:

First to fight for the right, And to
build the Nation's might, And The
Army Goes Rolling Along. Proud
of all we have done, Fighting till
the battle's won, And the Army
Goes Rolling Along.

Then it's hi! hi! hey! The Army's
on its way. Count off the ca-
dence loud and strong; For
where'er we go, You will always
know That The Army Goes Roll-
ing Along.

Tropic Lightning March

We strike like Tropic Lightning,

We're trained and we're ready to
fight!

The Twenty-Fifth has written tales
of glory,

We can always add another story.

Through the whole Pacific,

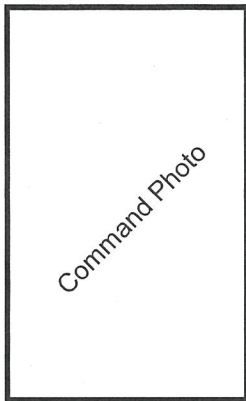
Our answer will always be swift!

We're tough, we're ready for what-
ever mission,

We are the Twenty-Fifth!

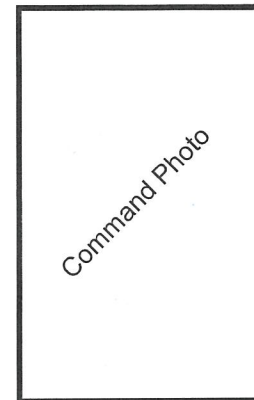
Unit History

*Outgoing Commander**



Rank First M. Last
Bio

*Incoming Commander**



Rank First M. Last
Bio