



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

APVG-CG

8 February 2021

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division (25th ID) Policy Letter #7 – Commander's Guidance for Change of Command and Change of Responsibility Receptions

1. Applicability. This policy applies to all Soldiers of the 25th Infantry Division.
2. Policy. 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 the Soldiers of the unit. Receptions are to be modest and minimal.
3. This memorandum supersedes previous versions and remains in effect until superseded or rescinded in writing.
4. The point of contact for this memorandum is the Chief of Protocol at 808-787-5121.

A handwritten signature in green ink, appearing to read "J. B. Jarrard".

JAMES B. JARRARD
Major General, USA
Commanding