



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

28 MAR 2023

APVG CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division (25ID) 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. Headquarters, Department of the Army (HQDA) Execution Order (EXORD) 093-12, Standardized Company Commander/First Sergeant Course (CCFSC), 28 February 2012.
- c. AR 600-8-2, Suspension of Favorable Personnel Actions (Flag), 5 April 2021.
- d. AR 600-8-6, Personnel Accounting and Strength Reporting, 27 June 2022.
- e. Lightning Operations Guidance (LOG) 23.3, October 2022.

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. In order 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.

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(1) Completion of the CCFSPCC is mandatory per HQDA EXORD 093-12, AR 350-1, paragraph 3-41, and this policy letter.

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

b. Company commanders must access and manage specific systems of record in order to effectively lead from day one. Brigade commanders are responsible for verifying company commanders are able to 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).

(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) 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

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brigade commander verifies the incoming company commander completed all key tasks including systems 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.

5. Proponent. The 25ID Provost Marshal Office is the proponent for this policy. Questions should be directed to the Division Provost Marshal Office at 808 787 5461.


JOSEPH A. RYAN
Major General, USA
Commanding

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