



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA  
1903 HATFIELD STREET  
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG

12 July 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy 129 – Change of Command Ceremonies

1. References.

- a. FM 22-5, Drill and Ceremonies, 8 Dec 86
- b. AR 600-8-22, Military Awards, 25 Feb 95
- c. AR 672-20, Incentive Awards, 29 Jan 99

2. Purpose. To establish guidance for Change of Command (COC) ceremonies on Fort Huachuca.

3. Awards. Presentation of awards to the outgoing commander will take place in a separate ceremony, preferably immediately preceding the COC ceremony.

- a. The contributions of spouses to successful command tenures are immeasurable. Therefore, if appropriate, a civilian award should be considered for the outgoing commander's spouse to recognize the support he or she provided. Refer to AR 672-20 for civilian awards criteria.

- b. The SGS will provide assistance with award processing requirements, formats and suspenses.

4. Additional Guidance.

- a. The COC ceremony is the culmination of the hard work and unit successes under the leadership and direction of the outgoing commander. In recognition and appreciation to subordinates, the outgoing commander's speech should be brief, but should reflect the accomplishments of the personnel in the unit. The invocation, as well as the remarks of the reviewing officer and incoming commander, should be brief.

- b. COC ceremonies need to be soldier focused; therefore, static displays are not appropriate and will not be present at the ceremony.

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c. Safety is the number one priority when conducting ceremonies. Due to the extreme heat during summer months, it is imperative for ceremonies to be concise. Ceremonial procedures, such as sound-off by the band, drive-bys and fly-bys will not be incorporated. However, it is encouraged to have B Troop participation to further strengthen our historical linkage to those who preceded us at Ft Huachuca, primarily the Buffalo Soldier.

5. The proponent for this subject is the Chief of Staff, 533-1142.

///original signed///  
JAMES A. MARKS  
Brigadier General, USA  
Commanding

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