



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

APVG-CG

05 JAN 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #11 – 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 This memorandum supersedes 25th Infantry Division Policy Letter #11, dated 22 April 2015 and remains in effect until superseded or rescinded in writing.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) 655-4909.

A handwritten signature in black ink, appearing to read "R. P. Clark".

RONALD P. CLARK  
Major General, USA  
Commanding

DISTRIBUTION:

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