

**FACT SHEET**

SUBJECT: Change of Command Support

1. PURPOSE. To inform commanders of authorized and available support for change of command ceremonies.

2. FACTS.

a. Programs and Invitations. The Defense Printing Service will print invitations and programs for battalion level and above change of command ceremonies. Units must submit camera-ready originals 5 working days in advance to the Defense Printing Service.

b. Postage. The post distribution center should be used to the maximum extent possible to send change of command invitations. Use of official mail for invitations to change of command ceremonies is authorized, but should be kept to a minimum. Separate invitations to a reception or other social function cannot be sent by official mail, but the invitation to the official ceremony can also mention any related social functions.

c. Food and Flowers. The cost of food and flowers may be split between the incoming and outgoing commanders. Unit personnel may also solicit no more than \$10 per person on a strictly voluntary basis for the purpose of purchasing food for the reception, if all members of the unit are invited. Units are prohibited from using the dining facility for supporting change of command ceremonies. Unit MWR funds also cannot be used for change of command ceremonies.

d. Transportation. Army motor vehicles may be used to transport military and civilian personnel in conjunction with the ceremony (e.g., from the unit to the parade field).

e. Use of Unit Fund. Unit MWR funds cannot be used for change of command ceremonies.

3. POC is the Administrative Law Division at 4-7414/4668.

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