

Administration

Management of Resources for Change of Command Ceremonies

For the Commander:

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History. This UPDATE printing publishes a revised regulation which is effective 15 January 2007.

Summary. This regulation covers the policies and procedures for conducting change of command ceremonies at all levels of command throughout the United States Army Recruiting Command.

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1. Purpose

This regulation prescribes policies and procedures for conducting change of command ceremonies. The policy is that change of command ceremonies must be conducted with appropriate dignity, but without actual or apparent waste of funds or personnel.

2. Required publications

- a. DOD 5500.7-R (Joint Ethics Regulation (JER)). (Cited in para 4d(2).)
- b. FM 3-21.5 (Drill and Ceremonies). (Cited in para 4.)

3. Explanation of abbreviation

Rctg Bn—recruiting battalion

4. Procedures

The operational guidance for changes of command will be in accordance with FM 3-21.5. Guidance for planning the logistical aspect of a change of command is as follows:

- a. Attendees.
 - (1) The command team (commander, senior noncommissioned officer, etc.) of each immediate subordinate element may participate in an official travel status (e.g., each recruiting company commander and/or First Sergeant

Applicability. This regulation applies to all elements of the United States Army Recruiting Command.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G-4/8. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

may travel at Government expense to participate in their recruiting battalion (Rctg Bn) commander's change of command).

(2) An invitation will be extended to the command group personnel of the next two higher headquarters (e.g., a Rctg Bn change of command will extend an invitation to their respective recruiting brigade and to Headquarters, United States Army Recruiting Command). Higher headquarters command teams may travel at Government expense to a change of command ceremony provided they are in the direct chain of command of the unit, are an actual participant in the event, will arrange to conduct other business in conjunction with the travel, or official travel has been authorized for the general attendance via mass transportation to a local change of command ceremony.

(3) Other Government officials (e.g., military or Government agency representatives) may also be invited. Their attendance will normally be at no expense to the command. Command teams of sister United States Army Recruiting Command units who travel to attend ceremonies must travel at personal expense; in which case military transportation is prohibited unless their travel is incidental to other official travel and/or in conjunction with a conference or training agenda.

(4) Key civilian leaders from the private sector may be invited. They should be from the local area and their attendance will normally be at no expense to the command. In rare instances, invitational travel orders may be issued if their attendance requires travel. Coordinate with Resource Management before

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRM-SFA, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

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issuing invitational travel orders.

(5) The criteria for retired military personnel is the same as for civilians from the private sector.

(6) The outgoing and incoming commanders are encouraged to invite as many relatives and friends as they would like. Their attendance, however, must be at no expense to the command.

b. Funding and expenses.

(1) All expenses related to a change of command, other than those listed in this guidance, will be borne by the commanders involved.

(2) Contingency funds of the Secretary of the Army (.0012 funds) are not authorized for use at receptions at recruiting brigade, Rctg Bn, or recruiting company changes of command ceremonies.

(3) Personal expenses incurred will include all refreshments at the incoming commander's reception and all applicable sales taxes. The legal incidence of taxes tied to any personal expense is not provided by the Government; therefore, military personnel are prohibited from using their status to gain a tax exemption, except in the few jurisdictions in which specific exemption for Federal travelers is provided.

(4) Subordinate personnel, other than the immediate subordinate command team, who attended in a travel status must do so in conjunction with a conference or training agenda. This meeting should be important enough to justify the expense involved, plus, any loss of production. The creation of a conference or training agenda for the express purpose of increasing the number of attendees at a change of command cer-

*This regulation supersedes USAREC Regulation 1-20, 20 August 1996.

emony is prohibited.

(5) Personnel, equipment, and facilities organic to the units may be used to support a change of command.

c. Contracting.

(1) No contracting will be performed by the Government for personal expenses.

(2) Government employees will not act as contracting officials to try and gain reduced rates or unauthorized goods and services.

(3) Every effort will be made to use military facilities (active or reserve component installation, center, or armory). Only if efforts to obtain a military facility have failed, equipment and facilities (e.g., conference room, loudspeaker system, audiovisual equipment, etc.,) can be contracted for at Government expense.

d. Gratuities.

(1) Government employees must exercise caution to avoid receiving and the appearance of receiving gratuities from Government contractors. Commanders are prohibited from the acceptance of gratuitous refreshments offered in a rental agreement when, as an exception, a nongovernmental facility is used. Care must be taken not to give the appearance of seeking a good deal for personal expenses because of possible or past Government business. Fair market value must be paid for each service or item bought by and/or for the commanders or other attendees. This will be an area of interest for all future inspector general inspections.

(2) Departure gift rules are set forth in DOD 5500.7-R. Consult the servicing ethics counselor for advice on departure gifts.

5. General policies

a. Alcoholic beverages will not be consumed during the conduct of change of command ceremonies, to include post ceremony receptions.

b. Security measures must be given due consideration.

c. Food and beverage expenses will be at no cost to the command.

d. Administrative support may be provided by unit personnel.

e. Unit photographic equipment may be used for the ceremony. However, commanders will not call on subordinates for personal favors.

f. Appropriated funds will not be used for entertainment, mementos, or plaques.