



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY CADET COMMAND**  
**1ST CAVALRY REGIMENT ROAD**  
**FORT KNOX, KENTUCKY 40121-5123**

ATCC-PAM (145-1b)

DEC 12 2022

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters  
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 1-4 - Leadership Transition Guidance

1. References:

- a. AR 600-8-8: The Total Army Sponsorship Program, dtd 28 June 2019
- b. AR 1-201: Army Inspection Policy, dtd 25 February 2015
- c. AR 600-20: Army Command Policy, dtd 24 July 2020
- d. TRADOC memorandum, Leadership Transition Guidance, dtd 28 Sep 2021
- e. USACC Standard Operating Procedures, dtd 28 January 2021

2. In order to meet TRADOC Commander's intent and my intent of leading a positive cultural change in the Army through commitment to our people, oath of office, Army values, and leader development we must set the example at all times. We will produce young officers, and ensure they, as well as our assigned personnel, are highly trained, disciplined, fit, and will treat everyone with dignity and respect.

3. Commanders are responsible and held accountable for the climate of their units and the cultural shift they will generate. Organizational climate must align with our oath of office and Army values. This will be a long endeavor requiring dedication through multiple command transitions. To enable continuity of this initiative, commanders and leaders will ensure the measures outlined below are completed.

- a. The requirements outlined in this policy applies to Headquarters and Headquarters Detachment (HHD) and Brigade Commands.
- b. Command Courses: Preparation courses are critical to a successful command. The Company Commander and First Sergeant Courses and the Pre-command Course must be completed prior to taking command or within the first 30

ATCC-PAM

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days of assuming command. Waiver authority for this requirement will be the commander two levels above the command position requesting the waiver.

c. Command Transition: Brigade Commanders transition timeline will begin upon release of the command selection list. USACC HHD command position will begin transition NLT 6 months prior to the scheduled change of command (CoC) date. The USACC CG or his delegate will supervise command transitions and hold meetings with incoming and outgoing commanders. At a minimum, the following will occur:

(1) Outgoing and incoming commanders will meet NLT 120 days prior to the scheduled CoC to discuss and focus on specific transition projects.

(2) Outgoing and incoming commanders will have one additional meeting (at a minimum), NLT 60 days prior to the scheduled CoC to discuss and reinforce the climate and culture of the organization and directly address specific challenges.

(3) The incoming commander will conduct a command climate survey NLT 60 days after assuming command.

(4) The USACC CG or his delegate will host an after action review with the outgoing and incoming commanders 90-120 days after the CoC.

4. Leader's have a responsibility to provide a solid sponsorship, reception, and integration program. Commanders will ensure that sponsors are assigned and held accountable, while adhering to AR 600-8-8 and USACC Sponsorship SOP. Communication with incoming Soldiers and their Families will be initiated early and remain constant until a full transition into the unit and surrounding area is complete.

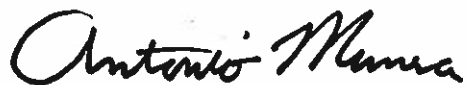
5. Example of CG Closing remark (General Funk remarks as follows) / *fundamentally believe that the foundation of diversity, equity, and inclusion is leader development. The first charge of a leader is investing in the lives of their subordinates and developing them to be better. The success of every Civilian and Soldier is a function of how they are received, coached, trained, and mentored. Leaders across the command must learn how to develop leaders. More than anything else, development of successful leaders begins when we invest our energy in developing them through support, counsel, and honest feedback. Above all, empathy for others and helping people with the challenges they encounter enables their leadership success.*

6. Point of contact is the Chief of Military Personnel Division at 502-624-5712 .

ATCC-PAM

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7. This policy letter remains in effect until superceded or rescinded.

  
ANTONIO V. MUNERA  
Major General, USA  
Commanding