3-01/100.55 - Unit Commanders' Change of Command Responsibilities

Unit commanders shall complete the Department Change of Command (SH-AD-601) when assuming a new or transfer of command situation. During a transfer of command, it shall be the responsibility of both the outgoing and incoming unit commander to be knowledgeable in the physical inventory of the unit and particularly in the areas covered in the above form.

Each unit commander shall also maintain a Position Specific Orientation Guide of current information regarding the unit. This guide shall be used in conjunction with the Department Change of Command form to provide orientation for the incoming unit commander. This guide shall contain information or reference to the following general topic areas:

- Personnel;
- General information;
- Community issues;
- Fiscal (including the status of purchase orders and service contracts); and
- Procedures.

Each division headquarters shall establish the format and specific information required under these topics.

Area commanders shall maintain a similar guide with information concerning their specific responsibilities to provide orientation to their successor.