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*FS Regulation 210-5

Operations
PROCEDURES FOR CEREMONIES AND REVIEWS

Summary. This regulation sets forth the administrative, operational, and logistical requirements for the planning, coordination, rehearsal, and conduct of ceremonies at Fort Sill. Procedures for the conduct of ceremonies set forth in this regulation are standardized. Specify additional requirements for special ceremonies in the appropriate Operations Order (OPORD).

Applicability. This regulation applies to the United States Army Fires Center of Excellence and Fort Sill (USAFCOEFS), subordinate units, tenants, satellites, visiting units and activities.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Plans, Training, Mobilization and Security (DPTMS) 455 McNair Ave., Fort Sill, OK, 73503.

Suggested Improvements. The proponent of this regulation is the DHR, ASD. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR, ASD.

Distribution. This regulation is distributed solely through the DHR, ASD Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

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*This regulation supersedes USAFCOEFS Regulation 210-5, 11 July 2007.

Chapter 1

Introduction

1-1. Purpose. This regulation sets forth the administrative, operational, and logistical requirements for the planning, coordination, rehearsal, and conduct of ceremonies at Fort Sill. Procedures for the conduct of ceremonies set forth in this regulation are standardized. Specify additional requirements for special ceremonies in the appropriate Operations Order (OPORD).

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

1-5. General.

a. Rehearsals.

(1) The Major Subordinate Command (MSC) responsible for the execution of the ceremony will conduct rehearsals IAW this regulation or the ceremony OPORD.

(2) The band will provide a representative at all full dress rehearsals with a drummer and/or bugler as directed by the ceremony OPORD.

(3) Every effort will be made to conduct rehearsals for key personnel at the ceremony site; such rehearsals should not be more than 3 days prior to the actual ceremony.

(4) DPTMS, Operations Division representatives will attend installation level ceremony rehearsals to provide assistance and command guidance as required.

(5) Inclement weather rehearsals will be conducted at the inclement weather site, the morning of the ceremony.

b. Uniforms.

(1) The standard uniform for ceremonies conducted on Fort Sill will be the Army Combat Uniform (ACU) with beret, except as follows:

(a) Drill Sergeants will wear campaign hats unless otherwise directed

(b) Soldiers participating in deployment or redeployment ceremonies will wear the ACU patrol cap and the infrared U.S. Army flag replica.

(c) Organizational Color Guards will wear pistol belts and carry weapons.

(2) Soldiers will not wear watches, sunglasses, earplug cases, and jewelry (with the exception of wedding bands) during the ceremony.

(3) All indoor ceremonies will be conducted as outdoor events and participants and spectators will wear the appropriate headgear.

c. Ceremony Sites.

(1) Outdoor ceremonies will be conducted at one of the following locations:

(a) Old Post Quadrangle (OPQ). Retirement ceremonies and General Officer change of commands.

(b) Polo Field. Brigade and Battalion level ceremonies.

(c) All other installation-level ceremonies will be conducted at the location specified in the OPORD.

(2) All indoor installation, brigade, and battalion ceremonies will be conducted at Rinehart Physical Fitness Center.

(3) Coordinate use of these ceremony sites through DPTMS, Operations Division, McNair Hall, room 211, at 442-1847/4008.

(4) Other locations as approved by the Chief of Staff (CofS), USAFCOEFS.

a. Ceremony Times.

(1) Hold all ceremonies conducted on Fort Sill during the months of April through September (except retreat ceremonies) at 0900.

(2) Hold all ceremonies conducted on Fort Sill during the months of October through March (except retreat ceremonies) at 1400.

(3) Exceptions to these ceremony times are granted as required by AR 600-25 (e.g., Memorial Day, Flag Day, etc.) or by the CofS, USAFCOEFS.

(4) Retreat ceremonies are normally conducted at 1630.

(5) MSCs and the Directorate of Logistics (DOL) will coordinate Welcome Home ceremony times with DPTMS Operations. If arrival times change, organizations will request to change the ceremony time through DPTMS Operations to the CofS, USAFCOEFS.

b. Restrictions.

(1) Mounted inspections may be conducted for Brigade Change of Commands and at the installation Change of Command. No other units will conduct a mounted inspection.

(2) Units will not conduct or schedule a flyby without approval from the CofS, USAFCOEFS. Submit written requests for exceptions through DPTMS Operations, to CofS, USAFCOEFS.

(3) Equipment displays are not authorized as part of a ceremony. The only vehicles authorized on the above ceremony sites are DPW, Network Enterprise Center (NEC) maintenance vehicles, and ceremony inspection vehicles. No other vehicles are allowed on the grass.

(4) Units wishing to fire a round during a ceremony must submit a written request through DPTMS Operations, to CofS, USAFCOEFS. This does not include Half Section Demonstrations or retreat ceremonies.

(5) Cannon salutes will not be fired except for 4-star General Officers or as directed by the Commanding General, USAFCOEFS.

(6) Gift presentations during a change of command ceremony are limited to the outgoing and incoming commanders' spouses or designated representative. The outgoing commander's spouse may present a bucket to the Half Section. Gifts will not be presented to others during the change of command ceremony.

(7) Awards or coins will not be presented during the ceremony. Conduct award ceremonies separately and schedule them to ensure they are completed NLT 10 minutes prior to ceremony start time, if held at ceremony location, and NLT 25 minutes prior if held at a location other than the ceremony site.

c. Parade Field Layout. Permanent survey is in place on the OPQ and Polo Field. This is the installation standard, but may vary depending on unit size.

d. Exception to Policy. Units that choose to deviate from this regulation are required to submit a written Exception to Policy Memorandum. The memorandum will be submitted NLT 45 days prior to the ceremony, through DPTMS Operations, to the CofS, USAFCOEFS. Exceptions must be approved prior to the first rehearsal.

Chapter 2 Responsibilities.

2-1. Directorate of Plans, Training, Mobilization and Security (DPTMS) will -

a. Plan and supervise all USAFCOEFS ceremonies. The matrix at table 2-1 designates the MSC responsible for the coordination, conduct, and execution of USAFCOEFS ceremonies. USAFCOEFS ceremonies are as follows:

- (1) Special holiday observances (e.g., Memorial Day, Independence Day).
- (2) Field Artillery Half Section Demonstrations.
- (3) Retirement ceremonies.
- (4) USAFCOEFS Change of Command.
- (5) Deployment and Redeployment ceremonies.
- (6) All ceremonies or special honors directed by the Commanding General.

b. Schedule the 77th Army Band.

c. Provide the U.S. Army Field Artillery Half Section.

d. Divert air traffic away from the ceremony site not later than (NLT) 30 minutes prior to the beginning of the ceremony. Air traffic may resume not earlier than (NET) 15 minutes after the scheduled ceremony.

e. Schedule a photographer for installation-level ceremonies.

f. Provide a public address system with operator as required for ceremonies listed in paragraph 2-1a.

g. Schedule the appropriate outdoor and inclement weather ceremony sites.

h. Coordinate with DPW and Rinehart Physical Fitness Center for proper maintenance of ceremony sites.

- i. Provide a narrator.
- j. Coordinate with the Public Affairs Office (PAO) to ensure appropriate publicity for installation level ceremonies.
- k. Coordinate with the 434th FA BDE to prevent police calls along the Polo Field fence line during ceremonies.
- l. Provide advice and assistance to the unit conducting the ceremony.
- m. Provide the CofS with an inclement weather recommendation NLT 12 hours prior to the start of the ceremony.
- n. Brief the Commanding General (or his designated representative) on the conduct and execution of installation level ceremonies.
- o. Provide flags, stands, harness, vintage guidons, vintage uniforms, chairs, and canopies when appropriate and as directed in the specific ceremony OPORD.
- p. Provide appropriate General Officers flags.

2-2. Directorate of Public Works (DPW) will -

- a. Ensure the outdoor ceremony site is properly cut and trimmed prior the ceremony.
- b. Limit activities in the area of the ceremony that may distract guests or otherwise take away from the dignity and professionalism of the ceremony.

2-3. Directorate of Emergency Services (DES) will -

- a. Provide traffic control for all ceremonies, including arrival and departure ceremonies.
- b. Enforce restrictions for all ceremonies as directed in the specific OPORD.

2-4. Public Affairs Office (PAO) will –

- a. Provide appropriate publicity for each ceremony.
- b. Provide media control as directed by the specific ceremony OPORD.

2-5. Directorate of Family, Morale, Welfare, and Recreation (DFMWR) will -

- a. Provide equipment and other support as directed by the specific ceremony OPORD.
- b. Provide indoor site for inclement weather ceremonies and rehearsals as directed by the specific ceremony OPORD.

2-6. Religious Support Office (RSO) will provide a chaplain for invocations and benedictions IAW specific ceremony OPORD.

2-7. Directorate of Logistics (DOL) will –

- a. Limit construction activities near the ceremony site NLT 30 minutes before the ceremony start time and NET 30 minutes after the scheduled ceremony end time.
- b. Provide transportation to and from ceremony sites. Individual organizations will submit transportation request to DOL Transportation Division.

2-8. Major Subordinate Commands (MSC) will When designated in a specific ceremony OPORD or in table 2-1 of this regulation as the MSC responsible for the coordination and execution of the ceremony, the following responsibilities apply:

- a. Publish internal supplemental instructions and forward to all subordinate units concerned.
- b. Conduct rehearsals in accordance with the schedule in the published OPORD.
- c. Ensure participating personnel are on site NLT 30 minutes prior to the start of the rehearsals and NLT 1 hour prior to the ceremony.
- d. Provide the Color Guard as directed by the specific ceremony OPORD.
- e. Provide ushers as directed by the specific ceremony OPORD.
- f. Ensure all participating personnel are in the proper uniform as directed by the specific ceremony OPORD.
- g. Request, pick up, transport, set up, and return all supporting equipment including chairs and canopies. Equipment will be in place NLT 1 hour prior to the start of the ceremony. Equipment requirements are directed by the specific ceremony OPORD.
- h. Mark the ceremony site NLT 1 day prior to the start of the scheduled rehearsals and/or ceremony.
- i. Conduct and execute the ceremony IAW FM 3-21.5, this regulation, and the specific ceremony OPORD.
- j. Units/Activities serving as the host/sponsor of an event are responsible for the publication of appropriate announcements and programs for events.

2-9. Protocol will -

- a. Establish reserved seating per established policy.
- b. Propose guest lists, develop and extend invitations as approved by host.

- c. Provide reserved seating charts at the ceremony site and Protocol staff as determined by the Chief of Protocol to assist VIPs with seating.
- d. Designate seating identification method (seat tags, covers, etc.) as determined by the Chief of Protocol.
- e. Provide list of VIPs to DPTMS Operations at least 48 hours prior to the ceremony. Update list as required.
- f. Protocol will ensure publication of appropriate announcements and programs for events directed by the Command Group.

Responsible Unit	Retirement Ceremonies	Memorial Day	Flag Day/ Army Birthday	Independence Day Ceremony	Veterans Day	Change of Command	General Officer Directed
Overall Responsibility	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	Unit	DPTMS
MSC	434 th FA	30 th ADA	75 th FiB	214 th FiB	31 st ADA	Unit	IAW OPOD
Quality Control	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS
Narrator	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS
Band	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS
Half Section	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS
GO Flags	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS
Seat Covers	Protocol	Protocol	Protocol	Protocol	Protocol	Protocol	Protocol
Polo Field	N/A	N/A	N/A	N/A	N/A	DPTMS	DPTMS
OPQ	DPTMS	N/A	N/A	N/A	N/A	N/A	DPTMS
Gymnasiums	DFMWR	DFMWR	DFMWR	DFMWR	DFMWR	DFMWR	DFMWR
Flight Restrictions	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS
State Flags	DPTMS	N/A	N/A	DPTMS	N/A	DPTMS	DPTMS
Grass Cutting	DPW	DPW	DPW	DPW	DPW	DPW	DPW
PA System	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS
Photographer	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	Unit	DPTMS
Parade Field Marking	434 th FA	DPTMS	DPTMS	DPTMS	DPTMS	Unit	IAW OPOD
Color Guards	434 th FA	434 th FA	434 th FA	434 th FA	434 th FA	Unit	434 th FA
External Tasking	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	Unit	DPTMS
Coordination with Media	PAO	PAO	PAO	PAO	PAO	PAO	PAO
Parking	DES	DES	DES	DES	DES	Unit	DES
Traffic Control	DES	DES	DES	DES	DES	DES	DES

Table 2-1. Ceremony Matrix.

**Chapter 3
Reveille and Retreat**

3-1. General.

- a. The National Flag which is flown in front of McNair Hall is designated the Installation Flag.
- b. A direct relationship is assumed between the firing of the reveille/retreat cannon and the flying of the Installation Flag.
- c. This installation will use only one Installation Flag and one reveille/retreat cannon. Separate organizations or agencies on Fort Sill are not authorized to fly national flags or fire a reveille/retreat salute, except as specified in this chapter and chapter 9.
- d. Uniform. Soldiers will wear the ACU with stripped pistol belt and black beret. Drill sergeants are authorized to wear the campaign hat. Add appropriate cold or wet weather gear to include gloves as necessary. When reveille or retreat is conducted in conjunction with another ceremony, the uniform is the same as indicated above unless otherwise directed in the specific ceremony OPORD.
- e. Reveille and Retreat will be conducted at the times indicated in table 3-1. When reveille or retreat is conducted in conjunction with other ceremonies, conduct IAW the published OPORD and this regulation.

3-2. Responsibilities.

- a. The Fort Sill Operations Center (FSOC) will
- b. Play appropriate music over the McNair Hall public address system IAW Table 3-1. If retreat is conducted in conjunction with another ceremony, play music only if directed by the sponsoring agency or DPTMS Operations.

Table 3-1. Service Calls and Times

SERVICE CALLS	DUTY DAYS	SATURDAY	SUNDAY/HOLIDAY S
Reveille	0600	0730	0730
Recall	1630		
Assembly	1655		
Retreat	1659	1659	1659
To the Color	1700	1700	1700
Taps	2300	2300	2300
Church Call (Sunday only)			0755

(1) Ensure the appropriate flag is displayed. For weather criteria, see table 3-2.

(2) Inform the Flag Detail of the times and dates to fly the flag at half staff. This will be directed IAW AR 840-10, AR 600-25, funerals, and other occasions, as appropriate.

(3) Provide necessary equipment and supplies to perform maintenance of the retreat cannon as outlined in table 3-3.

Table 3-2. Weather Criteria for Display of the Installation Flag

FLAG	WEATHER CONDITIONS
Garrison Flag	Hoisted in pleasant weather and/or when wind does not exceed 17 knots.
Post Flag	Hoisted in pleasant weather and/or when wind does not exceed 22 knots. Do not hoist the Post Flag as a substitute for the Garrison Flag.
Storm Flag	Used during stormy weather and/or high winds when the Garrison Flag or Post Flag cannot be flown.

Table 3-3. Retreat Cannon Maintenance Standing Operating Procedure

NOTE: This maintenance schedule is provided to ensure the proper maintenance of the French 75mm salute gun and caisson. The detailed unit will perform the scheduled maintenance IAW this table. In the event of problems with the salute gun, contact DPTMS, Operations Division for assistance.
DAILY MAINTENANCE. Clean and lubricate the gun tube. Remove, clean, and lubricate the breechblock. Remove, clean, lubricate, and turn in the firing pin, rebound spring, and firing lock to the SDNCO in McNair Hall.
WEEKLY MAINTENANCE. <ul style="list-style-type: none"> • Wash the gun and adjacent caisson with detergent and water. Painted portions will be polished with paste wax, except during extreme weather such as subfreezing temperatures or extremely wet conditions. • Under no circumstances will “BRASSO” or any other type of abrasive polishing compound be used on the brass surfaces.
EQUIPMENT. <ul style="list-style-type: none"> • IOC will provide paste wax, lube oil, clean cotton rags, and a bucket.

c. Directorate of Public Works will provide maintenance for the installation flag pole as required.

d. Installation Field Officer of the Day (FOD). Ensure the post flag detail conducts retreat IAW FM 3-21.5 and this regulation. Observe retreat and determine if the flag detail executed retreat satisfactorily, annotate specific details in the FOD duty log.

e. Directorate of Emergency Services (DES). Store blank ammunition for the retreat ceremony in the DES arms room. Issue one round to post flag detail daily.

f. Responsible MSC will–

(1) The unit tasked will provide sufficient personnel to raise the Color in a dignified manner IAW Table 3-4. Units are encouraged to use the minimum number of personnel as required by this regulation. Under severe weather conditions, extra personnel may be required as flag handlers.

(2) Conduct uniform inspections to ensure members of the flag detail are in the proper uniform and present the highest standard of military appearance.

Table 3-4. Personnel Requirement for Post Flag Detail.

	STORM	POST	GARRISON
NCOIC	1	1	1
CANNONEERS	2	2	2
HALYARD PULLERS	2	2	2
FLAG HANDLERS	2	6	12
ROAD GUARDS	3	3	3

(3) Provide personnel to lower and raise the Installation Flag to and from half-staff as required.

(4) In the event of inclement weather, provide personnel to change the Installation Flag. This will be directed by IOC during duty hours or by the FOD during non-duty hours.

(5) Perform maintenance of the retreat cannon as outlined in table 3-4.

(6) Coordinate with DPTMS and sponsoring agency when reveille/retreat is conducted in coordination with another ceremony.

(7) A representative from each MSC will contact DPTMS Operations at 442-1847/4008 NLT 2 weeks prior to assuming flag detail.

(8) Conduct rehearsals as required. Ensure the flag detail is proficient in the conduct of its duties.

(9) Ensure the flag detail arrives at McNair Hall NLT 30 minutes prior to the conduct of reveille or retreat.

(10) Units must requisition all necessary ammunition from DPTMS to complete the mission. Units must submit ammunition request NLT 10 working days prior to assuming this duty. Units are only allowed to pickup 15 rounds at a time from the Ammo Supply Point (ASP) due to the limited amount of ammunition that can be stored in the DES Arms Room. Units will clear the ASP on completion of the mission. Units will pickup and transport one blank round daily for firing the retreat cannon from Building 5030, DES Arms Room (442-6945).

(11) Provide road guards at the intersections of Randolph and Hamilton, Randolph and McNair, and Hamilton and McNair roads. Road guards will wear orange vests and stop all vehicles in the area during the playing of "Retreat" and "To the Color." Road guards will ensure drivers render proper respect to the flag.

3-3. Sequence of Events for the Retreat Ceremony.

a. Retreat is conducted in a ceremonial manner at the time indicated in table 3-2. When retreat is conducted in conjunction with other ceremonies, conduct retreat IAW the published OPORD and this regulation.

b. Sequence of events.

(1) Preparation. Twenty (20) minutes prior to retreat, the NCOIC marches both halyard pullers and cannoneers to the front of the entrance of McNair Hall.

(2) The NCOIC picks up the firing pin, lanyard, and the crank handle to the flag pole from the IOC. The firing pin and lanyard are given to the cannoneers, and the crank handle to the halyard pullers.

(3) The NCOIC commands “**DETAIL, ATTENTION**”; “**COLUMN RIGHT, MARCH.**”

(4) Approximately one step before the flag pole deck, the cannoneers turn and go on either side around the deck. The halyard pullers march directly onto the deck and position themselves one step from the flag pole. The NCOIC walks to the right, around the flag pole deck, and positions himself/herself centered on and facing away from the flag pole (see figure 3-1).

(5) The NCOIC commands “**CENTER, FACE.**” The halyard pullers and cannoneers execute a left or right face and face center. The NCOIC remains facing west, observing the cannoneers. The following action take place at this time:

(a) The cannoneers install the firing pin, attach the lanyard, and load the cannon.

(b) The halyard pullers insert the one or two man crank.

(6) When the cannon and flag have been prepared, the NCOIC commands “**CENTER, FACE.**” All personnel face McNair Hall and the NCOIC commands “**FORWARD, MARCH.**” The halyard pullers march off the deck and forward approximately 10 steps from the deck and mark time. The cannoneers return by using the previous route back around the deck and line up behind the halyard pullers and mark time. The NCOIC moves up behind the detail, marks time, and commands “**FORWARD, MARCH.**”

(7) The NCOIC marches the detail back to the south end of McNair Hall.

(8) Ten (10) minutes prior to retreat, the flag detail is in position in front of McNair Hall, facing south at the position of parade rest (see Figure 3-2).

(9) Five minutes prior to retreat, “Assembly” is played. When “Assembly” is completed, the NCOIC commands “**ATTENTION, COLUMN RIGHT, MARCH.**” When the

turn is completed, the NCOIC commands “**FORWARD, MARCH.**” (NOTE: Assembly is not played on weekends).

(10) Approximately one step from the flag pole deck, the cannoneers turn and march around either side of the flag pole and move to the cannon. The first flag handler moves around the deck to the right and positions himself/herself even with the flag pole on the west side. Halyard pullers and the fourth flag handler go directly to the deck and march to the flag pole. The second set of flag handlers march and position themselves across from each other on the north and south sides of the flag pole. The NCOIC stops four steps from the deck. All Soldiers mark time when they are in position (see Figure 3-2). The NCOIC commands “**DETAIL, HALT**” and “**CENTER, FACE.**”

(11) The NCOIC commands “**READY, STEP.**” At this point, only flag handlers move. On the command ready, flag handlers place their left foot on the deck. On the command STEP, they step onto the deck. The NCOIC commands “**ONE STEP FORWARD, MARCH.**” The flag handlers take one step forward and stop.

(12) The NCOIC commands “**PARADE, REST.**”

(13) Retreat is played over the McNair Hall public address system. On the first note of “Retreat,” the road guards move out and stop all vehicles.

(14) On the last note of “Retreat,” the cannon is fired. The NCOIC commands “**ATTENTION**” and “**PRESENT, ARMS.**” At this point the halyard pullers push in on the crank and prepare to lower the flag.

(15) On the first note of “To the Color,” the flag is slowly lowered with dignity. Two of the flag handlers retrieve the Color. At the end of “To the Color” the flag must be in the hands of the flag handlers. Depending on the wind direction, either the north or south flag handler will assist the west flag gatherer in gathering the flag.

(16) On the last note of “To the Color,” the NCOIC commands “**ORDER, ARMS.**” At this point, the halyard pullers remove the crank handle and the road guards allow traffic to resume. The flag detail will not be at present arms while the Color is being detached from the halyard.

(17) The NCOIC commands “**ABOUT, FACE**” to the remaining flag handlers, then commands “**ONE STEP FORWARD, MARCH**” and “**READY, STEP.**” On the command of STEP, the Soldiers step down from the deck and execute the appropriate facing movement so that all Soldiers are facing McNair Hall.

(18) The NCOIC commands “**FORWARD, MARCH**” (see figure 3-3). The following actions occur on this command:

(a) The cannoneers turn around to either side of the flag pole deck. One cannoneer will follow the flag handler not being used. The flag handler positions himself/herself on the left side of the sidewalk, facing McNair Hall. One cannoneer will stop behind the flag handlers. The

other cannoneer positions himself/herself on the opposite side of the walkway, across from the other cannoneer.

(b) The halyard pullers march behind the cannoneers. All personnel mark time until one of the halyard pullers commands “**HALT.**”

(c) The halyard puller then commands “**CENTER, FACE.**”

(d) The NCOIC moves to within one step of the deck and executes an about face. On the command “**FORWARD, MARCH,**” the NCOIC and two flag handlers move forward to the flag folding formation.

(19) The NCOIC marches through the center of the formation, stops one step beyond the formation, and executes an about face. Two flag handlers move forward to the halyard pullers, stop, and execute a wheel movement in front of the two halyard pullers.

(20) The flag folders grasp the flag as the flag handlers slowly pass through the file.

(21) The carriers slowly move backward until the flag is fully extended.

(22) The flag is folded IAW FM 3-21.5, figure 9-6, Correct Method of Folding the United States Flag. See figure 3-3 for flag folding positions.

(23) The halyard puller on the far right side moves in front of the NCOIC, takes one step forward, executes a left face, takes another step forward, executes another left face, and makes a final tuck on the flag.

(24) The halyard puller then takes one step to the rear and salutes the flag.

(25) The flag handler on the left commands “**READY, STEP**” and the personnel on the left side take one step to the right. The NCOIC executes a right face.

(26) The flag handler on the left gives another command of “**READY, STEP.**” Personnel take another step to the right. The NCOIC executes another right face and faces McNair Hall.

(27) The NCOIC marches forward and stops one step past the last two personnel. The two Soldiers then do a left or right face. The NCOIC commands “**FORWARD, MARCH**” and moves off to McNair Hall to turn the flag over to the SDNCO.

(28) The halyard puller marches the remaining personnel to the front of McNair Hall and commands “**DETAIL, HALT,**” AND “**PARADE, REST.**”

(29) The NCOIC returns and takes charge of the detail.

NOTE: When using the Garrison Flag, only the required number of flag detail members will proceed to the area around the flag pole. All other members of the flag detail remain in columns of twos along the McNair Hall sidewalk.

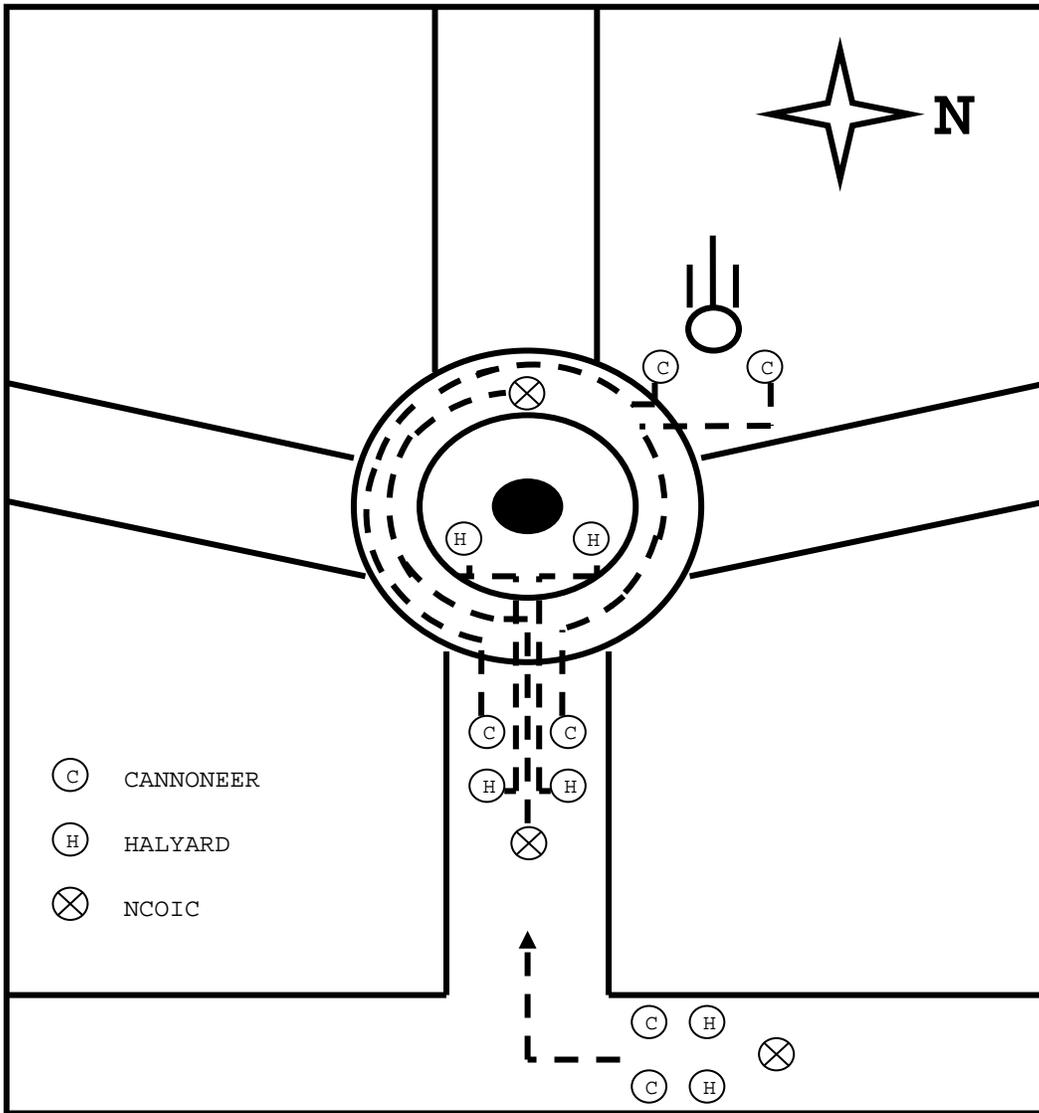


Figure 3-1. Preparation.

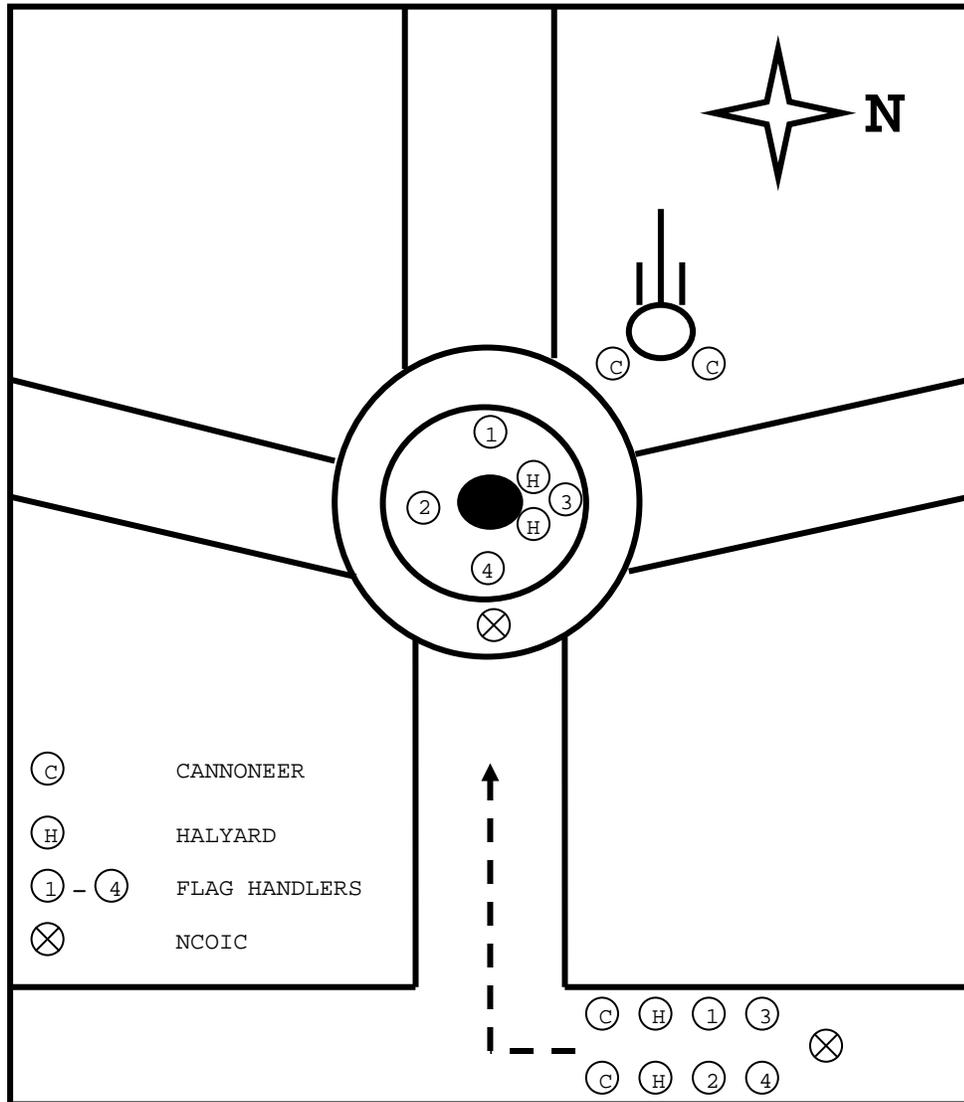


Figure 3-2. Retreat positions.

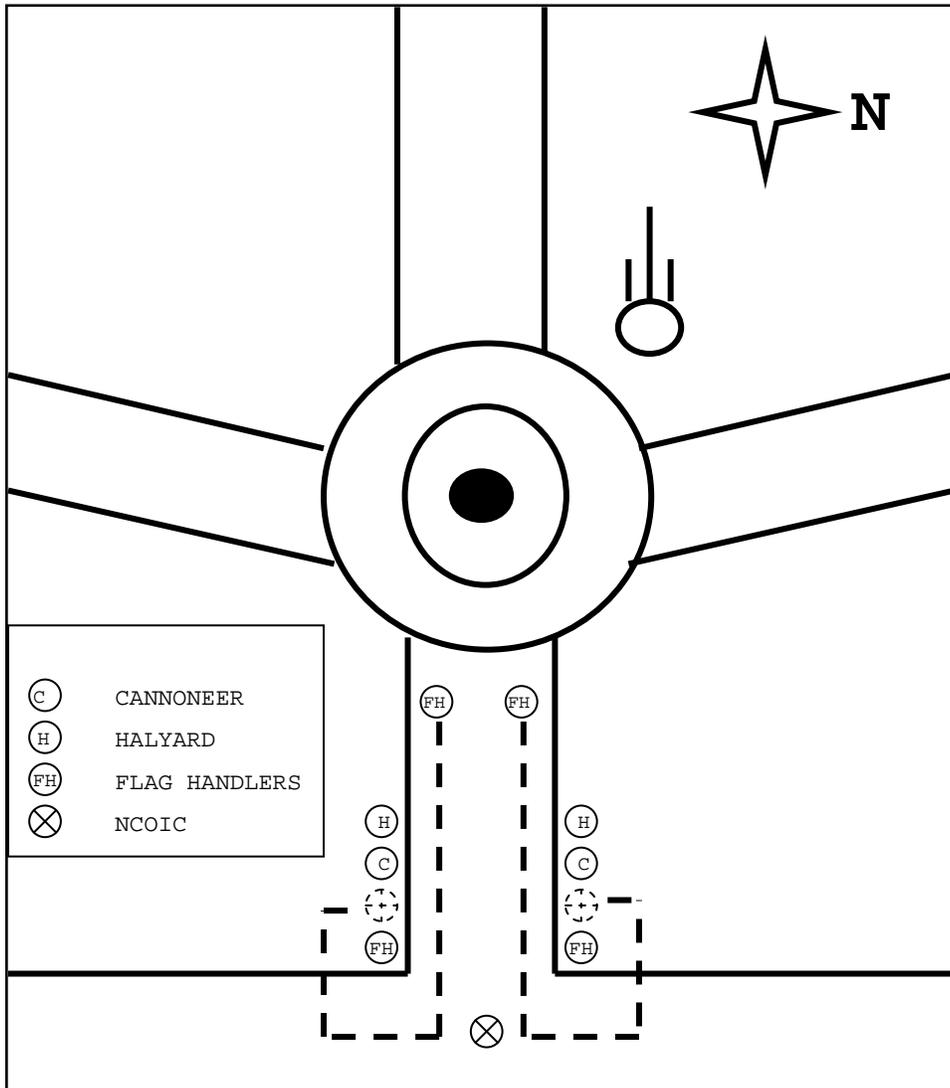


Figure 3-3. Flag folding positions.

Chapter 4 Reviews

4-1. General.

- a. This chapter pertains to all battalion and brigade level change of command ceremonies conducted on Fort Sill. Plan and conduct change of command ceremonies IAW FM 3-21.5 and this regulation.
- b. Conduct change of command ceremonies at 0900 from April through September and at 1400 from October through March. Plan inclement weather ceremonies for the same time as the outdoor ceremony. Guidelines for inclement weather ceremonies are contained in chapter 5.
- c. Change of Command ceremonies for brigades may be conducted using Bugle Calls.
- d. Only the Reviewing Officer (RO) and incoming commander will man the reviewing line for the Pass in Review.
- e. Submit all requests for exceptions to these policies, in writing, through DPTMS, Operations for approval by the CofS, USAFCOEFS.

4-2. Responsibilities.

- a. DPTMS will--
 - (1) Provide planning guidance and assistance to all subordinate commands.
 - (2) Review all operation orders for all change of command ceremonies.
 - (3) Plan, coordinate, task, and supervise USAFCOEFS change of command ceremonies.
 - (4) Provide the Fort Sill narrator, the Polo Field, the Half Section, PA support, flags, schedule the 77th Army Band, and inclement weather site for all change of command ceremonies.
- b. MSC will—
 - (1) Plan and supervise change of command ceremonies within their organizations to include publishing OPORD. Turn in ceremony OPORD to DPTMS NLT 45 days prior to the scheduled date for review.
 - (2) Ensure changes of command ceremonies are conducted IAW FM 3-21.5 and this regulation.
 - (3) Provide flowers/gifts for the spouses and a bucket to present to the half-section. Traditionally, red roses are presented to the outgoing commander's wife and yellow roses are presented to the incoming commander's wife.

- (4) Limit speech lengths to the following:

Table 4-1. Speech Lengths.

Invocation	1 Minute
Reviewing Officer	3 Minutes
Outgoing Commander	5 Minutes
Incoming Commander	1 Minutes

- (5) Not emplace camouflage nets over the bleachers.

(6) Position ambulance and medics, or combat lifesavers (CLS), behind the USAFCOEFS sign and cover with camouflage net so they are out of sight. This location best allows the medics to respond to medical emergencies during the ceremony. Although they are not standing in formation, medic or CLS should render honors as appropriate and remain as inconspicuous as possible.

(7) Position road guards on both the north and south ends of Gruber Road to ensure that no vehicles pass behind the reviewing stand during the ceremony.

- (8) Cut grass around reviewing stand and bleachers.

- (9) Clean the reviewing stand.

(10) Pick-up keys for the latrine from DFMWR. Organizations are responsible to clean and stock the latrines.

(11) Ensure that awards ceremonies are completed and unit commanders are on the Ready Line NLT 10 minutes prior to the start of the ceremony.

(12) Ensure any exceptions to this regulation are submitted to the CofS, USAFCOEFS NLT 45 days prior to the ceremony.

- (13) Coordinate the reception for the incoming commander.

(14) Publish programs for their change of command; use the format below as a basic guide.

- (a) Front cover will contain the event name.

- (b) Inside front cover will be the sequence of events.

(c) Second page will be the outgoing commander's photo and biographic. Do not include any Privacy Act data in the biographic.

(d) Third page will be the incoming commander's photo and biographic. Do not include any Privacy Act data in the biographic.

(e) Inside back cover will be the unit history (limit to one page).

(f) Back cover will contain the words to the “Army Song.”

4-3. Standard Sequence for a Review with Change of Command.

a. Prior to the start of the ceremony, the following actions occur:

(1) Align the field on the center line that runs between the reviewing stand podium and the USAFCOEFS sign. This will ensure that the ready line and final line are parallel to the reviewing stand. It should be noted that the formation of troops will not be parallel with the highway directly behind the sign. See figure 4-1.

(2) The Commander of Troops (COT) will be the outgoing commander until the change of command. The senior commander will serve as the reviewing officer (RO) and the incoming commander will join the RO, forming the reviewing party. Upon completion of the change of command, the outgoing and incoming commanders will switch roles; the incoming commander will become the COT. The Command Sergeant Major will be positioned directly behind the organizational colors during the duration of the ceremony.

(3) Units will move from the ready line to the final line when the band begins playing music. The units will be at parade rest no later than 5 minutes prior to the beginning of the ceremony. See figure 4-2 for brigades or 4-3 for battalions.

(4) Position the band on the final line NLT 15 minutes prior to beginning of the ceremony. Band will commence playing appropriate pre-ceremonial music 10 minutes prior to the start of the ceremony.

(5) The Adjutant assumes position 15 minutes prior to the beginning of the ceremony and faces the reviewing stand at parade rest.

(6) The COT and his/her staff assume their position to the right side of the reviewing stand 10 minutes prior to the beginning of the ceremony.

(7) The narrator will give a warning at 5 minutes, then at 2 minutes prior to the beginning of the ceremony.

b. Opening remarks, invocation, and presentation of flowers/gifts:

(1) The narrator will make opening remarks.

(2) The unit chaplain gives the invocation. The chaplain will give the invocation from the narrator’s podium and will be in the ceremony uniform.

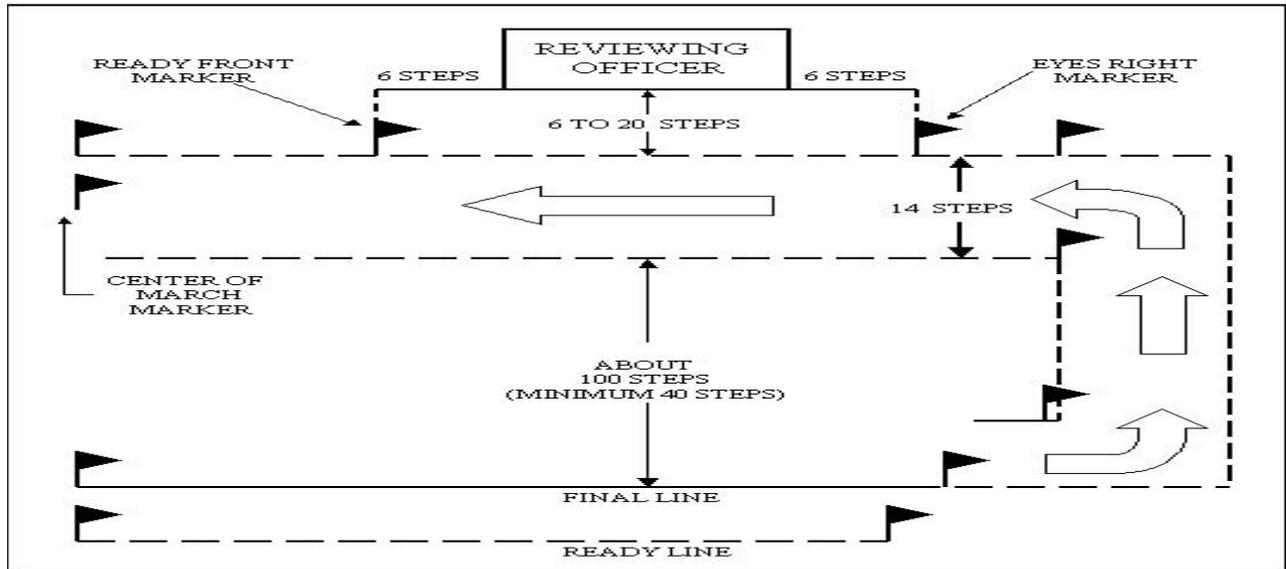


Figure 4-1. Preparation for Review

(3) After the invocation, the Half Section will move onto the field for the presentation of flowers/gifts. The narrator announces presentation of flowers by the Half Section. The Chief (or his/her designated representative) presents flowers/gift to the outgoing commander's spouse, who will then present a gift to the Half Section. The Chief of Section will then presents flowers/gift to the spouse of the incoming commander. The Half Section then moves to its position on the final line.

c. Formation of Troops.

(1) As the Half Section moves to its position, the COT will command, "**LEFT FACE,**" and "**FORWARD, MARCH.**" The COT and his/her staff will march to their position centered in front of the reviewing stand and halt. The COT will command, "**RIGHT FACE,** and "**PARADE REST.**"

(2) While the Half Section is moving to the final line, the narrator will read a brief history of the Half Section.

(3) Once the Half Section is in position, the narrator announces, "**PLEASE DIRECT YOUR ATTENTION TO THE SOLDIERS IN FORMATION.**"

(4) The Adjutant assumes the position of attention, face down the final line and looking over his/her right shoulder, directs "**SOUND ATTENTION.**" The band sounds attention.

(5) After the last note of "Attention" the commanders, in unison, come to attention and face about. In sequence from left to right, they bring their units to attention.

NOTE: All directions in this chapter are given from the perspective of the reviewing stand (i.e., the unit on the left is the unit closest to the band). The only exception is when referring to the left and right flank of a specific unit, which is then from that unit's perspective.

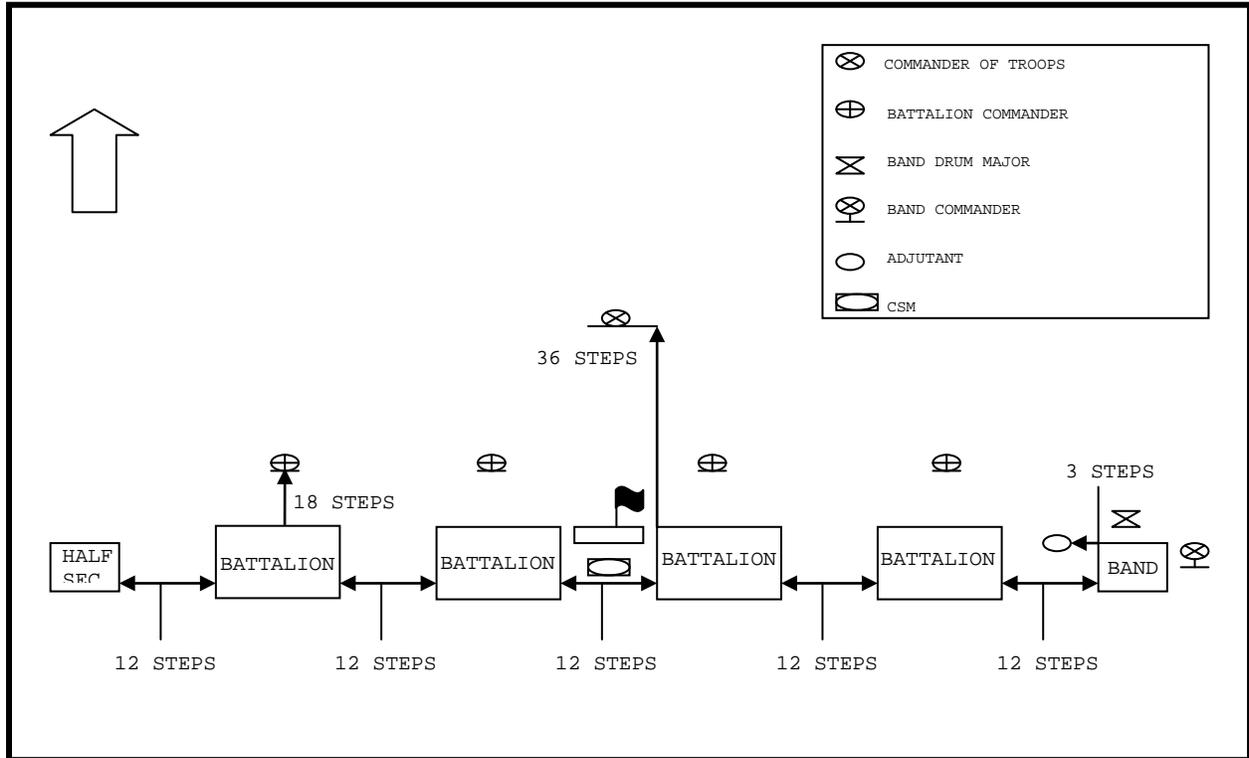


Figure 4-2. Brigade in Line with Battalions in Mass

- (6) Commanders face about when their units are at attention.
- (7) After all commanders face about, the Adjutant, over his/her right shoulder, directs "**SOUND ADJUTANT'S CALL.**" The band sounds Adjutant's Call.
- (8) At the conclusion of "Adjutant's Call," the Adjutant moves to his/her post midway between the line of troops and the COT. He/she then faces the line of troops.
- (9) The Adjutant will direct "**BRING YOUR UNITS TO PARADE REST.**" the commanders, in unison, face about and in sequence from left to right, and bring their units to parade rest. Commanders will face about and assume parade rest.
- (10) When the last unit commander is at parade rest, the Adjutant will look at the band and direct "**SOUND OFF.**" The adjutant then assumes parade rest.

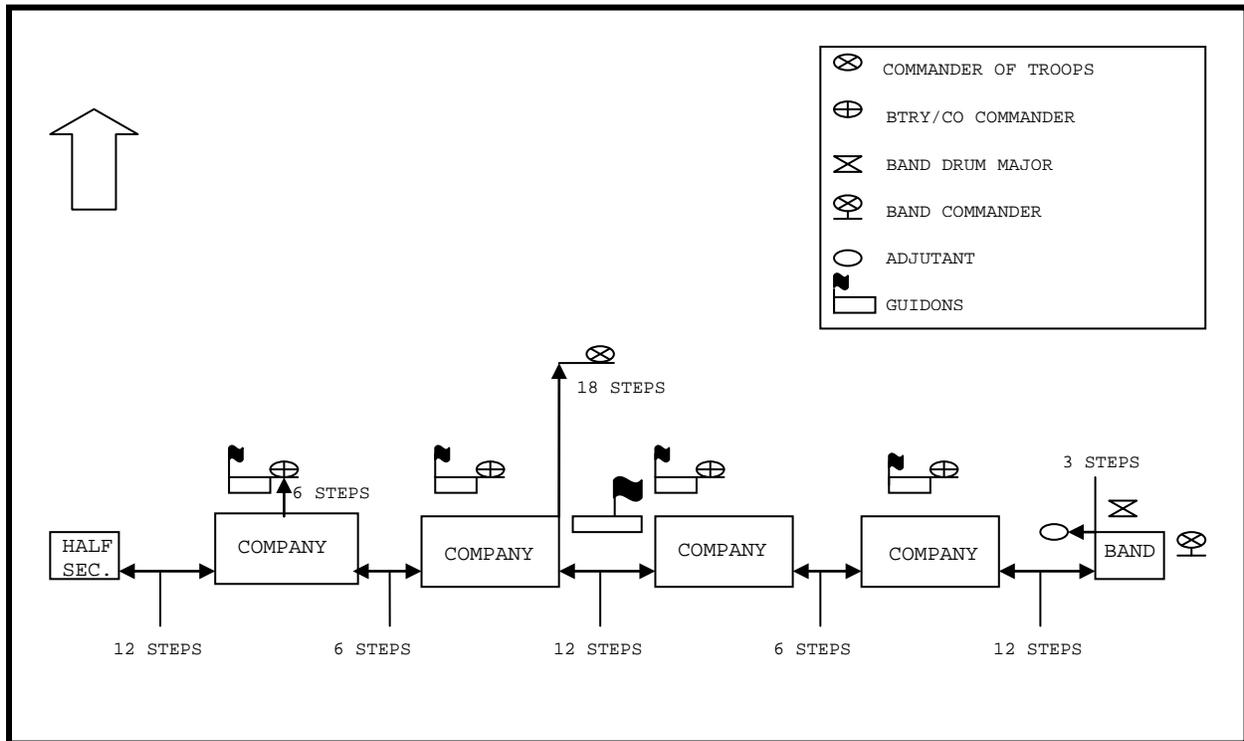


Figure 4-3. Battalions in Line with Companies in Mass

(11) On the command of the Drum Major, the band moves from the final line, marches down the front of the formation, countermarches, and returns to the designated position on the final line. The narrator introduces the band when they finish playing.

(12) The Adjutant comes to Attention and directs **“BRING YOUR UNITS TO ATTENTION.”** Commanders, in unison, come to attention and face about. In sequence from left to right, they bring their units to attention and face about.

(13) When the last unit commander is at attention, the Adjutant faces about.

(14) The narrator introduces the COT. The COT commands the staff to the position of attention and marches forward to the Adjutant.

(15) When the COT has halted at his/her post, the Adjutant faces the formation and directs **“BRING YOUR UNITS TO PRESENT ARMS.”**

(16) Commanders, in unison, face their units and, in sequence, command **“PRESENT, ARMS.”** The commanders face about and salute. The organizational color in the color guard will dip to the COT. In a brigade change of command, the colors in each battalion’s color guard will dip in unison with the battalion staff.

(17) After all units are at present arms, the Adjutant faces the COT, salutes, and reports **“SIR/MA'AM, THE COMMAND IS FORMED.”**

(18) The COT returns the Adjutant's salute and directs **"TAKE YOUR POST."**

(19) The Adjutant takes his/her post by facing half left, marching to a position at normal interval to the right flank of the other staff officers, and facing about.

(20) The COT directs **"BRING YOUR UNITS TO ORDER ARMS."**

(21) The commanders (in unison) terminate their salutes and face their units. The commanders (in sequence) command **"ORDER, ARMS"** and face about.

(22) When all units are at order arms, the left flank staff officer commands **RIGHT, FACE; FORWARD, MARCH; COLUMN LEFT, MARCH; COLUMN LEFT, MARCH; STAFF HALT;** and **LEFT, FACE**. At that time, the staff should be centered on, and two steps in front of, the commander of troops. See figure 4-4.

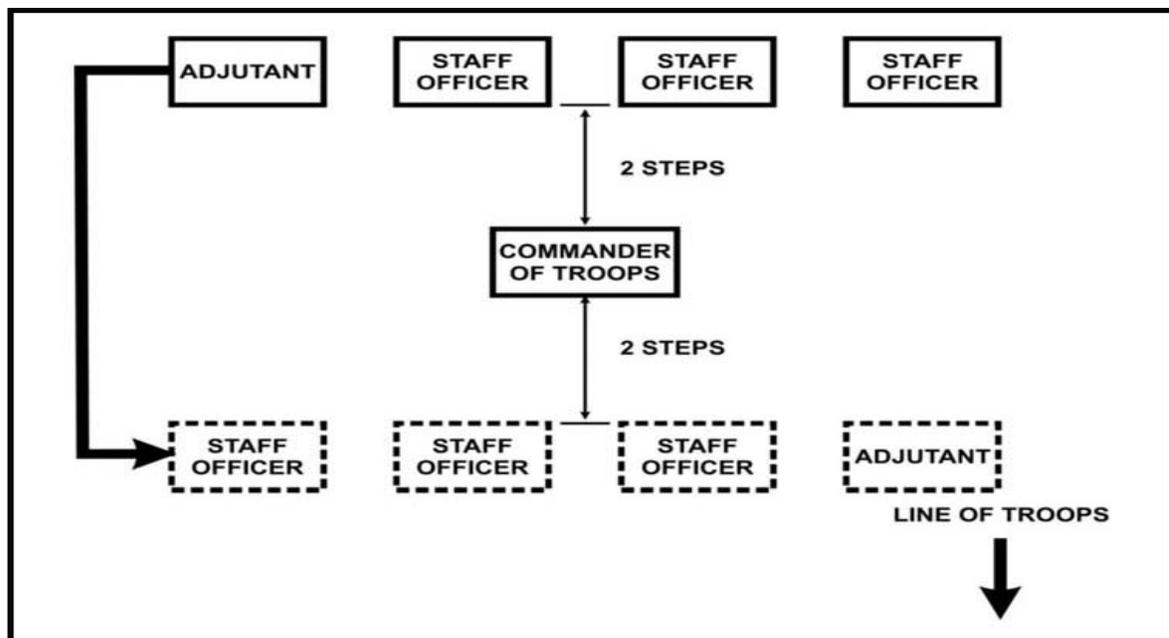


Figure 4-4. Movement of the staff to the rear of the commander of troops

(23) When the staff performs the left face, the COT simultaneously performs an about face.

d. Presentation and Honors.

(1) The narrator introduces the reviewing party which consists of the RO and the incoming commander.

(2) The reviewing party moves to their positions in front of the reviewing stand, facing the unit. See figure 4-5.

(3) When the reviewing party has halted at their post, the COT faces the formation and

directs "**BRING YOUR UNITS TO PRESENT ARMS.**"

(4) The commanders (in unison) face their formations and (in sequence) command "**PRESENT, ARMS,**" and face about, and salute. The organizational color dips during this salute. When all units are at present arms, the COT faces the reviewing party.

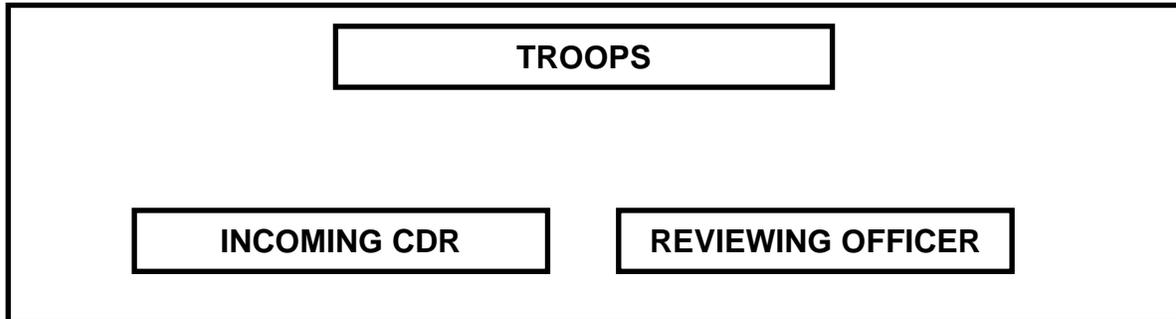


Figure 4-5. Reviewing Party.

(5) The COT commands himself/herself and his/her staff to "**PRESENT, ARMS.**"

NOTE: If the reviewing officer is a general officer, playing of honors would occur here. The reviewing party and all military personnel within sight or hearing will salute on the first note of the music and terminate the salute when honors are complete. The Salute Battery will not fire honors unless the general officer is a 4-star, is changing command, receiving a promotion, retiring, or as directed by the Commanding General, USAFCOEFS.

(6) The RO returns the salute of the COT.

(7) The COT brings himself/herself and his/her staff to order arms. The COT faces the formation and directs "**BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.**"

(8) Commanders (in unison) face their units and (in sequence) command: "**ORDER, ARMS**" and "**PARADE, REST.**"

(9) When all units are at parade rest, the COT faces the reviewing party. The COT and staff remain at attention.

e. Inspection of Troops.

(1) The narrator announces that the reviewing party will conduct the inspection.

(2) The reviewing party marches forward and halts three steps in front of the COT.

(3) When the reviewing party halts in front of the COT, the COT salutes and reports "**SIR/MA'AM, THE COMMAND IS PREPARED FOR INSPECTION.**" The RO officer returns the salute. The band begins marching music on the salute of the COT and continues until the reviewing party has arrived at their position in front of the reviewing stand.

(4) The COT guides the inspection with the RO marching to the COT's left. The RO and COT step off in unison while the incoming commander hesitates momentarily and then move to the right flank of the COT as they pass. See figure 4-6 for movement of the reviewing party.

(5) Upon the departure of the reviewing party, the senior staff officer commands "**PARADE REST.**" All unit commanders assume the position of attention and face about.

(6) The inspection party marches to the left side of the band, and then executes a right wheel to march in front of the units. The inspection party will march in front of the band commander (see figure 4-6).

(a) For a battalion change of command, the inspection party marches in front of the battery commanders. When the reviewing party approaches the right flank of each unit, the unit commander commands "**BATTERY/COMPANY, ATTENTION**" and faces about. He/she then over his/her right shoulder commands "**EYES, RIGHT.**" On the command of "eyes right", the company commander executes eyes right and salutes. The guidon bearers execute eyes right and present guidons. Each Soldier turns his/her head to the right and, as the reviewing officer comes into his line of vision, each Soldier follows the officer with his/her head and eyes until the reviewing officer reaches the front. At that point, the head and eyes of each Soldier remain to the front. As soon as the reviewing officer has cleared the unit (six steps beyond his/her unit), the unit commander commands "**ORDER, ARMS**" to the guidon bearer. He/she then faces about and commands "**PARADE, REST,**" assumes the position himself/herself, and remains facing his/her unit. The right flank unit remains at Attention until the reviewing party has cleared the right rear of the unit.

(b) For a brigade change of command, the inspection party marches/rides between the rank of battery commanders and the battalion command sergeants major. As the reviewing party approaches the right flanks of each unit the battalion commander commands "**BATTALION, ATTENTION**" and "**EYES, RIGHT.**" On the command of "eyes right," all Soldiers in the formation will turn their head and eyes to the right, and follow the inspection party until they are facing straight ahead. Battery commanders and guidons will present arms. At that point, they remain facing directly forward. The battalion commander will remain facing his/her unit and will not salute. The battalion staff, color guard, and sergeant major will remain facing forward and will not salute. When the inspection party has cleared his/her unit, the battalion commander will command "**ORDER, ARMS**" and "**PARADE, REST**" and will remain at attention facing the unit. The right flank unit remains at Attention until the reviewing party has cleared the right rear of the unit.

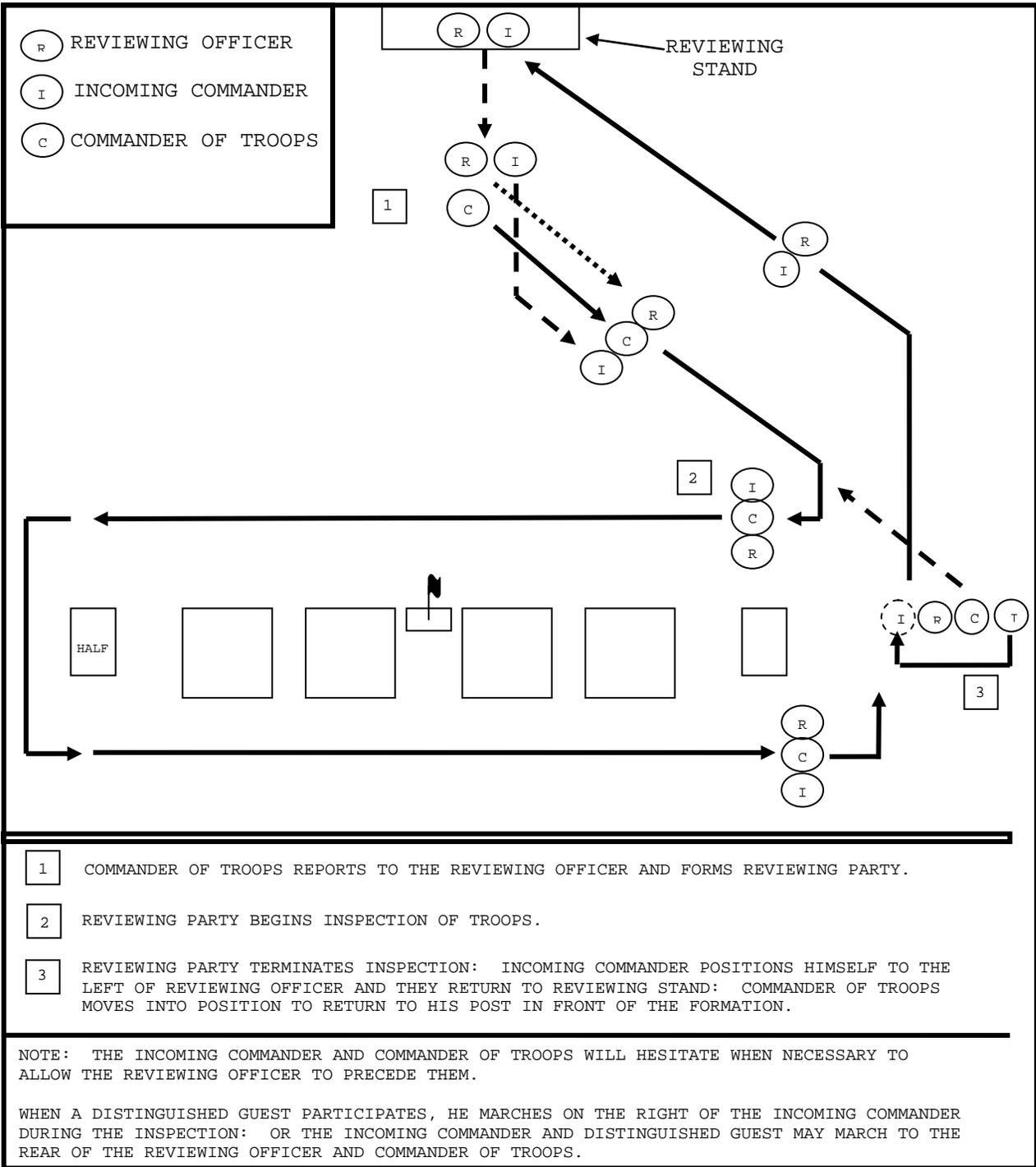


Figure 4-6. Movement of Reviewing Party

(7) As the inspection party approaches the Colors, the COT inconspicuously commands “**PRESENT, ARMS**” (six steps from the Colors) and “**ORDER, ARMS**” (six steps beyond the Colors). The Color guard and bearers execute eyes right and the organizational color dips. The inspection party does not salute while passing to the rear of the Colors.

(8) As the inspection party approaches the rear of each unit, the commander brings the unit to attention. When the reviewing party clears the rear of the unit, the commander commands "**PARADE, REST.**" The commander then faces to the front and assumes parade rest.

(9) The COT guides the reviewing party to the right flank of the band. The COT commands "**PARTY, HALT.**" The reviewing party stops on the final line. The COT executes a half-left in marching for two steps, halts and faces the RO. Simultaneously, the incoming commander moves behind the RO and assumes a position on his/her left. The COT and the RO exchange salutes. The reviewing party departs and returns to their positions on the reviewing line. The COT allows the party to pass before returning to his position. As the COT approaches, the senior member of the staff commands the staff to attention.

NOTE: Upon approaching the reviewing stand, the reviewing party executes a left wheel movement so they return to their correct positions facing the unit.

f. Honors to the Nation.

(1) When the reviewing party has returned to their positions, the COT faces about and directs "**BRING YOUR UNITS TO ATTENTION.**"

(2) The commanders face about (in unison), in sequence commands their unit to attention and face about.

(3) The COT commands "**COLORS, CENTER MARCH.**" On the command of "Center," the COT's staff executes a right face. The color guard moves forward and halts one step in front of the line of battery/battalion commanders.

NOTE: For brigade level and above change of commands, the command "**Commanders and Colors, Center March,**" can be given. This will allow the battalion level commanders and their colors to come forward. On the command "March," the band begins to play, the COT's staff marches forward ten steps, halts, and executes a left face. Commanders and their colors march to the center, behind the Color Guard. A designated commander will command "**Mark Time, MARCH; Detachment, HALT, CENTER FACE.**" Battery commander or guidons will NOT come forward.

(4) When the band stops playing, the COT salutes and reports "**SIR THE COLORS (COMMANDERS AND COLORS) ARE PRESENT.**" The RO returns the salute and directs "**ASSUME YOUR POST.**"

(5) The COT executes order arms, faces to the right as in marching, and moves to a position two steps in front of the staff facing the formation.

(6) The COT directs "**BRING YOUR UNITS TO PRESENT ARMS.**"

(7) Commanders face about (in unison) and command "**PRESENT, ARMS**" (in sequence), face about and salute.

(8) When the half section is at present arms, The COT faces about and waits for the narrator to ask the audience to stand for the National Anthem. The COT commands "**DETACHMENT, PRESENT, ARMS.**" On the command of "Arms", the COT, his/her staff, the reviewing party, and the color guard all salute in unison.

(9) On the last note of the National Anthem, the narrator asks the audience to be seated. The COT commands "**DETACHMENT, ORDER ARMS.**" On the command of "Arms," the COT, his/her staff, the reviewing party, and the color guard all drop their salutes.

(10) The COT faces the formation and directs "**BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.**"

(11) Commanders terminate their salutes and face about (in unison) then command "**ORDER, ARMS**" and "**PARADE, REST**" and face about.

(12) The commander of troops faces and moves to a position to the right of the RO. The senior staff member steps out and commands the staff and himself/herself to parade rest.

g. Change of Command.

(1) As the narrator reads a short paragraph about the significance of unit colors, the reviewing party moves forward.

(2) The party marches to their designated positions in front of the colors and halts. The CSM moves from behind the colors to a position directly in front of and facing the organizational colors.

(3) The CSM secures the brigade/battalion color right hand over left and commands "**CENTER, FACE.**" He/she faces about and steps forward into position, the incoming and outgoing commanders execute a center face. The narrator reads the assumption of command order.

(4) When the narrator completes reading the assumption of command order, the CSM passes the color to the outgoing commander, who grasps the color left hand over right. The outgoing commander passes the color to the senior commander, who grasps the color right hand over left. The senior commander passes the color to the incoming commander, who grasps the color left hand over right. The incoming commander returns the color to the CSM who grasps the color right hand over left.

(5) The CSM commands "**CENTER, FACE.**" On the command of "Face" the CSM faces about and the commanders face the colors. The CSM replaces the color in the color bearer's harness and commands "**ABOUT, FACE.**" The entire group faces about. The CSM commands "**FORWARD, MARCH.**" The RO moves up the left stairs to the podium for remarks. The two commanders switch positions while marching and move to the rear of the reviewing stand. The new commander commands "**PARADE, REST.**" The CSM moves directly back to the rear of the organizational colors.

h. Remarks.

(1) The narrator introduces the senior commander; he/she makes remarks (3 minutes maximum) and is seated.

(2) The narrator introduces the outgoing commander who makes remarks (5 minutes maximum) and goes to his/her seat.

(3) The narrator introduces the new commander who makes remarks (1 minute maximum) and then moves to his/her position in front of the staff. He then assumes duties as the COT.

(4) As the incoming commander approaches, the senior staff member commands himself/herself and his/her staff to attention and then returns to his/her position in the staff formation. The COT stops in front of the staff and directs "**BRING YOUR UNITS TO ATTENTION.**"

(5) Unit commanders come to attention and face about (in unison) and (in sequence) bring their units to attention.

(6) The COT faces about and commands "**DETACHMENT, POST MARCH.**" The band will begin to play on the command "MARCH."

(7) On the command of "Post" the color guard executes a reverse march and halts. The CSM will follow his/her unit color bearer during the reverse march.

(8) On the command of "March" the color guard moves back to its original position, executes a reverse march and halts. If battalion commanders and colors are forward, they will execute a "starburst" and take the most direct route back to their units.

(9) As soon as the colors pass the COT's position, he/she will command "**LEFT FACE**" and "**FORWARD MARCH**" and return with his/her staff to their original positions, centered on the field. Once in position, the COT and his/her staff executes center face. The COT will remain facing the formation until the colors are back on line. The COT then faces the reviewing stand.

i. March in Review.

(1) The RO moves to the reviewing line and directs "**PASS IN REVIEW.**" He can then invite the new commander to join him on the reviewing line.

(2) The COT faces about and directs "**PASS IN REVIEW.**" The band is then faced to the right and marched to a position that enables it to move straight forward onto the line of march without an initial turning movement, halts, and faces to the left. See figure 4-7.

(3) Unit commanders face to the right (in unison) when the COT directs "**PASS IN REVIEW.**" The COT faces to his/her left. The commander next to the band waits until the band is in position, then commands "**RIGHT TURN, MARCH**" loud enough for the band to

hear. The band takes this command as its signal to begin playing and to march forward onto the line of march. When the commander pauses, the band will echo his/her command with "Forward." In sequence, it will sound like: "RIGHT TURN, (FORWARD), MARCH."

(4) Other units move out in procession in the same manner and follow in column at the prescribed distance. All commanders, except the COT, move with their staff into positions in the column and at the head of their respective units just before turning onto the reviewing line. See figure 4-8 for marching intervals.

(5) The COT and his/her staff move forward and execute turning movements to arrive at a position 12 steps in front of the drum major on the reviewing line.

(6) At the eyes right marker, the COT will command "**EYES, RIGHT**" for himself/herself and his/her staff. Each member will turn their head and eyes to the right and salute. At the ready front marker, the COT will command "**READY, FRONT.**" The COT and staff will return their head and eyes to the front and drop their salutes. The COT and staff will then execute three right wheel movements and halt at a position on the reviewing line to the right of the reviewing party.

NOTE: "Eyes Right" is given on the right foot. "Ready Front" is given on the left foot.

(7) When passing the RO, the bandmaster salutes and continues to look forward, and simultaneously the drum major executes eyes right and salutes. The band continues to play marching music without interruption. When the band has passed the new commander, the drum major has the band execute three left turns into a position in front of and facing the new commander and at least 12 steps from the left flank of the marching troops. As the Colors pass, the bandmaster and drum major salute while the band continues to play.

(8) For a brigade change of command units will execute Eyes Right as follows:

(a) Each battalion commander will give "**EYES, RIGHT**" for himself/herself, his/her staff, color guard, and command sergeant major. The commander and all members of the staff will salute and turn their head and eyes to the right. The CSM will salute and execute eyes right. The color bearer will turn his/her head and eyes to the right. At the ready front marker, the battalion commander will give "**READY, FRONT.**"

(b) One of the battery commanders will give "**EYES, RIGHT**" for the entire battalion mass formation. All commanders will salute and turn their head and eyes to the right. All guidon bearers will present guidon and turn their head and eyes to the right. All First Sergeants will salute and execute eyes right. The right file of the mass formation continues to look forward. All other Soldiers in the formation turn their head and eyes to the right. At the ready front marker, the battery commander will give "**READY, FRONT.**"

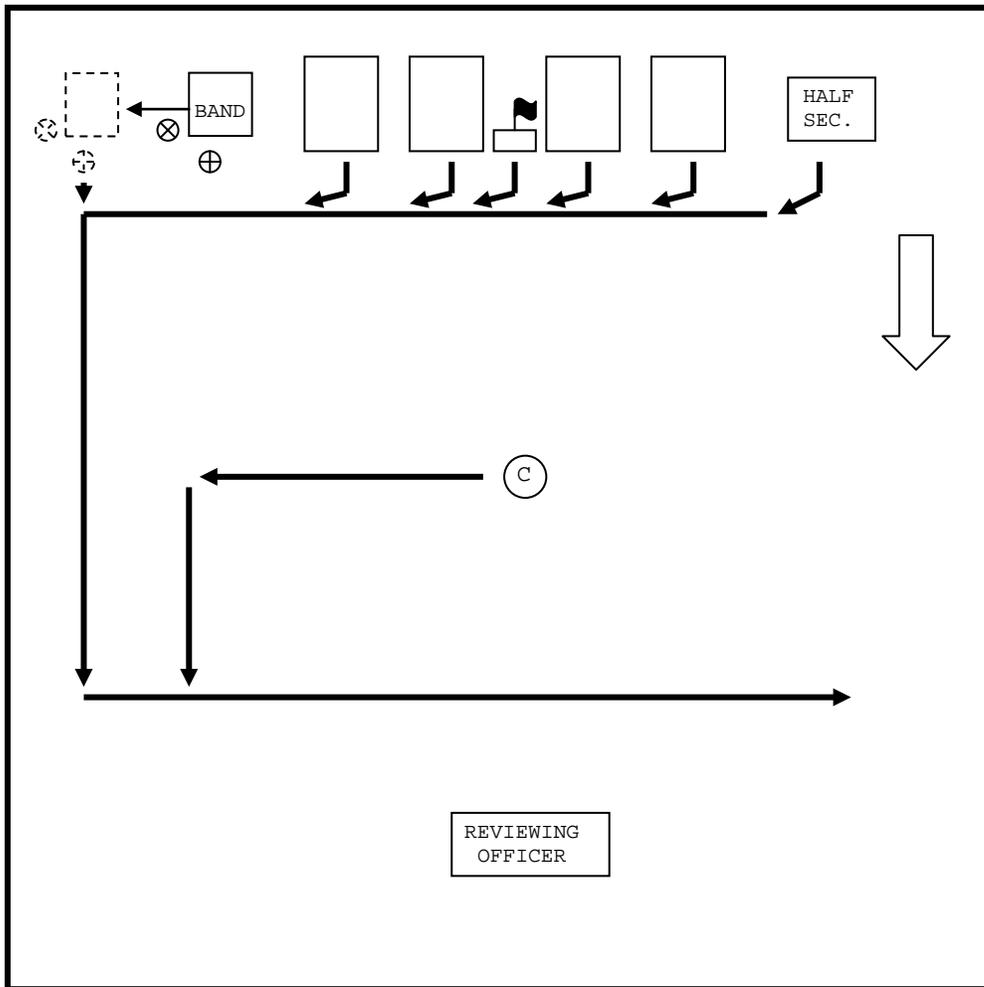


Figure 4-7. March in Review in Column with Units in Mass

(9) For a battalion change of command, each battery commander will give **“EYES, RIGHT”** for his/her battery. The commander will salute and turn their head and eyes to the right. The guidon bearer will present guidon and turn his/her head and eyes to the right. The First Sergeant will salute and execute eyes right. The right file of the formation will continue to look forward. All other Soldiers in the formation turn their head and eyes to the right. At the ready front marker, the commander will give **“READY, FRONT.”**

(10) As the Color Guard passes eyes right marker, the senior Color sergeant commands **“EYES, RIGHT.”** Each member, except the right flank Soldier, turns his/her head and eyes to the right. The organizational color bearer dips his color. The Command Sergeant Major will salute and execute eyes right. At the first ready front marker, the Color sergeant commands **“READY, FRONT.”**

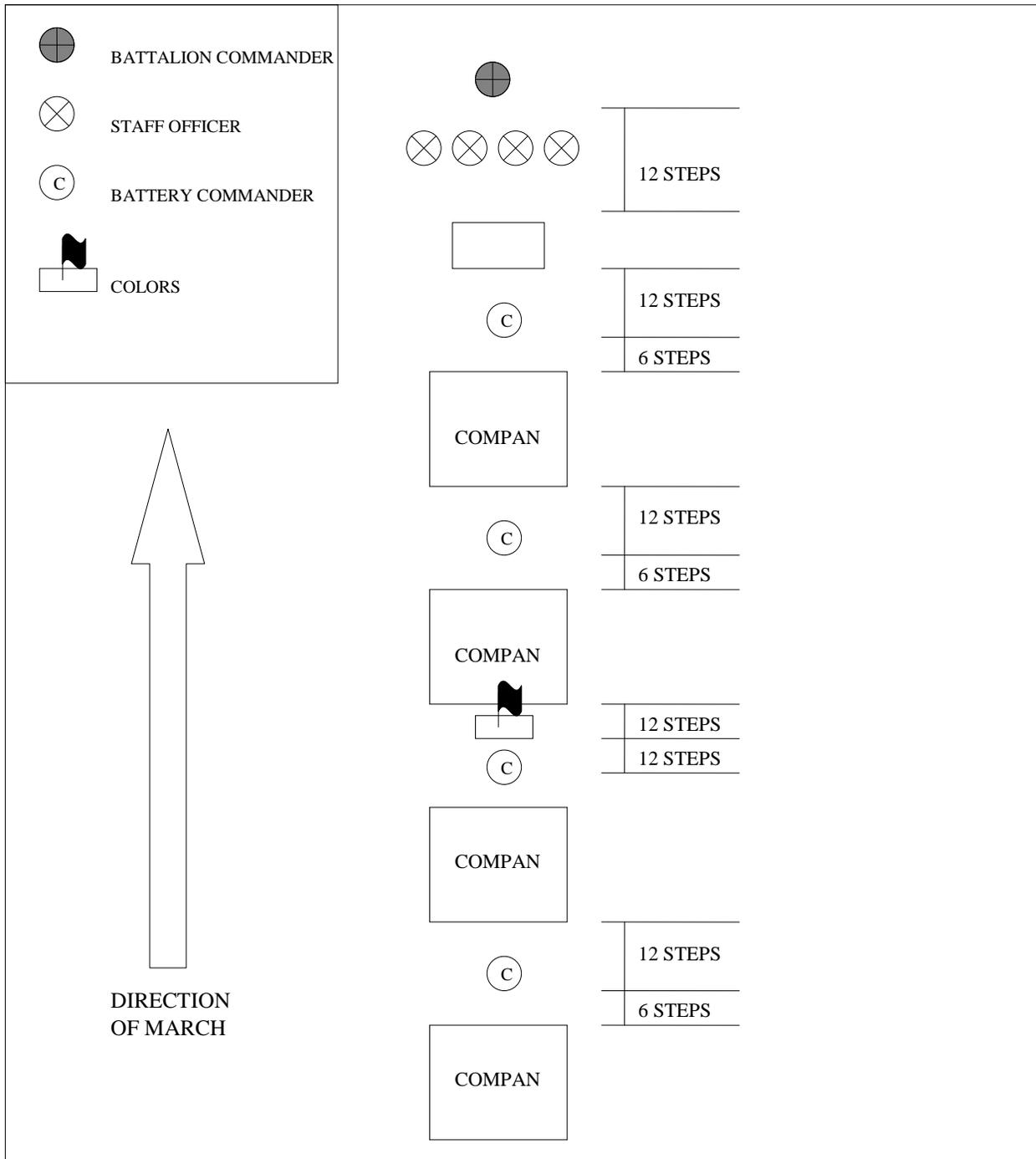


Figure 4-8. Battalion Column with Companies in Mass

j. Conclusion.

(1) After the last troop element passes the review stand, the Half Section will pass and execute Eyes Right. When the Half Section is past the reviewing stand, the narrator will ask the audience to stand for the playing of “*The Army Song*.” The Half Section will circle the band, pass the reviewing stand again, and gallop off the field.

(2) When the Army Song is complete, the band will march forward, execute a left turn onto the reviewing line, and march off the field.

(3) At the conclusion of “*The Army Song*,” the band will play “*The Mountain Battery Tag*” as they march past the COT. They will tap the drum in cadence at the completion of “*The Mountain Battery Tag*.”

(4) The COT and RO will face each other and exchange salutes as the COT reports “**SIR, THIS CONCLUDES THE CEREMONY.**” The RO directs the COT to take charge the unit.

(5) The narrator ends the ceremony.

Chapter 5

Inclement Weather Change of Command Ceremonies.

5-1. General. This chapter pertains to all battalion, brigade, and installation level inclement weather ceremonies conducted on Fort Sill. Inclement weather ceremonies will be conducted IAW FM 3-21.5 and this regulation. All OPORD will include inclement weather ceremony instructions and state that the inclement weather/indoor ceremony will be considered an outdoor ceremony, headgear will be worn and appropriate honors will be rendered.

5-2. Responsibilities.

a. DPTMS Operations have the same responsibilities as outlined in paragraph 4-2a, to include the following:

(1) Has overall responsibility for installation-level inclement weather ceremonies and overall staff responsibility for unit level inclement weather ceremonies.

(2) Will provide planning guidance to all subordinate commands, as required.

(3) Will ensure all inclement weather ceremonies are conducted IAW FM 3-21.5 and this regulation.

b. MSC have all the responsibilities as outlined in paragraph 4-2b, to include the following:

(1) Plan and supervise inclement weather ceremonies within their organizations.

(2) Ensure all inclement weather ceremonies are conducted IAW FM 3-21.5 and this regulation.

(3) Provide a detail for the set up of the inclement weather site.

(4) Monitor the weather conditions prior to the ceremony dates and provide a recommendation to their higher headquarters to move the ceremony indoors if the weather is bad. When making a weather call, the comfort of the audience and the safety of the Soldiers must

be considered. Weather calls will be made NLT 3 hours prior to the start of the ceremony. This allows for adequate setup and rehearsal time.

5-3. Ceremony Sites. Conduct inclement weather ceremonies at Rinehart Physical Fitness Center or other locations that are approved by CofS.

5-4. Composition.

a. Modify troop size to fit the gymnasium. Formation fronts will depend on the number of subordinate organizations. Typically four-man fronts are used.

b. The band will participate in inclement weather ceremonies.

c. The Half Section will setup a static display for inclement weather ceremonies. The Chief of the Half Section or his/her representative will present flowers, if required.

5-5. Sequence of Events.

a. Prior to the start of the ceremony:

(1) The Commander of Troops (COT) will be the outgoing commander until the change of command. The senior commander will serve as the reviewing officer (RO) and the incoming commander will join the RO, forming the reviewing party. Upon completion of the change of command, the outgoing and incoming commanders will switch roles; the incoming commander will become the COT. The Command Sergeant Major will be positioned directly behind the organizational colors during the duration of the ceremony.

(2) Units will be in position and at parade rest no later than 10 minutes prior to the beginning of ceremony.

(3) Position the band 15 minutes prior to beginning of the ceremony. The band will commence playing appropriate pre-ceremonial music 10 minutes prior.

(4) The COT and his/her staff assume their position centered in front of the formation 10 minutes prior to the beginning of the ceremony.

(5) The narrator will give a 5 and 2 minute warning prior to the beginning of the ceremony.

b. Opening remarks, invocation, and presentation of flowers/gifts.

(1) The narrator will make opening remarks.

(2) The chaplain gives the invocation from the narrator's podium.

(3) The narrator announces presentation of flowers by the Half Section. The Chief (or his/her designated representative) presents flowers to the outgoing commander's spouse, who

traditionally presents a gift to the Half Section. The Chief then presents flowers to the incoming commander's spouse and departs.

c. Formation of Troops.

(1) The narrator introduces the units on line and the COT.

(2) The COT brings his/her staff to attention, faces the formation and directs **"BRING YOUR UNITS TO ATTENTION."**

(3) Commanders (in unison) come to attention then face about, and (in sequence) from left to right commands their units to attention and face about.

(4) The COT faces the audience and waits for the reviewing party to take their places.

d. Presentation and Honors.

(1) The narrator introduces the reviewing party which consists of the RO and the incoming commander.

(2) The reviewing party moves to their positions in front of the seating area, facing the unit.

(3) When the reviewing party has halted at their post, the COT faces the formation and directs **"BRING YOUR UNITS TO PRESENT ARMS."**

(4) The commanders (in unison) face their formations and (in sequence) command **"PRESENT, ARMS,"** and face about, and salute. The organizational color dips during this salute. When all units are at present arms, the COT faces the reviewing party.

(5) The COT commands himself/herself and his/her staff to **"PRESENT, ARMS."**

Note: If the reviewing officer is a general officer, playing of honors would occur here. The reviewing party and all military personnel within sight or hearing will salute on the first note of the music and terminate the salute when honors are complete. The Salute Battery will not fire honors unless the general officer is a 4-star, is changing command, receiving a promotion, retiring, or as directed by the Commanding General, USAFCOEFS.

(6) The RO returns the salute of the COT.

(7) The COT brings himself/herself and his/her staff to order arms. The COT faces the formation and directs **"BRING YOUR UNITS TO ORDER ARMS."**

(8) Commanders (in unison) face their units and (in sequence) command: **"ORDER, ARMS."**

e. Honors to the Nation.

(1) The COT commands "**COLORS, CENTER MARCH.**" On the command of "Center," the COT's staff executes a right face. The color guard moves forward and halts one step in front of the line of battery/battalion commanders.

NOTE: For brigade level and above change of commands, the command "**Commanders and Colors, Center March,**" can be given. This will allow the battalion level commanders and their colors to come forward. On the command "March," the band begins to play, the COT's staff marches forward ten steps, halts, and executes a left face. Commanders and their colors march to the center, behind the Color Guard. A designated commander will command "**Mark Time, MARCH; Detachment, HALT, CENTER FACE.**" Battery commander or guidons will NOT come forward.

(2) The COT moves forward to a position three steps in front of and centered on the colors, halts, and faces about. Over his/her right shoulder, he/she commands "**FORWARD, MARCH.**" The COT and colors march forward to a designated location and the COT will command "**MARK TIME, MARCH; DETACHMENT, HALT.**"

(3) When the band stops playing, the COT salutes and reports "**SIR THE COLORS (COMMANDERS AND COLORS) ARE PRESENT.**" The RO returns the salute and directs "**ASSUME YOUR POST.**"

(4) The COT executes order arms, faces to the right as in marching, and moves to a position two steps in front of the staff facing the formation.

(5) The COT directs "**BRING YOUR UNITS TO PRESENT ARMS.**"

(6) Commanders face about (in unison) and command "**PRESENT, ARMS**" (in sequence), face about and salute.

(7) When the half section is at present arms, the COT faces about and waits for the narrator to ask the audience to stand for the National Anthem. The COT commands "**DETACHMENT, PRESENT, ARMS.**" On the command of "Arms," the COT, his/her staff, the reviewing party, and the color guard all salute in unison.

(8) On the last note of the National Anthem, the narrator asks the audience to be seated. The COT commands "**DETACHMENT, ORDER ARMS.**" On the command of "Arms," the COT, his/her staff, the reviewing party, and the color guard all drop their salutes.

(9) The COT faces the formation and directs "**BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.**"

(10) Commanders terminate their salutes and face about (in unison) then command "**ORDER, ARMS**" and "**PARADE, REST**" and face about.

(11) The commander of troops faces and moves to a position to the right of the RO. The senior staff member steps out and commands the staff and himself/herself to parade rest.

f. Change of Command.

(1) As the narrator reads a short paragraph about the significance of unit colors, the reviewing party moves forward.

(2) The party marches to their designated position and halts. The CSM moves from behind the colors to a position directly in front of and facing the organizational colors.

(3) The CSM secures the brigade/battalion color right hand over left and commands "**CENTER, FACE.**" He/she faces about and steps forward into position, the incoming and outgoing commanders execute a center face. The narrator reads the assumption of command order.

(4) When the narrator completes reading the assumption of command order, the CSM passes the color to the outgoing commander, who grasps the color left hand over right. The outgoing commander passes the color to the senior commander, who grasps the color right hand over left. The senior commander passes the color to the incoming commander, who grasps the color left hand over right. The incoming commander returns the color to the CSM who grasps the color right hand over left.

(5) The CSM commands "**CENTER, FACE.**" On the command of "Face" the CSM faces about and the commanders face the colors. The CSM replaces the color in the color bearer's harness and commands "**ABOUT, FACE.**" The entire group faces about. The CSM commands "**FORWARD, MARCH.**" The senior commander moves up the left stairs to the podium for remarks. The two commanders switch positions while marching and move to the rear of the reviewing stand in their new positions. The new commander commands "**PARADE, REST,**" for himself/herself and the outgoing commander. The CSM moves directly back to the rear of the organizational colors.

g. Remarks.

(1) The narrator introduces the senior commander; he/she makes remarks (3 minutes maximum) and is seated.

(2) The narrator introduces the outgoing commander who makes remarks (5 minutes maximum) and goes to his/her seat.

(3) The narrator introduces the new commander who makes remarks (1 minute maximum) and then moves to his/her position in front of the staff. He then assumes duties as the COT.

(4) As the incoming commander approaches, the senior staff member commands himself/herself and his/her staff to attention and then returns to his/her position in the staff formation. The COT stops in front of the staff and directs "**BRING YOUR UNITS TO ATTENTION.**"

(5) Unit commanders come to attention and face about (in unison) and (in sequence)

bring their units to “**ATTENTION.**”

(6) The COT commands "**DETACHMENT, POST MARCH.**" The band will begin to play on the command, “March.”

(7) On the command of "Post" the color guard executes a reverse march and halts. The COT and staff execute a left face. The CSM will follow his/her unit color bearer during the reverse march.

(8) On the command of "March" the color guard moves back to its original position, executes a reverse march and halts. If battalion commanders and colors are forward, they will execute a starburst and take the most direct route back to their units.

(9) As soon as the colors pass the COT's position, he/she will command “**LEFT FACE**” and “**FORWARD MARCH**” and return with his/her staff to their original positions, centered on the floor. Once in position, the COT and his/her staff executes center face. The COT will remain facing the formation until the colors are back on line. The COT then faces the seating area.

h. Conclusion.

(1) When the COT is facing the reviewing party, the narrator will ask the audience to stand for the playing and singing of “*The Army Song.*”

(2) At the conclusion of “*The Army Song,*” The COT will salute the RO and reports “**SIR, THIS CONCLUDES THE CEREMONY.**” The RO directs the COT to take charge of the unit.

(3) The narrator ends the ceremony.

Chapter 6 Honors Ceremony.

6-1. General. This chapter sets forth guidelines for the planning and conduct of honors ceremonies at the direction of the Commanding General or the CofS, USAFCOEFS.

a. Normally conduct honors ceremonies for the arrival and/or departure of designated officials, special retirement ceremonies, or designated award or promotion ceremonies.

b. Conduct all ceremonies IAW FM 3-21.5, this regulation, and proper military courtesy.

6-2. Responsibilities.

a. DPTMS Operations will —

(1) Publish the ceremony OPORD, identifying the MSC responsible for the conduct and execution of the ceremony, outlining specific taskings, and identifying the responsibilities of

each directorate and major subordinate command.

(2) Will ensure the availability of the ceremony site for both the outdoor and inclement weather ceremony.

b. MSC and directorate responsibilities are as identified in chapter 2 of this regulation and specific ceremony OPORD.

6-3. Formation Composition.

- a. The 77th Army Band.
- b. The U.S. Army Field Artillery Half Section.
- c. Commander of Troops or Honor Guard Commander, as required by specific ceremony OPORD.
- d. Color guard, as specified by specific ceremony OPORD.
- e. Salute battery, as required.
- f. Formation of troops, as specified by specific ceremony OPORD.

6-4. Ceremony Times.

- a. When conducted in conjunction with Reveille – 0900
- b. When conducted in conjunction with Retreat – 1655.
- c. IAW AR 600-25, (i.e., Memorial Day, Fourth of July, etc.).
- d. Other times as directed by the CofS, USAFCOEFS.

6-5. Sequence of Events for Ceremonies with a Review.

- a. Formation of Troops.
- b. Sound Off.
- c. Presentation and Honors.
- d. Inspection.
- e. Honors to the Nation.
- f. Presentation of Awards/Certificates.

- g. Remarks.
- h. Pass in Review.
- i. Conclusion.

6-6. Sequence of Events for Ceremonies in Conjunction with Reveille or Retreat.

- a. Formation of Troops.
- b. Presentation and Honors.
- c. Retreat.
- d. Remarks.
- e. Awards presentation, when applicable.
- f. Conclusion.

Chapter 7
Special Ceremonies

7-1. General. This chapter sets forth guidelines for the planning and conduct of ceremonies not previously mentioned in this regulation.

- a. Special ceremony includes any ceremony other than those standardized by this regulation.
- b. Any organization may conduct a ceremony that is in keeping with proper military decorum. The organization conducting the ceremony is responsible for all aspects of the ceremony to include: programs, invitations, seating arrangements, etc., and for the coordination with appropriate staff agencies for support.
- c. CofS, USAFCOEFS approval is required prior to issuing invitation lists that include high-ranking civilian and military dignitaries.
- d. The full 77th Army Band and Half Section will not normally be provided for ceremonies smaller than battalion size.

7-2. Ceremonies on the Installation.

- a. Responsible organization will prepare requests for support and forward to the appropriate agencies.
- b. Conduct and execution of the ceremony will be IAW FM 3-21.5 and this regulation.

c. IAW Fort Sill Regulation 210-3, submit requests for the band, Half Section, and flag room to DPTMS, Operations Division NLT 45 days prior to the ceremony date.

7-3. Ceremonies off the Installation.

a. Coordinate activities to be conducted in civilian ceremonies with DPTMS, Operations Division through the Public Affairs Office.

b. Coordinate activities to be conducted on another military installation directly with the responsible organization.

Chapter 8 Ceremonies for Deploying and Redeploying Units

8-1. General. This chapter sets forth guidelines for the planning and conduct of deployment and redeployment ceremonies on Fort Sill.

8-2. Responsibilities.

- a. DPTMS Operations will –
- b. Coordinate the location of the ceremony.
- c. Coordinate guest speakers and chaplains for redeployment ceremonies.
- d. Schedule the 77th Army Band.
- e. Notify the command group and local commanders of any changes to the ceremony times.
- f. DPTMS Mobilization Office will -
 - (1) Coordinate the deployment ceremony date for units mobilizing from Fort Sill.
 - (2) Provide unit information to DPTMS Operations for completion of the script.
- g. FSOC will send out email and notifications for upcoming deployment and redeployment ceremonies. Changes will be sent out via email and Fort Sill Communicator.
- h. DOL will monitor arriving unit's status and notify DPTMS Operations of any changes.
- i. MSCs will –
 - (1) Coordinate deployment ceremony dates for tenant organizations with DPTMS Operations.
 - (2) Coordinate guest speaker and chaplain for tenant organizations.

- (3) Provide unit information to DPTMS Operations for completion of the script.
- (4) Provide a detail to setup the ceremony site and control parking.

8-3. Ceremony Location. The location for deployment and redeployment ceremonies is based on size of the unit and the availability of the facility.

a. Ceremonies for units with less than 30 Soldiers will be held in the Resiliency Training Campus auditorium, when available. When unavailable, Rinehart Gym will be used.

b. Ceremonies for units with more than 30 Soldiers will be conducted in Rinehart Gymnasium.

8-4. Standard Sequence of Events.

- a. Introduction.
- b. Invocation.
- c. Honors to the Nation.
- d. Remarks.
- e. Service Song.
- f. Conclusion.

Chapter 9
Flag of the United States

9-1. General. This chapter provides information and clarifies the use and display of the National Flag designated as the official Installation Flag.

9-2. Authorized locations. Fort Sill has six locations currently authorized for flying the National Flag. These locations are-

- a. McNair Hall (Installation Flag).
- b. Noncommissioned Officers Academy at Camp Eagle.
- c. Field Artillery Museum at the OPQ.
- d. Geronimo Road Elementary School.
- e. Sheridan Road Elementary School.

f. Reynolds Army Community Hospital (RACH)

9-3. Control of Authorized Flags.

a. The FSOC controls the Installation Flag at McNair Hall.

b. The Museum controls and maintains the flag on the OPQ. This flag is authorized as a museum display representing the flag flown at Fort Sill when the installation was founded.

c. The Noncommissioned Officers Academy controls the flag at Camp Eagle.

d. The school principals, under the guidance of the State Education System, control the flags at Geronimo and Sheridan Road Elementary Schools.

e. The Commander, RACH, controls and maintains the flag at the hospital.

Appendix A References

Section I Required Publications

FM 3-21.5
Drill and Ceremonies

AR 600-25
Salutes, Honors, and Visits of Courtesy

Section II Related Publications

AR 25-400-2
The Army Records Information Management System

AR 220-90
Army Bands

AR 360-61
The Army Public Affairs Program

DA Pam 25-403
Guide to Recordkeeping in the Army

DA Pam 600-60
A Guide to Protocol and Etiquette for Official Entertainment

FM 3-21.5
Drill and Ceremonies

Fort Sill Regulation 210-3
Scheduling of the 77th Army Band, the Field Artillery Half Section, Polo Field, the Old Post Quadrangle, and Flag Room Support

Section III Prescribed Forms

Fort Sill Form 104
Training Support Request

Section IV Referenced Forms

DA Form 2028
Recommended changes to Publications and Blank Forms

Glossary

Section I Abbreviations

ASD

Administrative Services Division

AR

Army Regulation

ARIMS

Army Records Information Management System

CofS

Chief of Staff

CSM

Command Sergeant Major

DA

Department of the Army

DA Pam

Department of the Army Pamphlet

DES

Directorate of Emergency Services

DFMWR

Directorate of Family, Morale, Welfare, and Recreation

DHR

Directorate of Human Resources

DOL

Directorate of Logistics

DPTMS

Directorate of Plans, Training, Mobilization, and Security

DPW

Directorate of Public Works

USAFCOEFS

United States Army Fires Center of Excellence and Fort Sill

FS Form

Fort Sill Form

HMMWV

High Mobility Multi-purpose Wheeled Vehicle

IAW

In accordance with

MSC

Major Subordinate Command

NEC

Network Enterprise Center

NET

No earlier than

NLT

No Later Than

OD

Olive drab

OPORD

Operations Order

OPQ

Old Post Quadrangle

PAO

Public Affairs Office

RSO

Religious Services Office

USAFCOEFS

United States Army Fires Center of Excellence and Fort Sill

VIP

Very Important Person

Section II

Terms

Commander of Troops

A Field-Grade officer of the organization that is responsible for the execution of the ceremony.

Reviewing Officer

The senior official or commander designated to “pass the Organizational Colors.”

Section III

Special Abbreviations and Terms

COT

Commander of Troops

RO

Reviewing Officer

IOC

Installation Operation Center

IMSI-PLO



GLENN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

Distribution:
Fort Sill Intranet