

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFCOEFS Regulation
No. 210-5

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Installations
PROCEDURES FOR CEREMONIES AND REVIEWS

Supplementation by subordinate commanders is prohibited
unless specifically approved by Headquarters, USAFCOEFS.

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CHAPTER 1 GENERAL

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 memorandum of instruction (MOI).

1-2. REFERENCES.

- a. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.
- b. AR 600-25, Salutes, Honors, and Visits of Courtesy.
- c. FM 3-21.5, Drill and Ceremonies.
- d. USAFACFS Regulation 210-3, Scheduling Flag room equipment, the Band, Half Section, Polo Field, and Old Post Quadrangle.

1-3. APPLICATION.

- a. This regulation governs retreat, reveille, and all other battalion and higher level ceremonies conducted within the boundaries of Fort Sill. It applies to the USAFCOEFS, subordinate units, tenants, satellites, and visiting units and activities.
- b. This regulation is effective upon receipt and remains in effect until superseded or rescinded.

1-4. RESPONSIBILITIES. Fort Sill Army Garrison.

- a. Directorate of Plans, Training, Mobilization and Security (DPTMS) will—
 - (1) Plan and supervise all USAFCOEFS ceremonies. The matrix at figure 1-1 designates the major subordinate command (MSC) responsible for the coordination, conduct, and execution of USAFCOEFS ceremonies. USAFCOEFS ceremonies are as follows:
 - (a) Special holiday observances (e.g., Memorial Day, Independence Day).
 - (b) Field Artillery Half Section Demonstrations.
 - (c) Monthly retirement ceremonies.
 - (d) USAFCOEFS Change of Command.

- (e) Installation level welcome and departure ceremonies.
 - (f) All ceremonies or special honors directed by the Commanding General.
 - (2) Schedule the 77th Army Band.
 - (3) Provide the U.S. Army Field Artillery Half Section.
 - (4) 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.
 - (5) Schedule a photographer as required.
 - (6) Provide a public address system with operator as required for ceremonies listed in paragraph 1-4a(1)(a).
 - (7) Schedule the appropriate outdoor and inclement weather ceremony sites.
 - (8) Coordinate with Directorate of Public Works (DPW) and Rinehart Physical Fitness Center for proper maintenance of ceremony sites.
 - (9) Provide a narrator.
 - (10) Coordinate with the Public Affairs Office (PAO) to ensure appropriate publicity for installation level events.
 - (11) Coordinate with the 434th FA to prevent police calls along the Polo Field fence line during ceremonies.
 - (12) Provide advice and assistance to the unit conducting the ceremony.
 - (13) Provide the CofS with an inclement weather recommendation NLT 12 hours prior to the start of the ceremony.
 - (14) Brief the Commanding General (or his designated representative) on the conduct and execution of installation level ceremonies.
 - (15) Provide flags, stands, harness, vintage guidons, vintage uniforms, chairs or canopy when appropriate and as directed in the specific ceremony MOI.
 - (16) Provide appropriate General Officers flags.
- b. Directorate of Public Works (DPW) will—

(1) Ensure the outdoor ceremony site is properly cut, trimmed, and raked prior the ceremony.

(2) Ensure all repairs and/or construction work in the vicinity of the cease prior to the start of the ceremony.

c. Directorate of Emergency Services (DES) will-

(1) Provide traffic control for all ceremonies as directed in the specific MOI.

(2) Establish parking plan/diagram and submit to DPTMS NLT 1 week prior to event.

(3) Enforce restrictions for all ceremonies as directed in the specific MOI.

d. Public Affairs Office (PAO) will—

(1) Provide appropriate publicity for each ceremony.

(2) Provide media control as directed by the specific ceremony MOI. Receive, process, and coordinate requests to provide military support to civilian sponsored events off post. When required, obtain Hold Harmless Agreements for military activities supporting these events.

e. Directorate of Morale, Welfare, and Recreation (DMWR) will—

(1) Provide equipment, refreshments, and other support as directed by the specific ceremony MOI.

(2) Provide indoor site for inclement weather ceremonies and rehearsals as directed by the specific ceremony MOI.

(3) Provide keys to the latrine at the Polo Field.

f. Religious Support Office (RSO) will provide a chaplain for invocations and benedictions.

g. Directorate of Logistics (DOL) will restrict rail movement and construction activities near the ceremony site NLT 30 minutes before the ceremony start time and NET 30 minutes after the scheduled ceremony end time.

h. Major Subordinate Commands (MSC).

(1) When designated in a specific ceremony MOI or in figure 1-1 of this regulation as the MSC responsible for the coordination, conduct, 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 (IAW) the schedule in the published MOI.

(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 MOI.

(e) Provide ushers as directed by the specific ceremony MOI.

(f) Ensure all participating personnel are in the proper uniform as directed by the specific ceremony MOI.

(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 MOI.

(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 MOI.

i. United States Army Medical Department Activity (MEDDAC) will provide **emergency ambulance support for ceremonies and rehearsals as directed**.

j. Protocol will—

(1) Establish reserved seating per the Chief of Staff's guidance.

(2) Prepare appropriate guest lists and send invitations per the Chief of Staff's guidance.

(3) Provide reserved seating charts at the ceremony site.

(4) Set up the appropriate general officer flag/flags.

(5) Provide VIP seat backs as appropriate.

k. Secretary of the General Staff (SGS) will ensure publication of appropriate announcements and programs for installation level events.

1-5. REHEARSALS.

- a. The MSC responsible for the execution of the ceremony will conduct rehearsals.
- b. The band will provide a representative at all full dress rehearsals with a drummer and/or bugler as directed by the ceremony MOI.
- c. 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.
- d. DPTMS, Plans & Operations (P&O) Division representative will attend installation level ceremony rehearsals to provide assistance and command guidance as required.
- e. Inclement weather rehearsals will be conducted at the inclement weather site, the morning of the ceremony. Inclement weather ceremonies are considered outdoor ceremonies.

1-6. UNIFORMS.

- a. The standard uniform for Fort Sill ceremonies will be duty uniform with sleeves down and beret, only the color guard will wear pistol belts and carry weapons.
- b. NO wearing of green jungle boots.
- c. NO wearing of watches, sunglasses, earplug cases, and jewelry (with the exception of wedding bands).
- d. Drill Sergeants may wear campaign hats in lieu of the beret.
- e. All indoor ceremonies will be conducted as outdoor events and participants and spectators will wear the appropriate headgear.
- f. Units must request an exception to policy NLT 45 days prior to the ceremony through this headquarters, ATTN: IMSW-SIL-PLO, to the Chief of Staff, USAFCOEFS for any uniform changes/exceptions.
- g. The uniform for key personnel rehearsals will be duty uniform.

1-7. CEREMONY SITES.

- a. Outdoor ceremonies will be conducted at one of the following locations:
 - (1) Installation and General Officer ceremonies (OPQ).

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

(3) Installation level ceremonies (in front of McNair Hall).

(4) Other locations with Chief of Staff approval.

(5) USAFCOEFS Chief of Staff must approve all exceptions (see USAFACFS Reg 210-3 for details).

b. Coordinate use of these areas through DPTMS, P & O Division, McNair Hall, room 308A, and 442-1847/4008.

c. The only vehicles authorized on the above ceremony sites are DPW and DOIM maintenance vehicles, ceremony support vehicles, and ceremony inspection vehicles. No other vehicles are allowed on the grass. Equipment displays are NOT authorized as part of a Change of Command; any exception to this policy must be approved by the CofS.

d. All indoor ceremonies will be conducted at Rinehart Physical Fitness Center.

e. Other locations as approved by the CofS, USAFCOEFS.

1-8. CEREMONY TIMES.

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

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

c. Retreat ceremonies are normally conducted at 1655.

d. 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.

1-9. SPACING BETWEEN ELEMENTS.

a. Units should use FM 3-21.5 for guidance on spacing between troop units. Final determination will depend upon the size of the element and ceremony site.

1-10. MOUNTED REVIEWS AND FLYBYS. Mounted reviews may be conducted by the 75th and 214th Fires Brigades at their Brigade Change of Command, and at the installation Change of Command. No other units will conduct a mounted review without approval from the CofS, USAFCOEFS. No unit will conduct or schedule a flyby without

the required approval from the CofS. Submit written requests for exceptions through DPTMS, to CofS, USAFCOEFS.

1-11. FIRING A ROUND DURING A CEREMONY. A unit desiring to fire a round during a ceremony must submit a written request through DPTMS, to CofS, USAFCOEFS. This does not include Half Section Demonstrations or retreat ceremonies. Cannon salutes will not be fired except for 4 star level GOs or as directed by the Commanding General.

1-12. EQUIPMENT FOR CEREMONIAL DISPLAYS. No equipment displays as part of a ceremony unless approved by the CofS, USAFCOEFS.

1-13. 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.

1-14. INDOOR CEREMONIES. All ceremonies held indoors will be conducted as outdoor events. Participants and guests are required to wear headgear and render the appropriate honors. Exceptions must be approved by the CofS, USAFCOEFS.

1-15. HONORS AND SALUTES. Honors will be played for General Officers participating in the ceremony IAW AR 600-25. Cannon salutes will not be fired except for 4 star level GOs or equivalent, or as directed by the Commanding General.

POST LEVEL COORDINATION MARTIX

COORDINATION	RETIRMET 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 Responsible	DPTMS
Executor	434 th FA	428 th FA	Red Cycle Bde	Red Cycle Bde	434 th FA	Unit Responsible	Unit Responsible
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
GP Flags & Seat Covers	DPTMS Protocol	DPTMS Protocol	DPTMS Protocol	DPTMS Protocol	DPTMS Protocol	DPTMS Protocol	DPTMS 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	DMWR	N/A	N/A	N/A	N/A	DMWR	DMWR
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 Responsible	DPTMS
Parade Field Marking	434 th FA	DPTMS	DPTMS	DPTMS	DPTMS	Unit Responsible	Unit Responsible
Color Guards	434 th FA	428 th FA	Red Cycle Bde	Red Cycle Bde	434 th FA	Unit Responsible	Unit Responsible
External Tasking	DPTMS	DPTMS	DPTMS	DPTMS	DPTMS	Unit Responsible	DPTMS
Coordination with Media	PAO	PAO	PAO	PAO	PAO	PAO	PAO
Traffic Control	DES	DES	DES	DES	DES	DES	DES

Figure 1-1. Ceremony Matrix

CHAPTER 2
REVEILLE AND RETREAT

Note: On order from the Installation Commander, the Post Flag Detail will change from an everyday event to an on-call mission. The flag will remain up at all times. The responsible unit for Post Flag Detail will be in an on-call status. The rotation of the post flag detail between units will continue as directed in this regulation; each unit will receive their briefings 10 days before changeover, rehearse the event, and establish the points of contact with DPTMS, IOC, FOD, and SDNCO. The changing of the flags (post, storm, and garrison) requires the normal operating detail. The firing of the cannon and playing of "Reveille, Retreat, and To the Colors," will continue to be a daily function. All ceremonies and special events that fall within the units designated time period will require full team participation.

2-1. PURPOSE. This chapter prescribes the standard requirements and responsibilities for planning, coordination, and execution of reveille and retreat on Fort Sill.

2-2. 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 6.

2-3. RESPONSIBILITIES.

a. IOC will 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.

b. DPW will provide maintenance for the Installation Flagpole in front of McNair Hall as required.

c. Responsible unit will—

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

(2) 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 nonduty hours.

d. Fort Sill Staff Duty NCO will ensure that the appropriate flag is flying each day (based on weather reports).

2-4. UNIFORM. Uniform is designated in sections II and III of this chapter.

Section II. REVEILLE

2-5. PURPOSE. This section prescribes the standard requirements and responsibilities for planning, coordination, and execution of reveille at Fort Sill.

2-6. GENERAL. Conduct reveille at the time indicated in table 2-1.

2-7. RESPONSIBILITIES.

a. The unit tasked will provide sufficient personnel to raise the Color in a dignified manner.

b. Fort Sill SDNCO will—

(1) Play appropriate music over the McNair Hall public address system.

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

2-8. UNIFORM. The uniform will be duty uniform that meets the highest standard of military appearance. In the event of inclement weather, the responsible unit will designate the uniform and inform the post IOC of the change.

Section III. RETREAT

2-9. PURPOSE. This section prescribes the requirements and responsibilities for planning, coordinating, and executing retreat at Fort Sill.

2-10. GENERAL.

a. Conduct retreat in a ceremonial manner at the time indicated in table 2-1.

b. When conducted in conjunction with other ceremonies, conduct retreat IAW the published MOI and this regulation.

2-11. RESPONSIBILITIES.

a. Fort Sill SDNCO will—

(1) Play the appropriate music over the McNair Hall public address system.

(2) If retreat is conducted in conjunction with another ceremony, play music only if directed by the sponsoring agency or DPTMS.

(3) Issue necessary equipment and supplies to perform maintenance of the retreat cannon as outlined in table 2-3.

b. Fort Sill FOD will—

(1) Ensure the post flag detail conducts retreat IAW FM 3-21.5 and this regulation.

(2) Observe retreat from outside and determine if the flag detail executed retreat satisfactorily. If retreat is unsatisfactory, **annotate** specific details in the FOD duty log.

c. Responsible MSC will—

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

(2) Ensure the flag detail attends all rehearsals when retreat is conducted in conjunction with another ceremony.

d. Post Flag Detail **NCOIC** will—

(1) For retreat, 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.**

(2) Provide the appropriate number of personnel for the conduct of retreat. Required personnel are as follows:

	STORM	POST	GARRISON
NCOIC	X	X	X
TWO CANNONEERS	X	X	X
TWO HALYARD PULLERS	X	X	X
TWO FLAG HANDLERS	X		
SIX FLAG HANDLERS		X	
TWELVE FLAG HANDLERS			X
THREE ROAD GUARDS	X	X	X

(3) 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**.

(4) Conduct rehearsals as required. Park behind the east side of McNair Hall, when conducting rehearsals.

(5) Ensure the flag detail is proficient in the conduct of its duties.

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

(7) Ensure members of the flag detail are in the proper uniform and present the highest standard of military appearance.

(8) Ensure units requisition all necessary ammunition from DPTMS, Training Branch, Building 455, Room 309, to complete this mission. Units must submit request NLT 10 working days prior to assuming this duty.

(9) Ensure units are only allowed to pickup 15 rounds at a time from the Ammo Supply Point (ASP); this is due to the limited amount of ammo that can be stored in the DES Arms Room. Units will clear the ASP on completion of the mission. Units will pickup and transport two blank rounds daily for firing the retreat cannon from Building 2025, DES Arms Room (442-6945).

2-12. UNIFORM.

a. Soldiers will wear the duty uniform with stripped pistol belt and black beret. In addition, drill sergeants will wear the campaign hat. Add appropriate cold or wet weather gear to include gloves as necessary.

b. When retreat is conducted in conjunction with another ceremony, the uniform is the same as indicated above unless otherwise directed in the specific ceremony MOI.

2-13. SEQUENCE OF EVENTS.

a. Twenty minutes prior to retreat, the NCOIC marches both halyard pullers and cannoneers to the front of the entrance of McNair Hall.

b. The NCOIC picks up the firing pin, lanyard, and the **crank handle to the flag pole** from the Post SDNCO. The firing pin and lanyard are given to the cannoneers, and the **crank handle** to the halyard pullers.

c. The NCOIC commands **ATTENTION, Column Right, MARCH.**

d. 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 2-1).

e. 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.

(1) Cannoneers install the firing pin, attach the lanyard, and load the cannon.

(2) Halyard pullers insert the one or two man crank.

f. When the cannon and flag have been prepared, the NCOIC commands **Center, FACE**. All personnel face McNair Hall and the NCOIC commands **Forward, MARCH**.

(1) Halyard pullers march off the deck and forward approximately 10 steps from the deck and mark time.

(2) NCOIC executes an about face, moves back around the flag pole, and positions himself/herself one step from the deck facing McNair Hall.

(3) Cannoneers return by using the previous route back around the deck and line up behind the halyard pullers and mark time.

g. NCOIC moves up behind the detail, marks time, and commands **Forward, MARCH**.

h. NCOIC marches the detail back to the center of the road and commands **Column Left, MARCH**. The detail marches forward and halts at the north end of McNair Hall.

i. Ten 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 2-2).

j. 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.)

k. 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 2-2).

l. The NCOIC commands **Detail, HALT** and **Center, FACE**.

m. 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.

n. The NCOIC commands **One Step Forward, MARCH**. **Flag handlers** take one step forward and stop.

o. The NCOIC commands **Parade, REST**.

p. "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.

q. 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**.

Note: During the time our nation is at war, Fort Sill will fly the flag 24 hours a day.

r. 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.

s. 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.

t. 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.

u. The NCOIC commands **Forward, MARCH** (see figure 2-3).

(1) 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.

(2) Halyard pullers march behind the cannoneers. All personnel mark time until one of the halyard pullers commands **HALT**.

(3) The Halyard puller then commands **Center, FACE**.

(4) 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.

v. 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.

w. The **flag folders** grasp the flag as the **flag handlers** slowly pass through the file.

x. The **carriers** slowly move backward until the flag is fully extended.

y. The flag is folded IAW FM 3-21.5, figure 9-6, Correct Method of Folding the United States Flag.

z. 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.

1 The halyard puller then takes one step to the rear and salutes the flag.

2 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.

3 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.

4 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.

5 The halyard puller marches the remaining personnel to the front of McNair Hall and commands **HALT, Parade, REST**.

6 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.

2-14. TASKING SCHEDULE FOR FLAG DETAIL RESPONSIBILITIES.

a. The 434th FA is tasked with flag detail from 1 February through 30 April.

- b. The 428th FA is tasked with flag detail from 1 May through 31 July.
- c. The 75th Fires Bde is tasked with flag detail (Bde's Red Cycle) from 1 August through 31 January.
- d. The 214th Fires Bde is tasked with flag detail (Bde's Red Cycle) from 1 August through 31 January.
- e. A representative from each MSC will contact DPTMS Operations at 442-4008/4783 NLT 1 week prior to assuming flag detail.

Table 2-1. Service Calls and Times

When on duty, the SDNCO will play the service calls over the McNair Hall Public Address System. Service calls and times played are as follows:

SERVICE CALLS	DUTY DAYS	SATURDAY	SUNDAY/HOLIDAYS
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

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

This table is applicable for weather conditions only and does not delineate occasions for display of the flag. Occasions for display of the flag are listed in AR 840-10, Flags, Guidons, Streamers, Tabards, Automobile and Aircraft Plates, chapter 2, Flag of the United States. The criteria listed below are provided as guidance for various weather conditions.

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 2-3. Retreat Cannon Maintenance Standing Operating Procedure

This maintenance schedule is provided to ensure the proper maintenance of the French 75mm salute gun and limber. The detailed unit will perform the scheduled maintenance at least weekly. For additional information on the M1897 French 75mm, contact the SDNCO. In the event of problems with the salute gun, contact DPTMS O&P Division for assistance.

<p>IMMEDIATELY AFTER RETREAT. Remove, clean, oil, and turn in the firing pin, rebound spring, and firing lock to the SDNCO in McNair Hall. The SDNCO will secure the items.</p>
<p>WEEKLY MAINTENANCE. Clean bore and breech mechanism with commercially available laundry detergent, using a bore brush and cotton rags. Thoroughly rinse with clear water and dry. Apply a light coat of CN 400 when the bore and breech mechanisms are completely dry.</p>
<p>WEEKLY MAINTENANCE.</p> <ul style="list-style-type: none"> • Wash the cannon and limber with clear water and painted portions polished with paste wax, except during extreme weather such as subfreezing temperatures or extremely wet conditions. • Remove the breech block assembly, thoroughly dry, and apply a light coat of rifle oil.
<p>EQUIPMENT.</p> <ul style="list-style-type: none"> • The unit will provide paste wax, lube oil, clean cotton rags, and a bucket.

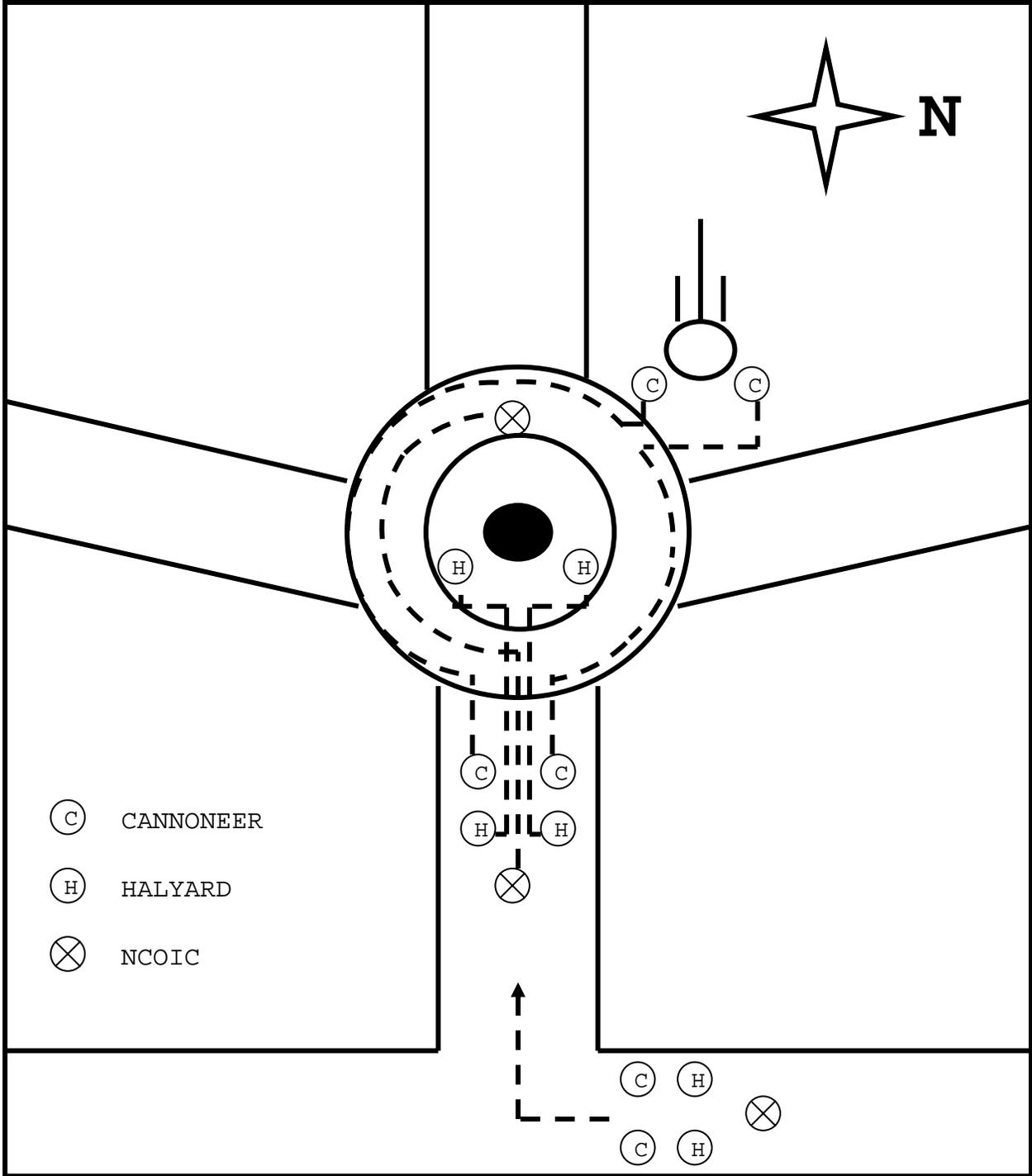


Figure 2-1. Retreat Preparation

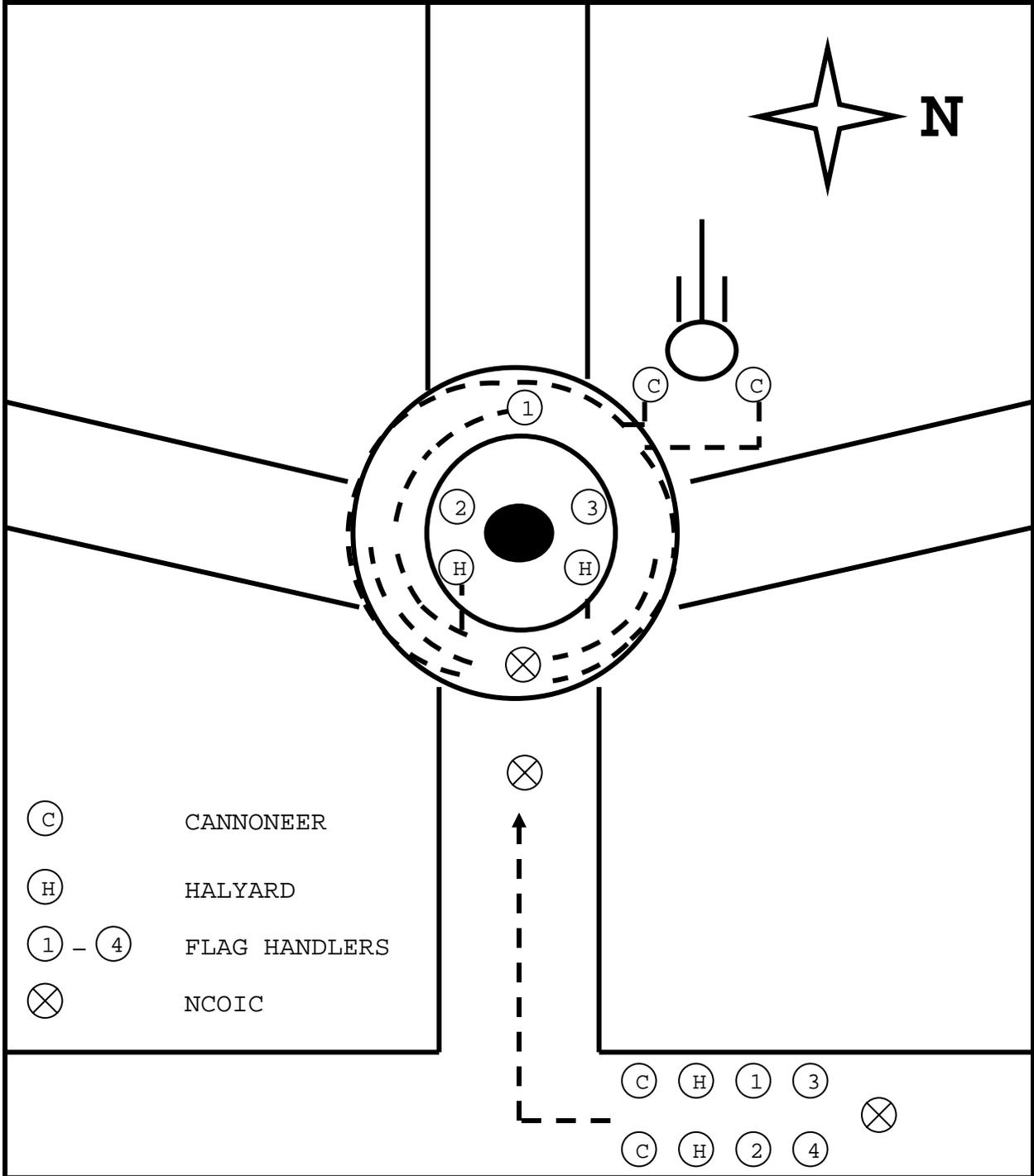


Figure 2-2. Retreat Positions

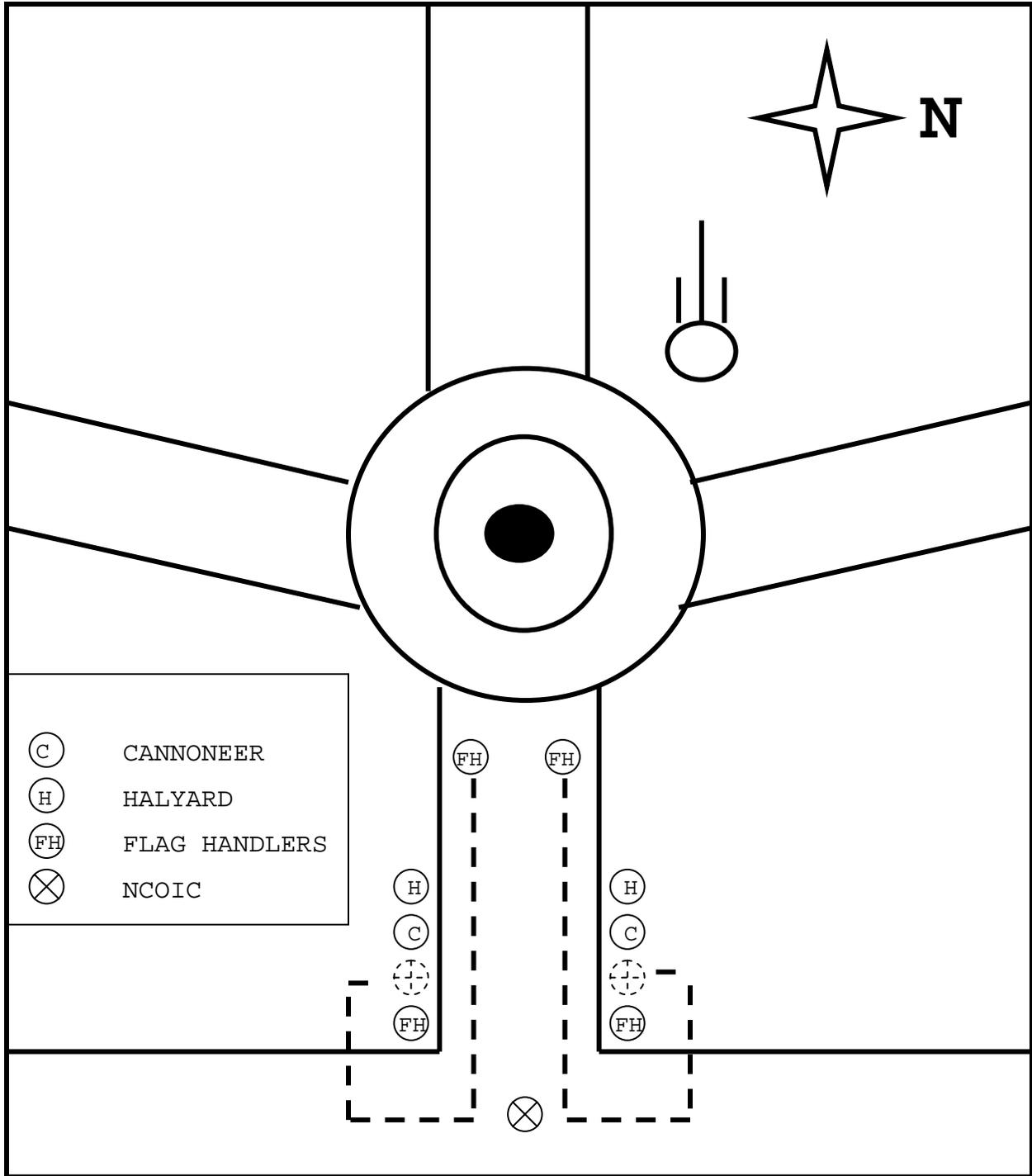


Figure 2-3. Flag Folding Positions

CHAPTER 3
REVIEWS
Review with Change of Command

3-1. PURPOSE. This chapter establishes the administrative and operational requirements for planning, coordination, conduct, and execution of change of command ceremonies on Fort Sill.

3-2. GENERAL. 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. DPTMS will review all memorandums of instructions or operations order for change of command ceremonies. Units will submit MOI and OPORDS to DPTMS Operations NLT 45 days prior to the ceremony. 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 4.

- a. Change of Command ceremonies for brigades may be conducted using Bugle Calls.
- b. Change of Command ceremonies for brigades may conduct a mounted inspection.
- c. No displays or “flybys” for change of command ceremonies are authorized.
- d. Do not present awards or coins 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.
- e. 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.
- f. Only the Reviewing Officer and outgoing commander will man the reviewing line for the Pass in Review.
- g. Submit all requests for exceptions to these policies, in writing, through DPTMS, Operations for approval by the CofS, USAFCOEFS.

3-3. RESPONSIBILITIES.

- a. DPTMS will--

- (1) Provide planning guidance and assistance to all subordinate commands.
- (2) Review all [memorandums](#) of instruction/operations orders for [all](#) change of command ceremonies.
- (3) 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 MOI/OPORD.
- (2) Ensure change of command ceremonies are conducted IAW FM 3-21.5 and this regulation. Turn in ceremony MOI or OPORD to DPTMS NLT 45 days prior to the scheduled date for review.
- (3) Limit speech lengths to the following:

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

- (4) **Not** emplace camouflage nets over the bleachers.
- (5) Position medics directly behind the Fort Sill sign in the center of the Polo Field. This location best allows the medics to respond to medical emergencies during the ceremony. However, [although they are not standing in formation, they should render honors as appropriate and remain as inconspicuous as possible.](#)
- (6) [Static displays are not authorized.](#)
- (7) [Ensure the outgoing commander and reviewing officer are on the reviewing line for the Pass in Review.](#)
- (8) [Only present flowers/gift to spouse. Do not present coins as part of the ceremony.](#)
- (9) 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.
- (10) Cut grass around reviewing stand and bleachers.

(11) Clean the reviewing stand.

(12) Pick-up keys for the latrine from DMWR (Aultman Hall, 442-5000).

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

(14) Ensure any exceptions to this regulation are approved by the CofS, USAFCOEFS NLT 45 days prior to the ceremony.

(15) Ensure units, publishing programs for their change of command, **use the format below as a basic guide.**

(a) Front cover will contain the event name.

(b) Inside 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) Inside back cover will be the incoming commander's photo and biographic. Do not include any Privacy Act data in the biographic.

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

(f) Center back will contain the words to the "Caisson Song" (Field Artillery Song).

(g) Print programs in black ink on white or red paper. Do not use any other graphics or photos, other than the unit crest and photos of the outgoing and incoming commanders.

3-4. CONDUCT CHANGE OF COMMAND CEREMONY WITH A PASS IN REVIEW.

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

(1) Align the field on the center line that runs between the reviewing stand podium and the Fort Sill **Polo Field** 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**.

(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**. Position of the unit CSM

will be directly behind the organizational colors.

(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.

(4) Position the band on the final line NLT 15 minutes prior to beginning of the ceremony. Band will commence playing appropriate preceremonial 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.

(8) The narrator will make opening remarks.

(9) The chaplain gives the invocation. The chaplain will give the invocation from the narrator's podium and will be in the ceremony uniform.

(10) The Half Section will move onto the field. 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 may then present a gift to the Half Section. The Chief of Section then presents flowers/gift to the spouse of the incoming commander. The Half Section then moves to its position on the final line.

(11) 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.**"

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

b. Formation of Troops/Introduction.

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

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

(3) The band sounds attention.

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

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.

(5) Commanders face about when their units are at attention.

(6) After all commanders face about, the Adjutant, over **his/her** right shoulder, directs "**SOUND ADJUTANT'S CALL.**" The band sounds Adjutant's Call.

(7) **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.

(8) When the Adjutant reaches his/her position, **he/she** looks at the band, directs "**SOUND OFF,**" and remains at attention.

(9) The band plays Sound Off in place. The narrator introduces the band when they finish playing.

(10) When the band is introduced, the Adjutant faces about.

c. Presentation of Command and Honors.

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

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

(3) Commanders (in unison) face their units and (in sequence) command "**Present, ARMS.**" The commanders face the COT 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.

(4) After all units (including the Half Section) are at present arms, the Adjutant faces the COT, salutes, and reports "**SIR/MA'AM, THE COMMAND IS FORMED.**"

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

(6) 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.

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

(8) The commanders (in unison) terminate their salutes and face their units. The commanders (in sequence) command "**Order, ARMS**" and face the COT.

(9) Once all commanders have faced about, the COT's staff reverses (left staff officer commands "**Staff, Right, FACE; Forward, MARCH; Column Left, MARCH; Column Left, MARCH; Staff, HALT; Left FACE**"). See figure 3-4.

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

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

(12) The reviewing party moves to their positions on the parade field, facing the unit. The incoming commander is **on the left**, the **RO on the right**.

(13) The COT faces the formation and directs "**BRING YOUR UNITS TO PRESENT ARMS.**"

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

(15) The COT commands **himself/herself and his/her** staff to "**Present, ARMS**" (**Ref: FM 3-21.5, pages 10-15**), (If the reviewing officer is a general officer, playing of honors would occur here, **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 of Fort Sill.**)

(16) The RO returns the salute.

(17) **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.**"

(18) Commanders (in unison) face their units and (in sequence) command: "**Order, ARMS and Parade, REST.**"

(19) The units assume order arms and parade rest. The COT faces the reviewing party. The COT and staff remain at attention.

d. Inspection of Troops.

(1) The narrator announces that the outgoing commander will conduct his/her final inspection as the commander of the unit.

(2) The reviewing party marches forward to 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.

(4) The COT leads the inspection with the RO marching to the COT's left and the incoming commander marching to the COT's right (see figure 3-5). The RO and COT step off in unison with the incoming commander moving to their right flank as they pass. The band will begin playing when the COT steps off. The narrator reads the unit history or the commander's biographies during the inspection.

(5) When the reviewing party departs the COT's position, the senior staff officer will assume the COT's position and commands the staff to parade rest. All unit commanders (brigade change of command) assume the position of attention and face about.

(6) The inspection party marches to the left side of the band, 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 3-5).

(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, ATTENTION** and **faces about**. He/she then over his/her right shoulder (six steps from his/her unit) commands **Eyes, RIGHT**. On the command 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 commander commands Order, ARMS**. 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. Other commanders remain facing to the rear and command their units to **Attention** as the Party passes to the rear of their units. They then command **Parade, Rest**, face to the front, and assume parade rest.

(b) For a brigade change of command, the inspection party marches between the rank of battery commanders and the battalion command sergeant major. As the party approaches the right flank 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 facing the unit, remaining at attention.

(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 organizational color dips as the commander passes. The inspection party does not salute while passing to the rear of the Colors. The color guard and bearers execute eyes right.

(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.

e. 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 faces the COT.

(3) The COT commands **“Colors, CENTER (pause) 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. **The commanders color bearer steps forward (1 step) and executes center face.** For brigade level and above change of commands, the command **“Commanders and Colors, Center (pause) March,”** can be given. This will allow the battalion level commanders and their colors to come forward. No battery commander or guidons will come forward.

(4) 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, a designated commander will command "**Mark Time, MARCH; Detachment, HALT, CENTER FACE.**"

(5) The COT moves forward to a position five 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.**"

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

(7) 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.

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

(9) Commanders face about (in unison) and command "**Present, ARMS**" and face about (in sequence). The COT faces about.

(10) The narrator asks the audience to stand for the National Anthem.

(11) The COT commands "**Detachment, Present, ARMS.**" The COT and his/her staff, the reviewing party, and the color guard all come to the position of Present Arms.

(12) Band plays National Anthem.

(13) On the last note of the National Anthem, the narrator asks the audience to be seated. The COT commands "**Detachment, Order ARMS.**"

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

(15) Commanders terminate their salutes and face about (in unison) then command "**Order, ARMS**" and "**Parade, REST**" and face about (in sequence). The COT faces about. The narrator announces that the COT will join the reviewing party. As the COT departs from his/her post the senior staff member will assume his/her position and command parade rest for himself/herself and the staff.

f. Change of Command.

(1) The COT joins the reviewing party, taking a position to the right of the RO.

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

(3) The party march to their predestinated position and halts. The CSM moves from behind the colors to a position directly in front of and facing the organizational colors.

(4) 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.

(5) **When the narrator completes reading the assumption of command order, the CSM passes the color to the outgoing commander (NO ONE WILL STEP), 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. 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 takes his/her post on the field as the new COT.

(4) The COT moves out to the staff. As the COT is moving to the staff, the senior staff member brings staff to attention and falls back in with the staff. The COT directs: "**BRING YOUR UNITS TO ATTENTION.**"

(5) Unit commanders assume the position of attention and face about (in unison) and (in sequence) bring their units to attention.

(6) The COT commands "**Detachment, POST (pause) 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. The COT and staff execute a left face.

(9) As soon as the colors pass the COT's position, [he/she](#) will command forward march and return with [his/her](#) staff to their original positions. 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 party.

h. Pass in Review.

(1) The RO and [outgoing commander](#) move to the reviewing line with the RO on the right. The RO directs "**PASS IN REVIEW.**"

(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 3-7).

(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, (pause) 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.

(5) 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.

(6) 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.

(7) 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.

(8) When passing the new commander, 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.

(9) 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. All members of the color guard except the Soldier on the right flank will turn their 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.**”

(10) 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.**”

(11) 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. At the first ready front marker, the Color sergeant commands “**Ready, FRONT.**” The Command Sergeant Major will salute and execute eyes right.

i. 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 review stand, the narrator will ask the audience to stand for the playing and singing of "The Army Song." The Half Section will circle the band, pass the review stand again, and gallop off the field.

(2) When the Army Song is complete, the band will march forward, and 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.

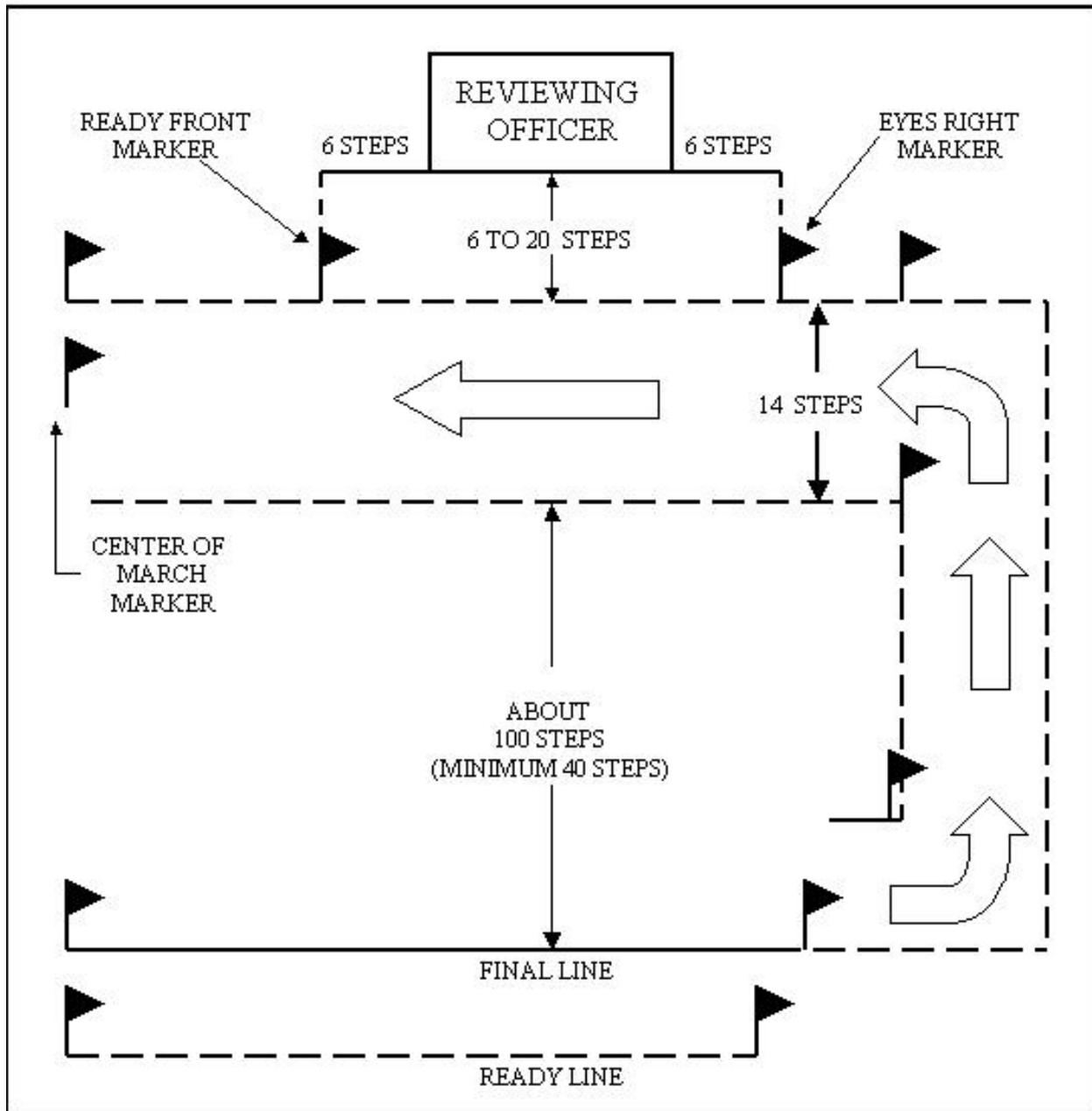


Figure 3-1. Preparation for Review

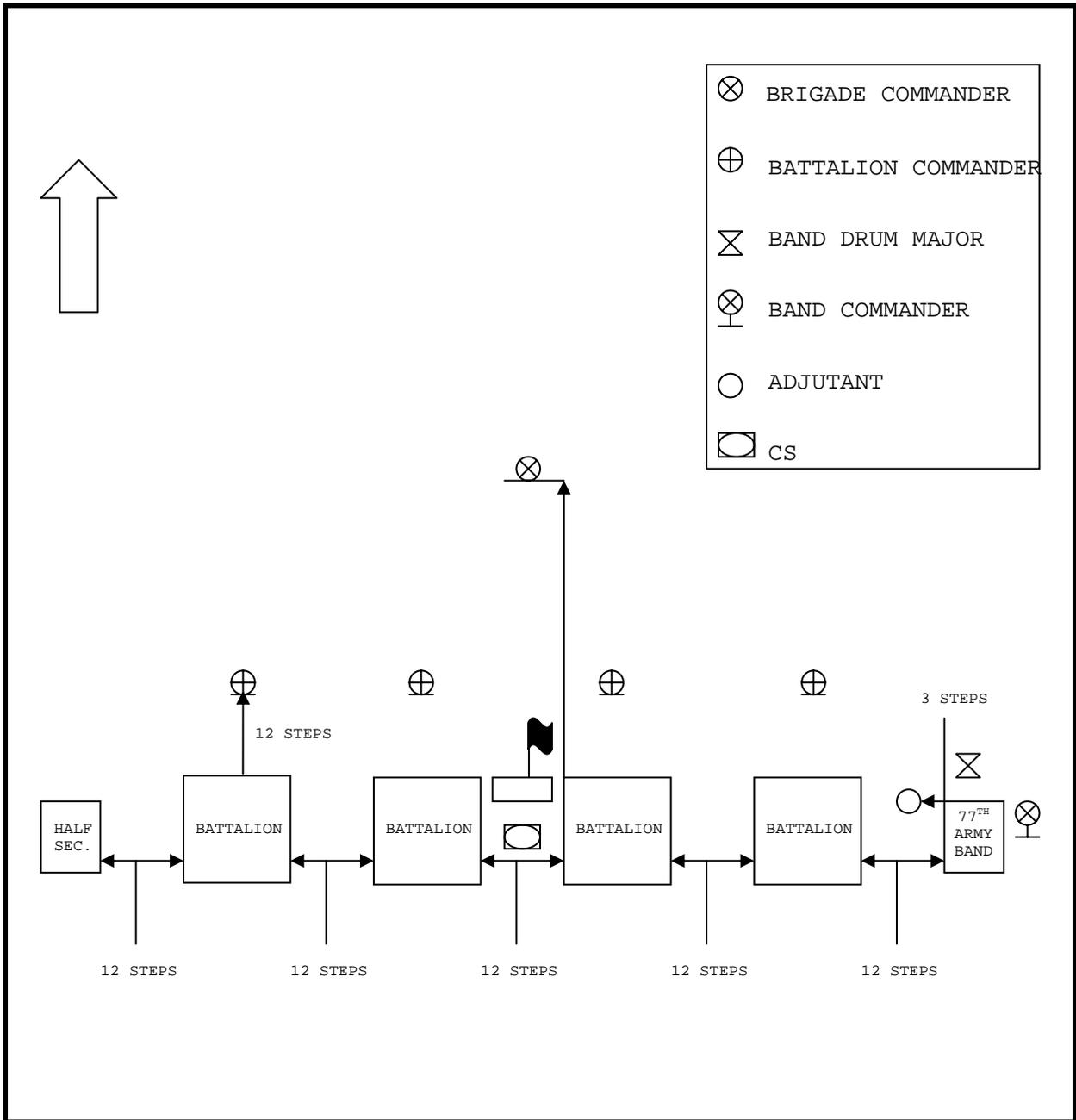


Figure 3-2. Brigade in Line with Battalions in Mass

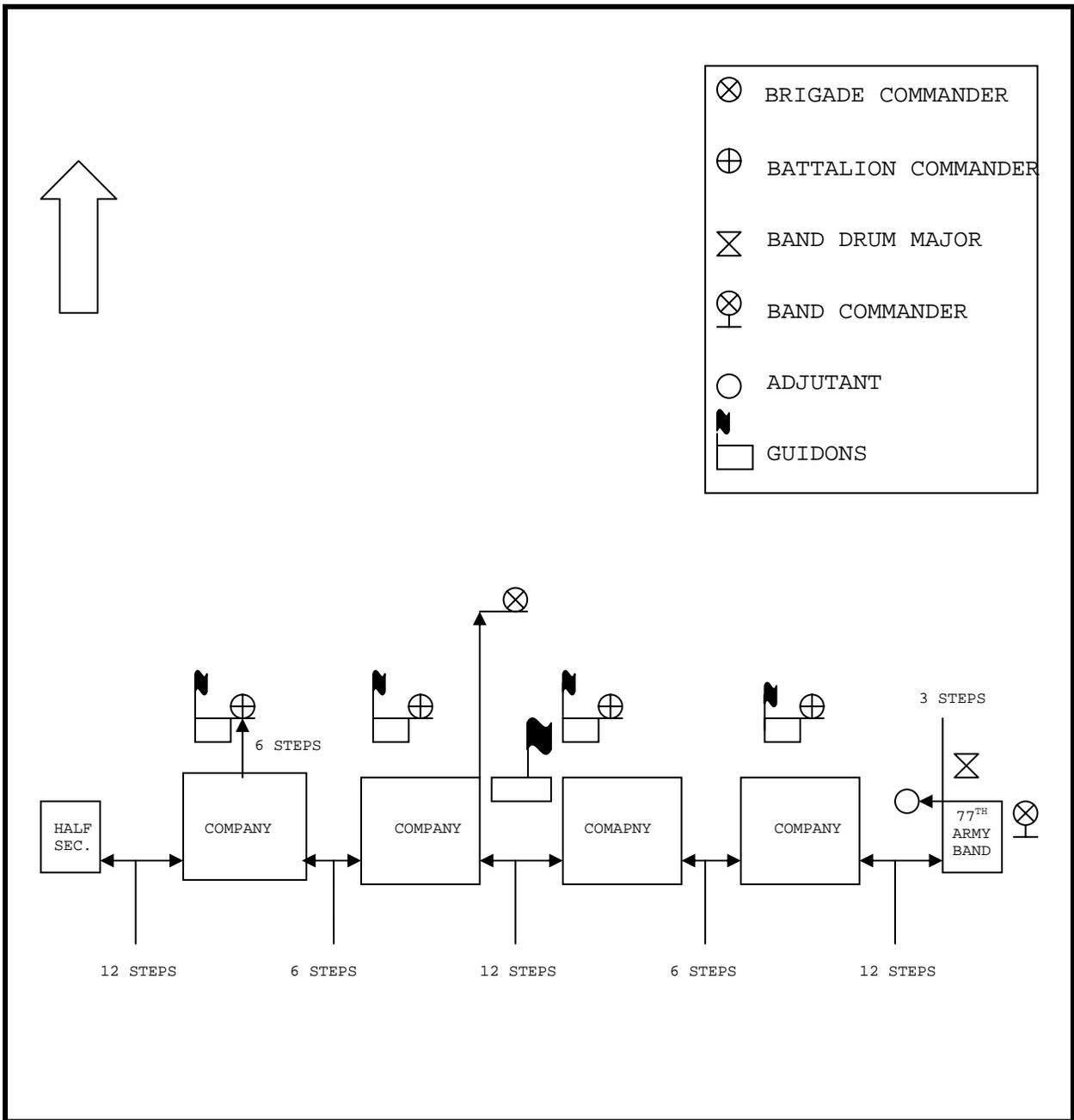


Figure 3-3. Battalion in Line with Companies in Mass

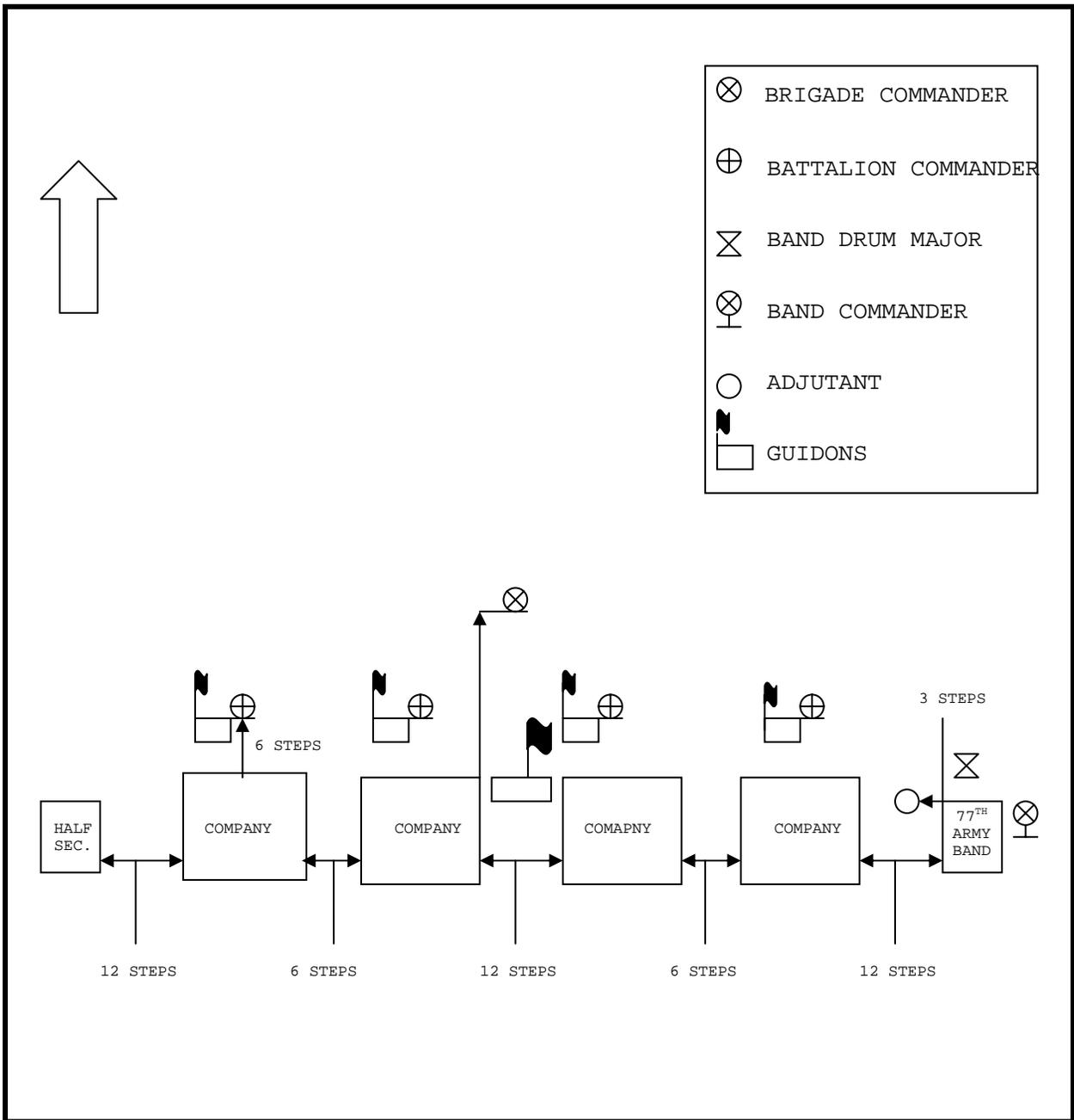


Figure 3-4. Movement of the Staff to the Rear of the Commander of Troops

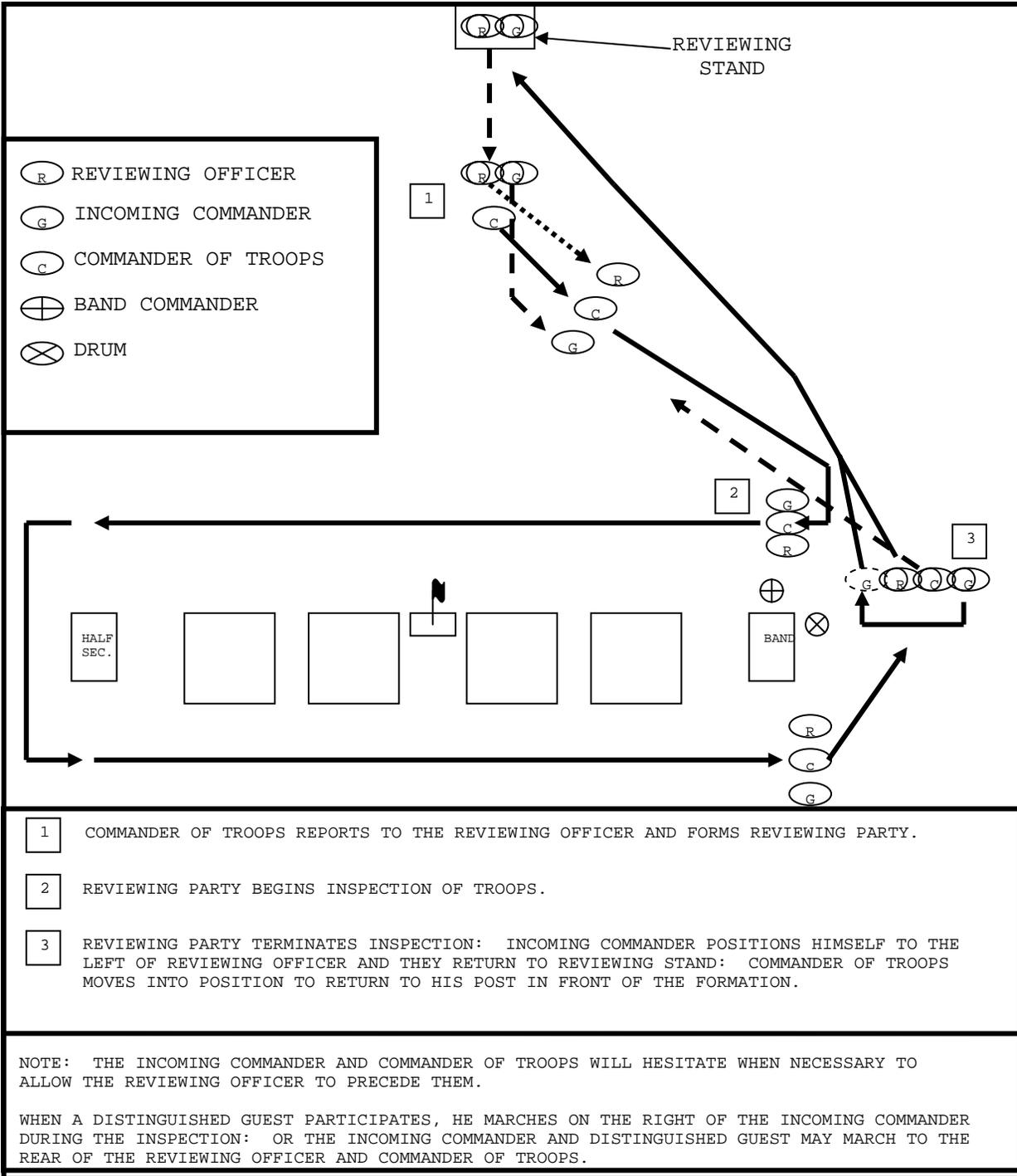


Figure 3-5. Movement of Reviewing Party

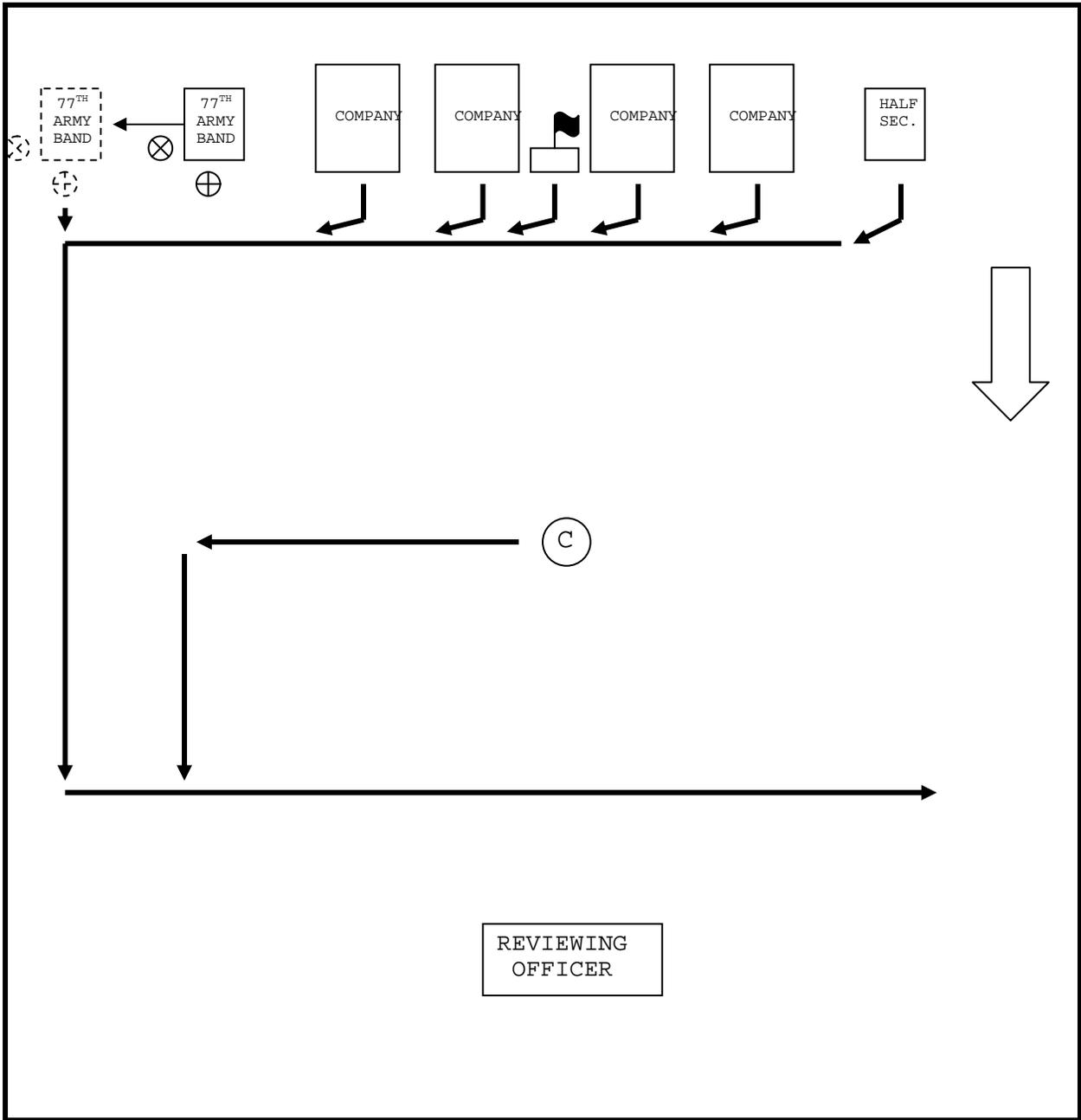


Figure 3-6. March in Review in Column with Units in Mass

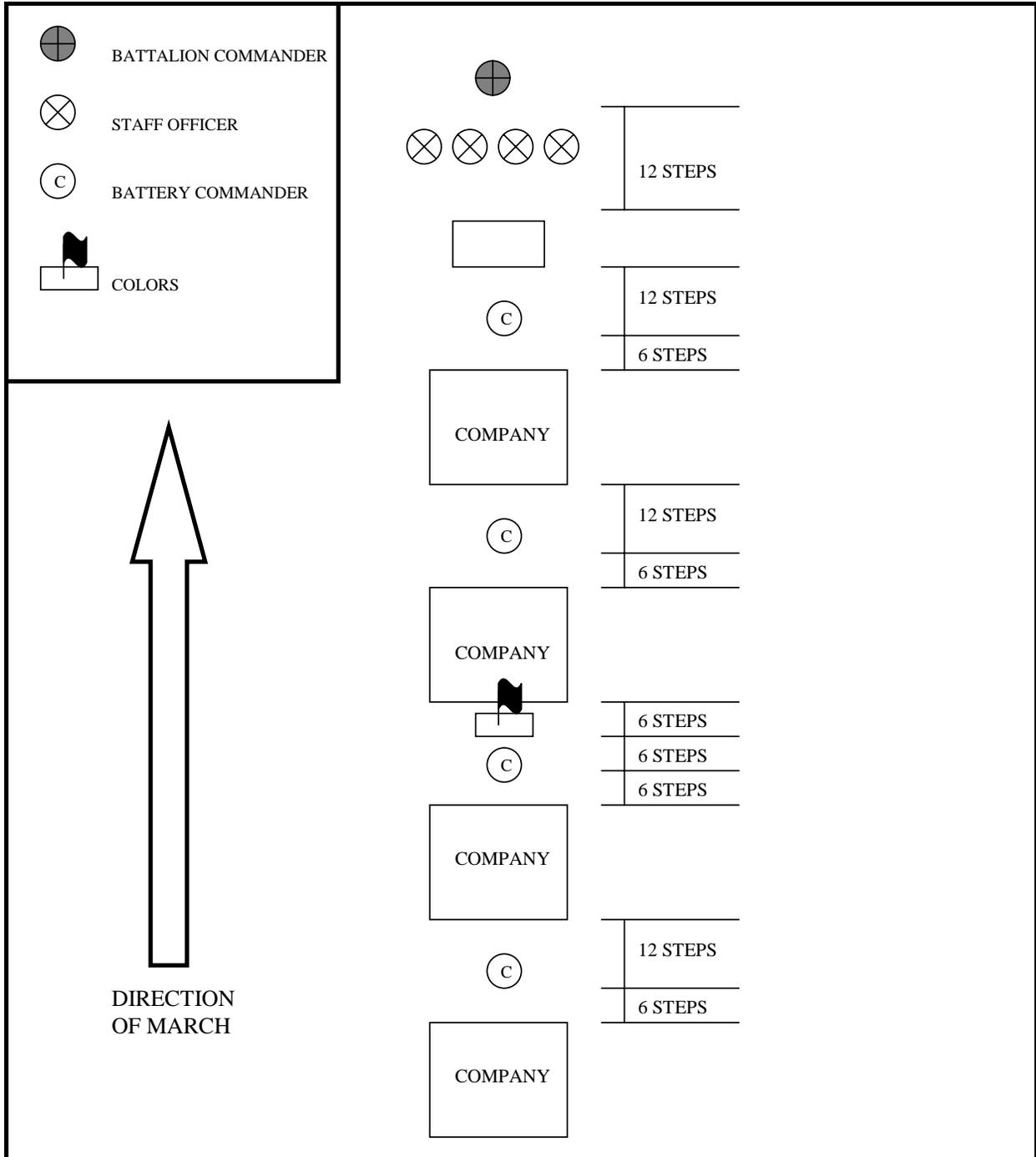


Figure 3-7. Battalion Column with Companies in Mass

CHAPTER 4

INCLEMENT WEATHER CHANGE OF COMMAND CEREMONIES

4-1. PURPOSE. This chapter prescribes the standard requirements and responsibilities for the planning, coordination, and execution of inclement weather ceremonies on Fort Sill.

4-2. 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 memorandums or OPORDS of instruction 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.](#)

4-3. RESPONSIBILITIES.

a. DPTMS—

(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 requested.

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

b. MSC will—

(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) Abide by the following limits for speech lengths:

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

(4) Ensure any exceptions to this regulation are approved by the CofS, USAFCOEFS.

(5) Provide a detail for the set up of the inclement weather site prior to the ceremony.

4-4. CEREMONY TIMES. Conduct all inclement weather at the same time planned for the outdoor ceremony. Times are 0900, April through September, and 1400, October through March.

4-5. CEREMONY SITES. Conduct inclement weather ceremonies at Rinehart Physical Fitness Center or other locations that are approved by CofS. (All inclement weather/indoor ceremonies will be considered outdoor ceremonies and therefore appropriate honors will be rendered).

4-6. COMPOSITION.

- a. Modify troop size to fit the gymnasium.
- b. The band will participate in inclement weather ceremonies.
- c. The Half Section will not participate in inclement weather ceremonies. The Chief of the Half Section or his/her representative will still present flowers, if required.

4-7. 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). The incoming commander will join the RO to forming the reviewing party. Upon completion of the change of command, the outgoing and incoming commanders will switch roles. Position of the unit CSM is directly behind the organizational colors.
 - (2) Units will be in position and at parade rest no later than 5 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 narrator will give a 5 and 2 minute warning prior to the beginning of the ceremony.

- b. Formation of Troops/Introduction.
 - (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.

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

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

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

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

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

(9) The reviewing party moves to their designated positions.

c. Presentation of Honors.

(1) The COT faces the formation and directs **"BRING YOUR UNITS TO PRESENT ARMS."**

(2) The commanders (in unison) face their formations and (in sequence) command **"PRESENT ARMS,"** then face the COT. When all units are at present arms, the COT faces the reviewing party.

(3) The COT commands his/her staff to **"Present, ARMS."** The RO officer returns the salute.

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

(5) The commanders (in unison) face their units and (in sequence) command: **"Order, ARMS "**.

(6) The units assume order arms, Commanders face about.

e. Honors to the Nation.

(1) The COT commands **"Colors, CENTER (pause) MARCH."** On the command of **"Center,"** the COT's staff executes a right face. The band will begin to play on the command, **MARCH.**

(2) On the command "March," the band begins to play and the COT's staff marches forward to a predesignated position, halts, and executes a left face. The color

guard will [march to a predesignated position](#) one step forward of the commanders.

(3) The COT moves forward to a position five steps in front of and centered on the colors, halts, and faces about. Over [his/her](#) right shoulder, [he/she](#) commands "**Forward, MARCH.**" When the COT is six steps from the reviewing party, [he/she](#) commands "**Mark Time, MARCH; Detachment, HALT.**"

(4) When the band stops playing, the COT salutes and reports "**SIR THE 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**" and face about (in sequence). The COT faces about.

(8) The narrator asks the audience to stand for the National Anthem.

(9) The COT commands "**Detachment, Present, ARMS.**" The COT and his/her staff, the reviewing party, and the color guard all come to the position of Present Arms.

(10) Band plays National Anthem.

(11) On the last note of the National Anthem, the narrator asks the audience to be seated. The COT commands "**Detachment, Order ARMS.**"

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

(13) Commanders terminate their salutes and face about (in unison) then command "**Order, ARMS**" and "**Parade, REST**" and face about (in sequence). The COT faces about [and joins the RO and incoming commander to conduct the change of command.](#)

f. Change of Command.

(1) The COT joins the reviewing party, taking a position to the right of the RO.

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

(3) [The party march to their position and halts. The CSM moves from behind the colors to a position directly in front of and facing the organizational colors.](#)

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

(5) When the narrator completes reading the assumption of command order, the CSM steps forward and 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. 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 to the podium for remarks. The two commanders switch positions while marching and move to the rear of the podium.

g. Remarks.

(1) The narrator introduces the senior commander as he/she moves to the podium. The senior commander makes remarks and is seated.

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

(3) The narrator introduces the new commander who makes remarks (3 minutes maximum) and takes his/her post as the new COT.

(4) The COT moves out to the staff and brings them to attention. The COT directs: "**BRING YOUR UNITS TO ATTENTION.**"

(5) Unit commanders assume the position of attention and face about (in unison) and (in sequence) bring their units to attention.

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

(7) On the command of "**Post**" color guard executes a reverse march and halts.

(8) On the command of "**March**" the color guard moves back to their original position, executes a reverse march and halts. The COT and staff execute a left face.

(9) As soon as the colors pass the COT's position, he/she will command forward march and return to their original positions. Once in position, the COT and his/her staff

will execute center face. The COT will remain facing the formation until the colors are back on the final line. The COT then faces the reviewing party.

h. Conclusion.

(1) The narrator asks audience to stand for the playing and singing of "The Army Song."

(2) The band plays the Army Song.

(3) The COT and RO exchange salutes. The COT reports "**Sir, this concludes the ceremony.**"

(4) The narrator ends the ceremony.

CHAPTER 5 HONORS CEREMONY

5-1. PURPOSE. This chapter prescribes the requirements and responsibilities for the planning, coordination, and execution of USAFCOEFS honors and ceremonies.

5-2. GENERAL.

a. Conduct honors ceremonies upon the direction of the Commanding General or the CofS, USAFCOEFS.

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

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

5-3. RESPONSIBILITIES.

a. DPTMS—

(1) Responsibilities are as identified in chapter 1 of this regulation and the specific ceremony MOI.

(2) Will publish the ceremony MOI, 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.

(3) 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 1 of this regulation and specific ceremony MOI.

5-4. 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 MOI/**OPORD**.

d. Color guard with National, Army, and **USAFCOEFS** Colors or as specified by specific ceremony MOI/**OPORD**.

e. Salute battery, as required.

f. **HUMWV**, for mounted inspection, as required by MOI/**OPORD**.

g. Formation of troops as specified by specific ceremony MOI/**OPORD**.

5-5. CEREMONY SITES.

a. Old Post Quadrangle.

b. Polo Field.

c. In front of McNair Hall.

d. Rinehart Physical Fitness Center.

e. Post Cemetery.

f. Other sites as directed by the CofS, USAFCOEFS.

5-6. CEREMONY TIMES.

a. April through September – 0900.

b. October through March – 1400.

c. When conducted in conjunction with retreat – 1655.

d. In accordance with AR 600-25, (i.e., Memorial Day, Fourth of July, etc.).

e. Schedule inclement weather ceremonies for the same time as the outdoor ceremony.

f. Other times as directed by the CofS, USAFCOEFS.

5-7. UNIFORM.

a. Duty uniform, beret, and stripped olive drab (OD) pistol belt.

b. Color bearers will wear OD harness and strip pistol belts.

c. No wearing of earplug cases, sunglasses, or jewelry (except wedding rings).

5-8. 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. Change of Command or Presentation of Awards/Certificates.

g. Remarks.

h. Posting of Colors.

i. Pass in Review.

j. Conclusion.

5-9. SEQUENCE OF EVENTS FOR CEREMONIES IN CONJUNCTION WITH RETREAT.

a. Formation of Troops.

b. Presentation and Honors.

c. Retreat.

d. Remarks.

- e. Conclusion.

CHAPTER 6 FLAG OF THE UNITED STATES

6-1. PURPOSE. This chapter provides information and clarifies the use and display of the National Flag designated as the official Installation Flag.

6-2. GENERAL. Fort Sill has five authorized locations for flying the National Flag. Those locations are—

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

6-3. CONTROL OF AUTHORIZED FLAGS.

a. The Administrative Office of the Secretary of the General Staff controls the Installation Flag at McNair Hall.

b. The Museum controls and maintains the flag at the Old Post Quadrangle. 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, controls flags at the Geronimo Road School and Sheridan Road School.

6-4. USE AND DISPLAY OF THE INSTALLATION FLAG.

a. References to the Installation Flag include the Storm, Post, and Garrison Flags.

b. AR 600-25 and 840-10 govern the use and display of the Installation Flag.

c. Use of the Installation Flag for reveille and retreat is outlined in chapter 2 of this regulation.

d. During duty hours, the Administrative Office of the Secretary of the General Staff controls the use and display of the Installation Flag.

e. During **nonduty** hours, weekends, and holidays, the Field Officer of the **Day will control** the use and display of the Installation Flag.

CHAPTER 7 SPECIAL CEREMONIES

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

7-2. SCOPE.

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. Chief of Staff, 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.

7-3. 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. Vehicle drive-bys and aircraft fly-bys are restricted. Submit requests for authorization through DPTMS **P&O** Division to CofS, USAFCOEFS for approval.

d. IAW USAFACFS Regulation 210-3, submit **requests** for the band, Half Section, and flag room to DPTMS, **P&O Division** NLT 45 days prior to the ceremony date.

7-4. CEREMONIES OFF THE INSTALLATION.

a. Coordinate activities to be conducted in civilian ceremonies with DPTMS, **P&O** Division through the Public Affairs Office.

b. Coordinate activities to be conducted on another military installation directly

with the responsible organization.

The proponent of this regulation is Directorate of Plans, Training, Mobilization, and Security, [Plans & Operations Division](#). Users of this regulation are encouraged to submit any comments or suggested improvements concerning its provisions directly to Commander, U.S. Army Garrison, ATTN: IMSW-SIL-PLO. Use of DA Form 2028 (Recommended Changes to Publications) will facilitate the processing of any recommended changes.

(IMWE-SIL-PLO)

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