

DEPARTMENT OF THE ARMY
 HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
 FORT SILL, OKLAHOMA 73503

USAFACFS 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, USAFACFS.

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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 22-5, Drill and Ceremonies.
- d. USAFACFS Regulation 210-3, Scheduling 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 USAFACFS, 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- b. This regulation is effective upon receipt and remains in effect until superseded or rescinded.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.

- a. Directorate of Plans, Training, and Mobilization (DPTM) will -

(1) Plan and supervise all USAFACFS ceremonies. The matrix at figure 1-1 designates the major subordinate command (MSC) responsible for the coordination, conduct, and execution of USAFACFS ceremonies. USAFACFS 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) USAFACFS 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 conclusion.
- (5) Provide a photographer as required.
- (6) Provide a public address system with operator as required for those ceremonies listed in paragraph 1-4 a(1).
- (7) Schedule the appropriate outdoor and inclement weather ceremony sites.
- (8) Coordinate with Directorate of Public Works (DPW) 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 Directorate of Information Management (DOIM) to ensure publication of appropriate announcements and programs for installation level events.
- (12) Coordinate with Training Command to prevent police calls along the Polo Field fence line during ceremonies.
- (13) Attend all rehearsals and provide advice and assistance to the unit conducting the ceremony.
- (14) Provide the Chief of Staff with an inclement weather recommendation NLT 3 hours prior to the start of the ceremony.
- (15) Brief the Commanding General (or his designated representative) on the conduct and execution of installation level ceremonies.

b. Major Subordinate Commands. 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.

- (1) Publish internal supplemental instructions and forward to all subordinate units concerned.

(2) Conduct rehearsals in accordance with (IAW) the schedule in the published MOI.

(3) Ensure participating personnel are on site NLT 30 minutes prior to the start of the rehearsals and the ceremony.

(4) Provide the Color Guard as directed by the specific ceremony MOI.

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

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

(7) Request, pick up, transport, set up, and return all supporting equipment including chairs and tents for the ceremony. Equipment will be in place NLT 1 hour prior to the start of the ceremony. Equipment requirements are directed by the specific ceremony MOI.

(8) Mark the ceremony site NLT 1 hour prior to the start of the scheduled rehearsals and the ceremony.

(9) Conduct and execute the ceremony IAW FM 22-5, this regulation, and the specific ceremony MOI.

c. Directorate of Public Works (DPW) will-

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

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

d. Personnel and Support Battalion (P&SB) will -

(1) Provide the National, Army, and USAFACFS Colors. Vintage guidons or uniforms will be provided when appropriate.

(2) Provide organizational colors, stands, harnesses, and color guards as required.

(3) Provide chairs, cushions, state flags, and other equipment as directed in the specific ceremony MOI,

e. Directorate of Public Safety (DPS) will--

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

(2) Establish parking areas and enforce restrictions for all ceremonies as directed in the specific ceremony MOI.

f. United States Army Medical Department Activity (MEDDAC) will provide emergency ambulance support for outdoor ceremonies and rehearsals as directed by specific ceremony MOI.

g. Public Affairs Office (PAO) will--

(1) Provide appropriate publicity for each ceremony.

(2) Provide media control as directed by the specific ceremony MOI.

(3) 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.

h. 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) Provide and set up the appropriate general officers' flags.

(5) Provide VIP seat backs as appropriate.

i. Directorate of Community Activities (DCA) 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.

j. Installation Chaplain's Office (ICO) will provide a chaplain for invocations and benedictions, if required.

k. Directorate of Information Management (DOIM) will restrict mail delivery during ceremonies conducted on the OPQ.

l. Directorate of Logistics (DOL) will restrict rail movement near the ceremony site NLT 30 minutes before the ceremony start time and NET 15 minutes after the scheduled ceremony end time.

1-5. REHEARSALS.

a. The MSC responsible for the execution of the ceremony will conduct rehearsals. Conduct rehearsals for all ceremonies, to include inclement weather ceremonies. Schedule rehearsals in the specific ceremony MOI. The band will provide representatives at the last dress rehearsal with a drum and a bugle or as directed by the ceremony MOI.

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

c. DPTM Operations and Training (O&T) Division representative will attend all rehearsals to provide assistance and command guidance as required.

1-6. UNIFORMS.

a. The standard uniform for Fort Sill ceremonies is battle dress uniform (BDU) with black boots, Kevlar helmet, stripped pistol belt, and weapon.

b. Do not wear green jungle boots.

c. Do not wear watches, sunglasses, earplug cases, and jewelry (with the exception of wedding bands).

d. Drill Sergeants may wear campaign hats in lieu of the Kevlar helmet.

e. Units wanting to change the standard uniform for their change of command must request an exemption NLT 45 days prior to the ceremony through this headquarters, ATTN: ATZR-TPO, to the Chief of Staff, USAFACFS.

f. The uniform for key personnel rehearsals is duty uniform.

1-7. CEREMONY SITES.

a. Normally conduct outdoor ceremonies at one of the following locations.

(1) OPQ for installation and general officer ceremonies.

(2) Polo Field for brigade and battalion level ceremonies.

(3) In front of McNair Hall (installation level ceremonies).

(4) Other locations with Chief of Staff approval.

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

b. Coordinate use of these areas through DPTM O&T Division, McNair Hall, room 308A, (442-4302/4008).

c. The only vehicles authorized on the above ceremony sites are DPW and DOIM maintenance vehicles, ceremony inspection vehicles, and public address vehicles. No other vehicles are allowed on the grass. Equipment displays are authorized in the area directly behind the Polo Field reviewing stand. DPTM is the approving authority for any exceptions to this policy.

d. Indoor ceremonies will normally be conducted at one of the following locations.

(1) Rinehart Physical Fitness Center for all installation level ceremonies and brigade level changes of command.

(2) Goldner Gym for III Armored Corps Artillery units.

(3) Honeycutt Gym for all remaining units.

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

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. Normally conduct retreat ceremonies at 1655.

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

1-9. SPACING BETWEEN ELEMENTS.

a. Units should use FM 22-5 for guidance on spacing between troop units. Final determination will depend upon the size of the ceremony site.

b. Spacing between elements not mentioned in FM 22-5 will depend on the relation and size of the elements, the size of the ceremony site, and good judgement.

1-10. MOUNTED REVIEWS AND FLYBYS. Conduct of mounted reviews and flybys requires approval of this headquarters. Submit written requests through this headquarters, ATTN: ATZR-TPO, to Chief of Staff, USAFACFS.

1-11. FIRING A ROUND DURING A CEREMONY. A unit desiring to fire a round during a ceremony must submit a written request through this headquarters, ATTN: ATZR-TPO, to Chief of Staff, USAFACFS. This does not include Half Section Demonstrations or retreat ceremonies.

1-12. EQUIPMENT FOR CEREMONIAL DISPLAYS. Restrict such equipment to the equipment specified on the unit Table of Distribution and Allowances (TDA) or Modified Table of Equipment (MTOE).

1-13. PARADE FIELD LAYOUT. Permanent survey is in place on the OPQ and Polo Field. This is the installation standard and will not vary.

POST LEVEL COORDINATION MARTIX
Ceremonies

COORDINATION	RETIRMENT CEREMONIES	MEMEORIAL DAY	FLAG DAY/ARMY BIRTHDAY	IND DAY CEREMONY	VETERANS DAY	CHANGE OF COMMAND	GENERAL OFFICER DIRECTED
Overall Responsibility	DPTM	DPTM	DPTM	DPTM	DPTM	Unit Responsible	DOTM
Executor	Tng Cmd	Tng Cmd	IIId ACA	IIId ACA	Tng Cmd	Unit Responsible	Unit Responsible
Quality Control	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T
Narrator	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T
Band	P&SB	P&SB	P&SB	P&SB	P&SB	P&SB	P&SB
Half Section	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T
GP Flags & Seat Covers	Protocol	Protocol	Protocol	Protocol	Protocol	Protocol	Protocol
Polo Field	N/A	N/A	N/A	N/A	N/A	DPTM O&T	DPTM O&T
OPQ	DPTM O&T	N/A	N/A	N/A	N/A	N/A	DPTM O&T
Gymnasiums	DCA	N/A	N/A	N/A	N/A	DCA	DCA
Flight Restrictions	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T
State Flags	P&SB	P&SB	P&SB	P&SB	N/A	N/A	P&SB
Grass Cutting	DPW	DPW	DPW	DPW	DPW	DPW	DPW
PA System	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T
Photographer	DPTM TSC	N/A	N/A	N/A	N/A	DOTM TSC	DPTM TSC
Parade Field Marking	Tng Cmd	N/A	N/A	N/A	N/A	Unit Responsible	Unit Responsible
Color Guards	Tng Cmd	Tng Cmd	IIId ACA	IIId ACA	Tng Cmd	Unit Responsible	Unit Responsible
External Taskings	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	DPTM O&T	Unit Responsible	DPTM O&T
Coordination with Media	PAO	PAO	PAO	PAO	PAO	PAO	PAO
Traffic Control	DPS	DPS	DPS	DPS	DPS	DPS	DPS

Figure 1-1. Ceremony Matrix

CHAPTER 2

REVEILLE AND RETREAT

Section I. GENERAL INFORMATION

2-1. PURPOSE. This chapter prescribes the standard requirements and responsibilities for the 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.

d. 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. DPTM will, on duty days, inform the desk sergeant at DPS 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. DOL will provide and replace worn ropes on the flagpole in front of McNair Hall.

d. Secretary of the General Staff (SGS) will maintain the Installation Flag and provide the Field Officer of the Day (FOD) and Staff Duty NCO (SDNCO) the appropriate flag for display.

e. DPS 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 the Chief of Staff's office during duty hours, or by the FOD during nonduty hours.

f. Fort Sill Staff Duty NCO will -

(1) Based on weather reports, determine appropriate flag to fly each day.

(2) On nonduty days, contact DPS to lower and/or raise the Installation Flag to and from half staff or change the Color in the event of inclement weather, as required.

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 the planning, coordination, and execution of reveille at Fort Sill.

2-6. GENERAL. Conduct reveille without ceremony at the time indicated in table 2-1.

2-7. RESPONSIBILITIES.

a. DPS 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 BDUs that meet the highest standard of military appearance. In the event of inclement weather, DPS will designate the uniform.

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 DPTM.

(3) Ensure proper maintenance of the cannon by the post flag detail.

(4) 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 22-5 and this regulation.

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

(3) Inspect the cannon and caisson prior to retreat.

(4) If retreat is conducted in conjunction with another ceremony, the FOD has no retreat responsibilities.

c. Responsible MSC will--

(1) Coordinate with DPTM 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 Commander 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
FOUR 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) Requisition, pick up, and transport two blank rounds daily for firing the retreat cannon.

(9) Provide all cleaning and maintenance supplies to properly clean, polish, and maintain the retreat cannon and caisson IAW instructions in table 2-3.

2-12. UNIFORM.

a. BDUs with black boots, stripped pistol belt, and Kevlar helmet with chin strap fastened. 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 key to the halyard box from the Post SDNCO. The firing pin and lanyard are given to the cannoneers, and the key 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 unlock and open the halyard box. They check to see which halyard is attached to the flag.

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 carrier move 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 carriers 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 carriers move. On the command Ready, flag carriers 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 carriers 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 untie the rope and prepare to lower the flag.

r. On the first note of "To the Color," the flag is slowly lowered with dignity. Two of the flag carriers retrieve the Color. At the end of "To the Color" the flag must be in the hands of the flag carriers. Depending on the wind direction, either the north or south flag carrier 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 lock the halyard box 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 carriers, 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 carrier not being used. The flag carrier positions himself/herself on the left side of the sidewalk, facing McNair Hall. One cannoneer

will stop behind the flag carriers. 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 carriers 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 carriers move forward to the halyard pullers, stop, and execute a wheel movement in front of the two halyard pullers.

w. The flag carriers begin to pass the flag to the folders.

(1) As the flag carriers pass the flag to the folders, the mark time and slowly move backward.

(2) Once the flag is passed to the formation, the flag carriers take one step to the rear and execute a left or right face. The formation takes one step forward and executes a left or right face. They then take two steps forward and execute another left or right face, which will position one flag carrier to the right of a cannoneer and the other flag carrier on the left of the other cannoneer.

x. The NCOIC commands **One Step to the Rear, MARCH**. All personnel execute this movement, which results in the flag being fully extended.

y. The flag is folded IAW FM 22-5, 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.

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

ab. The flag carrier 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.

ac. The flag carrier 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.

ad. 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.

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

af. 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. III Armored Corps Artillery (III ACA) is tasked with flag detail from 1 August through 31 January.

b. Training Command (Tng Cmd) is tasked with flag detail from 1 February through 31 July.

c. A representative from each MSC will contact DPTM 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/HOLIDAY
Reveille	0600	0600	S 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 immediately after the retreat ceremony. For additional information on the M1897 French 75mm, contact the SDNCO. In the event of problems with the salute gun, contact DPTM O&T Division for assistance.

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.

DAILY 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.

WEEKLY MAINTENANCE.

a. 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.

b. Remove the breech block assembly, thoroughly dry, and apply a light coat of rifle oil.

EQUIPMENT.

a. SDNCO or SGS office will provide the rammer staff, ¼ inch rope, bore brush, laundry detergent, and CN 400 oil.

b. The unit will provide paste wax, lube oil, clean cotton rags, and a bucket.

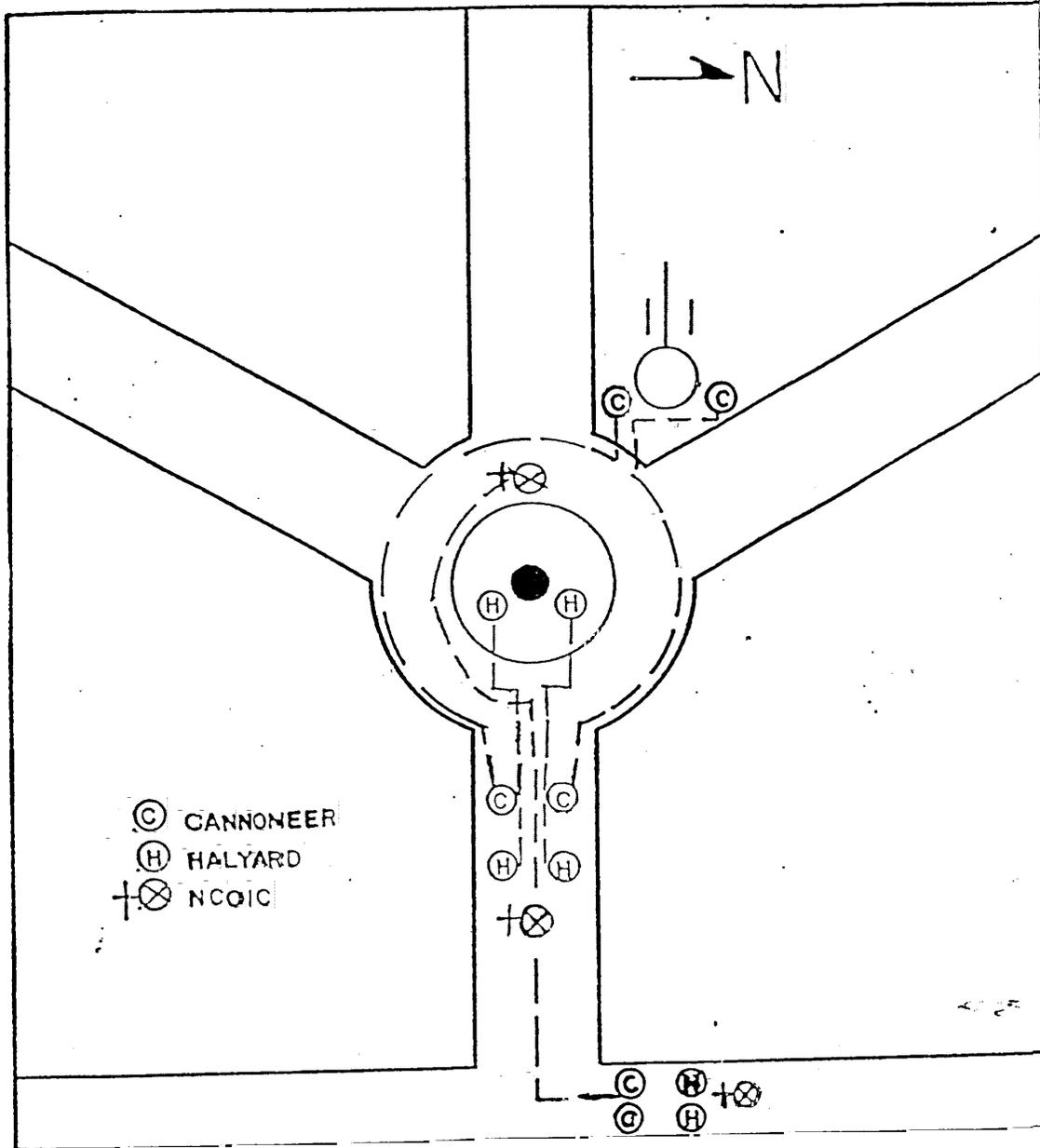


Figure 2-1. Retreat Preparation

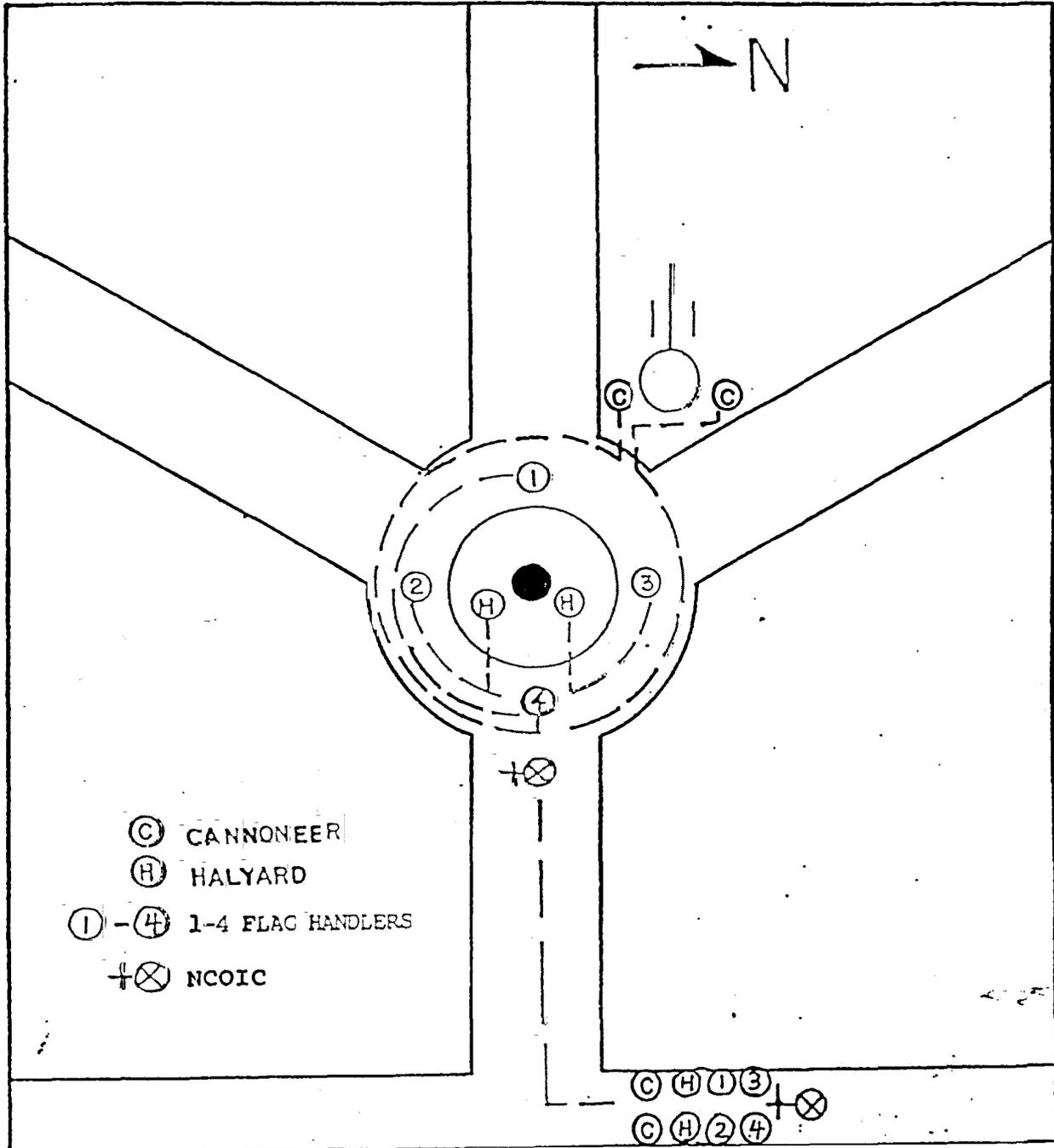


Figure 2-2. Retreat Positions

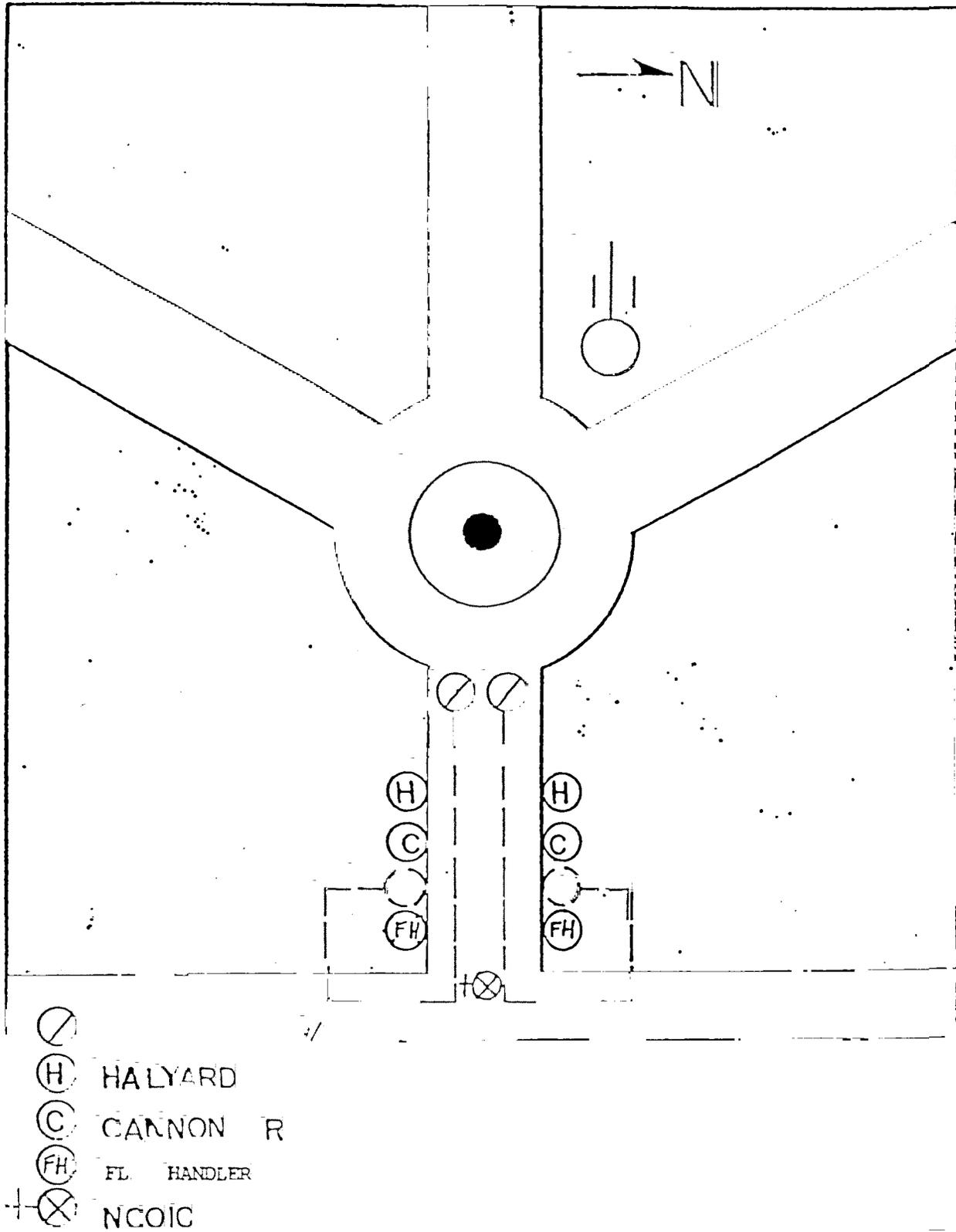


Figure 2-3. Flag Folding Positions
CHAPTER 3

CHANGE OF COMMAND CEREMONIES

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 22-5 and this regulation. DPTM O&TD will review all memoranda of instruction or operations orders for change of command ceremonies NLT 45 days prior to the ceremony. Conduct change of command ceremonies at 0900 in April through September and at 1400 in 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.

3-3. RESPONSIBILITIES.

a. DPTM--

(1) Has overall staff responsibility for change of command ceremonies.

(2) Will provide planning guidance and assistance to all subordinate commands.

(3) Will review all memoranda of instruction/operations orders for change of command ceremonies and ensure all ceremonies are conducted IAW FM 22-5, this regulation, and command guidance.

(4) Will coordinate, task, and supervise USAFACFS change of command ceremonies.

(5) Will provide the Fort Sill narrator, the Polo Field, the Half Section, PA support, and schedule the 77th Army Band for all change of command ceremonies.

b. MSCs will--

(1) Plan and supervise change of command ceremonies within their organizations to include publishing MOIs/OPORDs.

(2) Ensure change of command ceremonies are conducted IAW FM 22-5 and this regulation. Turn in ceremony MOI to O&T Div, DPTM NLT 45 days prior to the scheduled date for review.

(3) Abide by the following limits for speech lengths:

Invocation	1 Minute
Outgoing Commander	5 Minutes
Incoming Commander	3 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.

(6) Keep static displays off the grass and to the west side of Gruber Road. Do not move military equipment following the ceremony until all vehicles have cleared the parking areas.

(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 DCA.

(11) Ensure any exceptions to this regulation are approved by the Chief of Staff.

(12) Ensure programs contain the words to the Caisson Song.

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

a. Formation of troops/introduction.

(1) Units will be in position on the final line no later than 15 minutes prior to the beginning of the ceremony and at parade rest no later than 5 minutes prior to the beginning of the ceremony.

(2) Position the band on the final line 20 minutes prior

to beginning of the ceremony. Band will commence playing appropriate preceremonial music 15 minutes prior.

(3) Adjutant assumes position 15 minutes prior to the beginning of the ceremony.

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

(5) The narrator will make opening remarks.

(6) The chaplain gives the invocation (if desired).

(7) At this time the Half Section moves onto the field. 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 then presents a gift to the Half Section. The Chief of Section then presents flowers to the spouse of the incoming commander. The Half Section then moves to its position on the final line. As the Half Section moves to its position, the COT and staff will move from the right side of the reviewing stand to their position centered in front of the reviewing stand.

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

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

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

(11) The band sounds attention.

(12) 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.

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

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

(15) At the conclusion of Adjutant's Call, the Adjutant moves to his/her post midway between the line of troops and the COT, then faces the line of troops.

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

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

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

(19) The narrator introduces the COT. The COT and his/her staff assume the position of attention and march forward to the Adjutant.

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

(21) 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 not 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.

(22) 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."**

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

(24) 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.

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

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

(27) 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.

(28) When the staff performs the left face, the COT simultaneously performs an about face, and waits for the reviewing party to take their place.

(29) The narrator introduces the reviewing party, which consists of the outgoing and incoming commanders.

(30) The outgoing commander and the incoming commander move to their positions on parade field, facing the unit. The incoming commander is on the left, the outgoing commander on the right.

b. Presentation and 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,"** 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.

(3) The COT commands himself and his staff to **"Present, ARMS."** (If the reviewing officer is a general officer, playing of honors would occur here.)

(4) The outgoing commander returns the salute.

(5) 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."**

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

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

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

(9) The reviewing party marches forward to the COT.

c. Inspection.

(1) When the reviewing party halts in front of the COT, the COT salutes and reports "**SIR, THE COMMAND IS PREPARED FOR INSPECTION.**" The outgoing commander returns the salute. The band begins playing. The narrator reads the unit history or the commander's biographies. The COT leads the inspection with the outgoing commander marching to the COT's left and the incoming commander marching to the COT's right. See figure 3-5.

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

(3) The inspection party marches to the left side of the band, then executes a right wheel to march in front of the units.

(a) For a battalion change of command, the inspection party marches between the front rank of troops and the battery guidon bearer. As the party approaches the right flank of each unit, the battery commander commands "**Battery, 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. At that point, they remain facing directly forward. The battery commander will remain facing his unit at attention and will not salute. The guidon bearer will remain facing forward and will not salute. When the inspection party has cleared his/her unit, the battery commander will command "**Parade, REST**" and will remain facing the unit.

(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. At that point, they remain facing directly forward. The battalion commander will remain facing his 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 unit, the battalion commander will command "**Order, ARMS**" and "**Parade, REST**" and will remain facing the unit, remaining at attention.

(4) 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.

(5) 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.

(6) The COT guides the reviewing party to the right flank of the band. The COT commands "**Party, Halt.**" The reviewing party stops. The COT executes a half-left in marching for two steps, halts and faces the outgoing commander. Simultaneously, the incoming commander moves behind the outgoing commander and assumes a position on his/her left. The COT and the outgoing commander 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.

d. 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), and bring their units to attention and face the COT (in sequence).

(3) The COT commands "**Colors, CENTER (pause) MARCH.**" On the command of "**Center,**" the COT's staff executes a right face.

(4) On the command "March," the band begins to play, the color guard moves forward and halts one step in front of the line of battery/battalion commanders and the COT's staff marches forward ten steps, halts, and executes a left 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.**" When the COT is six steps from the reviewing party, he/she commands "**Mark Time, MARCH; Detachment, HALT.**"

(6) When the band stops playing, the COT salutes and reports "**SIR THE COLORS ARE PRESENT.**" The outgoing commander returns the salute and directs "**PRESENT THE COMMAND.**"

(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 and places himself/herself and his/her staff at parade rest.

e. Change of Command.

(1) The senior commander is introduced and moves onto the field between the outgoing incoming commanders. The command sergeant major (CSM) moves from the right corner of the review stand to a position directly behind the senior commander.

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

(3) The party halts four steps from the colors. The CSM directs "**ONE STEP FORWARD, MARCH.**" The commanders in unison take one step forward and the CSM moves around the commanders to a position directly in front of and facing the organizational color.

(4) The CSM secures the brigade/battalion color right hand over left and commands "**About, 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. (See figure 3-6.) 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. Once the color is in place, the CSM 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 return to 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 right side of the reviewing stand.

f. Remarks.

(1) The narrator introduces the senior commander as he/she moves up the reviewing stand stairs. The senior commander makes remarks and is seated.

(2) The narrator introduces the outgoing commander who makes remarks (5 minutes maximum) and returns to his/her position on the left.

(3) The narrator introduces the new commander who makes remarks (3 minutes maximum) and takes one step backwards and to his/her right.

g. Posting the Colors.

(1) The COT and staff assume the position of attention. The COT directs: **"BRING YOUR UNITS TO ATTENTION."**

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

(3) The COT commands **"Detachment, POST (pause) MARCH."**

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

(5) 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.

(6) 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 execute 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 new commander directs **"PASS IN REVIEW."** The old commander then moves in position to the left of the new commander and the lectern.

(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, 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.

(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 first 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, CSM, and all members of the staff will salute and turn their head and eyes to the 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 first 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 and first sergeants 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. 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 second 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 and first sergeant will salute and turn their head and eyes to the right. The guidon bearer will present guidon and turn his head and eyes to the 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 second 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.**"

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 and join in singing "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 new commander will face each other and exchange salutes as the COT reports "**Sir, this concludes the ceremony.**" The new commander directs the COT to take charge the unit.

(5) The narrator ends the ceremony.

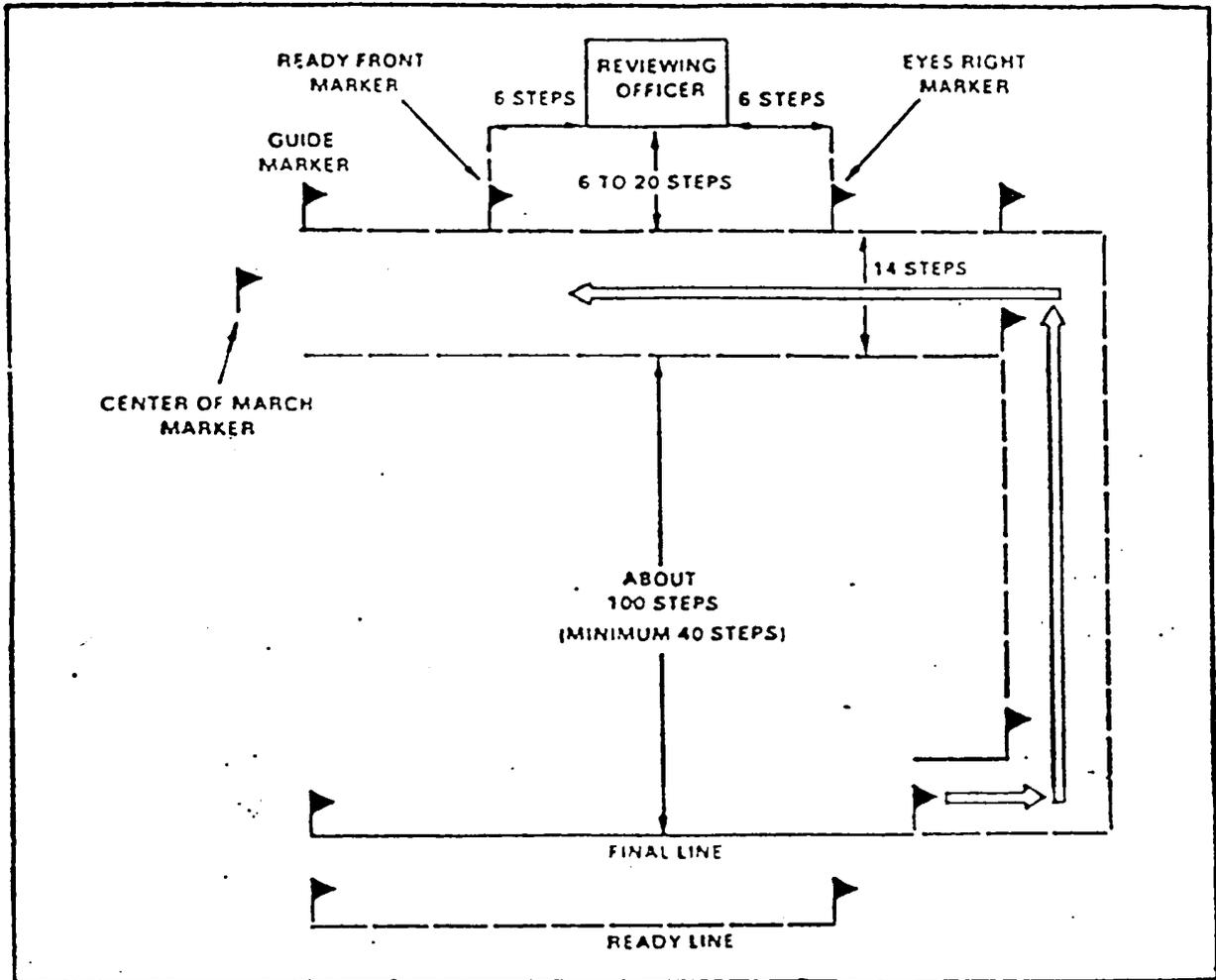


Figure 3-1. Preparation for Review

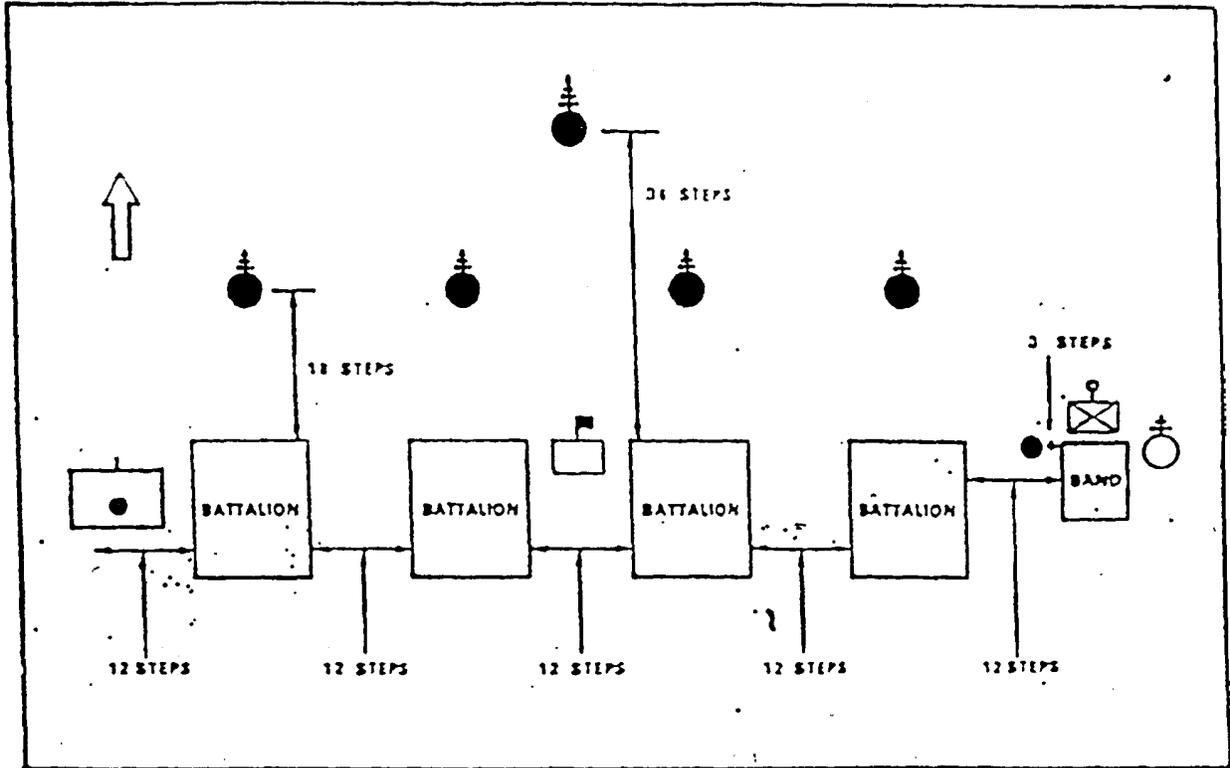


Figure 3-2. Brigade in Line with Battalions in Mass

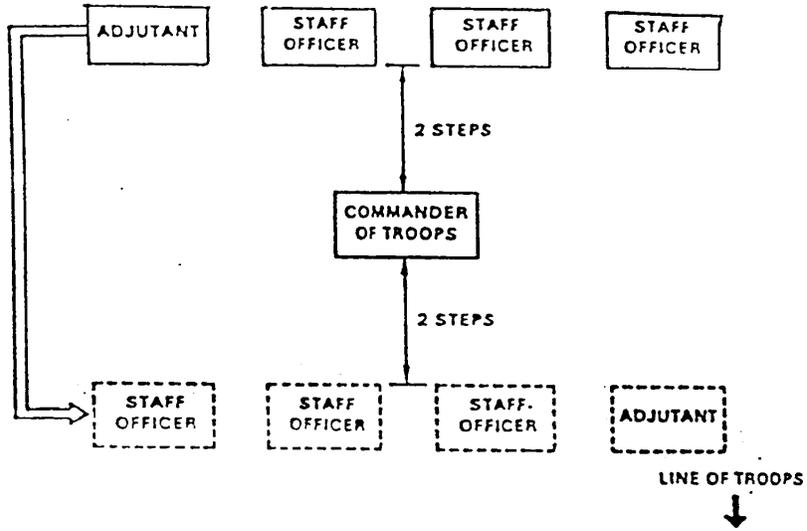


Figure 3-4. Movement of the Staff to the Rear of the Commander of Troops

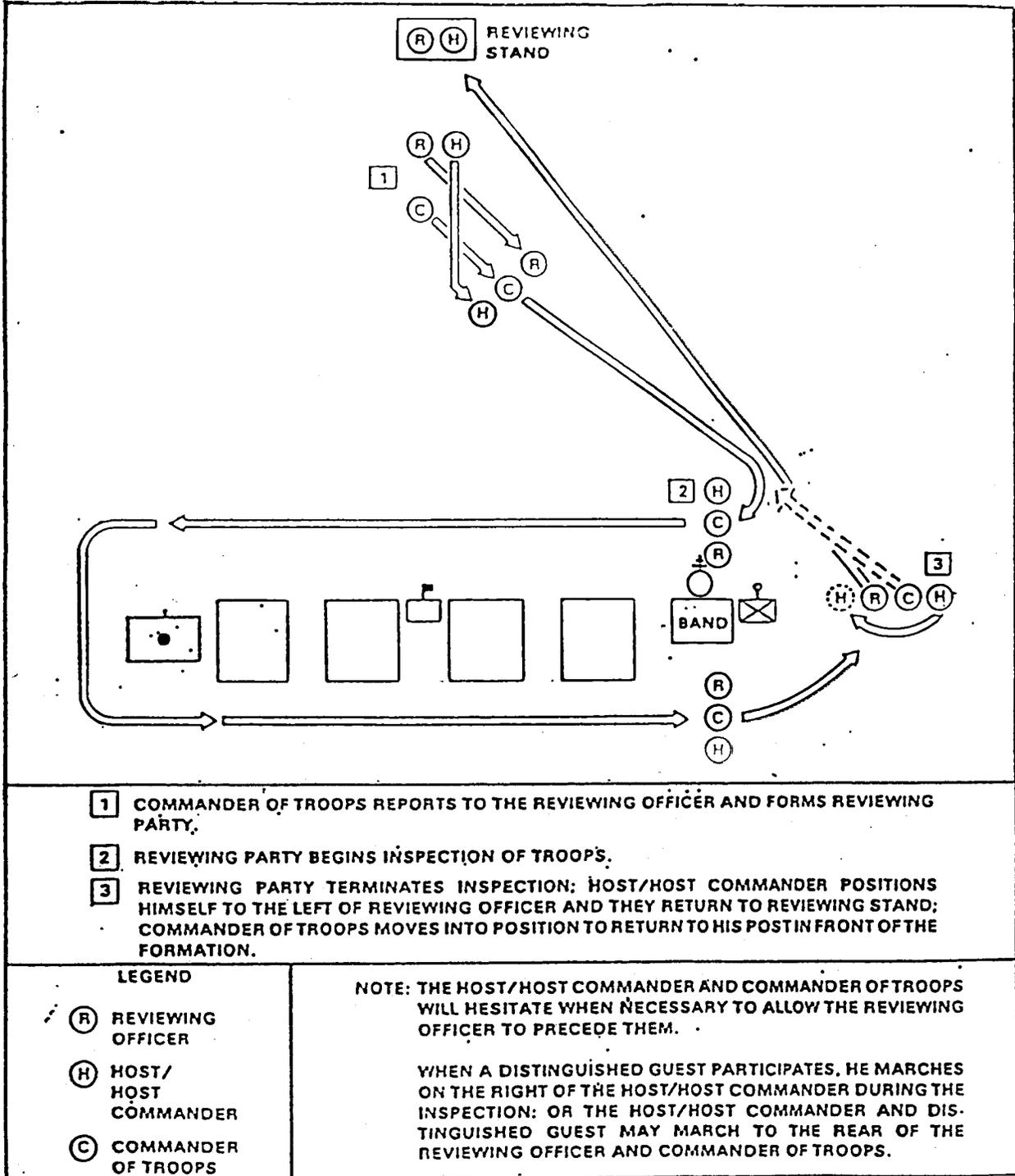


Figure 3-5. Movement of Reviewing Party

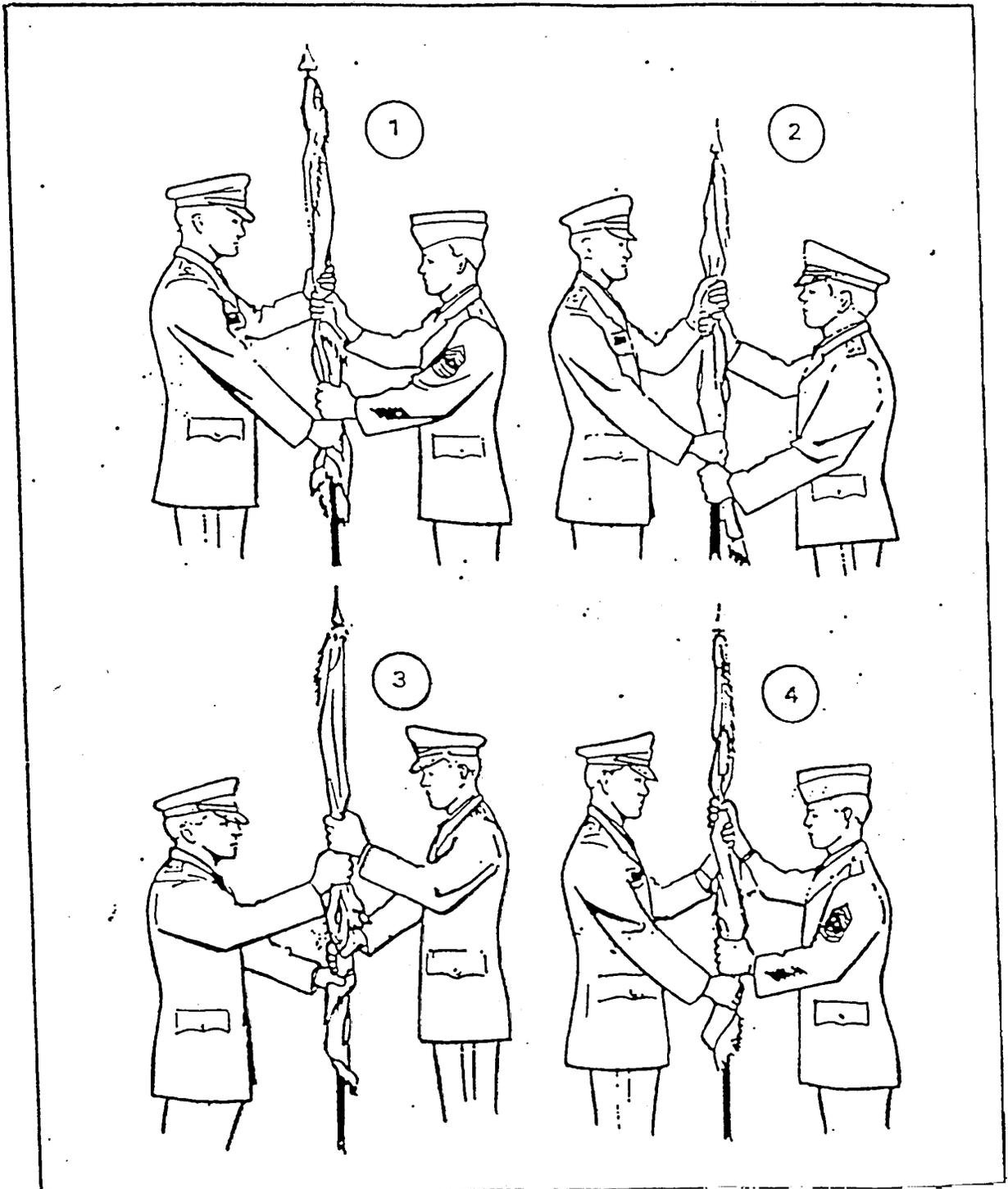


Figure 3-6. Passing of Organization Color for Change of Command

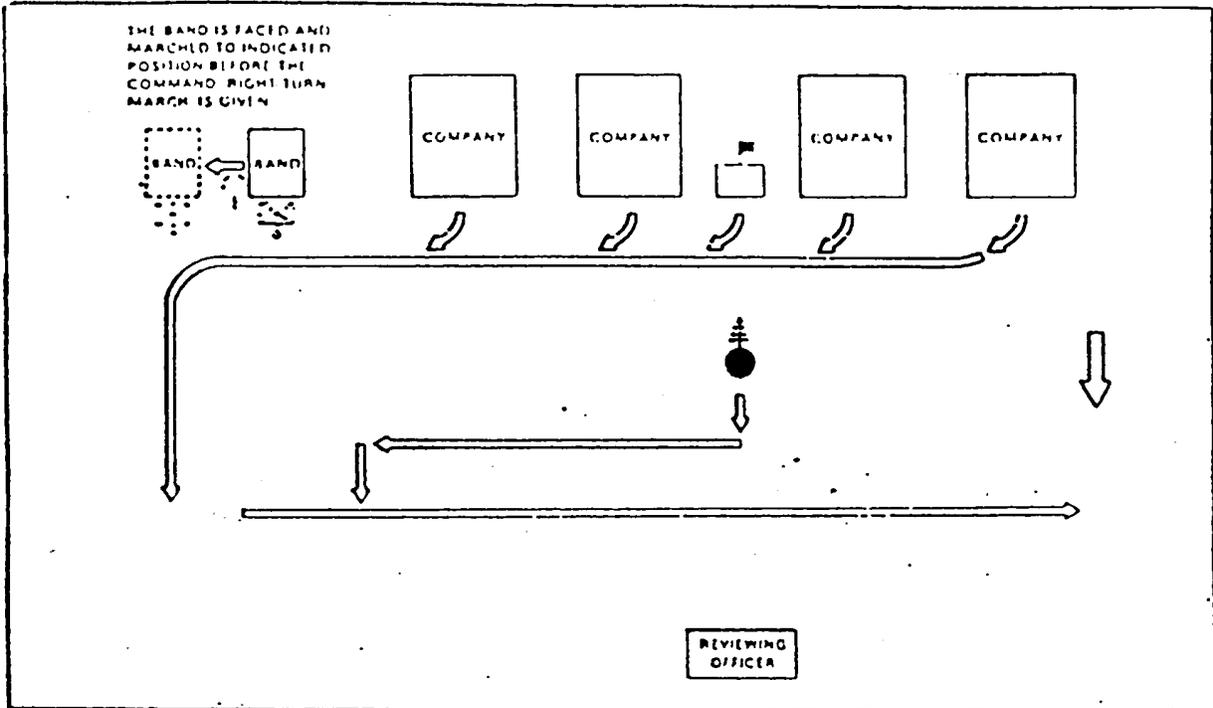


Figure 3-7. March in Review in Column with Units in Mass

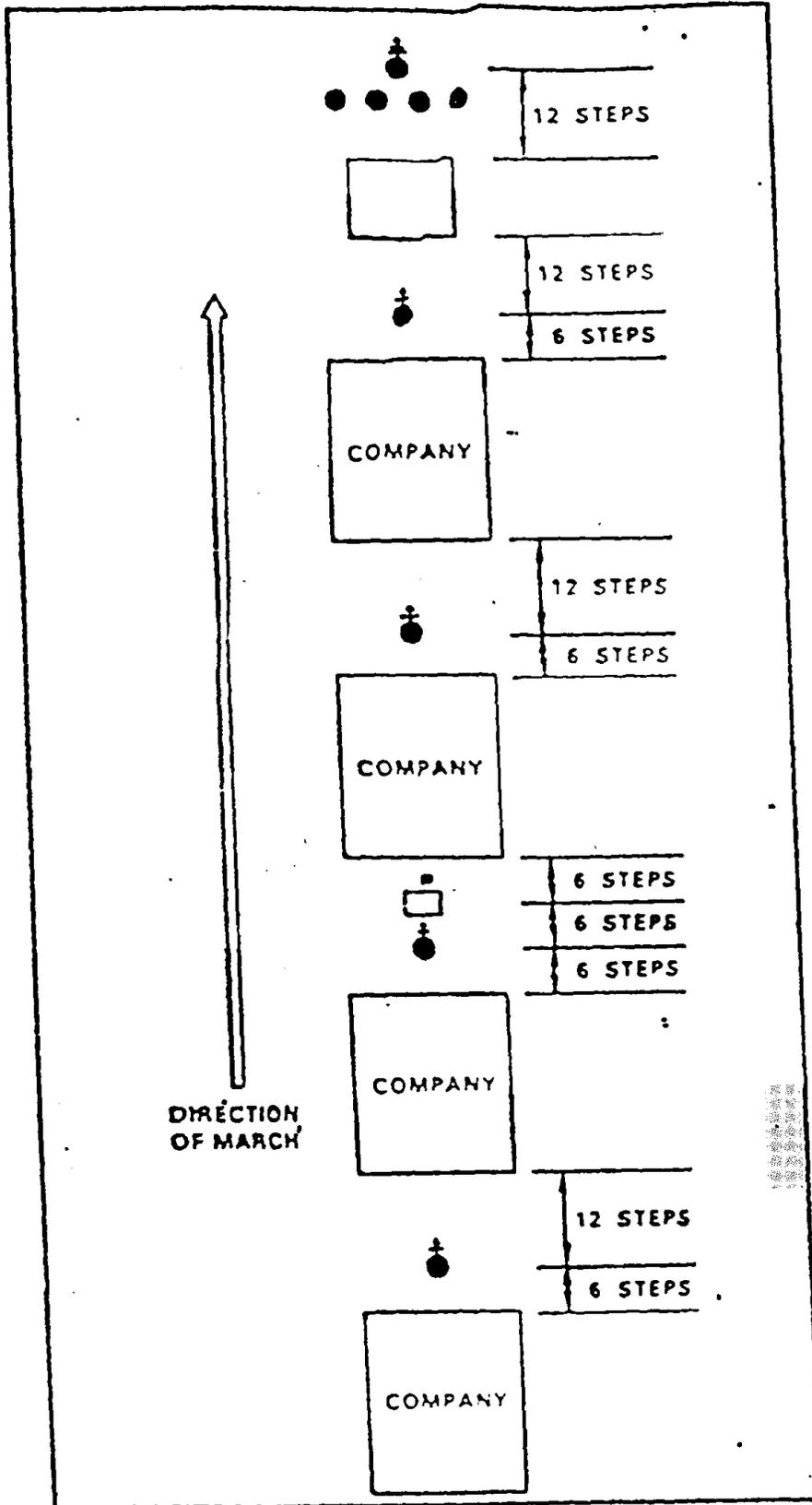


Figure 3-8. Battalion Column with Companies in Mass

CHAPTER 4

INCLEMENT WEATHER 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 22-5 and this regulation. All memoranda of instruction will include inclement weather ceremony instructions or state that in the event of inclement weather the ceremony will be cancelled.

4-3. RESPONSIBILITIES.

a. DPTM--

(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 22-5 and this regulation.

b. MSCs will--

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

(2) Ensure all inclement weather ceremonies are conducted IAW FM 22-5 and this regulation.

(3) Abide by the following limits for speech lengths:

Invocation	1 Minute
Outgoing Commander	5 Minutes
Incoming Commander	3 Minutes

(4) Ensure any exceptions to this regulation are approved by the Chief of Staff.

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

4-5. CEREMONY SITES. Conduct inclement weather ceremonies at one of the following sites.

a. Rinehart Physical Fitness Center for all installation level ceremonies and brigade level change of commands.

b. Goldner Gym for IIIId Armored Corps Artillery units.

c. Honeycutt Gym for remaining units.

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. Formation of troops/introduction.

(1) Position the band playing appropriate music 15 minutes prior to start of ceremony.

(2) Units will be in position no later than 15 minutes prior to start of ceremony and will be at parade rest no later than the 5 minute warning.

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

(4) The narrator will make opening remarks.

(5) The chaplain gives the invocation (if desired).

(6) The Chief of the Field Artillery Half Section (or his/her designated representative) arrives to present

flowers. Narrator announces presentation of flowers. The Chief presents flowers to the outgoing commander's spouse, who then presents the Chief a gift for the horses. The Chief then presents flowers to the incoming commander's spouse and departs.

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

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

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

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

(11) The narrator introduces the reviewing party.

(12) The outgoing and incoming commanders move to their positions on the floor.

b. Presentation and 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 staff to **"Present, ARMS." The outgoing commander returns the salute.**

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

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

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

attention.

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

(8) The reviewing party marches forward to the COT.

c. Inspection.

(1) When the reviewing party halts in front of the COT, the COT salutes and reports "**SIR, THE COMMAND IS PREPARED FOR INSPECTION.**" The outgoing commander returns the salute. The band begins playing. The narrator reads the unit history or the commander's biographies. The COT leads the inspection with the outgoing commander marching to the COT's left and the incoming commander marching to the COT's right. See figure 3-5.

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

(3) The inspection party marches to the left side of the band, then executes a right wheel to march in front of the units.

(a) For a battalion change of command, the inspection party marches between the front rank of troops and the battery guidon bearer. As the party approaches the right flank of each unit, the battery commander commands "**Battery, 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. At that point, they remain facing directly forward. The battery commander will remain facing his/her unit and will not salute. The guidon bearer will remain facing forward and will not salute. When the inspection party has cleared his/her unit, the battery commander will command "**Parade, REST**" and will remain facing the unit.

(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 their right, and follow the inspection party until they are facing straight ahead. At that point, they remain facing directly forward. The battalion commander will remain facing his 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 unit, the battalion commander will command **"Order, ARMS"** and **"Parade, REST"** and will remain facing the unit.

(4) 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.

(5) 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.

(6) The COT guides the reviewing party to the flank of the left most unit. The COT commands **"Party, Halt."** The reviewing party stops. The COT executes a half-left in marching for two steps, halts and faces the outgoing commander. Simultaneously, the incoming commander moves behind the outgoing commander and assumes a position on his/her left. The COT and the outgoing commander exchange salutes. The reviewing party departs and returns to their positions. The COT allows the party to pass before returning to his/her position. As the COT approaches, the senior member of the staff commands the staff to attention. **NOTE:** Upon approaching their positions, the reviewing party executes a left wheel movement so they return to their correct positions facing the unit.

d. 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 unision), and bring their units to attention and face the COT (in sequence).

(3) The COT commands **"Colors, CENTER (pause) MARCH."** On the command of **"Center,"** the COT's staff executes a right face.

(4) On the command "March," the band begins to play and the COT's staff marches forward five steps, halts, and executes a left 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 right shoulder, he commands **"Forward, MARCH."** When the COT is six steps from the reviewing party, he/her commands **"Mark Time, MARCH; Detachment, HALT."**

(6) When the band stops playing, the COT salutes and reports **"SIR THE COLORS ARE PRESENT."** The outgoing commander returns the salute and directs **"PRESENT THE COMMAND."**

(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 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 and places himself/herself and his/her staff at parade rest.

e. Change of Command.

(1) The senior commander is introduced and moves to his/her position between the outgoing and incoming commanders. The command sergeant major (CSM) moves from behind the chairs to a position directly behind the senior commander.

(2) As the narrator reads a short paragraph about the significance of unit colors, the party moves forward. The CSM moves around the commanders to a position directly in front of and facing the organizational color.

(3) The party halts four steps from the colors. The outgoing commander directs "**ONE STEP FORWARD, MARCH.**" The commanders in unison take one step forward.

(4) The CSM secures the brigade/battalion color right hand over left and commands "**About, 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 assumption of command order is complete, the CSM steps forward and passes the color to the outgoing commander who grasps the color left hand over right. (See figure 3-6). 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. Once the color is in place, the CSM commands "**About, Face.**" The entire group faces about. The CSM commands "**Forward, MARCH.**" The senior commander moves directly to the podium for remarks. The two commanders switch positions while marching and return to their new positions. The new commander commands "**Parade, REST,**" for himself/herself and the outgoing commander. The CSM moves back behind the seats.

f. 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 returns to his/her seat.

(3) The narrator introduces the new commander who makes remarks (3 minutes maximum) and moves to the reviewing officer position.

g. Posting the Colors.

(1) The COT and staff assume the position of attention. The COT directs: **"BRING YOUR UNITS TO ATTENTION."**

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

(3) The COT commands **"Detachment, POST (pause) MARCH."**

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

(5) On the command of **"March"** the color guard moves back to their original position, executes a reverse march and halts.

(6) As soon as the colors pass the COT's position, he/she will face his/her staff and return to their original positions. Once in position, the COT and his/her staff execute center face. The COT will remain facing the formation until the colors are back on line. The COT then faces the reviewing party.

h. Conclusion.

(1) The narrator asks audience to stand and join in singing the Army Song.

(2) The band plays the Army Song.

(3) The COT and new commander 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 USAFACFS honors and ceremonies.

5-2. GENERAL.

a. Conduct honors ceremonies upon the direction of the Commanding General or the Chief of Staff.

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 22-5, this regulation, and proper military courtesy.

5-3. RESPONSIBILITIES.

a. DPTM--

(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. MSCs 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.
- d. Color guard with National, Army, and USAFACFS Colors or as specified by specific ceremony MOI.
- e. Salute battery, as required.
- f. Formation of troops as specified by specific ceremony MOI.

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

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.

5-7. UNIFORM.

a. Battle Dress Uniform (BDU), Kevlar helmet with camouflage cover, helmet band, and chin strap, and stripped olive drab (OD) pistol belt.

b. Weapon with magazine.

(1) Officers and command sergeants major will carry 9mm

pistols.

(2) Others will carry M16A2 rifles with 30 round magazines.

(3) Band members will not carry weapons.

c. Color bearers will wear OD harness. Guidon bearers and color bearers will not carry weapons.

d. Do not wear green jungle boots, 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. ARs 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 controls 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 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 22-5 and this regulation.

c. Vehicle drivebys and aircraft flybys are restricted. Submit requests for authorization through DPTM O&T Division to Chief of Staff for approval.

d. IAW USAFACFS Regulation 210-3, submit requests for the band and Half Section to DPTM O&T 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 DPTM O&T 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, and Mobilization Operations and Training Division. Users of this regulation are encouraged to submit any comments or suggested improvements concerning its provisions directly to Commander, USAFACFS, ATTN: ATZR-TPO. Use of DA Form 2028 (Recommended Changes to Publications) will facilitate the processing of any recommended changes.

(ATZR-T)

FOR THE COMMANDER:

OFFICIAL:

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COL, FA
Chief of Staff

/signed/
PHYLLIS R. BACON
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