

**DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LI) & FORT DRUM
FORT DRUM, NEW YORK 13602-5000**

**10th Mtn Div (LI) & Ft Drum Regulation
No. 600-2**

15 December 2004

**Personnel-General
CONDUCT OF CEREMONIES**

1. PURPOSE. Establish policies and procedures for the preparation and conduct of official military ceremonies for all 10th Mountain Division (LI) units and Fort Drum.

2. REFERENCES:

- a. AR 600-25, Salutes, Honors, and Visits of Courtesy, dated 24 September 2004.
- b. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, dated 5 September 2003.
- c. FM 3-21.5, Drill and Ceremonies, dated July 2003.

3. APPLICABILITY. This regulation is applicable to all assigned, attached, and tenant organizational units/activities of the 10th Mountain Division (LI) and Fort Drum.

4. SCOPE. This regulation will be used for all ceremonies conducted at Fort Drum and the 4th Brigade, 10th Mountain Division (LI) at Fort Polk.

5. GENERAL:

- a. Official military ceremonies are intended to be more than just a formality. They will be conducted to mark military occasions and must be viewed as an opportunity to display both soldierly values and the professional Army ethic. Consequently, we will seize every opportunity to advertise the ceremony to be conducted through announcements in installation newspapers, the official bulletin, and other appropriate means.
- b. All unit ceremonies will be conducted in accordance with (IAW) the above references and this regulation.
- c. 4th Brigade Combat Team is authorized to make adjustments based upon available resources (e.g., ceremony locations, layouts, band support, salute platoon) while maintaining the intent of all references and this regulation.

6. RESPONSIBILITIES:

- a. Commander of unit responsible for conducting a ceremony will:
 - (1) Comply with the references listed in paragraph 2 and this regulation.
 - (2) Use the guidance in Appendix A (Support Planning) to plan for and acquire support for ceremonies.
 - (3) Provide PAO and Directorate of Emergency Services (DES) with the reports required in Appendix B (Reports) NLT 30 days prior to the ceremony.
 - (4) Provide invitations IAW Appendix C (Invitations).
 - (5) Coordinate with Division Protocol for guest-seating chart NLT 3 days prior to the ceremony.

***This regulation supersedes 10th Mtn Div (LI) & Ft Drum Regulation 600-2 dated 28 May 1998.**

- (6) Submit the Ceremony Program to Division Protocol office for review NLT 20 days out, then to DPTM Support Division for printing NLT 15 days prior to the ceremony. Programs will be IAW Appendix D (Programs).
- (7) Publicize the ceremony in the official bulletin to include the time, date, and location.
- (8) Provide ushers for the ceremony. Ushers are required to receive a formal brief by Division Protocol on protocol etiquette NLT the day prior to the ceremony.
- (9) Provide Soldiers to distribute programs at the ceremony site.
- (10) Submit for review through normal channels the Draft MOI for the ceremony so that it arrives at the G3 Operations Section NLT 30 days prior to the ceremony.
- (11) Submit request for salute platoon, if required, IAW the procedures outlined in Appendix A.
- (12) Submit request for a band through 10th UEx STB to 10th Mtn Div Band NLT 7 weeks prior to the ceremony.
- (13) Coordinate with PAO for a narrator or provide a narrator for ceremonies other than Retirement/Award ceremonies. See Appendix H for change of command ceremony narrator requirements.
- (14) Commanders of units participating in the ceremony are encouraged to allow non-participating Soldiers to attend the ceremony as observers.
- (15) Submit request for Sexton Field to G3 Operations Section (Appendix A).
- (16) Coordinate with TMP for vehicle to transport Incoming Commander and family from ceremony site to reception.
- (17) Submit request to G3 Air, 772-9540, for Notice to Airmen (NOTAM) to restrict aircraft over flights.
 - b. 10th UEx STB. Notify the 10th Div Mtn Band to provide music for the ceremony after receiving request from units.
 - c. DOIM. Publish announcements of ceremonies in the official bulletin.
 - d. DPTM:
 - (1) Notify Deputy Garrison Commander's Office of P-10000 parking lot closures NLT 2 weeks prior to closure.
 - (2) Receive recommendation from Division Protocol on VIP parking requirements.
 - (3) TSC Division. Provide still photo, video, public address system support, and print programs and invitations for ceremonies.
 - e. PAO:
 - (1) Announce the ceremony as appropriate.
 - (2) Coordinate media coverage as appropriate.
 - (3) Report on completed ceremony in the appropriate issue of the installation newspaper.
 - (4) Be prepared to provide a narrator.
 - f. DES. Provide traffic control and VIP protection when required.
 - g. Protocol:
 - (1) Provide guest seating chart and make necessary corrections, according to the rules of protocol.
 - (2) Provide general officer flags when required.
 - (3) Review programs and invitations.
 - (4) Brief ushers.
 - (5) Reserve parking at Hays Hall (Bldg P-10000) as required.
 - (6) Collect RSVPs.
 - h. Headquarters Commandant, after receiving requests from units:
 - (1) Provide flags and stands for each of the 50 states, District of Columbia, and all US territories when required.
 - (2) Provide the US Army flag when required.
 - (3) Provide harness for flag bearers and color guard when required.

- (4) Provide chairs when required.
- (5) Provide blue & white canopy shelter/tent when required.
 - i. G3 Operations. Review Ceremony MOI and recommend necessary changes.
 - j. G3 Air. Publish a NOTAM to ensure that aircraft does not disrupt ceremonies by over flights.

The proponent of this regulation is the ACofS, G3. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications & Blank Forms) to ACofS, G3, Building P-10000, 10th Mountain Drive, Fort Drum, New York 13602-5011.

FOR THE COMMANDER:

OFFICIAL:

WILLIAM B. GARRETT III
COLONEL, GS
Chief of Staff



KEITH E. WIGGINS
Chief, Business Office,
Directorate of Information Management

SPECIAL DISTRIBUTION:
20-ACofS, G3 SGM

DISTRIBUTION:
<https://mountainet.drum.army.mil/>

APPENDIX A SUPPORT PLANNING

A-1. GENERAL: All units that require support to conduct ceremonies will use the information provided in this appendix as a checklist to ensure that all necessary support is coordinated. Units requesting support for a ceremony must also schedule appropriately for the rehearsal.

a. All brigade and battalion change of command ceremonies are conducted at 1000. In the event two change of command ceremonies occur the same day, one will be at 1000 and the other will be at 1400. No ceremonies will be conducted before 1300 on Mondays.

b. Request for exception to date, time, and location of the ceremony, deviation from the standard sequence of events, or inclusion of items not normally part of the ceremony IAW FM 3-21.5 and this regulation (such as displays, etc.) must be submitted through the G3 to the Chief of Staff for review and approval.

A-2. SCHEDULING PARADE FIELDS:

a. Schedule Magrath field and gym with the Community Recreation Division at 772-5880, Division Hill with DPTM SGM at 772-5103, and Sexton Field with G3 SGM at 772-6336.

(1) Brigade, garrison, and division-level change of command ceremonies are conducted on Sexton Field (see A-2.c below) located behind the Division Headquarters (Bldg. P-10000). Indoor ceremony site is Magrath Sports Complex.

(2) Battalion-level change of command ceremonies are conducted at Magrath Field located on Fourth Street across from Magrath Sports Complex. Indoor ceremony site is Magrath Sports Complex.

(3) Company-level change of command ceremonies are conducted in their battalion areas. Indoor ceremony site is Pine Plains Gym.

b. Submit requests NLT 5 weeks prior to date of use.

c. Submit requests for use of Sexton Field NLT 5 weeks prior to date of use. Only one full dress rehearsal the day prior to the actual ceremony is authorized on Sexton Field in order to maintain the condition of the field. Alternate locations such as the backside (western side) of Sexton Field, Magrath Field, Division Hill, etc., can be used for other scheduled rehearsals.

A-3. SCHEDULING OF BACKBRIEFS AND COORDINATION MEETINGS:

a. Backbriefs. All MSCs, their subordinate battalions, and separate battalions will backbrief their change of command ceremonies concept a minimum of 2 weeks prior to the date of execution.

b. MSCs will backbrief the appropriate ADC, the STB will backbrief the ADC-S; subordinate battalions will backbrief their MSC Commander.

A-4. SCHEDULING OF THE BAND:

a. Coordinate through 10th UEx STB to 10th Mtn Div Band for band support.

b. Request for band support must be made NLT 7 weeks prior to the ceremony as the band must be given a 6-week lead time. Do not request the entire band to attend the rehearsal. The band will normally send a senior representative and a drummer to rehearsals.

A-5. SCHEDULING FOR PUBLIC ADDRESS SYSTEM:

a. Submit a DA Form 3903 to TSC, Customer Service NLT 30 days prior to the ceremony.

b. The memo must contain the following information:

(1) Date.

(2) Time.

(3) Location.

(4) Rehearsal date and time.

(5) Equipment required.

(6) Statement as to whether or not the ceremony or rehearsal will last past 1600.

A-6. SCHEDULING CHAIRS FOR GUESTS, STATE FLAGS, AND CANOPIES:

- a. Submit a memorandum to the Headquarters Commandant as early as possible but NLT 15 days prior to the ceremony, requesting chairs (battalion-level events: 120 chairs, brigade-level: 200 chairs), harnesses, and State flags and stands. The memorandum must include the date and time the equipment is needed, the location of the ceremony, and a POC.
- b. Provide an NCO to sign for the equipment at the time arranged by the requestor and Headquarters Commandant.
- c. Provide a detail with vehicle to move the equipment to and from the ceremony site.
- d. Provide a detail to transport and set up a blue and white canopy shelter/tent (if used).
- e. Provide a detail to pick-up and move reviewing platform for indoor ceremonies (coordinate with Magrath Gym staff for use).

A-7. SCHEDULING FOR GENERAL OFFICER FLAGS:

- a. Submit request to Division Protocol Office NLT 15 days prior to ceremony.
- b. Provide Soldiers as flag bearers during the ceremony when required.

A-8. SCHEDULING FOR THE SALUTE/HONOR PLATOON:

- a. Submit a memorandum to G-3 Operations NLT 8 weeks prior to the ceremony requesting the platoon. Non-divisional units will submit the request through DPTM.
- b. Memorandum must state the date, time, and location of the ceremony and the rehearsal. Include the information on the individual being honored.
- c. Memorandum must also state how much time prior to the ceremony that the platoon must be in position and ready to fire.
- d. Memorandum must state the requesting unit's POC.
- e. Salute platoon participation will be limited to those occasions when it is appropriate to fire honors (promotion of general officer, VIP visit, division birthday, and 4th of July).
- f. Ammunition will be forecasted and provided by the requesting unit.
- g. Requests for more than a four-gun salute platoon must be submitted through the G3 to the Chief of Staff for approval.

A-9. SCHEDULING NARRATORS. Coordinate with PAO for narrator, if needed.

**APPENDIX B
REPORTS**

B-1. GENERAL. Units responsible for conducting a ceremony will submit the reports listed below for all ceremonies except the monthly Retirement/Award Ceremony.

B-2. Submit to PAO the following information NLT 30 days prior to the ceremony:

- a. Type of ceremony.
- b. Key participants (i.e., incoming/ outgoing commanders).
- c. Date, time, and location of the ceremony and rehearsal.
- d. A short narrative (one paragraph) high-lighting the significant features of the participating units and/or the reason for the ceremony.

B-3. Submit to the DES a list of all invitees, the date, time, and location of the ceremony and the rehearsal NLT 30 days prior to the ceremony.

B-4. The MOI cited will include, as a minimum, the following information.

- a. Responsibilities assigned to subordinate units.
- b. The schedule of rehearsals.

- c. Narrative instructions for the sequence of events for the ceremony.
- d. Tasking for personnel, equipment, and/or facilities external to the proponent that are not covered in Appendix A of this regulation.

B-5. Submit all requests for support that may require tasking another unit to the appropriate agency NLT 6 weeks prior to the ceremony unless otherwise specified in this regulation.

APPENDIX C INVITATIONS

C-1. GENERAL. Invitations will be published and sent for all ceremonies. All invitations will be coordinated with Protocol to ensure correctness. Invitations should be submitted to the Division Protocol office NLT 8 weeks prior to the ceremony. Also, the guest list must be coordinated with Protocol to ensure that all appropriate guests have been invited.

C-2. Invitations to battalion and higher-level ceremonies will be sent to the following as a minimum:

- a. Division Commander.
- b. Assistant Division Commanders.
- c. Garrison Commander.
- d. Chief of Staff.
- e. Division CSM.
- f. Garrison CSM.
- g. MSC Commanders and CSMs.
- h. Battalion Commanders and CSMs.
- i. Primary division staff officers.
- j. Primary garrison staff officers.

APPENDIX D PROGRAMS

D-1. GENERAL. Publish programs for all ceremonies. Submit programs to the Division Protocol office to ensure correctness.

D-2. Unit responsible for conducting a ceremony will coordinate with DPTM to obtain a copy of the standard program cover to be used.

D-3. Programs for ceremonies being held at battalion-level or higher will include, as a minimum, the following:

- a. Brief unit history.
- b. Sequence of events.
- c. Biographies of the incoming and outgoing commanders (for change of command ceremonies).
- d. The commander of troops.
- e. The reviewing officer.
- f. Units participating and the name of commander and CSMs or 1SGs, as appropriate.
- g. The 10th Mountain Division Song and the Army Song.

D-4. The following items may be included but are not required:

- a. Listing of subordinate commanders.
- b. Listing of the unit's campaign participation.
- c. An explanation of the unit's distinctive crest.

D-5. Do not place names of guests attending the ceremony in the program unless they are key participants.

APPENDIX E UNIFORMS

E-1. GENERAL:

- a. BDUs.
- b. Beret with distinctive unit insignia.
- c. Pistol belt.
- d. If worn, the 9mm pistol with holster will be worn on the pistol belt on the right side (lanyard will not be worn). All 9mm pistols will have a magazine in the pistol.
- e. Black leather or black jungle boots.
- f. Sunglasses or eyeglasses that are faddish or change color in sunlight or lenses or frames with initials or other adornments will never be worn in formation.
- g. No plastic pistols or dummy rifles are authorized for use during ceremonies.
- h. The M16A2/M4 rifle with sling is the standard weapon for troops participating in ceremonies. Units that are assigned by MTOE a high density of M4 rifles and limited amounts of M16A2 rifles are authorized to use a mixture of M4 and M16A2 rifles for their change of command ceremonies. No magazine will be inserted in the M16A2 or M4 rifles.

E-2. REVIEWING OFFICER. Battle dress uniform with beret, pistol belt, and 9mm pistol with holster or as appropriate.

E-3. COT AND STAFF. Battle dress uniform with beret, pistol belt, and 9mm pistol with holster.

E-4. TROOPS. Battle dress uniform with Beret, pistol belt, and M16/M4 rifle. M16/M4 rifle will be at sling arms.

E-5. COLOR GUARD. Battle dress uniform, OD harness for flag bearers, pistol belt, and Beret. Guards will wear same as troops and use M16A2 without sling.

E-6. USHERS. Battle dress uniform with beret and pistol belt.

E-7. AWARDS BEARERS. Battle dress uniform with beret and pistol belt.

E-8. FLAG DETAIL. Same as paragraph E-5, minus M16/M4 rifle.

E-9. ARMY BAND. Battle dress uniform with pistol belt and beret or other such headgear as is authorized for issue to the band supporting the ceremony.

E-10. Gortex, field jackets, and gloves or wet weather parkas will be worn when directed by the host commander.

E-11. Battle Dress Uniform (BDU), sleeves up or down, will be directed by the Host Commander.

APPENDIX F SPECIAL INSTRUCTIONS

F-1. Conduct all ceremonies IAW FM 3-21.5 and this regulation. Forward any request for exceptions through G3 Operations to the Chief of Staff. DPTM Operations must be included in the coordination. Submit request for exception NLT 15 days prior to submission of the MOI for approval.

F-2. Brigade, garrison, and division-level change of command ceremonies will be conducted by using bugle commands.

F-3. Conduct all ceremonies with the Soldiers at sling arms.

F-4. Indoor ceremonies will follow the procedures for outdoor ceremonies. Military personnel in uniform will wear headgear and salute during the playing of the National Anthem.

F-5. Do not use the manual of arms in ceremonies.

F-6. Conduct a review for all official ceremonies. However, battalion commanders or higher may conduct a parade when appropriate.

F-7. Procedures and actions required to conduct reviews are in Chapter 10, FM 3-21.5.

F-8. Procedures and actions required to conduct parades are in Chapter 11, FM 3-21.5.

F-9. Procedures and actions for honor guards are in Chapter 12, FM 3-21.5.

F-10. Procedures and action with respect to colors and color guards are in Chapter 15, FM 3-21.5.

F-11. Procedures and actions for the use of salute batteries are in Chapter 16, FM 3-21.5.

F-12. Procedures and actions for the conduct of military funerals are in Chapter 14, FM 3-21.5.

F-13. Direct any questions pertaining to the conduct of ceremonies to the G3 Operations, 772-6336. Questions pertaining to the conduct of Retirement ceremonies are directed to DPTM SGM, 772-5103.

APPENDIX G RETIREMENT/AWARD CEREMONY

G-1. PURPOSE. To provide guidance and assign responsibilities for the conduct of the Fort Drum Retirement/Awards Ceremonies.

G-2. REFERENCES:

- a. AR 600-25, Salutes, Honors, and Visits of Courtesy, dated 24 September 2004.
- b. FM 3-21.5, Drill and Ceremonies, dated July 2003.
- c. 10th Mtn Div & Ft Drum Reg 600-7, Military Awards, dated 11 May 2000.

G-3. APPLICABILITY. This appendix is applicable to all assigned, attached, and tenant organizational units/activities at Fort Drum.

G-4. GENERAL:

- a. Conduct ceremonies as follows:
- b. On Sexton Field (FIG G-1) from 1 June to 30 September on last Friday of the month commencing 1600.
- c. In Magrath Sports Complex (FIG G-2) from 1 October through 31 May.
- d. Or as directed by Command Group.
- e. In the event of inclement weather, conduct the ceremony in the Magrath Sports Complex (FIG G-2). Units responsible for hosting the ceremony will be prepared to conduct the ceremony at either location.
- f. The sequence of events as published in Annex II will be used for both indoor and outdoor ceremonies.
- g. All commanders, directors, and activity/branch/section chiefs will attend and encourage family member attendance. Spouses of retirees will be recognized at an appropriate point during the ceremony. Refreshments will follow. Location of refreshments will be determined according to the location of the Retirement/Awards Ceremony.
- h. Retirees will be honored in the month preceding departure. It is a mandatory formation for all Fort Drum retirees unless the Commanding General grants a written request for an exception to policy.
- i. Indoor ceremonies will be conducted using outdoor protocols for military personnel.
- j. Uniform for participants minus retirees is the same as in Appendix E. Retiree uniform (Military) will be Class A or B as directed with awards and decorations. Civilian retirees will wear appropriate civilian attire.

G-5. COMPOSITION OF CEREMONY:

- a. Reviewing officer – Major Subordinate Commander.
- b. Commander of Troops (MSC CSM).
- c. Color guard (from host unit).
- d. Retirees/awardees.
- e. MSC and Battalion CSMs with Color Bearers.
- f. Band, unless excused by the Chief of Staff. When band is not available, use pre-recorded music.
- g. Narrator.

G-6. RESPONSIBILITIES:

- a. Commander, major subordinate command when designated as host command will:
 - (1) Provide commander of troops and color guard.
 - (2) Provide 25-Soldier setup detail.
 - (3) Conduct outdoor and indoor rehearsals for key personnel.
 - (4) Obtain flags from Headquarters Commandant for the 50 States, District of Columbia, and US territories and provide a detail for the set-up.
 - (5) Provide 8-Soldier award and flower bearer detail.
 - (6) Provide 6-Soldier usher detail.
- b. G1/CPAC:
 - (1) Provide DPTM SGM with the names of military retirees and a short summary of service for each reflecting their service from the time and place of entry, significant areas of service, and awards NLT the 10th of each month.
 - (2) Provide Protocol with the information in b(1) above NLT the 10th of each month.
 - (3) Provide retirement awards and award certificates for each retiree/awardee as appropriate.
 - (4) DA Form 3891 (Certificates of Appreciation) for retiree's spouse as required.
 - (5) Assist DPTM SGM by monitoring and controlling the Awards Bearers during rehearsals and the actual ceremony.

- c. DOIM. Publish a notice of the ceremony in the Fort Drum Bulletin. RBC, Operations Branch, will furnish information.
- d. DPTM. Assist with required coordination and conduct of the ceremony.
- e. TSC:
 - (1) Print ceremony programs.
 - (2) Provide photographic support and public address system(s) for the ceremony.
 - (3) Prepare and provide prerecorded music when required.
- f. DES. Provide traffic control for the ceremony, when applicable.
- g. MWR. Reserve the post gym for rehearsals (day prior to scheduled ceremony) and for the ceremony as scheduled in the event of inclement weather or whenever an indoor ceremony is required.
- h. PAO:
 - (1) Provide narrator for the ceremony.
 - (2) Provide appropriate coverage in the post and local newspapers.
- i. Protocol:
 - (1) Notify distinguished guests and collect RSVPs.
 - (2) Provide guest seating plan.
 - (3) Brief ushers.
- j. Headquarters Commandant:
 - (1) Provide National and Division Colors with harnesses to the host unit.
 - (2) Provide state and territorial flags to host unit.
 - (3) Provide 10th MTN DIV banner, chairs, and reviewing stand to host unit.
 - (4) Provide four canopies for VIP/Guest seating and equipment necessary for outdoor or indoor reception area.
- k. UEx STB. Notify the 10th Mtn Div Band to provide music for the ceremony.

G-7. ADDITIONAL INSTRUCTIONS. Annex I.

G-8. RETIREMENT/AWARD NARRATION AND SEQUENCE OF EVENTS. Annex II.

G-9. ADMINISTRATIVE INSTRUCTIONS. Questions concerning the ceremony should be directed to the DPTM SGM, ext. 2-5103.

**ANNEX I TO APPENDIX G
ADDITIONAL INSTRUCTIONS**

G-I-1. GENERAL:

- a. Flags will be in place NLT 1 hour prior to the start of the ceremony.
- b. VIP and guest seating will be in place and arranged NLT 30 minutes prior to the start of the ceremony.
- c. PA system will be in place and tested NLT 60 minutes prior to start time. Host unit will ensure it is operational and adequate.
- d. Ushers to be in place NLT 30 minutes prior to scheduled start time.
- e. Units will arrive at the ceremony site no earlier than 45 minutes prior to the scheduled start time.
- f. Units will be formed on the final line and ready to begin NLT 10 minutes prior to scheduled start time.
- g. The general duties of the ushers are as follows:
 - (1) Hand out programs to the guests as they arrive for the ceremony.
 - (2) Direct personnel to seating area indoors.
 - (3) Perform other duties as specified in the briefing from Protocol on the day of the rehearsal.

G-I-2. KEY PERSONNEL:

- a. Commander of Troops.
- b. Four-member color guard.
- c. Color Bearers.
- d. CSMs.
- e. Narrator.
- f. Awards bearer.
- g. Retirees.

G-I-4. REHEARSALS. The host unit will conduct outdoor (only during the period 1 June through 30 September) and indoor rehearsals of all key personnel.

**ANNEX II TO APPENDIX G
NARRATION/SEQUENCE OF EVENTS**

G-II-1. GENERAL. This sequence of events applies to both the indoor and the outdoor ceremony.

G-II-2. NARRATION AND SEQUENCE OF EVENTS:

1. Formation of Troops:

Units will be formed and in position NLT 1550. Soldiers will be at the position of Parade Rest. The band will be in place and begin playing appropriate music at 1545. At 1550 retirees take their places at the far end position.

2. (H - 2 minutes):

NARRATOR READS:

Ladies and Gentlemen, the 10th Mountain Division (LI) and Fort Drum Retirement Ceremony will begin in 2 minutes. Please be seated. We ask all cell phones and pagers be turned off for the duration of the ceremony and remind you that this ceremony will use outdoor protocol and military personnel in uniform should wear headgear and render appropriate honors.

3. (H Hour):

NARRATOR READS:

Good afternoon ladies, gentlemen, and distinguished guests. Welcome to this month's 10th Mountain Division (LI) and Fort Drum Retirement Ceremony. Today we are here to recognize the contributions of (#retirees) _____ military personnel who have dedicated more than (total of all years of service) _____ years of service to our nation.

**Ladies and gentlemen, please stand for the invocation by _____.
(Invocation complete)**

NARRATOR READS:

Ladies and gentlemen please be seated. Participating in today's ceremony is the 10th Mountain Division Band conducted by _____. The organizational colors and Command Sergeants Major arrayed in formation to your front represent the units of the 10th Mountain Division (Light Infantry) and Fort Drum. The color guard for today's ceremony is comprised of Soldiers from _____. In a moment the Bugler will sound "ATTENTION" and our ceremony will begin.

(Bugler plays attention...troops assume position of attention)

NARRATOR READS:

The Commander of Troops for today's ceremony is Command Sergeant Major _____, Command Sergeant Major of the _____.

(Cue for Reviewing Officer to march into position on the reviewing stand – Narrator announces the Reviewing Officer)

The Reviewing Officer for today's ceremony is _____, Commander of the _____.

3. Presentation and Honors:

- a. When the reviewing officer has halted at his/her position on the reviewing stand, the COT FACES ABOUT and directs: "**SOUND PRESENT ARMS.**"
- b. Bugler plays: "PRESENT ARMS." The unit color bearers and the CSMs salute.
- c. When the units have completed this movement, the commander of troops faces about and salutes.
 - (1) Following the exchange of salutes, the COT, FACES ABOUT and directs "**SOUND ORDER ARMS.**"
 - (2) The Bugler plays "ORDER, ARMS."

4. Honors to the Nation/Presentation of Awards:

- a. When the command has completed the movement, the commander of troops commands "**PERSONS TO BE HONORED AND COLORS CENTER, (pause) MARCH.**"
- b. On the command "MARCH," the band begins to play marching music and continues to play until the detachment halts in front of the reviewing officer.
- c. On the command "MARCH," the colors march forward seven steps and halt.
- d. The commander of troops marches forward and takes his post three steps in front of and centered on the colors. He faces about and commands "**FORWARD, MARCH.**" The commander of troops and colors march forward. The commander of troops commands "**COLORS, HALT**" when he/she is about six steps from the reviewing officer.

(Cue for Retirees to march into position – COT halts in front of colors and faces about, then commands "FORWARD MARCH.")

- e. When the COT halts in front of the colors, the Senior Retiree will give the commands for all Retirees/Awardees to march from their position and POST themselves between the COT and the Colors.

f. Once Retirees/Awardees are in position, the commander of troops salutes and reports, **“SIR, PERSONS TO BE HONORED AND COLORS ARE PRESENT.”** The Reviewing Officer returns the salute and directs **“PRESENT THE COMMAND.”**

g. The commander of troops faces to the right in marching, passes around the right flank of persons being honored, and proceeds directly to his post.

h. When the commander of troops is in position, he directs **“SOUND PRESENT ARMS.”** The Bugler plays “PRESENT ARMS.” When all units have completed the movement, the commander of troops **FACES ABOUT** and commands **“DETACHMENT PRESENT, ARMS;”** he comes to present arms with the detachment. On the execution of the hand salute by the commander of troops, the band begins to play the NATIONAL ANTHEM.

NARRATOR READS:

Ladies and gentlemen, please stand for the playing of the National Anthem.

National Anthem complete.

NARRATOR READS: Please be seated.

(Cue for escorts to march towards spouse seating area from their staging area – Narrator Reads: “Please be seated.”)

i. On the completion of Honors to the Nation, the commander of troops commands **“DETACHMENT ORDER, ARMS,”** faces about, and directs **“SOUND ORDER ARMS AND PARADE REST.”** The Bugler plays “ORDER, ARMS and PARADE REST.” The units assume ORDER ARMS and PARADE REST. The commander of troops faces about and executes parade rest.

(Cue for escorts to move out with spouses – COT assumes PARADE REST.)

j. Spouses of the retirees will then be escorted from their seats to positions next to their spouse (left side of retiree).

(Cue for Reviewing Officer and Award/Flower Bearers to march into position in front of Retirees for presentation of awards – spouses are in position.)

k. The Reviewing Officer will advance (by the most direct route) to the right front of the first person to be honored. Award bearer(s) carrying the award positions himself/herself one step to the rear and one 15-inch step to the left of the Reviewing Officer. Flower bearer(s) positions himself/herself to the right of the Reviewing Officer carrying the bouquets for presentation. As soon as the Reviewing Officer is in position (front of the first awardees), the narrator reads the award citation.

l. As the award is read, the award bearer immediately passes the award and then the certificate and flag to the Reviewing Officer for presentation. If a spouse is present, the Reviewing Officer presents flowers (from AUSA) and a DA certificate to the spouse. The Flower bearer will pass the flowers (females) or Division coin (males) to the Reviewing Officer, who will present them to the retiree’s spouse.

NARRATOR READS:

Ladies and gentlemen, (Reviewing Officer) _____ and (Designated Rep) _____ will now present the retirees and their spouse, their awards.

The following awards are being presented to these retirees for meritorious service in the United States Army. Their unwavering devotion to duty, innovative leadership, and commitment to excellence is in keeping with the finest traditions of military service and reflects great credit upon themselves, the 10th Mountain Division (Light Infantry), and the United States Army.

Insert award narrations here

NARRATOR READS:

PLEASE GIVE THESE OUTSTANDING SOLDIERS A ROUND OF APPLAUSE.

(Cue for Reviewing Officer and Award Bearers to return to original positions - Narrator ends CG's letter by stating "Signed ... Commanding.")

(Cue for Escorts to move with spouses back to their seats - Narrator ends CG's letter by stating "Signed ... Commanding.")

m. Upon conclusion of the reading, the Reviewing Officer returns to the reviewing stand. The award bearers and flower bearers return to their posts.

n. As the Reviewing Officer moves to his position, the Escorts march out and escort the spouses back to their seats. The Senior Retiree commands the retirees to PARADE REST.

PRESENTATIONS COMPLETE.

5. Remarks:

a. The narrator introduces the Reviewing Officer. The Reviewing Officer steps to the podium and makes his remarks.

(Cue for the Reviewing Officer to move to the podium from the Reviewing Stand – Narrator introduces the Reviewing Officer by name.)

(After PARADE REST and spouses are seated, READ):

NARRATOR READS: Ladies and gentlemen...(Rev Off)_____.

REMARKS COMPLETE.

b. Upon completion of remarks, the Reviewing Officer returns to the reviewing platform.

(The COT commands DETACHMENT, ATTENTION for all retirees. COT to direct units to ATTENTION.)

c. Once the Reviewing Officer has positioned himself/herself and is facing the front, the COT assumes attention, and commands "**DETACHMENT, ATTENTION,**" faces about, and directs "**SOUND ATTENTION.**" The Bugler plays "ATTENTION." Once all units are at ATTENTION, the commander of troops faces about and commands "**DETACHMENT, POST (pause) MARCH** (RETIREES come to ATTENTION and execute LEFT FACE on the command of "DETACHMENT POST").

d. On the command "POST," the following occurs simultaneously:

(1) The Colors REVERSE MARCH and HALT.

(2) The Retirees execute LEFT FACE.

e. On the command "MARCH," the Colors step off and the band begins to play.

(1) The Colors return to their original post.

(2) Retirees march to the receiving line area, HALT, and execute a facing movement that allows them to face the formation of troops and remain at ATTENTION. The retirees are joined by their spouses at the receiving line and wait for congratulations upon conclusion of the ceremony.

f. As the Colors pass his position, the commander of troops faces himself/herself to the left and marches back to his/her original position centered on the formation. The COT HALTS and executes a LEFT FACE (FACING THE UNITS).

g. Once the Colors have reversed and stopped, the commander of troops FACES the Reviewing Officer.

6. Conclusion:

NARRATOR READS:

Ladies and gentlemen, please stand for the playing of the 10th Mountain Division Song and The Army Song.

Songs complete.

a. When the COT is facing the reviewing stand, the band goes into an eight-bar drum cadence. On the first beat following the drum cadence, the band begins playing (in place) the official version of the "10th Mountain Division Song" and the "Army Song" beginning at the introduction and continues to play until the completion of the chorus. ALL SOLDIERS SING THE SONGS AS THE BAND PLAYS THE MUSIC.

b. Upon completion of the "Army Song" the COT from his position facing the reviewing stand salutes and states: **"SIR, THIS CONCLUDES THE CEREMONY."** The Reviewing Officer returns the salute, and says **"TAKE CHARGE OF THE FORMATION"** thus ending the ceremony.

c. Once salutes are exchanged the Commander of Troops FACES ABOUT and commands, **"RIGHT FACE and FORWARD MARCH."** Units execute RIGHT FACE and march in line to an area designated to case colors and dismiss personnel.

NARRATOR READS:

Ladies and gentlemen, this concludes today's Retirement Ceremony. Thank you for attending.

PLEASE REMAIN AT YOUR SEATS UNTIL THE COMMAND GROUP HAS HAD AN OPPORTUNITY TO PERSONALLY CONGRATULATE THE RETIREES.

(PAUSE)

Please join us for refreshments and congratulating our retirees and their spouses.

SEXTON FIELD

Retirement Ceremony

10TH MTN DIV BANNER



MOUNT BELVEDERE

NORTH RIVA RIDGE LOOP

SOUTH RIVA RIDGE LOOP

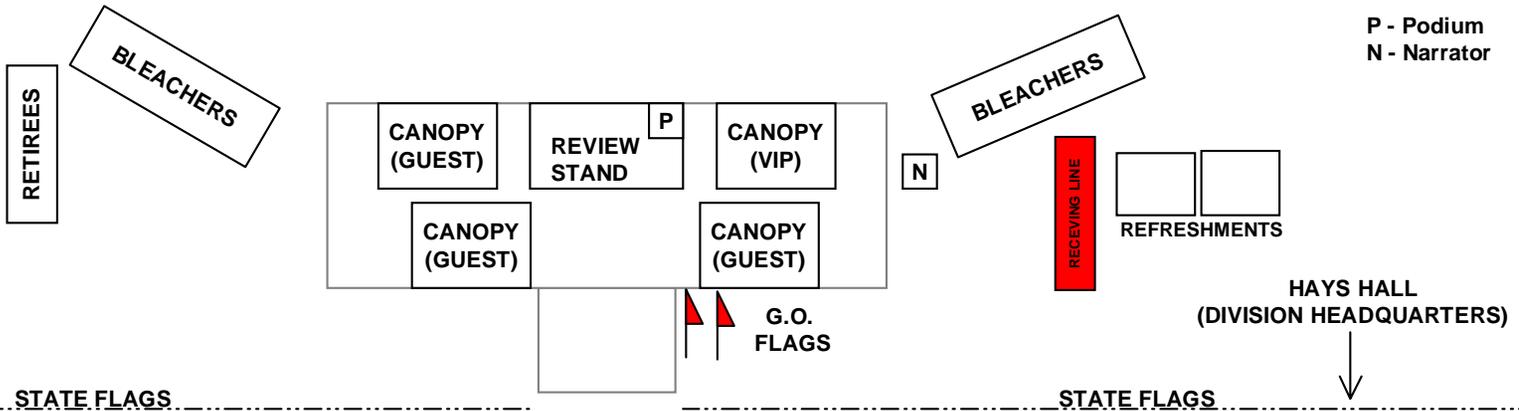
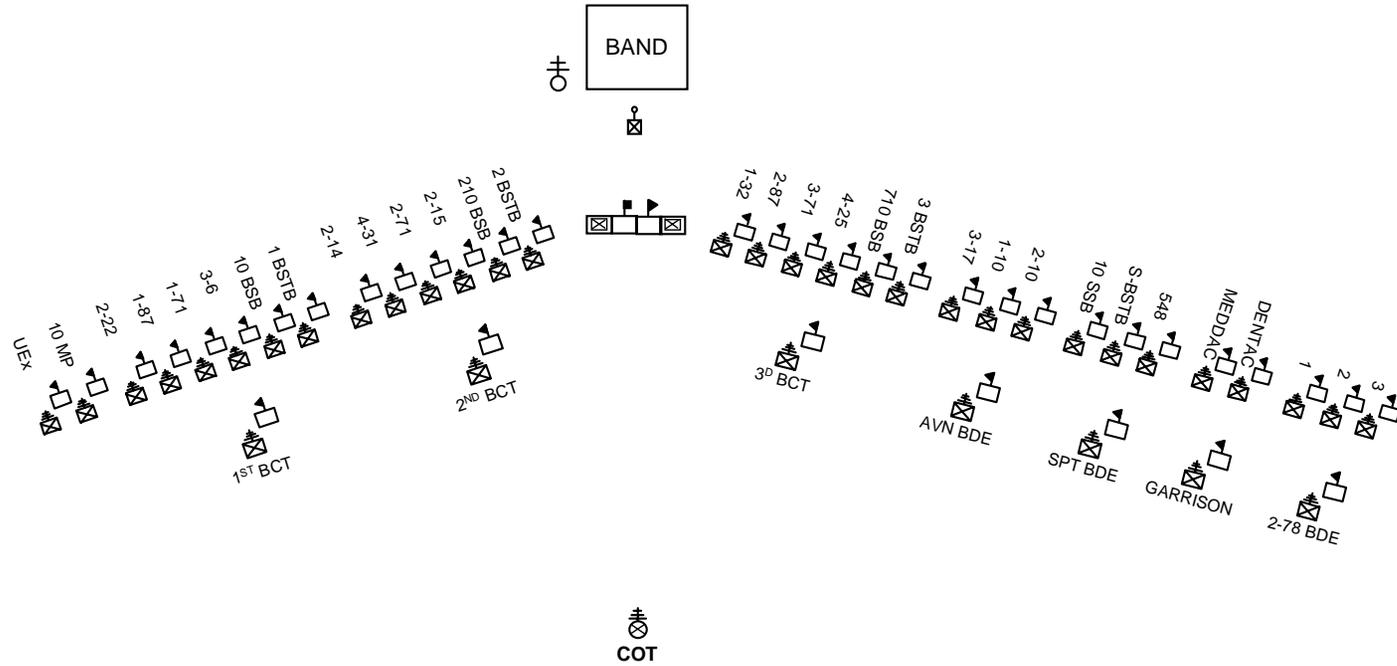


FIGURE G-1 (SEXTON FIELD LAYOUT)

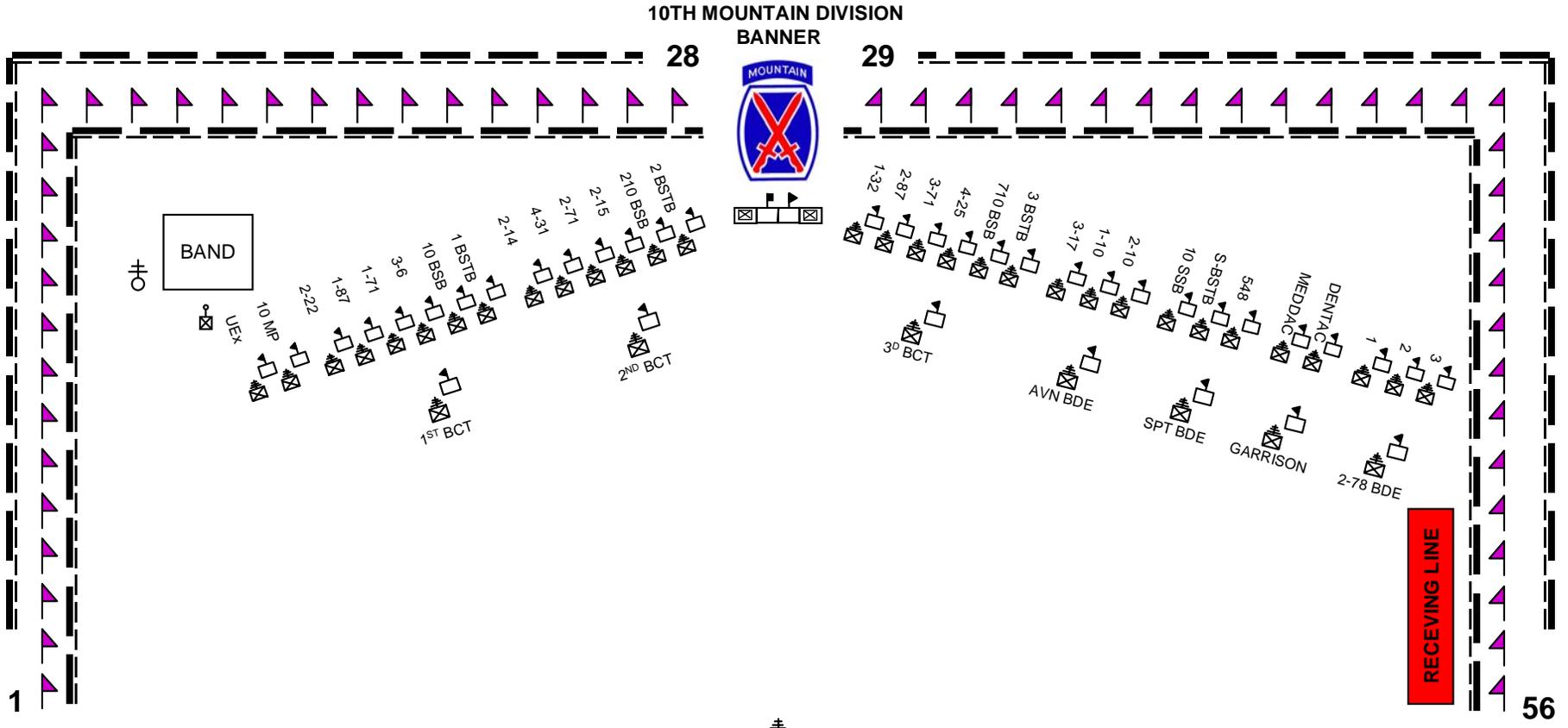
**MAGRATH SPORTS COMPLEX
(INDOOR CEREMONY)**

STATE AND TERRITORIAL FLAGS ARE POSITIONED
ALONG UPPER DECK RAILING. 10TH MOUNTAIN
DIVISION BANNER IS TIED TO THE RAFTERS AND
HANGS BETWEEN THE 28TH AND 29TH STATE FLAGS

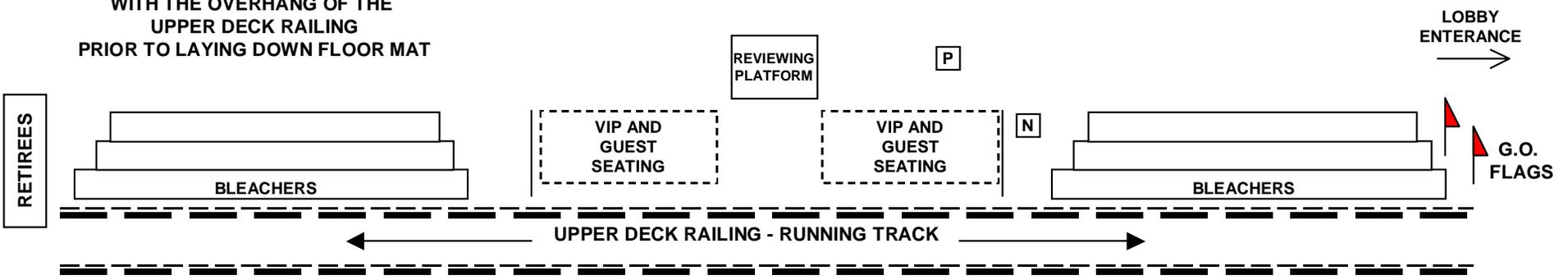
**RETIREMENT CEREMONY
(NOT DRAWN TO SCALE)**

10th Mtn Div (LI) & Ft Drum Reg 600-2, 15 December 2004

FIGURE G-2 (MAGRATH GYM LAYOUT)



NOTE: BLEACHERS MUST BE EXTENDED
AND PULLED OUT COMPLETELY WITH
THE BACK OF THE BLEACHERS FLUSH
WITH THE OVERHANG OF THE
UPPER DECK RAILING
PRIOR TO LAYING DOWN FLOOR MAT



APPENDIX H CHANGE OF COMMAND CEREMONIES

H-1. GENERAL. Procedures for conducting change of command ceremonies are contained in Chapter 10-5 of FM 3-21.5.

H-2. Narrative and Sequence of Events for change of command ceremonies (Annex 1 to Appendix H).

H-3. The unit changing command is responsible for providing a narrator.

H-4. Sexton Field layout for brigade, garrison, and division-level change of command ceremonies (Figure H-1).

H-5. Standard brigade formation for change of command ceremony when conducted on Sexton Field (Figure H-2).

H-6. Magrath Field layout for battalion-level change of command ceremonies (Figure H-3).

H-7. Inclement weather ceremony (indoor) Magrath gym layout for battalion and brigade-level change of command ceremonies (Figure H-4).

H-8. Unit Responsibilities for Battalion and Brigade Change of Command Ceremonies:

- a. Design invitations and provide to Protocol for review (NLT 8 weeks out).
- b. Coordinate with SGS about outgoing CDR and spouse awards (NLT 6 weeks out).
- c. Design programs, submit to protocol for review, and turn-in to TASC (NLT 5 weeks out).
- d. Coordinate with Protocol for official invite labels (NLT 4 weeks out).
- e. Provide Protocol with the list of personal guests invited by the outgoing and incoming commanders and their relationship to them.
- f. Coordinate with The Commons (or family support group) to cater reception at ceremony site staying within CG's Policy Letter guidance.
- g. Coordinate with Headquarters Commandant to reserve canopies, chairs, state and territorial flags, and straight stands. Canopies are not available for use at company-level ceremonies.
- h. Coordinate for reader and award bearer for award ceremony (NLT 1 week out).
- i. Ensure MP support is coordinated for parking and traffic control.
- j. Coordinate with Magrath gym for inclement weather site.
- k. Ensure incoming commander and spouse, adjutant, US flag and Bde/Bn colors go to the receiving line following the ceremony.
- l. Ensure that narration is available for Protocol review.
- m. Ensure programs are present at least 1 hour prior to start of ceremony.
- n. Ensure that ushers are present 1 hour prior to start of ceremony in correct uniform.
- o. Ensure that crossed stands are supplied for US and Bde/Bn colors.
- p. Ensure that 1/2 dozen red roses and 1/2 dozen yellow roses for the outgoing and incoming commanders' spouses are at the change of command site at least 1 hour before the ceremony. Incoming and outgoing CDRs are responsible for purchasing flowers.
- q. Do not tear down any equipment until the ceremony has concluded.
- r. Return all equipment that has been signed out.

H-9. Division Protocol Office responsibilities for Battalion and Brigade Change of Command Ceremonies:

- a. Meet with unit S1 (or their representative) (NTL 8 weeks out).
- b. Review invitations (NLT 8 weeks out).
- c. Provide mailing labels for official invitees to unit (NTL 4 weeks out).
- d. Reserve award site (i.e., Eagle's Nest) with SGS as soon as the date is determined.
- e. Coordinate for photographer support for award ceremony (NLT 3 weeks out).
- f. Collect RSVPs on Protocol lines.
- g. Send out e-mail invitations for award ceremony (NLT 1 week out).
- h. Send out e-mail reminder for Change of Command (NLT 1 week out).
- i. Attend the full dress rehearsal to brief ushers on their responsibilities. Recommended number of ushers is: Brigade level, 7 ushers, 1 NCO; Battalion level, 5 ushers, 1 NCO.
- j. Ensure that the seating chart is completed and reviewed by the Chief of Protocol (NLT 1 day prior).
- k. Call S1 and ensure that they have no last minute RSVP changes (NLT 1 day prior).
- l. Call all COLs, and their CSM, and selected VIPs that have not responded (NLT 3 days out).
- m. Distribute seating chart copies to the CG, Chief of Staff, SGS, and unit S1 (NLT 1 day prior).
- n. Gather all awards, certificates, and orders from SGS admin (NLT 1 day prior).
- o. Confirm reader, bearer, and photographer for award ceremony (NLT 1 day prior).
- p. Ensure all seat labels are complete (NLT 1 day prior).
- q. Ensure that Eagles Nest is set-up for award ceremony (1 hour prior to ceremony).
- r. Ensure one member from Protocol is present for the start of the ceremony (1 hour prior to ceremony). This person can also serve as a replacement for a reader or award bearer.
- s. Two people to set-up name labels, assist set-up of GO flags, and meet with and re-brief ushers (NLT 1 ½ hours prior).
- t. Provide back-up flags and equipment as needed.
- u. Ensure the reader, and incoming and outgoing commanders have an updated list of VIPs.
- v. Protocol officer assist ushers in recognizing incoming VIPs.
- w. Ensure flower bearers have flowers and know who to present them to (NLT 1 hour prior).
- x. Provide red carpet and stanchions for receiving line.
- y. Ensure that highest-ranking individual starts the receiving line.
- z. Recover all equipment at ceremony and Eagles Nest (immediately following ceremony).

ANNEX I TO APPENDIX H

NARRATIVE AND SEQUENCE OF EVENTS FOR CHANGE OF COMMAND CEREMONIES

1. Introduction:

(H - 2 min.)

NARRATOR:

LADIES AND GENTLEMEN, THE (UNIT) _____ CHANGE OF COMMAND CEREMONY WILL BEGIN IN 2 MINUTES. PLEASE BE SEATED.

(H Hour)

NARRATOR:

GOOD MORNING/AFTERNOON LADIES AND GENTLEMEN AND DISTINGUISHED GUESTS. WELCOME TO THE (UNIT) _____ CHANGE OF COMMAND CEREMONY. TODAY THE COMMAND AND COLORS OF THE (UNIT) _____

WILL BE PASSED FROM (OUTGOING COMMANDER) _____ TO (INCOMING COMMANDER).

AMONG OUR DISTINGUISHED GUESTS FOR TODAY'S CEREMONY ARE _____
_____.

AT THIS TIME, FLOWERS ARE BEING PRESENTED TO (OUTGOING SPOUSE) _____
_____ AND (INCOMING SPOUSE) _____.

LADIES AND GENTLEMEN PLEASE STAND FOR THE INVOCATION GIVEN BY (CHAPLAIN)
_____.

2. Formation of Troops:

a. Units are moved to their positions on the final line from the western side of Sexton Field (backside). Units will enter from Mount Belvedere Blvd, by the firebreak. Units will not use a ready line. Units will be in place 15 minutes prior to start of ceremony.

NARRATOR:

(Cue) Invocation Complete

LADIES AND GENTLEMEN PLEASE BE SEATED. IN A MOMENT THE ADJUTANT WILL DIRECT "SOUND ATTENTION" AND OUR CEREMONY WILL BEGIN.

b. The band takes its position on the final line 12 steps to the right of the right flank unit. Since the ready line is not used, the units form on the final line. They are aligned and given the command "**PARADE, REST.**" To alert the units that the ceremony is about to begin, the adjutant (from his position near the band) directs "**SOUND ATTENTION.**" The band immediately sounds attention. Unit commanders immediately face about and command their units (in sequence from right to left) to attention and then face about. When the last unit is at attention, the adjutant directs "**SOUND ADJUTANT'S CALL.**" The band immediately sounds Adjutant's Call. The adjutant then moves immediately to his post midway between the line of troops and the designated post of the commander of troops and faces the commander of troops. When the adjutant has halted at his post, the commander of troops marches his staff midway between the line of troops and the reviewing officer's post.

NARRATOR:

(Cue) Commander of Troops moves forward to position on field.

THE COMMANDER OF TROOPS FOR TODAY'S CEREMONY IS _____.

c. When the commander of troops has halted at his post, the adjutant faces about and directs "**BRING YOUR UNITS TO PRESENT ARMS.**"

d. Unit commanders face about and in sequence command "**PRESENT, ARMS.**" They then face about and salute.

e. After all units are at present arms, the adjutant faces about, salutes, and reports "**SIR, THE COMMAND IS FORMED.**"

f. The commander of troops returns the salute of the adjutant and directs "**TAKE YOUR POST.**" (The members of the staff do not salute.) The adjutant takes his post by facing to the half left in marching, marches forward, halts at normal interval to the right of the right flank staff member, and faces about. When the adjutant is in position, the commander of troops directs "**BRING YOUR UNITS TO ORDER ARMS.**" Unit commanders terminate their salutes, face

about, command "**ORDER, ARMS,**" and then face about. When all units are at order arms, the left flank staff officer commands "**RIGHT, FACE; FORWARD, MARCH; COLUMN LEFT, MARCH; COLUMN LEFT, MARCH; STAFF, HALT; LEFT, FACE.**" At that time, the staff should be centered on and two steps in front of the commander of troops.

g. When the units have completed order arms and the staff has reversed, the commander of troops then faces the reviewing stand and waits for the reviewing party (outgoing and incoming commanders) to take their post.

3. Presentation and Honors:

a. As the reviewing party moves to the reviewing stand, the narrator will announce the reviewing party to the audience.

NARRATOR:

(Cue) Reviewing party moves to reviewing stand.

THE REVIEWING PARTY FOR TODAY'S CEREMONY IS COMPOSED OF THE OUTGOING COMMANDER _____ AND THE INCOMING COMMANDER _____.

When the reviewing party has halted at their position on the reviewing stand, the commander of troops faces about and directs "**BRING YOUR UNITS TO PRESENT ARMS.**" Unit commanders face about, command "**PRESENT, ARMS,**" face to the front, and salute. When the units have completed this movement, the commander of troops faces about and commands his staff and himself to "**PRESENT, ARMS.**"

b. Upon completion of the presentation of command, the commander of troops commands his staff to "**ORDER, ARMS,**" faces about, and directs "**BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.**"

c. Unit commanders terminate their salutes, face about, and command "**ORDER, ARMS**" and "**PARADE, REST.**" They then face to the front and execute parade rest.

d. When all troops are at parade rest, the commander of troops remains facing the formation and directs "**SOUND OFF.**" He then brings himself and his staff to parade rest.

e. At the directive Sound Off, the band plays three Sound Off chords. At the conclusion of the third chord, the band moves forward playing a march in quick time. The band executes a left turn to march across the front of the troops. At the left of the line of troops, the band countermarches and returns over the same ground to the right of the line. After the band has passed beyond the right of the troops, it executes a right turn and countermarches again, and halts in its original position. When the band has halted, it will cease playing at the next convenient place in the music and will again play the three Sound Off chords.

NARRATOR:

(Cue) Once COT directs "Sound Off" and the band is moving:

SOUND OFF IS A CEREMONIAL TRADITION THAT HAS BEEN HANDED DOWN OVER THE DECADES SINCE THE EARLIEST DAYS OF THE AMERICAN ARMY. ON THE COMMAND OF SOUND OFF, IT IS CUSTOMARY FOR THE BAND TO MARCH ACROSS THE FRONT OF TROOPS, THEN COUNTERMARCH BACK ACROSS THE FRONT AND HALT IN ITS ORIGINAL POSITION. THIS TRADITION IS SAID TO HAVE ORIGINATED IN THE CRUSADES WHEN TROOPS OFFERING THEMSELVES FOR HOLY SERVICE WERE DRAWN UP INTO A LONG FORMATION AND THE BAND COUNTER-MARCHED BEFORE THOSE CHOSEN TO SERVE.

4. Inspection.

a. When the commander of troops has faced the reviewing stand upon the completion of Sound Off, the commander of troops brings his staff to attention. This signals the incoming commander and the outgoing commander to move forward and halt three steps in front of the commander of troops.

b. The commander of troops salutes and reports, "**SIR, THE COMMAND IS PREPARED FOR INSPECTION.**" The band begins to play marching music on the salute of the commander of troops and continues to play until the reviewing party has returned to their post.

NARRATOR:

(Cue) Band begins marching music.

THE REVIEWING PARTY AND COMMANDER OF TROOPS WILL NOW CONDUCT AN INSPECTION BY "TROOPING THE LINE." IN DAYS PAST, "TROOPING THE LINE" ENABLED THE SOLDIERS TO PHYSICALLY IDENTIFY THEIR LEADER AND ALLOWED THE COMMANDER TO PERSONALLY OBSERVE AND EVALUATE HIS SOLDIERS AND EQUIPMENT; TO JUDGE FOR HIMSELF THE CAPABILITY TO SUCCESSFULLY ENGAGE IN BATTLE.

(CONTINUE WITH UNIT HISTORY):

c. The commander of troops guides the reviewing party to the right flank of the band. The commander of troops and the incoming commander march to the right of the reviewing officer. The reviewing party will pass behind the line of commanders (and battalion staff if appropriate) and in front of the units.

d. Upon the departure of the reviewing party, the senior staff officer commands the staff to "**PARADE, REST.**" After the inspection has been completed, the senior staff officer commands, "**STAFF, ATTENTION**" before the return of the commander of troops.

e. When the reviewing party approaches the right flank of each unit, the unit commander faces about and commands "**COMPANY (BATTALION), ATTENTION**" and "**EYES, RIGHT.**" During a battalion change of command (companies in line) company commanders will be facing the formation when the reviewing party passes. The company commanders/guidon bearers do not salute/present guidon or execute "eyes right." During a brigade change of command (battalions in line) battalion commanders will be facing the formation when the reviewing party passes. The battalion commanders/color bearers do not salute/present colors or execute eyes right. Each Soldier turns his head to the right and, as the reviewing party comes into his line of vision, follows the party with his head and eyes, until the reviewing party reaches the front. At that point, the head and eyes of each Soldier remain to the front. As soon as the reviewing party has cleared the unit, the commander commands "**ORDER, ARMS.**" He then commands "**PARADE, REST,**" assumes the position himself, and remains facing his unit.

f. As the reviewing party approaches the colors, the commander of troops inconspicuously commands "**PRESENT, ARMS**" (six steps from the colors) and "**ORDER, ARMS**" (six steps beyond the colors). The color guard and bearers execute eyes right. The organizational color dips (salutes). After passing in front of the troops, the inspection continues along the rear of the troops and terminates at the right flank of the band. The left flank unit remains at attention until the reviewing party passes the rear of their formation. The commander will then command "**PARADE REST**", face about and give parade rest to himself and guidon bearer or color guard and staff. Other commanders will bring their units to attention when the reviewing party approaches the rear of their formation and bring them back to parade rest when the reviewing party passes the right flank of their formation.

g. The commander of troops commands "**Party, HALT.**" The bandmaster has the band play softly until the reviewing party members begin *marching* to their posts. The commander of troops *faces* to the half left in *marching*, takes two steps, *halts*, and *faces about*. The host or

host commander repositions himself to the left of the reviewing officer. When the host or host commander is in position, the commander of troops and the reviewing officer exchange *salutes*. Upon termination of *salutes*, the reviewing officer and host or host commander immediately *face* to the half left in *marching* and return to their posts. The commander of troops hesitates momentarily and then *faces* to the right in *marching* and returns to his post.

h. The commander of troops faces about and directs **"BRING YOUR UNITS TO ATTENTION."** Unit commanders face about and command **"COMPANY (BATTALION), ATTENTION,"** then they face about. When the command has completed the movement, the commander of troops commands **"COLORS CENTER (pause), MARCH."** On that command, the colors are brought forward.

i. On the command **"MARCH,"** the colors march forward seven steps and halt.

j. The staff of the commander of troops, on the command **"CENTER"** executes right face. On the command **"MARCH,"** the staff marches forward far enough to provide clearance for the colors. The staff then halts and executes left face on command of the rear staff officer.

k. The commander of troops marches forward and takes his post three steps in front of and centered on the colors. He faces about and commands, **"COLORS FORWARD, MARCH."** The commander of troops and colors march forward. The commander of troops commands **"COLORS, HALT"** when he is about six steps from the reviewing party. He then salutes and reports **"SIR, THE COLORS ARE PRESENT."** The outgoing commander returns the salute and directs **"ASSUME YOUR POST."**

l. The commander of troops faces to the right in marching, passes around the right flank of the colors, and proceeds directly to his post, two steps in front of and centered on his staff, facing the units.

5. Honors to the Nation:

a. When the commander of troops is in position, he directs **"BRING YOUR UNITS TO PRESENT ARMS."**

b. Unit commanders face about and command **"PRESENT, ARMS."** Each commander then faces about and salutes. When all units have completed these movements, the commander of troops faces about (hesitates for narrator announcement of "Ladies and Gentlemen, please rise...") and commands **"PRESENT, ARMS"** for himself and his staff. On the execution of the hand salute by the commander of troops, the band begins to play the National Anthem.

NARRATOR:

(Cue) Last unit is at present arms.

LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF THE NATIONAL ANTHEM.

c. The reviewing party and all military spectators salute while the National Anthem is being played.

(National Anthem complete)

NARRATOR: PLEASE BE SEATED.

6. Change of Command:

a. On the completion of honors to the nation, the commander of troops commands **"DETACHMENT ORDER, ARMS,"** faces about, and directs **"BRING YOUR UNITS TO ORDER ARMS AND PARADE REST."** Unit commanders terminate their salutes, face about, and command **"ORDER, ARMS"** and **"PARADE, REST."** They then face about and assume parade rest. The commander of troops faces about and commands **"PARADE, REST;"** the commander of troops and his staff execute parade rest.

NARRATOR:

(Cue) Senior Commander and CSM move into position with Incoming/Outgoing Commanders.

NOW JOINING THE REVIEWING PARTY IS THE SENIOR COMMANDER FOR TODAY'S CEREMONY, THE (POSITION /RANK/NAME) _____ AND THE BATTALION /SQUADRON COMMAND SERGEANT MAJOR (RANK/NAME) _____.

b. As soon as the commander of troops and his staff have executed parade rest, the senior commander moves forward from his post (appropriately seated in the first row) and positions himself on the reviewing stand between the outgoing and incoming commanders.

(1) The reviewing party, under the command of the outgoing commander, moves forward to within four steps of the colors and halts with the senior commander centered on the organizational color.

(2) The command sergeant major moves from his post (at the rear of the color guard) by the most direct route and halts directly in front of the organizational color. The old and new commanders then take one step forward and execute facing movements so that they are facing each other. The command sergeant major removes the organizational color from the color bearer's harness (with his right hand above his left hand) and faces about.

NARRATOR:

(Cue) CSM faced about with colors.

THE PASSING OF THE COLORS SYMBOLIZES THE TRANSFER OF COMMAND RESPONSIBILITY AND AUTHORITY.

THE CEREMONY BEGINS AS COMMAND SERGEANT MAJOR _____ PASSES THE COLORS TO (OUTGOING COMMANDER) _____ FOR THE LAST TIME. (OUTGOING COMMANDER) _____ PASSES THE COLORS TO (SENIOR COMMANDER) _____, THEREBY RELINQUISHING HIS RESPONSIBILITY AND AUTHORITY. (SENIOR COMMANDER) _____ PASSES THE COLORS TO (INCOMING COMMANDER) _____, CHARGING THE NEW COMMANDER WITH THE SAME RESPONSIBILITIES AND AUTHORITY.

BY AUTHORITY OF PARAGRAPH _____, ARMY REGULATION 600-20, THE UNDERSIGNED ASSUMES COMMAND OF THE _____. SIGNED (INCOMING COMMANDER), _____, COMMANDING.

At this point, the colors are passed.

(3) The outgoing commander grasps the organizational color with his left hand above his right hand. The outgoing commander passes the organizational color to the senior commander who grasps the color with his right hand above his left hand and, in turn, passes the color to the new commander who grasps the color with his left hand above his right hand. The incoming commander passes the color to the command sergeant major who grasps it with his right hand above his left hand, faces about, and returns the color to the color bearer's sling. As the command sergeant major faces about, both commanders execute facing movements back to their original direction facing the colors. The command sergeant major and the reviewing party face about and return to their post. As the incoming and outgoing commanders return to their post, they switch positions so that the incoming commander assumes the role of host commander.

7. Remarks:

a. After the reviewing party resumes its position the senior commander, the incoming and outgoing commanders, or a distinguished guest may address the command.

NARRATOR:

LADIES AND GENTLEMEN, (SENIOR COMMANDER) _____.

(After remarks)

NARRATOR:

LADIES AND GENTLEMEN, (OUTGOING COMMANDER) _____

(limit remarks to 5-7 minutes.)

(After remarks)

LADIES AND GENTLEMEN, (INCOMING COMMANDER) _____

(limit remarks to 1-2 minutes.)

b. Upon completion of the remarks, the commander of troops brings his staff to attention, faces about, and directs **"BRING YOUR UNITS TO ATTENTION."** Unit commanders face about and command **"COMPANY (BATTALION), ATTENTION"** and the face about. The commander of troops faces about and commands **"DETACHMENT, POST (pause) MARCH."** On the command **"POST,"** the colors reverse march and halt. On the command **"MARCH,"** the colors step off and the band begins to play. The colors then return to their original post. As the colors pass his position, the commander of troops faces himself and his staff to the left and marches his staff back to the center of the field and faces them to the right. The commander of troops faces to the left; when the colors are in position, he then executes an about face and faces the reviewing officer.

8. Pass in Review:

a. When the commander of troops has faced the reviewing stand, the incoming commander directs **"PASS IN REVIEW."**

b. The commander of troops 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. The left turn marker should be positioned to minimize the movement of the band.

c. Unit commanders face to the right when the commander of troops directs **"PASS IN REVIEW."** The commander of troops then faces to the left. The commander next to the band waits until the band moves into position. He 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.

d. Other units move out in procession in the same manner and follow in column at the prescribed distance. For larger reviews, commanders may command their units (in sequence) to parade rest while waiting their turn to move onto the line of march.

e. The band and each following unit change direction at points indicated by markers. The commander commands **"LEFT TURN, MARCH."** The commander faces about while marching as his unit is making the turn. When his unit has completed the turn, the commander commands **"FORWARD, MARCH"** and faces back to the front.

f. All commanders, except the commander of troops, move with their staff into positions in the columns and at the head of their respective units just before turning onto the reviewing line.

NARRATOR:

(ANNOUNCE EACH COMMANDER AND CSM /1SG AS THE UNIT APPROACHES THE REVIEWING STAND)

LADIES AND GENTLEMEN PLEASE STAND AS THE NATIONAL COLORS PASS IN FRONT OF YOU.

g. The commander of troops and his staff move forward and execute turning movements to arrive at a position 12 steps in front of the drum major on the reviewing line.

h. On command, the commander of troops, the battalion and company commanders, their staffs, and the command sergeant major execute **"EYES, RIGHT"** and salute at the eyes right marker. The commander commands **"READY, FRONT"** and terminates the salute when their staffs have reached the ready front marker.

i. The senior commander returns only the salute of the commander of troops. (The return of the salute by the senior commander represents the salute for all subordinate commanders. This enables the reviewing party to observe the review without being interrupted by frequent salutes.) The outgoing commander, the incoming commander, and military spectators salute the National color when it passes.

j. After terminating the salute, the commander of troops and his staff (without command) execute three wheeling movements and take their post with the commander of troops on line with and to the right of the reviewing party.

k. Troop units execute eyes right on command from their company commander or from the center company commander when in battalion mass. Commanders should give the preparatory command **"EYES"** over their right shoulder two steps from the marker as the right foot strikes the marching surface. The command of execution **"RIGHT"** is given when the right foot strikes the marching surface again and on line with the marker. On the preparatory command, the guidon bearer executes raised guidon. On the command of execution, the company commander, executive officer, and platoon leaders execute eyes right and the hand salute. The guidon bearer executes eyes right and present guidon. The right file continues to look straightforward and maintains correct distance. All other members execute eyes right and maintain alignment. When the rear of the unit has passed six steps beyond the reviewing party, company commanders command **"READY"** as the left foot strikes the marching surface and **"FRONT"** the next time the left foot strikes the marching surface. Unit personnel end their salutes and turn their heads and eyes to the front. The guidon bearer executes raised guidon on the command **"READY"** and returns to the carry position on the command **"FRONT."**

l. When passing the reviewing party, the bandmaster salutes and continues to look straight forward, and simultaneously the drum major executes eyes right and salutes. The other members of the band continue to play marching music without interruption. When the band has passed the reviewing party, the drum major has the band execute three left turns into a position in front of and facing the reviewing party 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 marching music without interruption.

m. As the color guard passes the reviewing party, each member, except the right flank man, executes eyes right on the command of the senior color sergeant. The organizational color is dipped in salute.

9. Conclusion:

a. When the last troop element has passed the reviewing stand and has executed ready front, the band goes into an eight-bar drum cadence.

NARRATOR:

LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF THE 10TH MOUNTAIN DIVISION (LI) SONG AND THE ARMY SONG.

On the first beat following the drum cadence, the band begins playing (in place) the "10th Mountain Division Song" followed by official version of "The Army Goes Marching Along," beginning at the introduction. At the appropriate time, the drum major has the band march forward and execute a left turn onto the reviewing line while continuing to play until the completion of the chorus.

b. At the completion of the Army song, the commander of troops and the senior commander face each other. The commander of troops salutes and states **"SIR, THIS CONCLUDES THE CEREMONY."** The senior commander returns the salute, thus ending the ceremony.

c. It is appropriate for spectators to rise and stand at attention while the Division and Army songs are being played.

d. All units will execute a column left once past the bleachers, marching away from Division Headquarters and exiting Sexton Field from where they entered. On Magrath Field, execute a column half right after passing the last set of bleachers and exit the field.

(Cue) After the COT has completed his commands.

NARRATOR:

LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. THANK YOU FOR ATTENDING TODAY'S (UNIT) _____ CHANGE OF COMMAND CEREMONY.

NOTES: INDOOR CEREMONIES:

- Additional announcement at N-2 that "This ceremony is being conducted using outdoor ceremony protocol. Personnel in uniform should wear headgear and salute during the National Anthem."
- Units are moved to their positions on the final line along the backside of the gym facing the bleachers and VIP seating area. Units will be in place 15 minutes prior to the start of ceremony.
- All procedures are the same as outdoor ceremony minus pass-in-review.

SEXTON FIELD
**Field Setup for Change
of Command Ceremony**

10TH MTN DIV BANNER



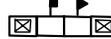
↑
MOUNT BELVEDERE

SALUTE
PLATOON
(IF USED)
12 STEPS FROM
LEFT FLANK UNIT

FINAL LINE

70 STEPS

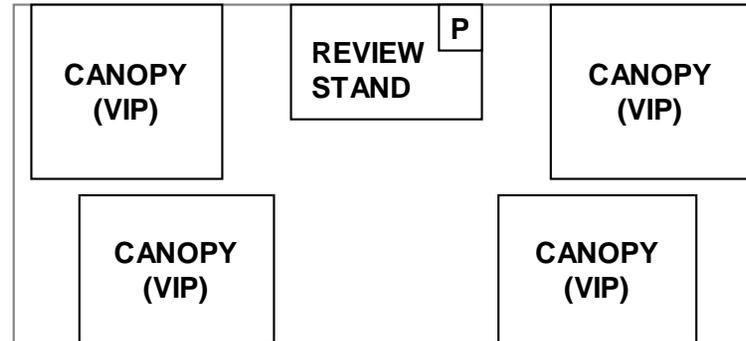
COLOR GUARD
FORWARD POSITION



13 STEPS

BLEACHERS

BLEACHERS



RECEIVING
LINE
CANOPY

RECEPTION
CANOPY

P - Podium
N - Narrator

G.O.
FLAGS

HAYS HALL
(DIVISION HEADQUARTERS)

STATE FLAGS

STATE FLAGS

← SOUTH RIVA RIDGE LOOP

→ NORTH RIVA RIDGE LOOP

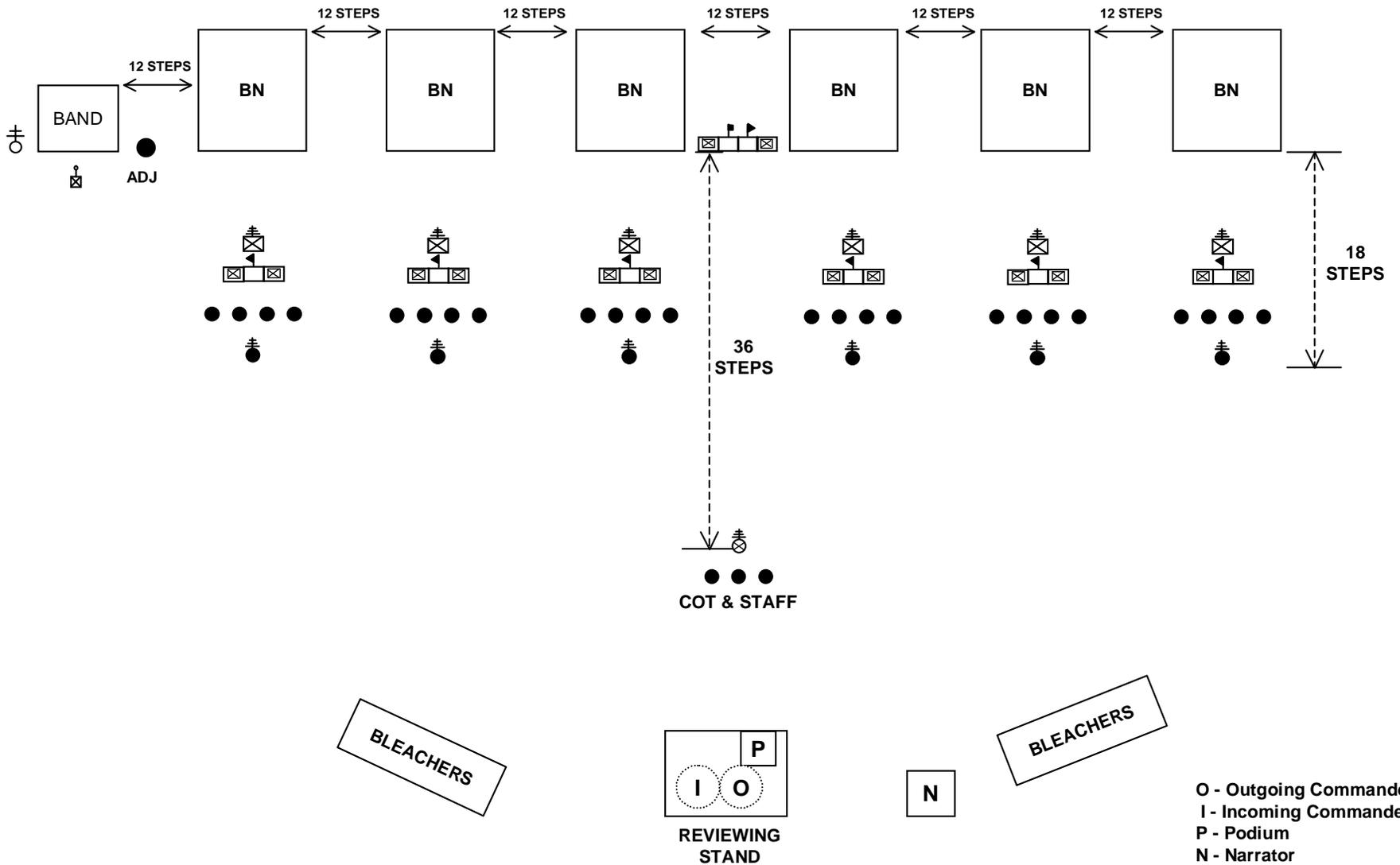
10th Mtn Div (LI) & Ft Drum Reg 600-2, 15 December 2004

FIGURE H-1 (SEXTON FIELD LAYOUT)

SEXTON FIELD

Brigade Change of Command Ceremony

10TH MTN DIV BANNER



10th Mtn Div (LI) & Ft Drum Reg 600-2, 15 December 2004

FIGURE H-2 (BRIGADE FORMATION)

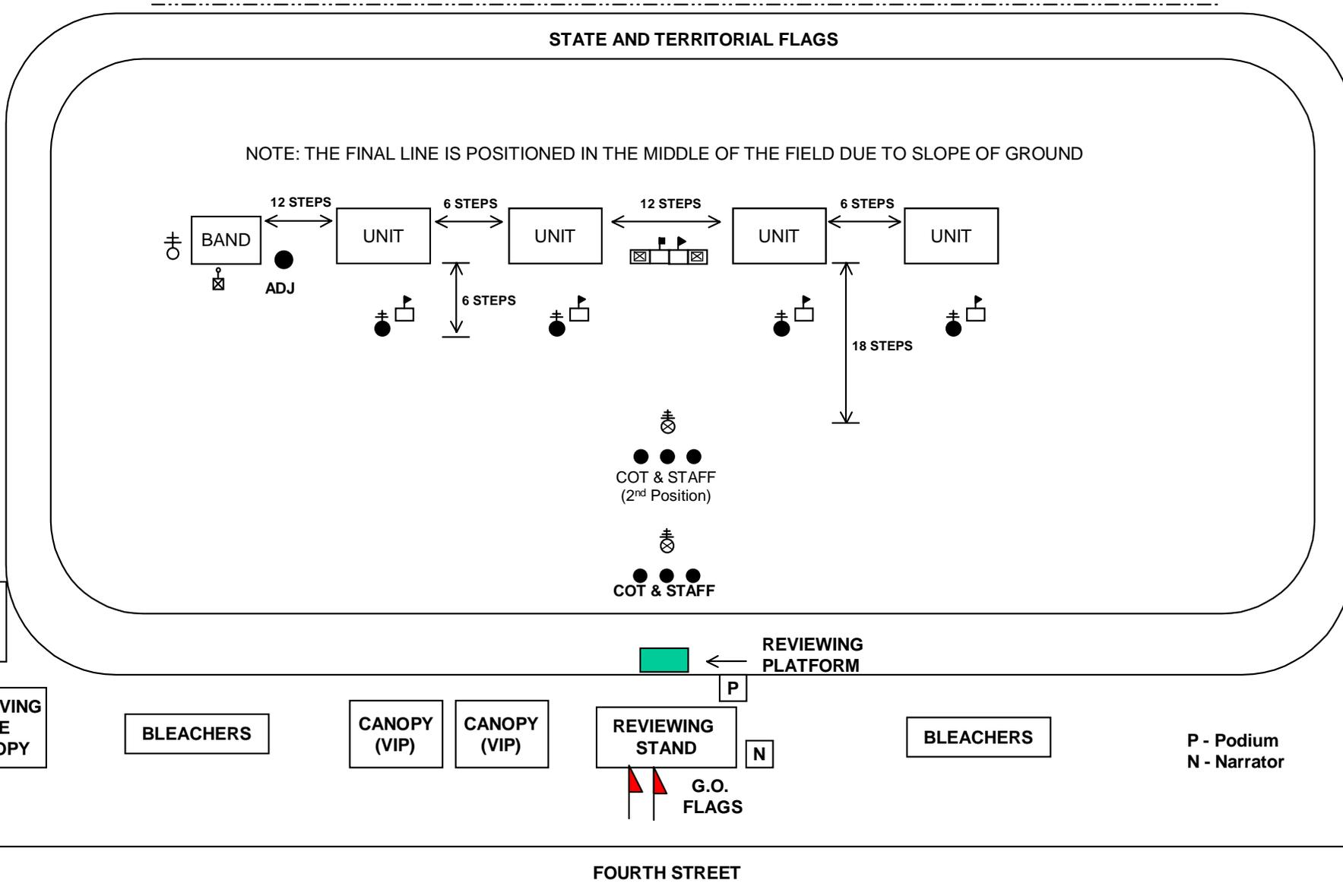
MAGRATH FIELD

Field Layout for Battalion Change of Command Ceremony

10TH MTN DIV BANNER



FOLLOW THE CURVE OF THE TRACK WHEN POSITIONING FLAGS



10th Mtn Div (LI) & Ft Drum Reg 600-2, 15 December 2004
FIGURE H-3 (MAGRATH FIELD LAYOUT)

APPENDIX I WELCOME HOME CEREMONIES

I-1. PURPOSE. To provide guidance and assign responsibilities for the conduct of Welcome Home Ceremonies.

I-2. REFERENCES:

- a. AR 600-25, Salutes, Honors, and Visits of Courtesy, dated 24 September 2004.
- b. FM 3-21.5, Drill and Ceremonies, dated July 2003.
- c. 10th Mtn Div OPORD 03-05 (Operation Mountain Recovery).

I-3. APPLICABILITY. This appendix is applicable to all assigned, attached, and tenant organizational units/activities of the 10th Mountain Division (LI) at Fort Drum and the 4th Brigade, 10th Mountain (LI) at Fort Polk.

I-4. GENERAL. Conduct ceremonies as follows:

- a. Initial reception ceremonies will be held within 4 hours after aircraft arrival.
- b. For initial reception ceremonies for 50 Soldiers or less, the brigade is responsible for planning and executing the ceremony at the unit area or Pines Plains Gym. Coordination/utilization of division resources (i.e., Protocol Office, Band Support, etc.) are not required. Brigades may delegate this to subordinate units based upon size of returning unit's rear detachment.
- c. Initial reception ceremonies for more than 50 soldiers will follow the guidelines of this regulation and Appendix I.
- d. Initial reception ceremonies for units of 100 Soldiers or less are conducted in unit area or Pine Plains Gym.
- e. Initial reception ceremonies for units greater than 100 Soldiers are conducted at Magrath Gym. Components of the ceremony are the same as above and will also include photo and media coverage and invitations to local VIPs/dignitaries.
- f. Units with multiple flights returning may use Magrath gym for all ceremonies, without regard to unit size, to simplify the process and make it less confusing for families and guests.
- g. Formal Recognition ceremonies will be based upon the nature and duration of the deployment and will include presentation of awards. The ceremony may be conducted at the unit area or Pine Plains Gym/Magrath Gym. The division may consolidate units for deliberate Recognition ceremonies.
- h. 4th Brigade Combat Team is authorized to make adjustments based upon available resources and facilities at Fort Polk while maintaining the intent of the above references and this regulation.

I-5. COMPOSITION OF INITIAL RECEPTION CEREMONY:

- a. Reviewing officer.
- b. Commander of Troops.
- c. Formation of Troops.
- d. Band.
- e. Narrator.
- f. Chaplain.

I-6. RESPONSIBILITIES:

- a. Unit Rear Detachment:
 - (1) Provide OIC/NCOIC to coordinate and supervise the setup and conduct of the ceremony.

- (2) Coordinate for all support, to include vehicle and detail to move chairs and flags.
 - (3) Provide personnel for setup.
 - (4) Brief commander of troops and reviewing officer on the ceremony procedures.
 - (5) Coordinate for welcome home banners.
 - (6) Coordinate with FRGs.
 - (7) Coordinate with SGS for reviewing officer.
 - (8) Notify all supporting personnel of ceremony time changes.
 - (9) Coordinate with STB for band support.
- b. G3. Designate an action officer to oversee and assist the unit in the planning, coordination, and execution of all activities.
- c. Headquarters Commandant. Provide any necessary equipment requested by the unit for set-up of the ceremony site.
- d. Protocol:
- (1) Assist the unit S-1 with the guest list.
 - (2) Invite appropriate VIPs.
 - (3) Provide General Officer Flags.
 - (4) Provide seating chart.
- e. Public Affairs Office:
- (1) Coordinate and supervise external media coverage.
 - (2) Provide coverage for the installation newspaper as appropriate.
 - (3) Provide narrator, if needed.
- f. Installation Troop Command:
- (1) Directorate of Emergency Services:
 - (a) Provide traffic control during ceremony.
 - (b) Provide parking plan and control for the designated ceremony location.
 - (2) Directorate of Plans, Training and Mobilization (DPTM):
 - (a) Provide public address system with operator to setup and operate the system for the ceremony.
 - (b) Provide for color photo and video coverage of the ceremony. Provide finished products to the unit after the ceremony.
 - (3) Directorate of MWR. As flights become known, schedule welcome home ceremonies for the appropriate gym. Reschedule conflicting events at Pine Plains Gym or Magrath Gym.
- g. STB. Provide Division Band as appropriate for all welcome home ceremonies.

I-7. ADDITIONAL INSTRUCTIONS:

- a. Uniform for redeploying unit is DCUs with patrol cap.
- b. Uniform for military personnel in attendance is BDUs with beret worn.
- c. Ceremony should last no longer than 10 minutes.
- d. Formation type (i.e., company/battalion mass or company with platoons in line/battalion with companies in line) is at the discretion of the commander of troops.

I-8. INDOOR CEREMONY LAYOUT (Figure I-1).

I-9. SEQUENCE OF EVENTS AND NARRATION:

H-15 BAND PLAYS PRELUDE

H-2 NARRATOR: LADIES AND GENTLEMEN PLEASE TAKE YOUR SEATS; OUR CEREMONY WILL BEGIN IN 2 MINUTES. PLEASE REMEMBER THAT THIS CEREMONY WILL BE CONDUCTED AS AN OUTDOOR CEREMONY AND WE ASK ALL MILITARY MEMBERS TO WEAR THEIR HEADGEAR AND USE PROPER OUTDOOR COURTESIES.

Reviewing officer assumes position on reviewing stand or centered on formation area.

H-HOUR COT marches formation into position and renders report to reviewing officer.

NOTE: Band completes prelude as formation halts and prior to executing left/right face.

NARRATOR: GOOD AFTERNOON, LADIES AND GENTLEMEN. WELCOME TO OUR CEREMONY HONORING THE SAFE RETURN OF _____.

AMONG OUR DISTINGUISHED GUESTS TODAY ARE: _____
_____.

THE COMMANDER OF TROOPS FOR TODAY'S CEREMONY IS _____.

PLEASE RISE FOR THE INVOCATION BY _____, AND REMAIN STANDING FOR THE PLAYING OF THE **NATIONAL ANTHEM.**

COT commands, "**Present Arms**" at end of invocation.

National Anthem complete.

COT commands, "**Order Arms**" and "**Parade Rest.**"

NARRATOR: PLEASE BE SEATED.

(INTRODUCE REVIEWING OFFICER)

LADIES AND GENTLEMEN, THE (POSITION/RANK/NAME) _____.

Upon completion of Guest Speaker remarks, **COT** brings unit to attention.

Reviewing officer moves to reviewing stand facing the COT.

Narrator: LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF THE 10TH MTN DIV SONG, AND THE ARMY SONG.

Songs complete.

COT reports to reviewing officer "Sir, this concludes the ceremony."

Reviewing officer directs, "**Dismiss your unit.**"

COT faces about and commands, "**Dismissed.**"

NARRATOR: LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S WELCOME HOME CEREMONY. THANK YOU FOR YOUR ATTENDANCE. YOU ARE FREE TO GREET YOUR SOLDIERS.

I-10. ADMINISTRATIVE INSTRUCTIONS. Questions concerning the ceremony should be directed to G3 Operations SGM, ext. 2-6336.

MAGRATH SPORTS COMPLEX (INDOOR CEREMONY)

STATE AND TERRITORIAL FLAGS ARE POSITIONED
ALONG UPPER DECK RAILING. 10TH MOUNTAIN
DIVISION BANNER IS TIED TO THE RAFTERS AND
HANGS BETWEEN THE 28TH AND 29TH STATE FLAGS

WELCOME HOME CEREMONY FORMATION (NOT DRAWN TO SCALE)

10th Mtn Div (LI) & Ft Drum Reg 600-2, 15 December 2004

FIGURE I-1 (MAGRATH GYM LAYOUT)

