

DEPARTMENT OF THE ARMY

10th MOUNTAIN DIVISION (LIGHT INFANTRY) & FORT DRUM

FORT DRUM, NEW YORK 13602-5000

MOUNTAIN



Fort Drum Regulation 600-2 Conduct of Ceremonies

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

*This regulation supersedes 10th Mountain Division (LI) & Fort Drum Regulation 600-2, dated December 2023

December 2025

BLANK

UNCLASSIFIED

10th Mountain Division (LI) & Fort Drum, NY
Fort Drum Regulation 600-2

Personnel – General

Conduct of Ceremonies

**Protocol
Fort Drum, NY
December 2025**

UNCLASSIFIED

SUMMARY of CHANGE

10th Mountain Division (LI) & Fort Drum Regulation 600-2
Conduct of Ceremonies

This revision dated December 2025 is a Major Revision-

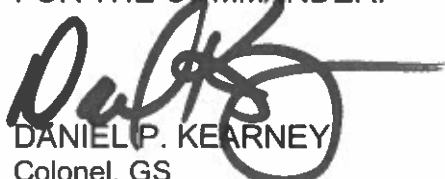
- Supersedes 10th Mountain Division and Fort Drum Regulation 600-2, dated 13 December 2023
- Updated the proponent to Protocol
- Adds and updates Sections and Chapters throughout
- Updated the list of appendices

UNCLASSIFIED

Personnel – Operations

Conduct of Ceremonies

FOR THE COMMANDER:


DANIEL P. KEARNEY
Colonel, GS
Chief of Staff

Summary. This regulation covers the procedures, preparation, execution and conduct of Company, Battalion, Brigade, and Division level ceremonies.

Suggested Improvements. Users are invited to send comments and suggested improvements to:
usarmy.drum.10-mtn-div.mbx.protocol@army.mil

Official:


SCOTT M. NAUMANN
Major General, United States Army
Commanding General

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

Distribution. This publication is distributed electronically through the following 10th Mountain Division & Fort Drum Protocol Webpage:

<https://home.army.mil/drum/units-tenants/10th-mountain-division-and-fort-drum-protocol>

History. This publication is an administrative revision. The portion affected by this administrative revision are listed in the summary of change.

Proponent and Exception Authority. The proponent is the Protocol Office. The exception authority does not apply to this publication.

Contents (Listed by paragraph and page number)

Chapter 1

Conduct of Ceremonies, page 1

Section I

Overview, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of Abbreviations and Terms • 1-3, page 1

Scope • 1-4, page 1

General • 1-5, page 1-2

Responsibilities • 1-6, page 2

Section II

Support Planning, page 3

Contents – Continued

General • 1-7, *page 3*
Scheduling Parade Field and Indoor Facilities • 1-8, *page 4*
Scheduling Music Support • 1-9, *page 4*
Scheduling Equipment • 1-10, *page 5*
Scheduling for General Officer Flags • 1-11, *page 5*
Ceremony Invitations • 1-12, *page 5*

Section III

Reports, page 5

Reports • 1-13, *page 5*

Section IV

Scripts, page 6

Scripts • 1-14, *page 6*

Section V

Programs, page 6

Programs • 1-15, *page 6*

Section VI

Uniforms, page 6

Uniforms • 1-16, *page 6*

Section VII

Special Instructions, page 7

Special Instructions • 1-17, *page 7*

Chapter 2

Change of Command Ceremony, page 8

Purpose • 2-1, *page 8*

References • 2-2, *page 8*

General • 2-3, *page 8*

Composition of Ceremony • 2-4, *page 8*

Sequence of Events • 2-5, *page 8*

Responsibilities • 2-6, *page 9*

Chapter 3

Change of Responsibility Ceremony, page 10

Purpose • 3-1, *page 10*

References • 3-2, *page 11*

Contents – Continued

General • 3-3, *page 11*
Composition of Ceremony • 3-4, *page 11*
Sequence of Events • 3-5, *page 11*
Responsibilities • 3-6, *page 12*

Chapter 4

Deployment Casing of Organizational Colors Ceremony, *page 13*

Purpose • 4-1, *page 13*
References • 4-2, *page 13*
General • 4-3, *page 13-14*
Composition of Ceremony • 4-4, *page 14*
Sequence of Events • 4-5, *page 14*
Responsibilities • 4-6, *page 14-15*

Chapter 5

Redeployment Uncasing of Organizational Colors Ceremony, *page 15*

Purpose • 5-1, *page 15*
References • 5-2, *page 15*
General • 5-3, *page 15*
Composition of Ceremony • 5-4, *page 16*
Sequence of Events • 5-5, *page 16*
Responsibilities • 5-6, *page 16*

Chapter 6

Initial Reception / Welcome Home Ceremony, *page 17*

Purpose • 6-1, *page 17*
References • 6-2, *page 17*
General • 6-3, *page 17*
Composition of Ceremony • 6-4, *page 18*
Sequence of Events • 6-5, *page 18*
Responsibilities • 6-6, *page 18*

Chapter 7

Monthly Retirement Ceremony, *page 19*

Purpose • 7-1, *page 19*
References • 7-2, *page 19*
General • 7-3, *page 19*
Composition of Ceremony • 7-4, *page 19*
Sequence of Events • 7-5, *page 20*
Responsibilities • 7-6, *page 20*

Contents — Continued

Additional Instructions • 7-7, *page 21*

Chapter 8

Mountain Salute Ceremony, *page 22*

Purpose • 8-1, *page 22*

References • 8-2, *page 22*

General • 8-3, *page 22*

Composition of Ceremony • 8-4, *page 22*

Sequence of Events • 8-5, *page 22*

Responsibilities • 8-6, *page 23*

Chapter 9

Promotion Ceremony, *page 23*

Purpose • 9-1, *page 23*

References • 9-2, *page 23*

General • 9-3, *page 23*

Composition of Ceremony • 9-4, *page 23*

Sequence of Events • 9-5, *page 24*

Responsibilities • 9-6, *page 24*

Chapter 10

Annual Remembrance Ceremony, *page 25*

Purpose • 10-1, *page 25*

References • 10-2, *page 25*

General • 10-3, *page 25*

Composition of Ceremony • 10-4, *page 25*

Sequence of Events • 10-5, *page 25*

Responsibilities • 10-6, *page 26*

Chapter 11

Warrior Legend Hall of Fame & Man and Woman of the Mountain Induction Ceremonies, *page 26*

Purpose • 11-1, *page 26*

References • 11-2, *page 26*

General • 11-3, *page 26*

Composition of Ceremony • 11-4, *page 26*

Sequence of Events • 11-5, *page 26*

Responsibilities • 11-6, *page 27*

Chapter 12

Contents — Continued

Salute to the Nation Ceremony, *page 27*

Purpose • 12-1, *page 27*

References • 12-2, *page 27*

General • 12-3, *page 27*

Composition of Ceremony • 12-4, *page 28*

Sequence of Events • 12-5, *page 28*

Responsibilities • 12-6, *page 28*

Chapter 13

Veterans Day Ceremony, *page 29*

Purpose • 13-1, *page 29*

References • 13-2, *page 29*

General • 13-3, *page 29*

Composition of Ceremony • 13-4, *page 29*

Sequence of Events • 13-5, *page 29*

Responsibilities • 13-6, *page 30*

Chapter 14

Building Grand Opening / Dedication / Renaming Ceremony, *page 30*

Purpose • 14-1, *page 30*

References • 14-2, *page 30*

General • 14-3, *page 30*

Composition of Ceremony • 14-4, *page 31*

Responsibilities • 14-5, *page 31*

Chapter 15

Memorial Ceremony / Service, *page 31*

Purpose • 15-1, *page 31*

References • 15-2, *page 31*

Applicability • 15-3, *page 32*

General • 15-4, *page 32*

Concept of Operation • 15-5, *page 33*

Chapter 16

Military Funeral, *page 34*

Purpose • 16-1, *page 34*

References • 16-2, *page 34*

General • 16-3, *page 34*

Receipt of Funeral Tasking • 16-4, *page 34*

Procedures upon Notification of Receipt • 16-5, *page 35*

Contents — Continued

Chapter 17

Ramp Ceremony, *page 36*

Purpose • 17-1, *page 36*

References • 17-2, *page 36*

General • 17-3, *page 36*

Roles and Responsibilities • 17-4, *page 37-38*

Procedures for Receiving Remains • 17-5, *page 38*

Ramp Ceremony Sample Prayers • 17-6, *page 38*

APPENDICES

A. References, *page 40*

B. Ceremony Layouts, *page 41*

C. Ceremony Checklist, *page 43*

D. Change of Command Script, *page 47*

E. Change of Responsibility Script, *page 55*

F. Deployment Casing Ceremony Script, *page 61*

G. Redeployment Uncasing Ceremony Script, *page 67*

H. Welcome Home Ceremony Script, *page 74*

I. Retirement Ceremony Script, *page 77*

J. Mountain Salute Ceremony Script, *page 84*

K. Promotion Ceremony Script, *page 87*

L. Annual Remembrance Ceremony Script, *page 94*

M. Warrior Legend Hall of Fame Ceremony Script, *page 101*

N. 10th Mountain Live and Salute to the Nation Ceremony Script, *page 105*

O. Veterans Day Ceremony Script, *page 120*

P. Building Grand Opening/Dedication/Renaming Script, *page 126*

Q. Memorial Service Timeline, *page 129*

R. BDE/BN Sample Seating Charts, *page 130*

Glossary

Chapter I

Conduct of Ceremonies

Section I

Overview

1-1. Purpose

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

1-2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Scope

This regulation will be used for all ceremonies conducted at Fort Drum and by 3rd Brigade, 10th Mountain Division (Light Infantry) at Fort Polk.

1-5. 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 professional Army ethics. Consequently, we will seize every opportunity to advertise all ceremonies through announcements in all appropriate means.

b. All Battalion and Brigade level Ceremonies to include Change of Commands/Responsibilities are Division operations and must be planned and conducted appropriately in accordance with (IAW) Division Command Group's guidance.

c. 3rd Brigade Combat Team is authorized to adjust based upon available resources (e.g., ceremony locations, layouts, music support, salute platoon) while maintaining the intent of all references and this regulation.

d. The Annual Remembrance Ceremony, Warrior Legend Hall of Fame Ceremony, Man and Women of the Mountain Induction Ceremony, and Salute to the Nation Ceremony will occur in conjunction with the annual Mountain Fest in June of each year.

e. Battalion level ceremonies are to be planned and executed at the Battalion level and are not authorized Division level support or equipment.

f. Brigade level and higher ceremonies performed outdoors with a formation of Soldiers are authorized to have a pass and review but not required. Decision will be dictated by mission requirements and Host Unit Commander's guidance.

g. Ceremonies that are conducted outdoors are required to have a Color Guard.

h. All indoor ceremonies are to be considered indoor and are not to be performed as an outdoor ceremony.

i. Ceremonies are not authorized to occur at locations other than those outlined in this regulation (Sexton Field, Memorial Park, Division Hill, Wheeler Sack Airfield, and unit specific locations).

j. Ceremonies are not authorized to play or perform music other than ceremonial music provided by the 10th Mountain Division Band (i.e. an example of unauthorized music is "walk-up

music”).

k. Welcome Receptions in honor of the incoming Commander or Command Sergeant Major are not authorized to occur at LeRay Mansion.

l. Somber ceremonies (Remembrance Day, Veterans Day, Memorial Day, and Memorial Services) will not play the Army and 10th Mountain Division Songs. The Armed Forces Service Medley may be played for Veterans Day.

1-6. Responsibilities

a. Commander of unit responsible for conducting the ceremony will:

(1) Comply with the references listed in Appendix A and this regulation.

(2) Use the guidance in Section 2: Support Planning to plan for and acquire support for ceremonies.

(3) Provide Public Affairs Office (PAO) and Directorate of Emergency Services (DES) with the reports required in Section 3 (Reports) NLT 30 days prior to the ceremony.

(4) Coordinate invitations IAW Section 2-6: Ceremony Invitations.

(5) Coordinate with Protocol for guest-seating chart NLT 3 days prior to the ceremony.

(6) Email working copies of the Program and Script to Protocol for review NLT 2 weeks prior to the event.

(7) Publicize ceremony through unit PAO channels to include the time, date, and location.

(8) Provide ushers for the ceremony. Ushers are required to receive a Protocol brief on protocol etiquette NLT the day prior to the ceremony.

(9) Provide Soldiers to distribute programs at the ceremony site (as needed).

(10) Submit request for salute platoon, if required, IAW the procedures outlined in Section II.

(11) Submit request for music support directly to the 10th Mountain Division Band NLT 10 weeks prior to the ceremony. If the 10th Mountain Division (Light Infantry) Band cannot support the ceremony, units will provide their own laptop to play the necessary music for their ceremony. Coordination will be made with the 10th Division (Light Infantry) Band for music files, via music CD.

(12) Units will provide their own narrator and chaplain for their ceremonies.

(13) Commanders of units participating in the ceremony are encouraged to allow non-participating Soldiers to attend the ceremony as observers.

(14) Submit request for Sexton Field or Memorial Park for all ceremonies through the Commandant's Office. For inclement weather, submit request for Magrath Gym through USAG Fort Drum, DPTMS-POM.

(15) Reserve parking at event site as required. Ceremonies occurring at Sexton Field and Memorial Park are required to have a parking and traffic control plan. The plan should be submitted to Protocol for review and guidance.

(16) Parking and traffic control will include blocking off the south parking lot by 0630 for a ceremony occurring in the morning and by 1200 for a ceremony occurring in the afternoon.

(17) Ceremonies conducted at Memorial Park will require the closure of Euphrates River Valley Road 30 minutes prior to ceremony start time.

(18) Submit request to AVN Division, DPTMS, for Notice to Airmen (NOTAM) to restrict aircraft over flights, 315-772-4480 or 315-772-7997.

(19) Report changes of DTG and location to the Chief of Protocol and the SGS.

b. SGS: Assign unit with day and time appropriate for requested ceremony IOT facilitate Division Chain of Command attendance.

c. PAO: Coordinate media coverage for all ceremonies as needed. For outside agencies,

ensure both the Division and Garrison PAO are informed.

d. Protocol:

- (1) Create and send invitations for Division and Brigade events.
 - (2) Collect RSVPs.
 - (3) Provide unit with Protocol Insert (recognizing VIPs in attendance).
 - (4) Provide guest seating chart.
 - (5) Provide usher with binder that includes seating charts and program information.
 - (6) Brief ushers on roles and responsibilities.
 - (7) Provide oversight and guidance for all protocol standards for ceremonies conducted by USAG Fort Drum, 10th Mountain Division (Light Infantry) and Fort Drum Tenant units.
 - (8) Review ceremony order and programs; recommend changes as necessary.
- e. 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 National, Army, and Division flags when required.
 - (3) Provide General Officer flags when required.
 - (4) Provide harness for flag bearers and color guard when required.
 - (5) Provide chairs when required.
 - (6) Provide blue & white canopy shelter/tent when required (only within Hays Hall footprint).
 - (7) Ensure all Division loudspeakers are off during ceremonies conducted at Sexton Field.
 - (8) Coordinate with DPTMS-POM to ensure grass is mowed at Sexton, Memorial Park, and Division Hill no earlier than 2 days prior to event or ceremony.
 - (9) Coordinate reservations for both Sexton Field and Memorial Park.

Section II

Support Planning

1-7. General

- a. All units that require support to conduct ceremonies will use the information provided in this section as a checklist to ensure that all necessary support is coordinated. Units requesting support for a ceremony must also schedule appropriately for the rehearsal.
- b. All Brigade and Battalion Change of Command/Responsibilities Ceremonies are conducted at 1000. In the event two Change of Command/Responsibility Ceremonies occur the same day, one will be at 1000 and the other will be at 1400. Brigade level events will be limited to one per day. No ceremonies will be conducted on Mondays. Ceremonies conducted on Fridays will start no later than 1400. Any exceptions must be approved through the Chief of Staff. Change of Command and Change of Responsibility Ceremonies are not to be combined to one ceremony and must occur separately.
- c. Brigade and Battalion Change of Command and Change of Responsibility Ceremonies will be conducted indoors from the 1st of October through the 30th of April due to the probability of inclement weather. Brigade and Battalion Change of Command, Change of Responsibility Ceremonies will be conducted outdoors from the 1st of May through 30th September unless approved by the Chief of Staff.
- d. 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 TC

3-21.5 and this regulation (such as displays, etc.) must be submitted through the SGS to the Chief of Staff for review and approval.

1-8. Scheduling Parade Field and Indoor Facilities

a. Schedule Memorial Park and Sexton Field through the Commandants office. Division Hill will be scheduled through RFMSS. Division-level events, to include Welcome Home Ceremonies, will take precedence over all other events. Brigade-level events will take precedence over all Battalion/Squadron events. Ceremonies and events at locations other than Sexton Field, Memorial Park, Division Hill, or Wheeler Sack Army Airfield are not authorized.

(1) Division and Brigade level Change of Command/Responsibility Ceremonies will be conducted on Sexton Field, located behind the Division headquarters (Bldg. P-10000). The indoor ceremony site is Magrath Gym. 10th CAB is authorized to conduct their Change of Command/Responsibility Ceremonies at Wheeler Sack Army Airfield.

(2) Battalion-level Change of Command/Responsibility Ceremonies will be conducted on Monti Sports Fields, Memorial Park, Division Hill, or the Host Unit's Battalion Footprint. Battalion-level Change of Command/Responsibility Ceremonies are not authorized on Sexton Field. The indoor ceremony site is Magrath Gym. 10th CAB is authorized to conduct their Change of Command/Responsibility Ceremonies at Wheeler Sack Army Airfield.

(3) Company-level Change of Command/Responsibility Ceremonies will be conducted at Memorial Park or Battalion areas.

(4) Company level and above are authorized to conduct rehearsals the day prior to the ceremony.

b. Submit requests NLT 10 weeks prior to date of use.

c. Submit requests for use of Sexton Field NLT 10 weeks prior to date of use. Only one full-dress rehearsal the day prior to the actual ceremony is authorized on Sexton Field to maintain the condition of the field.

1-9. Scheduling Music Support

a. Requests from within the 10th Mountain Division and Fort Drum for ceremonies to include, but not exclusive to: Change of Command Ceremonies, Change of Responsibility Ceremonies, branch anniversaries, the Army birthday, equal opportunity observances, other civil-military proceedings, and any additional events listed in this regulation, will follow the steps listed below, and submit a request no later than 10 weeks prior to the date of the event.

b. Brigade Changes of Command and Changes of Responsibility and higher will receive the full (24+ Soldier Musicians) 10th MTN DIV Band support. Battalion Changes of Command will receive a 5-Soldier Brass Ensemble. Battalion changes of responsibility will be supported on a case-by-case basis according to band manning, capabilities, and previously scheduled missions/training. Division Band does not support changes of command/responsibility below the Battalion level.

c. The band will be updated weekly on new events submitted through Protocol.

d. If there are no scheduling conflicts, the band request will be staffed. The requester will be provided email acknowledgment of the receipt of their request. The Commander, 10th Mountain Division (Light Infantry) Band will review all requests to determine supportability based on band capabilities, previously scheduled missions or training, band manning levels, and compliance with applicable regulations, policies, and law. Band commitments will be in

accordance with policies and procedures outlined in AR 220–90 and AR 360–1. Performance requests must comply with these policies prior to obligating the band. The Band Commander maintains approval/disapproval authority for all performance requests.

e. If approved, the requester will receive confirmation from the band, and the initial coordination of the mission details will commence.

f. The band must have a draft script and sequence NLT two weeks prior to the function.

g. Chief of Staff, Headquarters, 10th Mountain Division (Light Infantry) is the final approval authority for tasking the band for all missions requested within the 10th Mountain Division (Light Infantry) and Fort Drum. Additionally, schedule conflicts arising between supported 10th Mountain Division elements will be de-conflicted by the 10th Mountain Division (Light Infantry) Chief of Staff and Band Commander.

h. If the band will not be able to support, they will provide a CD or MP3 music files through email (Outlook) with necessary music for the ceremony. Units will provide their own laptop to play the necessary music for their ceremony.

1-10. Scheduling Equipment for Ceremony Use

a. For Brigade and Division events contact the Commandant at Hays Hall, Bldg. 10000 NLT 9 weeks prior to the ceremony. Division and Brigade-level events will not be authorized for more than: 4 tents; 180 chairs; 1 podium and sound system. The equipment request form 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 requester and Headquarters Commandant.

c. Provide a detail with vehicles to move the equipment to and from the ceremony site.

d. Battalion-level and below equivalent events are not authorized to use Division level equipment and resources.

1-11. Scheduling for General Officer Flags

a. Coordinate with the Commandants Office NLT 1 week prior to ceremony, (315) 772-6155 if a General Officer will be participating in the ceremony/event.

b. General Officer Flags will not be posted if they are only attending and are only required when General Officers are hosting and/or participating in the event.

c. Provide Soldiers as flag bearers during the ceremony when required.

1-12. Ceremony Invitations

a. For Brigade level ceremonies, units who are conducting the ceremony will request Protocol support to send out e-invitations to military and civilian VIPs at least 9 weeks in advance of ceremony.

b. Unit will provide a list of the Outgoing and Incoming Commander's personal invites to Protocol NLT 9 weeks from the ceremony.

c. Protocol will collect RSVPs to create seating charts and the list of VIPs to recognize in the script.

Section III Reports

1-13. Reports

- a. Units responsible for conducting a ceremony will submit the reports listed below for all ceremonies except the monthly Retirement Ceremony.
- b. Submit to PAO the following information NLT 9 weeks prior to BDE and up ceremonies or ceremonies of special significance:
 - (1) Type of ceremony.
 - (2) Key participants (i.e., incoming/outgoing Commanders).
 - (3) Date, time, and location of the ceremony and rehearsal.
 - (4) A short narrative (one paragraph) highlights the significant features of the participating units and/or the reason for the ceremony.
 - (5) Submit all requests for support that may require tasking another unit to the appropriate agency NLT 9 weeks prior to the ceremony unless otherwise specified in this regulation.

Section IV Scripts

1-14. Scripts

- a. Scripts will be maintained and updated by Protocol.
- b. Units that require a script for their ceremony will contact Protocol for the latest version of that script.
- c. Scripts will be submitted to Protocol NLT 2 weeks prior to the Ceremony for first review. Protocol will be final approval authority for all scripts.

Section V Programs

1-15. Programs

- a. Unit is responsible for creating, editing, and printing programs. Submit a draft program to the Protocol office 2 weeks prior to ceremony to ensure correctness prior to final print.
- b. Programs for ceremonies being held at Battalion-level or higher can include the following:
 - (1) Brief unit history.
 - (2) Sequence of events.
 - (3) Biographies of the incoming and outgoing Commanders/CSMs and the Reviewing Officer with photos.
 - (4) The Commander of Troops (COT).
 - (5) The Reviewing Officer.
 - (6) Units participating and the name of Commander and CSMs or 1SGs, as appropriate.
 - (7) The 10th Mountain Division Song and the Army Song.
 - (8) Listing of subordinate Commanders.
 - (9) Listing of the unit's Campaign participation.
 - (10) An explanation of the unit's distinctive crest.
- c. Do not place names of guests attending the ceremony in the program unless they are key participants.

Section VI Uniforms

1-16. Uniforms

a. General:

(1) The Reviewing Officer has final approval authority on the uniform for the ceremony. Approved uniforms include AGSU/ASUs, OCPs, and OCPs with berets and color Shoulder Sleeve Insignia Patch.

(2) 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. Eyewear must adhere to guidance prescribed in AR 670–1 par. 3-10.

(3) The M4 rifle with sling and the M9 pistol is the standard weapons for troops participating in ceremonies. No magazine will be inserted in the M4 rifles.

b. Reviewing Officer wears same uniform.

c. Color Guard wears same uniform.

d. Band wears the same uniform as the participants in the supported ceremony.

e. Ushers and any other ceremony participants wear the same uniform.

f. For inclement weather outdoor ceremonies, host Commander will dictate what cold or wet weather gear to be worn for the ceremony.

Section VII

Special Instructions

1-17. Special Instructions

a. Conduct all ceremonies IAW TC 3-21.5 and this regulation. Forward any request for exceptions to policy through the SGS to the Chief of Staff.

b. Brigade and Division-level Change of Command/Responsibility Ceremonies may choose to be conducted by using bugle commands. Company ceremonies can use voice commands.

c. As a planning guide, remarks provided by the Reviewing Officer, incoming and outgoing CDRs/CSMs should not exceed the time limits listed below.

(1) Reviewing Officer: Ten Minutes

(2) Outgoing CDR/CSM: Ten Minutes

(3) Incoming CDR/CSM: Five Minutes

(4) Chaplain: Two Minute

g. At the conclusion of the ceremony, the incoming CDR/CSM must go directly to the reception site and not loiter at the ceremony location. This reduces the amount of time that all senior leaders across the Division spend waiting for the reception to begin.

(1) Receptions are not mandatory for incoming CDRs/CSMs

(2) Incoming Battalion CDRs/CSMs may host an informal reception in the unit area.

(3) Incoming Brigade CDRs/CSMs may host formal receptions at a location of their choice.

h. The reception following the ceremony should adhere to the following guidance to maintain similar standards across the Division.

i. Protocol will attend all Division and Brigade ceremony rehearsals to provide guidance and ensure ceremony is conducted IAW all published policies and regulations.

j. Procedures and actions required to conduct reviews are in chapter 10, TC 3-21.5.

k. Procedures and actions required to conduct parades are in chapter 11, TC 3-21.5.

l. Procedures and actions for the conduct of military funerals are in chapter 14, TC 3-21.5.

m. Procedures and action with respect to colors and color guards are in chapter 15, TC 3-21.5.

n. Procedures and actions for the use of salute batteries are in chapter 16, TC 3-21.5.

o. Direct any questions or issues pertaining to the conduct of ceremonies to the Protocol

office.

Chapter 2

Change of Command Ceremony

2-1. Purpose

To provide guidance and assign responsibilities for the conduct of Change of Command Ceremonies

2-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

2-3. General

Conduct Ceremonies as follows:

- a. Division and Brigade Change of Command Ceremonies can be conducted at Sexton Field, Memorial Park, or Division Hill for outdoor ceremonies.
- b. Division and Brigade Change of Command Ceremonies can be conducted at Magrath Gym for indoor ceremonies. 10th CAB can conduct indoor Change of Command Ceremonies at Wheeler Sack Army Airfield.
- c. Battalion Change of Command Ceremonies can be conducted at Memorial Park or their Battalion footprint for outdoor ceremonies. Battalion Change of Command Ceremonies are not authorized on Sexton Field.
- d. Battalion Change of Command Ceremonies can be conducted at Magrath Gym for indoor ceremonies. 10th CAB can conduct indoor Change of Command Ceremonies at Wheeler Sack Army Airfield.
- e. Script will be obtained from Protocol to ensure latest guidance has been implemented.
- f. Change of Command Ceremonies are outdoor ceremonies which at times will have to be conducted indoors due to inclement weather.
- g. NLT 24 hours prior to the ceremony, the Battalion and Brigade Commanders will make the weather decision to change locations. This will allow ample notification to attendees.
- h. Uniform for all participants in CoC Ceremonies will be the Army Combat Uniform (ACU), beret, and Coyote brown boots in accordance with AR 670-1. Host unit Commanders have the authorization to add color Shoulder Sleeve Insignia Patches.

2-4. Composition of Ceremony

- a. Presiding Officer.
- b. Outgoing Commander.
- c. Incoming Commander.
- d. Commander of Troops.
- e. Command Sergeant Major.
- f. Narrator.
- g. Chaplain.
- h. Band.
- i. Formation of Troops.
- j. Color Guard.

2-5. Sequence of Events

- a. H-1hr: Ceremony set up is complete.
- b. H-30mins: Final Rehearsals complete.
- c. H-20mins: Outgoing CDR award Ceremony.
- d. H-10MINS: Pre-Ceremony music begins.
- e. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Introduction of official party.
 - (3) Presentation of flowers.
 - (4) Formation of Troops.
 - (5) COT Moves Colors forward.
 - (6) Invocation
 - (7) National Anthem.
 - (8) Official party moves to Colors.
 - (9) COT moves to Staff.
 - (10) Official party/CSM take positions.
 - (11) Narrator reads Assumption of Command orders.
 - (12) Colors are passed.
 - (13) Official party moves back to reviewing stand.
 - (14) COT returns to Colors.
 - (15) Reviewing Officer remarks.
 - (16) Outgoing CDR remarks.
 - (17) Incoming CDR remarks.
 - (18) 10th MTN and Army song.
 - (19) Retire Colors.
 - (20) Conclusion of Ceremony.
 - (21) COT dismisses troops.
- f. H+25mins: Ceremony concludes.
- g. H+30mins: Reception begins.
- h. H+45mins: Tear down begins.

2-6. Responsibilities

- a. Unit Responsibilities:
 - (1) Coordinate with G1 about outgoing Commander and spouse awards. Confirm with SGS (NLT 9 weeks out).
 - (2) Provide a narrator for ceremony.
 - (3) Provide a photographer.
 - (4) Coordinate with Protocol for official invitations (NLT 9 weeks out).
 - (5) Provide Protocol with the list of personal guests invited by the outgoing and incoming Commanders. (NLT 9 weeks out).
 - (6) Coordinate with Headquarters Commandant to reserve canopies, chairs, State and Territorial flags, flag stands, and Public Address system (NLT 9 weeks out). Canopies are not available for use at company-level ceremonies.
 - (7) Coordinate for Magrath Gym as an inclement weather site.
 - (8) Ensure incoming Commander and spouse, adjutant, US flag and BDE/BN colors go to the receiving line following the ceremony.
 - (9) Use the script template provided by Protocol to make the unit specific narration.
 - (10) Provide the narration to Protocol for review (NLT 2 weeks out).

- (11) Provide a draft copy of the ceremony program to Protocol (NLT 2 weeks out).
- (12) Coordinate for narrator and award bearer for award ceremony (NLT 1 week out).
- (13) Ensure that site is set-up for ceremony one hour prior to ceremony.
- (14) Ensure programs are present at least one hour prior to start of ceremony.
- (15) Ensure ushers are present one hour prior to start of ceremony in correct uniform.
- (16) It is recommended that incoming and outgoing CDRs provide flowers. If flowers are provided, ensure one bouquet of red roses and yellow roses are purchased for the outgoing and incoming Commanders' spouses and are at the Change of Command site at least one hour before the ceremony. If spouses are to receive a coin, belt buckle or other token, it must be purchased by personal funds. It cannot be a unit coin or device.
- (17) Do not tear down any equipment until the ceremony has concluded and attendees have departed.
- (18) Return all equipment that has been signed out.
- (19) A detailed checklist can be found in Appendix C.
- b. Protocol Office Responsibilities:
 - (1) Send and track invitations for Brigade-level or higher (NLT 4 weeks out).
 - (2) Collect RSVPs.
 - (3) Review program for correct format and information.
 - (4) Provide Command Suite with read ahead copies NLT 1 week prior to ceremony.
 - (5) Review narration and sequence of events.
 - (6) Attend rehearsals
 - (7) Brief ushers on their responsibilities. Recommended number of ushers is; Brigade level, 7 ushers, 1 NCO: Battalion level, 5 ushers, 1 NCO.
 - (8) Ensure that the seating chart is completed NLT 2 days prior to ceremony.
 - (9) Ensure all seat labels are complete (NLT 1 day prior) for all Brigade and Division level ceremonies.
 - (10) Ensure two members from Protocol are present for division and brigade ceremonies 1 hour prior to ceremony.
 - (11) Ensure all seat labels are placed correctly, assist with set-up of GO flags (if applicable), and re-brief ushers (NLT 1 hour prior) for all Brigade and Division level ceremonies.
 - (12) Ensure the narrator, incoming and outgoing Commanders have an updated list of VIPs.
 - (13) Recover all Protocol equipment at ceremony and award site (immediately following ceremony).
- c. Headquarters Commandant Responsibilities (Brigade & Division level events):
For Brigade and Division ceremonies provide National colors, state and territory flags, Army colors, and Division colors, chairs, tents, public address system, gloves, color patches, harnesses, and podiums to tasked unit.

Chapter 3

Change of Responsibility

3-1. Purpose

To provide guidance and assign responsibilities for the conduct of Change of Responsibility Ceremonies.

3-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

3-3. General

Conduct Ceremonies as follows:

- a. Division and Brigade Change of Responsibility can be conducted at Sexton Field, Division Hill, or Memorial Park for outdoor ceremonies.
- b. Change of Responsibility Ceremonies and events at locations other than Sexton Field, Memorial Park, Division Hill or Wheeler Sack Army Airfield are not authorized.
- c. Division and Brigade Change of Responsibility Ceremonies can be conducted at Magrath Gym for indoor ceremonies. 10th CAB can conduct indoor Change of Responsibility Ceremonies at Wheeler Sack Army Airfield.
- d. Battalion Change of Responsibility Ceremonies can be conducted at Memorial Park for outdoor ceremonies. Battalion Change of Responsibility Ceremonies are not authorized on Sexton Field.
- e. Battalion Change of Responsibility Ceremonies can be conducted at Magrath Gym for indoor ceremonies. 10th CAB can conduct indoor Change of Responsibility Ceremonies at Wheeler Sack Army Airfield.
- f. Script will be obtained from Protocol to ensure latest guidance has been implemented.
- g. Change of Responsibility Ceremonies are outdoor ceremonies which, at times, will have to be conducted indoors due to inclement weather.
- h. NLT 24 hours prior to the ceremony, the Battalion and Brigade Commanders will make the weather decision to change locations. This will allow ample notification to attendees.
- i. Uniform for all participants in CoR Ceremonies will be the Army Combat Uniform (ACU), beret, and Coyote brown boots in accordance with AR 670-1. Host unit Commander is authorized to add color patches.

3-4. Composition of Ceremony

- a. Presiding Officer.
- b. Outgoing Command Sergeant Major.
- c. Incoming Commander Sergeant Major.
- d. Non-Commissioned Officer in Charge.
- e. Narrator.
- f. Chaplain.
- g. Band.
- h. Troop Formation.
- i. Color Guard.

3-5. Sequence of Events

- a. H-1hr: Ceremony set up is complete.
- b. H-30mins: Final Rehearsals complete.
- c. H-20mins: Outgoing CSM award Ceremony.
- d. H-10mins: Pre-Ceremony Music.
- e. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Introduction of official party.

- (3) Presentation of flowers.
- (4) NCOIC Moves Colors forward.
- (5) Invocation.
- (6) National Anthem.
- (7) Official party moves to Colors.
- (8) Official party/NCOIC take positions.
- (9) Colors are passed.
- (10) Narrator reads charge orders.
- (11) Official party moves back to reviewing stand.
- (12) Reviewing Officer remarks.
- (13) Outgoing CSM remarks.
- (14) Incoming CSM remarks.
- (15) 10th MTN and Army song.
- (16) Retire Colors.
- (17) Conclusion of Ceremony.
- (18) NCOIC dismisses troops.
- f. H+25mins: Ceremony concludes.
- g. H+30mins: Reception begins (If Applicable).
- h. H+45mins: Tear down begins.

3-6. Responsibilities

- a. Unit Responsibilities:
 - (1) Coordinate with G1 about outgoing CSM and spouse awards confirm with SGS (NLT 9 weeks out).
 - (2) Provide a narrator and a chaplain for ceremony.
 - (3) Provide a photographer.
 - (4) Coordinate with Protocol for official invitations (NLT 9 weeks out).
 - (5) Provide Protocol with the list of personal guests invited by the outgoing and incoming Command Sergeants Major (NLT 9 weeks out).
 - (6) Coordinate with Headquarters Commandant to reserve canopies, chairs, State and Territorial flags, flag stands, and Public Address system (NLT 9 weeks out). Canopies are not available for use at company-level ceremonies.
 - (7) Coordinate for Magrath Gym for inclement weather site.
 - (8) Use the script template provided by Protocol to make the unit specific narration.
 - (9) Provide the narration to Protocol for review (NLT 2 weeks out).
 - (10) Provide a draft copy of the ceremony program to Protocol (NLT 2 weeks out).
 - (11) Coordinate for reader and award bearer for award ceremony (NLT 1 week out).
 - (12) Ensure that site is set-up for ceremony one hour prior to ceremony.
 - (13) Ensure programs are present at least one hour prior to start of ceremony.
 - (14) Ensure ushers are present one hour prior to start of ceremony in correct uniform.
 - (15) It is recommended that incoming and outgoing CSMs provide flowers. If flowers will be provided, ensure one bouquet of red roses and yellow roses are purchased for the outgoing and incoming CSM spouses and are at the Change of Responsibility site at least one hour before the ceremony. If spouses are to receive a coin, belt buckle or other token, it must be purchased by personal funds. It cannot be a unit coin or device.
 - (16) Do not tear down any equipment until the ceremony has concluded.
 - (17) Return all equipment that has been signed out.
 - (18) A detailed checklist and script template can be found in Appendix C.

- b. Protocol Office Responsibilities (Brigade & Division level events):
- (1) Send and track invitations (NLT 4 weeks out).
 - (2) Collect RSVPs.
 - (3) Review program for correct format and information.
 - (4) Provide Command Suite with read ahead copies NLT 1 week prior to ceremony.
 - (5) Review narration and sequence of events.
 - (6) 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.
 - (7) Ensure that the seating chart is completed and reviewed by the unit CSM (NLT 1 week prior).
 - (8) Ensure all seat labels are complete (NLT 1 day prior).
 - (9) Ensure two members from Protocol are present for the start of the ceremony (1 hour prior to ceremony) for Brigade and Division ceremonies.
 - (10) Ensure all seat labels are placed correctly, assist with set-up of GO flags (if applicable), and re-brief ushers (NLT 1 hour prior).
 - (11) Ensure the narrator, and incoming and outgoing Commanders have an updated list of VIPs.
 - (12) Recover all Protocol equipment at ceremony and award site (immediately following ceremony).
- c. Headquarters Commandant Responsibilities (Brigade & Division level events):
- For Brigade and Division ceremonies provide National colors, state and territory flags, Army colors, and Division colors, chairs, tents, public address system, gloves, color patches, harnesses, and podiums to tasked unit.

Chapter 4

Deployment Casing of Organizational Colors

4-1. Purpose

To provide guidance and assign responsibilities for the conduct of Deployment Casing of Organizational Colors.

4-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

4-3. General

Conduct Ceremonies as follows:

- a. Division and Brigade Deployment Ceremonies can be conducted on Sexton Field or Memorial Park for outdoor ceremonies.
- b. Division and Brigade Deployment Ceremonies can be conducted at Magrath Gym for indoor ceremonies. 10th CAB can conduct indoor Casing of Organizational Colors Ceremonies at Wheeler Sack Army Airfield.
- c. Battalion Deployment Ceremonies can be conducted at Memorial Park or Battalion footprints for outdoor ceremonies. Battalion Deployment Ceremonies are not authorized on Sexton Field.
- d. Battalion Deployment Ceremonies can be conducted at Magrath Gym for indoor

ceremonies.

e. Uniform for all participants in the ceremony will be the Army Combat Uniform (ACU), beret, and Coyote brown boots in accordance with AR 670-1. Host unit Commander is authorized to add color Shoulder Sleeve Insignia Patches.

4-4. Composition of Ceremony

- a. Presiding Officer.
- b. Unit Commanders.
- c. Command Sergeants Major.
- d. Commander of Troops.
- e. Formation of Troops.
- f. Narrator.
- g. Chaplain.
- h. Band.

4-5. Sequence of Events

- a. H-1hr: Ceremony set up is complete.
- b. H-30mins: Final Rehearsals complete.
- c. H-10mins: Pre-Ceremony Music.
- d. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Introduction of official party.
 - (3) COT Moves Colors forward.
 - (4) Invocation.
 - (5) National Anthem.
 - (6) Casing of Colors.
 - (7) Senior Commander Remarks.
 - (8) Reviewing Officer Remarks.
 - (9) 10th MTN and Army song.
 - (10) Retire Colors.
 - (11) Conclusion of Ceremony.
 - (12) COT dismisses troops.
- e. H+25mins: Ceremony concludes.
- f. H+35mins: Tear down begins.

4-6. Responsibilities

- a. Unit Responsibilities:
 - (1) Coordinate with Protocol for official invitations (NLT 9 weeks out).
 - (2) Provide Protocol with the list of personal guests invited by the deploying unit Commander.
 - (3) Coordinate with Headquarters Commandant to reserve canopies, chairs, State and Territorial flags, flag stands, and Public Address system (NLT 9 weeks out).
 - (4) Coordinate for Magrath Gym for inclement weather site.
 - (5) Use the script template provided by Protocol to make the unit specific narration.
 - (6) Provide the narration and program to Protocol for review (NLT 2 weeks out).
 - (7) Ensure programs are present at least 1 hour prior to start of ceremony.
 - (8) Ensure that ushers are present 1 hour prior to start of ceremony in correct uniform.
 - (9) Commander of Troops: For Brigade level ceremony, it will be the Brigade XO. For

Battalion level, it will be the deploying Battalion XO.

(10) Reviewing Officer/Guest Speaker: for Brigade-level ceremony, unit will need to coordinate with SGS for representative from DIV CMD group. For Battalion level, it will be the Brigade Commander.

(11) Provide narrator and chaplain for ceremony.

(12) Provide a photographer.

(13) Do not tear down any equipment until the ceremony has concluded.

(14) Return all equipment that has been signed out.

b. Protocol Office Responsibilities (Brigade & Division level events):

(1) Send and track invitations (NLT 4 weeks out).

(2) Collect RSVPs.

(3) Review Narration for completeness/correctness (NLT 1 week prior).

(4) Upon receipt of read ahead programs from unit, provide Command Suite with copies.

(5) Attend the full-dress rehearsal to brief ushers on their responsibilities. Recommended number of ushers: Brigade level, 7 ushers, 1 NCO; Battalion level, 5 ushers, 1 NCO.

(6) Ensure that the seating chart is completed and reviewed NLT 1 day prior to ceremony.

(7) Ensure all seat labels are complete (NLT 1 day prior).

(8) Ensure all seat labels are placed correctly, assist with set-up of GO flags (if applicable), and re-brief ushers (NLT 1 hour prior).

(9) Ensure the narrator has an updated list of VIPs.

(10) Ensure one member from Protocol is present for the start of the ceremony (1 hour prior to ceremony).

c. Headquarters Commandant Responsibilities (Brigade & Division level events):

(1) Provide National colors, Army colors, and Division colors to tasked unit.

(2) Provide chairs, tents, public address system, and podiums to tasked unit.

(3) PAO Responsibilities: Provide media coverage as necessary.

Chapter 5

Redeployment Uncasing of Organizational Colors

5-1. Purpose

To provide guidance and assign responsibilities for the conduct of Redeployment Uncasing of Organizational Colors

5-2. References

a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)

b. TC 3-21.5, Drill and Ceremonies (May 21)

c. DA PAM 600-60, A Guide to Protocol (Sept 23)

5-3. General

Conduct Ceremonies as follows:

a. Division and Brigade Redeployment Ceremonies can be conducted on Sexton Field or Memorial Park for outdoor ceremonies. (Figure 5-1)

b. Division and Brigade, Redeployment Ceremonies can be conducted at Magrath Gym for indoor ceremonies (Figure 5-2). 10th CAB can conduct indoor Uncasing of Organizational Colors Ceremonies at Wheeler Sack Army Airfield.

c. Battalion Redeployment Ceremonies can be conducted at Memorial Park or Battalion

footprint for outdoor ceremonies. Battalion Redeployment Ceremonies are not authorized on Sexton Field.

d. Battalion Redeployment Ceremonies can be conducted at Magrath Gym for indoor ceremonies. 10th CAB can conduct indoor Uncasing of Organizational Colors Ceremonies at Wheeler Sack Army Airfield.

e. Uniform for all participants in the ceremony will be the Army Combat Uniform (ACU), beret, and Coyote brown boots in accordance with AR 670-1. Host unit Commanders are authorized to add color Shoulder Sleeve Insignia patches.

5-4. Composition of Ceremony

- a. Presiding Officer.
- b. Unit Commanders.
- c. Command Sergeants Major.
- d. Commander of Troops.
- e. Formation of Troops.
- f. Narrator.
- g. Chaplain.
- h. Band.

5-5. Sequence of Events

- a. H-1hr: Ceremony set up is complete.
- b. H-30mins: Final Rehearsals complete.
- c. H-10mins: Pre-Ceremony Music.
- d. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Introduction of official party.
 - (3) COT Moves Colors forward.
 - (4) Invocation.
 - (5) National Anthem.
 - (6) Uncasing of Colors.
 - (7) Senior Commander Remarks.
 - (8) Reviewing Officer Remarks.
 - (9) 10th MTN and Army song.
 - (10) Retire Colors.
 - (11) Conclusion of Ceremony.
 - (12) COT dismisses troops.
- e. H+25mins: Ceremony concludes.
- f. H+35mins: Tear down begins.

5-6. Responsibilities

- a. Unit Responsibilities:
 - (1) Coordinate with Protocol for official invitations (NLT 9 weeks out).
 - (2) Provide Protocol with the list of personal guests invited by the re-deploying unit Commander.
 - (3) Coordinate with Headquarters Commandant to reserve canopies, chairs, State and Territorial flags, flag stands, and Public Address system (NLT 9 weeks out).
 - (4) Coordinate for Magrath Gym for inclement weather site.

- (5) Use the script template provided by Protocol to make the unit specific narration.
- (6) Provide the narration and program to Protocol for review (NLT 2 weeks out).
- (7) Ensure programs are present at least 1 hour prior to start of ceremony.
- (8) Ensure that ushers are present 1 hour prior to start of ceremony in correct uniform.
- (9) Commander of Troops: For Brigade level ceremony, it will be the Brigade XO. For Battalion level, it will be the re-deploying Battalion XO.
- (10) Reviewing Officer/Guest Speaker: for Brigade-level ceremony, unit will need to coordinate with SGS for representative from DIV CMD group. For Battalion level, it will be the Brigade Commander.
- (11) Provide narrator for ceremony.
- (12) Provide a photographer.
- (13) Do not tear down any equipment until the ceremony has concluded.
- (14) Return all equipment that has been signed out.
- b. Protocol Office Responsibilities (Brigade & Division level events):
 - (1) Send and track invitations (NLT 4 weeks out).
 - (2) Collect RSVPs.
 - (3) Review Narration for completeness/correctness (NLT 1 week prior).
 - (4) Upon receipt of read ahead programs from unit, provide Command Suite with copies.
 - (5) Attend the full-dress rehearsal to brief ushers on their responsibilities. Recommended number of ushers: Brigade level, 7 ushers, 1 NCO; Battalion level, 5 ushers, 1 NCO.
 - (6) Ensure that the seating chart is completed and reviewed by the unit CSM (NLT 1 week prior).
 - (7) VIP parking is set up.
 - (8) Ensure all seat labels are complete (NLT 1 day prior).
 - (9) Ensure all seat labels are placed correctly, assist with set-up of GO flags (if applicable), and re-brief ushers (NLT 1 hour prior).
 - (10) Provide back-up flags and equipment as needed.
 - (11) Ensure the narrator has an updated list of VIPs.
 - (12) Ensure one member from Protocol is present for the start of the ceremony (1 hour prior to ceremony).
- c. Headquarters Commandant Responsibilities (Brigade & Division level events):
 - (1) Provide National colors, Army colors, and Division colors to tasked unit.
 - (2) Provide chairs, tents, public address system, and podiums to tasked unit.
- d. PAO Responsibilities: Provide media coverage as necessary.

Chapter 6

Initial Reception / Welcome Home Ceremony

6-1. Purpose

To provide guidance and assign responsibilities for the conduct of Welcome Home Ceremonies.

6-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

6-3. General

Conduct ceremonies as follows:

- a. Initial reception ceremonies will be held within 3 hours after aircraft arrival.
- b. For initial reception ceremonies the Brigade is responsible for planning and executing the ceremony at the unit area. Coordination/utilization of Division resources (i.e., Protocol Office, Band Support, etc.) is 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 100 Soldiers will follow the guidelines of this regulation.
- d. Initial reception ceremonies for units greater than 100 Soldiers are conducted at Magrath Gym.
- e. 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.
- f. Formation is a Mass Formation.
- 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 Magrath Gym. The Division may consolidate units for deliberate recognition ceremonies.
- h. 3rd Brigade Combat Team is authorized to adjust based upon available resources and facilities at Fort Polk while maintaining the intent of the above references and this regulation.
- i. Uniform for all participants in the ceremony will be the Army Combat Uniform (ACU), Patrol Cap, and Coyote brown boots in accordance with AR 670-1.

6-4. Composition of Initial Ceremony

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

6-5. Sequence of Events

- a. H-3hr: Unit lands at RDF.
- b. H-1hr: Setup Complete.
- c. H-45mins: Movement to ceremony site.
- d. H-10mins: Rehearsals complete with COT/NCOIC.
- e. H-10mins: Pre-Ceremony Music.
- f. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) COT Moves Unit into gym.
 - (3) Invocation.
 - (4) National Anthem.
 - (5) Reviewing Officer Remarks.
 - (6) Conclusion of Ceremony.
 - (7) COT dismisses troops.
- g. H+5mins: Ceremony concludes.
- h. H+25mins: Tear down begins.

6-6. Responsibilities

- a. Unit Home Station Mission Command:

- (1) Provide OIC/NCOIC to coordinate and supervise the setup and conduct of the ceremony.
 - (2) Provide a narrator.
 - (3) Provide a photographer.
 - (4) Script will be obtained from Protocol to ensure latest guidance has been implemented.
 - (5) Coordinate for all support, including vehicle and detail to move chairs and flags.
 - (6) Provide personnel for setup.
 - (7) Brief Commander of Troops and Reviewing Officer, on the ceremony procedures.
 - (8) Coordinate with SFRGs.
 - (9) Coordinate with SGS for CMD group for Welcome Home Ceremonies.
 - (10) Notify all supporting personnel of ceremony time changes.
 - (11) Submit requests for ceremonial band support directly to the 10th Mountain Division Band. If the 10th Mountain Division (LI) Band is unable to support the ceremony, units will provide their own laptop to play the necessary music for their ceremony. Coordination will be made with the 10th Division (LI) Band for ceremonial music files via mp3.
 - (12) Headquarters Commandant (Brigade & Division level events): Provide any necessary equipment requested by the unit for set-up of the ceremony site.
- b. PAO:
- (1) Inform media outlets.
 - (2) Coordinate and supervise external media coverage.

Chapter 7

Quarterly Retirement Ceremony

7-1. Purpose

To provide guidance and assign responsibilities for the conduct of the Fort Drum Retirement Ceremony

7-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)
- d. Fort Drum Regulation 600–8–22, Military Awards

7-3. General

Conduct Ceremonies as follows:

- a. The primary location is at Memorial Park from 1st of May to 20th of September.
- b. The alternate/inclement weather location is at the Non-Commissioned Officer Academy (NCOA).
- c. All BN/BDE Commanders, directors, and activity/branch/section chiefs will attend, and family member attendance is highly encouraged. Spouses and family members of retirees will be recognized at an appropriate point during the ceremony.
- d. Uniform for all participants is the Army Green Service Uniform (AGSU) or Army Service Uniform (ASU) with awards and decorations. Civilian retirees will wear appropriate civilian attire.
- e. If post is closed due to weather, the ceremony will be canceled, and retirees will not be required to walk. If the retiree wants to walk the next month they will be allowed to do so.

7-4. Composition of Ceremony

- a. Guest Speaker – Commander of the Hosting Brigade.
- b. Presenter of awards – Host unit Brigade Commander and Command Sergeant Major.
- c. Roll Call – Command Sergeant Major of the Hosting BDE.
- d. Chaplain (from host BDE).
- e. Retirees/awardees.
- f. Band, unless excused by the Chief of Staff. When band is not available, use pre-recorded music.
- g. Narrator (from host BDE).
- h. Award Bearers (from host BDE).
- i. Ushers (from host BDE).

7-5. Sequence of Events

- a. Welcome.
- b. Invocation.
- c. National Anthem.
- d. Host Remarks.
- e. Certificate of Appreciation by POTUS.
- f. Host Brigade Commander and Command Sergeant Major move to position.
- g. Retiree and family are called up between the Host Unit Command Team.
- h. Brief bio is read while retiree and family move.
- i. Proffer 1 will hold award for Host Brigade Commander to present to SM.
- j. Proffer 2 will hold flowers, spouse certificate, SFL pin for Host Command Sergeant Major to present to Spouse.
- k. Proffers 1 and 2 will move back to table to prepare for the next retiree after items are presented.
- l. Final Salute.
- m. Photo Op.
- n. Retiree and family move back to seat.
- o. Repeat steps 8-15 for each retiree.
- p. CSM Roll Call.
- q. "Old Soldiers Never Die" played.
- r. 10th MTN and Army Song.
- s. Final announcement.
- t. Receiving Line.

7-6. Responsibilities

- a. Brigades when designated as Host will:
 - (1) Provide BDE Commander for remarks and BDE CSM to conduct final roll call.
 - (2) Assign an Action Officer (AO) to attend the weekly in-progress reviews (IPR), coordinate between the Division Protocol Office and the Host unit, oversee the setup, execution, and tear down of the Retirement Ceremony, and organize the Post-Retirement Social. The AO can be the detail NCOIC.
 - (3) Provide 1 NCOIC and 10-Soldier setup and tear down detail. Four Soldiers from setup/tear down detail will function as Awards Bearers during ceremony (AGSUs/ASUs required). Four Soldiers from setup/tear down detail will serve as door ushers (AGSUs/ASUs required).
 - (4) It is the host BDEs responsibility to inspect the Soldiers' uniforms for proper fit and

appearance.

(5) Obtain flags from Headquarters Commandant for the 50 States, District of Columbia, and US Territories (setup/tear down detail).

(6) Provide laptop with operator when the 10th Mountain Division Band is not available to perform at ceremony.

(7) Provide chaplain for ceremony.

(8) Provide a photographer for the full-dress rehearsal and the ceremony.

(9) Provide a narrator for all rehearsals and ceremony.

b. G1:

(1) Provide the names, biography, and awards of military retirees NLT the 10th of each month to Protocol.

(2) Provide retirement awards and award certificates for each retiree/awardee as appropriate.

(3) DA Form 3891 or DA Form 3891-1 (Certificates of Appreciation) for retiree's spouse as required.

(4) Monitor and control the Awards Bearers during rehearsals and the actual ceremony.

c. PAO:

(1) Ensure there is a photographer present, and the ceremony is live streamed to Facebook.

(2) Ensure photos are uploaded to the Fort Drum FLICKR page.

d. Protocol:

(1) Notify distinguished guests and collect RSVPs.

(2) Provide seating plan.

(3) Generate script for ceremony.

(4) Conduct/Oversee IPRs

(5) Provide the Narrator with a list of VIPs to be recognized.

(6) Coordinate for the 10th Mountain Division Band to provide music support for the ceremony.

(7) Generate program for ceremony.

(8) Provide Program read ahead to Command Suite NLT the Tuesday preceding the ceremony.

(9) Conduct/supervise all rehearsals.

(10) Ensure flowers are present 1 hour prior to ceremony time.

e. Headquarters Commandant: For ceremonies at Memorial Park provide at a minimum of two tents, one PA system, 160 chairs, the National Colors, Army Colors, Division Colors, State, and Territorial Flags.

7-7. Additional Instructions

a. Setup begins at 0900 the day prior to the ceremony when at Memorial Park.

b. Setup begins at 1000 the day prior to the ceremony when at NCOA.

c. Initial rehearsal begins at 1300 the day prior to the ceremony.

d. G1 and Protocol will be there at 1300 during initial rehearsal to set and verify attendees, awards, and seating sequence.

e. Protocol will ensure that PA system is tested, operational and adequate NLT 0900 day of ceremony.

f. Full-dress rehearsal will be conducted at 0900 the day of the ceremony.

g. Ushers to be in place NLT 30 minutes prior to scheduled start time.

h. 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.
- (3) Perform other duties as specified in the briefing from Protocol on the day of the rehearsal.
- (4) Ceremony begins at 1100.

Chapter 8

Mountain Salute Ceremony

8-1. Purpose

To provide guidance and assign responsibilities for the conduct of the Fort Drum Mountain Salute Ceremony.

8-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

8-3. General

Conduct Ceremonies as follows:

- a. The ceremony is conducted for the Chief of Staff, the Deputy Commanding General—Operations, Deputy Commanding General—Support, and the Deputy Commanding General – Interoperability
- b. The ceremony is held at Memorial Park, Fort Drum, NY.
- c. If weather is inclement the ceremony will be conducted at Magrath Sports Complex.
- d. Script will be obtained from Protocol to ensure latest guidance has been implemented.
- e. Uniform for all ceremony participants is OCPs with beret and the Colored 10th Mountain Shoulder Sleeve Insignia Patch.

8-4. Composition of Ceremony

- a. Speaker.
- b. Honoree.
- c. Chaplain.
- d. 10th Mountain Division Band, unless excused by the Chief of Staff. When band is not available, pre-recorded music will be used.
- e. Narrator.

8-5. Sequence of Events

- a. H-45mins: Setup complete.
- b. H-15mins: Final Rehearsal Complete.
- c. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Arrival of the Official Party.
 - (3) Honors.
 - (4) Invocation.
 - (5) National Anthem.
 - (6) Flowers/Coins/Gifts (purchased by the incoming/outgoing honoree)
 - (7) Opening Remarks.

- (8) Presentation of Color 10th MTN Soldier Sleeve Insignia Patch (if incoming).
- (9) Presentation of Award (if outgoing).
- (10) Honoree Remarks (if more than one honoree only the CG makes remarks).
- (11) 10th Mountain Song and Army Song.
- d. H+30mins: Ceremony concludes.
- e. H+45mins: Tear down begins.

8-6. Responsibilities

- a. Protocol:
 - (1) Send and track invitations (NLT 4 weeks out).
 - (2) Coordinate with 10th Mountain Division Band to provide music support for the ceremony.
 - (3) Provide laptop with operator when the 10th Mountain Division Band is not available to perform at ceremony.
 - (4) Conduct/supervise all rehearsals.
- Provide script as needed.
- (5) Provide program as needed.
- Invite personal guests of honorees.
 - (6) Notify distinguished guests and collect RSVPs.
 - (7) Provide command and VIP seating plan.
 - (8) Provide the speaker/narrator with list of VIPs to be recognized.
- b. Headquarters Commandant:
 - (1) Provide National colors, Army colors, Division colors, chairs, tents, public address system, and podiums to tasked unit.
 - (2) Provide State and Territorial flags.
 - (3) Assist with supervision of setup of Memorial Park.
- c. PAO:
 - (1) Coordinate appropriate media coverage.
 - (2) Provide photographer, videographer, and face book live stream capabilities.

Chapter 9 Promotion Ceremony

9-1. Purpose

To provide guidance and assign responsibilities for the conduct of a Promotion Ceremony.

9-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy
- b. TC 3-21.5, Drill and Ceremonies

9-3. General

Conduct ceremonies as follows:

- a. If the ceremony occurs on Fort Drum it will be located at Sexton Field, Memorial Park or Magrath Sports Complex.
- b. Script will be obtained from Protocol to ensure the latest guidance has been implemented.
- c. Uniform for all ceremony participants is honoree choice; civilian personnel will be in appropriate civilian attire.

9-4. Composition of Ceremony

- a. Officiating Officer.
- b. Chaplain.
- c. 10th Mountain Division Band, unless excused by the Chief of Staff. When band is not available, pre-recorded music will be used.
- d. Narrator determined by honoree.
- e. Individual being honored.
- f. Proffers determined by honoree.

9-5. Sequence of Events

- a. H-1hrs: Setup Complete.
- b. H-30hrs: Final Rehearsal Complete.
- c. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Arrival of Official Party.
 - (3) Invocation.
 - (4) National Anthem.
 - (5) Opening Remarks.
 - (6) Attention to Orders.
 - (7) Pinning of Rank.
 - (8) Presentation of GO Pistol (if applicable).
 - (9) Presentation of GO Belt (if applicable).
 - (10) Presentation of GO Flag (if applicable).
 - (11) Oath.
 - (12) Musical Honors (if applicable).
 - (13) Gifts.
 - (14) Honoree Remarks.
 - (15) 10th Mountain Song and Army Song
- d. H+30mins: Ceremony concludes.
- e. H+35mins: Reception begins.
- f. H+1.5hrs: Tear down begins.

9-6. Responsibilities

- a. Protocol (Division Only):
 - (1) Send and track invitations (NLT 4 weeks out).
 - (2) Coordinate with 10th Mountain Division Band to provide music support for the ceremony. Provide laptop with operator when the 10th Mountain Division Band is not available to perform at ceremony.
 - (3) Conduct/supervise all rehearsals.
 - (4) Notify distinguished guests and collect RSVPs.
 - (5) Provide command and VIP seating plan.
 - (6) Provide the speaker/guest speaker with list of VIPs to be recognized.
 - (7) Provide script.
 - (8) Provide Program
- b. Headquarters Commandant (Division Only):
 - (1) Provide National colors, Army colors, and Division colors.
 - (2) Provide state and territorial flags.

- (3) Provide chairs, tents, public address system, and podiums.
- (4) Assist with supervision of the setup.
- (5) PAO: Provide photographer, videographer, and face book live stream capabilities.

Chapter 10

Annual Remembrance Ceremony

10-1. Purpose

To provide guidance and assign responsibilities for the conduct of the Fort Drum Annual Remembrance Ceremony.

10-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy
- b. TC 3-21.5, Drill and Ceremonies

10-3. General

Conduct of ceremonies as follows:

- a. Ceremony is conducted at Memorial Park, Fort Drum, NY.
- b. Uniform for all ceremony participants is ASUs.

10-4. Composition of Ceremony

- a. Speaker.
- b. Chaplain.
- c. 10th Mountain Division Band, unless excused by the Chief of Staff. When band is not available, pre-recorded music will be used.
- d. Narrator
- e. Color Guard.
- f. 3 Volley Salute.
- g. BDE colors.
- h. Guest Speaker (as applicable).

10-5. Sequence of Events

- a. H-2.5hrs: Setup complete.
- b. H-2hrs: Reception begins.
- c. H-15mins: Movement to ceremony site/ Pre-ceremony music begins.
- d. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Invocation
 - (3) National Anthem.
 - (4) Opening Remarks.
 - (5) Guest Speaker Remarks.
 - (6) Wreath bearers Wreath Laying.
 - (7) CG/DCSM/Guest Speaker Wreath Laying.
 - (8) Salute Battery.
- e. H+30mins: Ceremony concludes.
- f. H+50mins: Tear down begins.

10-6. Responsibilities

- a. Protocol:
 - (1) Send and track invitations (NLT 4 weeks out).
 - (2) Coordinate with 10th Mountain Division Band to provide music support for the ceremony. Provide laptop with an operator when the 10th Mountain Division Band is not available to perform at the ceremony.
 - (3) Conduct/supervise all rehearsals.
 - (4) Notify distinguished guests and collect RSVPs.
 - (5) Provide command and VIP seating plan.
 - (6) Provide the speaker/guest speaker with list of VIPs to be recognized.
 - (7) Create badges for family members attending the ceremony.
 - (8) Purchase Wreath for ceremony.
- b. Headquarters Commandant:
 - (1) Provide National colors, Army colors, Division colors, and 3rd BCT colors to tasked unit.
 - (2) Provide chairs, tents, public address system, and podiums to tasked unit.
- c. PAO:
 - (1) Provide appropriate media coverage.
 - (2) Provide photographer, videographer, and face book live stream capabilities.

Chapter 11

Warrior Legend Hall of Fame & Man and Woman of the Mountain Induction Ceremonies

11-1. Purpose

To provide guidance and assign responsibilities for the conduct of the Fort Drum Warrior Legend Hall of Fame and Man and Woman of the Mountain Induction Ceremonies.

11-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

11-3. General

Conduct of ceremonies is as follows:

- a. The ceremony can be conducted in various locations on Fort Drum.
- b. Uniform for all ceremony participants is Uniform of the Day.

11-4. Composition of Ceremony

- a. Speaker/Guest Speakers.
- b. Chaplain.
- c. 10th Mountain Division Band, unless excused by the Chief of Staff. When band is not available, pre-recorded music will be used.
- d. Narrator.
- e. Inductees.

11-5 Sequence of Events

- a. H-1hr: Setup complete.
- b. H-30mins: Final Rehearsal Complete.

- c. H-15mins: Movement to ceremony site/Pre-ceremony music begins.
- d. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Invocation.
 - (3) National Anthem.
 - (4) Presentation of Plaques by CG and DCSM.
 - (5) Inductee Remarks.
 - (6) Closing Remarks from M6.
 - (7) 10th Mountain Song and Army Song.
- e. H+30mins: Ceremony concludes.
- f. H+50mins: Tear down begins.

11-6 Responsibilities

- a. Protocol:
 - (1) Send and track invitations (NLT 4 weeks out).
 - (2) Coordinate with 10th Mountain Division Band to provide music support for the ceremony. Provide laptop with an operator when the 10th Mountain Division Band is not available to perform at the ceremony.
 - (3) Conduct/supervise all rehearsals.
 - (4) Notify distinguished guests and collect RSVPs.
 - (5) Provide command and VIP seating plan.
 - (6) Provide the speaker/guest speaker with list of VIPs to be recognized.
 - (7) Headquarters Commandant: Provide National colors, Army colors, Division colors, and State and Territory flags to tasked unit.
- b. PAO:
 - (1) Provide appropriate media coverage.
 - (2) Provide photographer, videographer, and face book live stream capabilities.
- c. G39: Coordinate for Inductee Plaques. Plaques are funded through the 10th Mountain Division Association.
- d. Legal: Review the efficacy/legality of the ceremony due to it being a non-federal agency.

Chapter 12

Salute to the Nation Ceremony

12-1. Purpose

To provide guidance and assign responsibilities for the conduct of the Fort Drum Annual Salute to the Nation.

12-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

12-3. General

Conduct ceremonies as follows:

- a. Ceremony is conducted at Division Hill, Fort Drum, NY.
- b. Script will be obtained from Protocol to ensure latest guidance has been implemented.
- c. Uniform for all ceremony participants is OCPs with beret.

12-4. Composition of Ceremony

- a. Speaker.
- b. Chaplain.
- c. 10th Mountain Division Band, unless excused by the Chief of Staff. When not available, pre-recorded music will be used.
- d. Narrator provided by host BDE.
- e. Color Guard with COT.
- f. Firing Battery.
- g. Guest Speaker (as applicable).
- h. State and Territorial Flags with flag bearers.

12-5. Sequence of Events

- a. H-2hrs: Setup/final coordination complete.
- b. H-30mins: 10th Mountain Live begin.
- c. H-Hour: Ceremony begins.
 - (1) Arrival of Colors.
 - (2) State and Territory Salutes.
 - (3) CG Remarks.
 - (4) Guest Speaker Remarks (if applicable).
 - (5) 10th Mountain and Army Songs.
- d. H+30: Ceremony Complete.
- e. H+40: Reception begins. (if applicable).
- f. H+2hrs: Teardown begins.

12-6. Responsibilities

- a. Host unit/G3.
 - (1) Assign detail for flag bearers.
 - (2) Assign detail for Color Guard and COT.
 - (3) Coordinate to assign a Firing Battery.
 - (4) Conduct necessary rehearsals.
 - (5) Reserve Division Hill for rehearsals and the day of ceremony.
 - (6) Assign a narrator.
 - (7) Coordinate with HQ Commandant for flags, harnesses, chairs, tents, and public address system.
- b. Protocol:
 - (1) Send and track invitations (NLT 4 weeks out).
 - (2) Coordinate with 10th Mountain Division Band to provide music support for the ceremony. Provide laptop with operator when the 10th Mountain Division Band is not available to perform at ceremony.
 - (3) Supervise all rehearsals.
 - (4) Notify distinguished guests and collect RSVPs.
 - (5) Provide command and VIP seating plan.
 - (6) Provide the speaker/guest speaker with list of VIPs to be recognized.

- (7) Coordinate for reception for VIPs after the ceremony. (if applicable)
- (8) Provide script to Host Unit.
- c. Headquarters Commandant: Provide National colors, Army colors, Division colors, State and Territory flags, harnesses, chairs, tents, and public address system and podium(s) to tasked units.
- d. PAO:
 - (1) Provide appropriate media coverage.
 - (2) Provide photographer, videographer, and face book live stream capabilities.

Chapter 13

Veterans Day Ceremony

13-1. Purpose

To provide guidance and assign responsibilities for the conduct of the Fort Drum Veterans Day Ceremony.

13-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

13-3. General

Conduct ceremonies as follows:

- a. The ceremony is conducted at Memorial Park (Inclement weather location is Magrath Gym).
- b. Script will be obtained from Protocol to ensure latest guidance has been implemented.
- c. All Commanders, directors, and activity/branch/section chiefs are encouraged to attend.
- d. Uniform for ceremony participants is ASU/AGSU. All members of a detail must have matching service uniform.

13-4. Composition of Ceremony

- a. Guest Speaker.
- b. Chaplain.
- c. 10th Mountain Division Band, unless excused by the Chief of Staff. When band is not available, pre-recorded music will be used.
- d. Narrator.
- e. Color Guard NCOIC.
- f. Color Guard.
- g. Three Volley Salute Detail.

13-5. Sequence of Events

- a. H-2 hrs: Setup complete.
- b. H-1 hr: Final Rehearsal.
- c. H-15 min: Pre-Ceremony Music.
- d. H-Hour: Ceremony begins.
 - (1) Welcome.
 - (2) Arrival of Colors.

- (3) Invocation.
- (4) National Anthem.
- (5) Opening Remarks.
- (6) Guest Speaker Remarks.
- (7) Wreath Laying.
- (8) Three Volley Salute.
- (9) Taps.
- (10) Moment of silence.
- (11) Dismissal of Colors
- e. H+30: Ceremony Complete.
- f. H+1 hr: Teardown begins.

13-6. Responsibilities

- a. G3: Coordinate escort officer requirements for the Guest Speaker.
- b. Protocol:
 - (1) Send and track invitations (NLT 4 weeks out).
 - (2) Coordinate with 10th Mountain Division Band to provide music support for the ceremony. Provide laptop with an operator when the 10th Mountain Division Band is not available to perform at the ceremony.
 - (3) Conduct/supervise all rehearsals.
 - (4) Notify distinguished guests and collect RSVPs.
 - (5) Provide command and VIP seating plan.
 - (6) Provide the speaker/guest speaker with list of VIPs to be recognized.
 - (7) Provide script.
 - (8) Provide program.
 - (9) Order Wreath.
- c. Headquarters Commandant:
- d. Provide National Colors, Division Colors, State, and Territorial Flags, chairs, tents, and public address system to the host unit.
 - (1) Assist with supervision of setup.
 - (2) Ensure grounds are maintained and prepared for the ceremony.
- e. G39: Coordinate with SGS and Executive Assistant on CG approved Guest Speaker.
- f. PAO:
 - (1) Coordinate appropriate media coverage.
 - (2) Provide photographer, videographer, and face book live stream capabilities.

Chapter 14

Building Grand Opening / Dedication / Renaming Ceremony

14-1. Purpose

To provide guidance and assign responsibilities for the conduct of a Grand Opening/Dedication/Building Re-naming Ceremony.

14-2. References

- a. AR 600–25, Salutes, Honors, and Visits of Courtesy (Sept 19)
- b. TC 3-21.5, Drill and Ceremonies (May 21)
- c. DA PAM 600-60, A Guide to Protocol (Sept 23)

14-3. General

Conduct ceremonies as follows:

- a. Ceremony is conducted using this regulation.
- b. Script will be obtained from Protocol to ensure latest guidance has been implemented.
- c. Uniform for all ceremony participants is OCPs, civilian personnel will be in appropriate civilian attire.

14-4. Composition of Ceremony

- a. Guest Speaker.
- b. Chaplain.
- c. 10th Mountain Division Band, unless excused by the Chief of Staff. When band is not available, pre-recorded music will be used.
- d. Narrator from host BDE.
- e. Family members of Soldier being honored in Building/Grand Opening/Dedication/Re-naming Ceremony.

14-5. Responsibilities

- a. Host Unit or Division Staff Section Assigned:
 - (1) Coordinate with 10th Mountain Division Band to provide music support for the ceremony.
 - (2) Send official invitations (NLT 4 weeks out).
 - (3) Provide traffic control.
 - (4) Collect RSVPs.
 - (5) Conduct rehearsals.
 - (6) Provide command and VIP seating plan.
 - (7) Provide the speaker/guest speaker with list of VIPs to be recognized.
 - (8) Coordinate for guest speaker.
 - (9) Provide narrator.
 - (10) Provide photographer.
 - (11) Inform Protocol of distinguished guests/VIP attending the ceremony.
 - (12) Provide laptop with operator for musical support when the 10th Mountain Division Band is not available to perform at ceremony.
 - (13) Make coordination necessary for after ceremony reception.
- b. Headquarters Commandant (Division and Brigade level events only):
 - (1) Provide National colors, Army colors, and Division colors.
 - (2) Provide State and Territorial flags.
 - (3) Be prepared to provide chairs, tent, public address system, and podium(s).
- c. PAO:
 - (1) Coordinate appropriate media coverage.
 - (2) Provide photographer, videographer, and face book live stream capabilities.

Chapter 15

Memorial Ceremony / Service

15-1. Purpose

Provide directive to 10th Mountain Division and Fort Drum tenant units on the responsibilities and procedures for conducting Memorial Events.

15-2. References

- a. AR 600-20, Army Command Policy

- b. AR 165-1, Army Chaplain Corps Activities
- c. AR 638-8, Army Casualty Program
- d. JP 1-05, Religious Affairs in Joint Operations
- e. TC 16-2, Religious Support to Casualties, Memorial, and Funeral Services
- f. FM 1-05, Religious Support
- g. TC 1-05, Religious Support Handbook for the UMT
- h. TC 3-21.5, Drill and Ceremonies

15-3. Applicability

a. The United States Army holds as a sacred trust the duty to honor the incomparable sacrifice of America's sons and daughters who have fallen in service to their Nation and its constitution. The death of every Soldier, unique in personality and contribution to the country, is a significant and irreplaceable loss. Commanders exercising the stewardship of this national trust will ensure that the greatest respect and honor is bestowed upon our fallen comrades through a dignified memorial event representing the professional values of the Army. Memorial honors, ceremonies and services are a command responsibility. The Commander, in coordination with the unit chaplain, has the primary action for the preparation and conduct of the service/ceremony.

b. This SOP provides standardized guidance to Fort Drum leaders on the expected responsibilities and procedures for conducting memorial events. This policy pertains to ceremonies taking place in the Fort Drum & Fort Polk (for 3rd Brigade, 10th Mountain Division) Garrison environment.

c. Families and family members will be informed of the date and time of the Memorial Event. Commanders should reference AR 638-8. Memorial Ceremonies or Services will not be scheduled in conflict with the dignified transfer or funeral. Commanders will consult with the Casualty Assistance Center (CAC) to de-conflict the scheduling of events and coordinate the Families travels to Fort Drum if they are authorized travelers. If the family decides to attend, Commanders should ask them to notify the unit in advance of their planned date/time of arrival.

15-4. General

a. Memorial Ceremony. A memorial ceremony is a command directed event to honor deceased service members. At Fort Drum or Fort Polk, a memorial ceremony is conducted for service members who fall in the Garrison environment. When planning and conducting a memorial ceremony, the Commander considers the life and service of the deceased, the needs of unit personnel, and the unit's morale. Because it is a Command Ceremony, the Commander can make attendance mandatory. The ceremony includes religious aspects, such as scripture reading and prayer, and a brief message given by the chaplain, but the primary focus is on military tributes and honors.

b. All memorial ceremonies will be identical. No distinction will be made between deaths that occur in a combat theater, at Fort Drum/Polk, or while on leave; whether caused by combat, a duty-time accident, a car accident, or a suicide. The only exception to this is a death which happens while in the commission of a crime, with prior permission of the CG. However, please note that deaths which occur in a combat theater may be recognized at a monthly remembrance ceremony. Requests for an exception to policy should be sent to the CG through SGS.

c. Memorial Service. A memorial service is a chaplain led religious service the chaplain conducts for the command. The chaplain ensures that the content is sensitive to the needs of

the service members attending. Because of its religious nature, Commanders can encourage service members to attend but cannot make attendance mandatory. A unit may choose to conduct a memorial service when more than one memorial event is warranted.

d. Remembrance Ceremony. A remembrance ceremony/service of an individual does not include military honors to the deceased individual. The purpose of this ceremony is to assist the grieving fellow service members, DoD civilians, or authorized contract workers and coalition members in lieu of a memorial ceremony/ service.

e. Memorial Events will be conducted in accordance with the Fort Drum Memorial Event SOP (See Division Chaplain).

15-5. Concept of Operation

a. Phase 1 – (Planning and Preparation) - Begins immediately upon notification. This phase involves the planning, preparation and production of programs and the collection of necessary display items (boots, weapon, ID tags, picture in frame with stand, bayonet, Kevlar helmet, camouflage band bearing the Soldiers name as well as any unit distinctive items to be displayed), reserving the reception room and chapel. Each unit will schedule an IPR as soon as mission allows IOT identify all personnel responsible for various details and establish a detailed timeline that will be used throughout the operation. All NCOICs/OICs and unit Staff must be present at the IPR. All participants will attend a dress rehearsal at the Memorial Event location prior to execution. Scheduling of the service will not be finalized until the unit has contacted the office of executive assistant to the CG to ensure he or his representative can be present.

b. Participants of the rehearsal include but are not limited to:

- (1) Narrator (may read service/eulogy record)
- (2) BN Commander
- (3) Company Commander
- (4) Tribute Speakers – 1 or 2
- (5) Chaplain
- (6) Unit S-1
- (7) Unit S-3
- (8) 1SG for Last Roll Call
- (9) Casualty Assistance Officer
- (10) Family Escort
- (11) Ushers - 8 (Includes 2 Soldiers to distribute memorial bulletins)
- (12) Firing Team - 8 Soldiers (7 riflemen and 1 NCOIC)
- (13) Video recorders - 1 or 2
- (14) Parking Lot guards - 3
- (15) Photographer
- (16) Soundboard Operators Set-up Detail
- (17) Bugler (Taps) *in most cases, the band will be unable to supply the bugler for the rehearsal ceremony, but the request should still be made, for those occasions when the bugler is available for the rehearsal.

c. Phase 2 – (Execution) Begins when any attending family members arrive in Fort Drum/Polk area. An Officer or NCO as appropriate, in duty uniform, will greet the family at their arrival gate. The Officer/NCO will have a clean TMP van with driver to escort the family members; he/she will also have necessary travel arrangements, lodging reservation confirmation, and an itinerary of all activities pertaining to the ceremony. Unit Chain of Command will ensure that all personnel are in place according to the established timeline. Escorts will pick up families in time to get them to the dining facility for a preservice meal with

command representatives and SFRG members (Unit command teams will offer to have the family take a tour of unit footprint along with an appropriate meal if family desires). After the meal the families will be escorted into the reception room at the chapel to be briefed on the sequence of events and then escorted to their seats in the chapel. The timeline and sequence of events for phase 2 are Appendix B. This phase ends when the family leaves the chapel.

d. Phase 3 – (Post Event Activities) - Begins at the conclusion of the Memorial Event. Once the family has had the opportunity to view the display and pay respects, they will be escorted to the reception room for a receiving line and reception with the Chain of Command, SFRG members and friends of the fallen Soldier. The Casualty Assistance Officer and the family escort will then present the family, in the privacy of the chapel, with items from the memorial display (Photo, ID Tags, Camouflage Band from the Kevlar as well as any unit distinctive items such as coins, spurs, etc.) in an appropriate small memorial box provided by the unit. The escorts will take the families on a unit tour and/or to their departure point IAW the itinerary. The chapel and reception room will be returned to pre-ceremony condition and all equipment turned in to the proper agency.

e. Elements of a memorial service include:

- (1) Prelude
- (2) Invocation
- (3) Scripture Reading
- (4) Commander's remarks (generally address what is to be learned from the death).
- (5) Meditation
- (6) Prayer
- (7) Silent Tribute
- (8) Benediction (The chaplain's remarks should address the needs of the Soldiers).

Chapter 16

Military Funeral

16-1. Purpose

To outline the requirements for military funeral honor teams and the responsibilities of the unit and team tasked to perform funeral honors.

16-2. References

TC 3-21.5, chapter 14

16-3. General

Upon assuming the duty to provide a funeral team, each Battalion will identify, train, and validate a primary.

16-4. Receipt of Funeral Tasking

a. During all hours, the Casualty Assistance Center (CAC) notifies the BDE MFH Tasking NCOIC to task a BDE team for funeral tasking and team activation. The CAC and the BDE MFH Tasking NCOIC determine the team assignment. The CAC will then notify the team NCOIC of the funeral detail. The tasked BDE Staff Duty SDO/SDNCO will pick up, sign for the funeral honors action-tracking sheet from the CAC, and immediately provide a copy to the tasked BDE MFH Tasking NCOIC, for his records. In the event that the CAC is unable to make

contact with the BDE funeral team NCOIC, both elements will call the tasked BDE S3. Tasked BDE Staff Duty will log all funeral detail activity on DA Form 1594 and contact the tasked BDE operations SGM.

b. The tasked BDE SDO/SDNCO maintains any copy of the tasking received from the CAC to his/her closeout report.

16-5. Procedures upon notification of receipt

a. Immediately upon notification, the tasked BDE permanent funeral detail NCOIC, BN Operation SGM, and the funeral detail NCOIC will reference the form notification through the AAR, the tasked BDE permanent funeral detail NCOIC will ensure proper reporting and coordinating are being executed at every echelon.

b. Funeral detail team NCOIC receives tasking documents from the CAC located at Clark Hall, Bldg. 10720, Rm. B1-33.

c. The team NCOIC will report to their BN Operations SGM to provide him with the details of the funeral, including date, time, and location of the event.

d. Team MFH NCOIC reports to the CAC with DD Form 1610 for activated team to receive the MFH credit card for overnight mission. Team NCOIC signs for bugle from the CAC and coordinates issue and use of transportation provided by the CAC. All fuel and vehicle repairs will be paid for with credit card provided by the CAC for issued vehicle.

e. After activation, but no sooner than three hours prior to teams' departure from Fort Drum Battalion funeral teams will be inspected by their BN Operations SGM IOT ensure team readiness and understanding of tasking location and requirements IAW the tasked BDE inspection checklist.

f. After notification, the team NCOIC will contact the funeral POC (usually the funeral home director) to provide the POC the contact information of the team NCOIC.

g. Upon completion of the inspection, the team NCOIC will brief recon plan of the funeral site and turn in the inspection outline, signed by himself and the BN Operations SGM, to the tasked BDE funeral NCOIC.

h. The team NCOIC will contact the 10th MTN MOC at the time of their departure to and from the funeral location and the return to home station.

i. The BN staff duty and tasked BDE funeral detail NCOIC will contact the tasked BDE SDO/SDNCO at the time of the funeral detail's departure to and from the funeral location, the completion of the funeral detail, the arrival to the funeral location, any change of mission, and the return to home station.

j. In the event of an accident, or any other situation that will prevent team from arriving to detail location on time, team NCOIC will immediately notify the CAC at 315-772-3930/8323, the tasked BDE funeral NCOIC, and Battalion funeral tasking NCO. In the event the team cannot contact the tasked BDE funeral NCOIC, team NCOIC will notify their BN Operations SGM and tasked BDE Staff Duty of situation.

k. The CAC will coordinate and execute team and vehicle recovery, upon notification, and give team NCOIC follow on instructions of how to proceed.

l. Upon completion of a team's funeral tasking, team NCOIC will conduct an After-Action Review (AAR) at Brigade level with the tasked BDE funeral NCOIC. At that time the team will close out the funeral tasking by turning in all required documentation and conducting a debrief to the tasked BDE funeral NCOIC. Recordings of teams AAR will be reviewed by the BDE Operations SGM.

m. Team NCOIC will record and report on Military Funeral Honors Tracking Sheet (ATS). Each action will be reported to unit POC. Team NCOIC will also report item numbers 3, 4, 6

and 8 to the MOC at (315) 772-3632 or (315) 772-8620.

n. Team NCOIC needs to identify possible cultural burial requirements and how to modify his/her team's readiness IOT successfully complete tasking.

o. In the event of overnight travel/stay team NCOIC will utilize Casualty Assistance Center (CAC) credit card for lodging and food only. Team NCOIC will settle any use of CAC credit card upon return to Fort Drum. Tasked unit and Team NCOIC will report lodging details to Tasked BDE funeral detail NCOIC.

p. In the event of overnight stay the team NCOIC must contact local police department (where overnight stay occurs) IOT coordinate team weapons storage/pick up. Tasked unit and Team NCOIC will report lodging details to Tasked BDE funeral detail NCOIC.

Chapter 17

Ramp Ceremony

17-1. Purpose

To outline the requirements and procedures for Non-Theater Ramp Ceremonies.

17-2. References

- a. TC 3-21.5, Drill and Ceremonies
- b. FM 10-64, Mortuary Affairs Operations
- c. TC 16-2, Religious Support to Casualties, Memorial, and Funeral Services

17-3 General

a. Ramp Ceremonies are designed to honor service members while the remains are being moved. The 10th Mountain Division Chaplain or designated Ramp Ceremony Chaplain is the Officer in Charge (OIC) and the 10th Mountain Division Chaplain Assistant or designated Chaplain Assistant is the noncommissioned officer in charge (NCOIC). The 10th Mountain Division Chaplain Assistant or designated Chaplain Assistant NCOIC will brief all participants at the Ramp Ceremony. All supporting Chaplains must be on a Memorandum of Appointment.

b. Conduct of Ramp Ceremony will follow these guidelines:

(1) Uniform:

(a) Appropriate service component duty uniform.

(b) No covers will be worn on the flight line.

(c) Sunglasses are only authorized if personnel have a medical exception.

(d) Gloves are only permitted during the carrying of the human remains.

(e) The wear of the stole is optional for the Chaplain.

(2) All participants will always show proper respect. (No talking, smiling, chewing gum, etc.).

(3) The salute is a slow four 4 seconds up, and 4 seconds down.

(4) Never touch the flag at any time. The detail may touch the flag while straightening the flag. The field of blue on the US flag will always be over the deceased service member's left chest. Flags are removed when the ceremony is complete.

(5) When transporting human remains on the ground the human remains always travel feet first.

(6) The Ramp Ceremony detail personnel are composed of service members on the ground. Individual units can appoint personnel to participate in the detail. Detail personnel appointed, by the unit chain of command to carry a transfer case, must be rehearsed and physically able to carry the transfer case, which can weigh as much as 400 lbs.

(7) The 10th Mountain Division Chaplain, or designated Ramp Ceremony Chaplain is in charge of all personnel at the ramp ceremony and responsible for briefing the detail on their duties and proper methods of carrying the transfer case. All commands will come either from the Chaplain or the detail NCOIC.

(8) In conjunction with Fort Drum Policy, photography at the Wheeler Sack Army Airfield flight line is strictly prohibited without written permission of the 10th Mountain Division Commanding General. The only exceptions are Public Affairs personnel and Visual Information personnel.

(9) All participants will be briefed by the 10th Mountain Division Chaplain or designated ramp ceremony chaplain on where to stand and how to render the appropriate honors prior to the ceremony.

(10) Personnel participating in the ceremony will not block the entry/exit of the mortuary vehicle when near the aircraft. Generally, the mortuary vehicle will park as close to the tail of the aircraft as possible for military A/C (C-130) and the side for any civilian A/C. The formation should not extend beyond the tail of the aircraft and be in ranks of no more than 12 personnel.

(11) Only uniformed military personnel will make up the detail personnel to carry the human remains.

(12) Non-uniformed personnel (civilian or military) may stand in the last element (back rank). Non-uniformed personnel may render honors by placing their hand over their heart at the command "PRESENT ARMS."

(13) All passenger/crewmembers on the aircraft will stand at "ATTENTION" when the human remains are lifted and remain standing at attention until all human remains are off-loaded.

(14) The NCOIC will call the formation to "ATTENTION" when the human remains are lifted. The command "PRESENT ARMS" will be given when the detail personnel begin to walk off the aircraft. This command is executed with a SLOW, STEADY 4 second movement. Military members will salute; civilian personnel will place their right hand over their heart.

(15) The command "ORDER, ARMS" will be given when the remains are loaded into the mortuary vehicle.

(16) The command "PRESENT ARMS" will be given when the next set of remains are carried off the aircraft.

(17) The command "ORDER, ARMS...DISMISSED" will be given when the last transfer case is loaded in the mortuary vehicle. This command concludes the ceremony.

17-4 Roles and Responsibilities

a. The Chaplain's Responsibilities: The chaplain's role is one of honor. He is to be the Spiritual Representative for the download of our fallen personnel.

Schedule of events:

(1) The 10th Mountain Division Chaplain or designated Ramp Ceremony Chaplain / the 10th Mountain Division Chaplain Assistant or designated Chaplain Assistant (NCOIC) receives a call of inbound fallen.

(2) The 10th Mountain Division Chaplain or designated Chaplain/10th Mountain Division Chaplain Assistant or designated Chaplain Assistant (NCOIC) calls out for detail personnel to meet at a designated location on the flight line.

(3) NLT 15 minutes prior 10th Mountain Division Chaplain or designated Ramp Ceremony Chaplain/10th Mountain Division Chaplain Assistant or designated Chaplain Assistant (NCOIC) meets with all personnel and assembles at the flight line for detail coordination.

(4) Honors rendered for each fallen.

(5) 10th Mountain Division Chaplain or designated chaplain/10th Mountain Division chaplain assistant or designated chaplain assistant (NCOIC) proceeds to the Mortuary Evacuation Point to pray over each of our fallen as they are prepared for transportation. At the same time the NCOIC will send up a report.

b. The Details Responsibilities: The details' role is one of honor. There is no dedicated group for the detail, so the detail is a mixture of those who volunteer from the group at large who come to pay respect to the fallen from the fallen Soldiers BDE.

c. Schedule of events:

(1) Mortuary Evacuation Point and personnel from the fallen Soldiers BDE gather to render honors as a detail.

(2) From this group the Casualty Affairs Representative will ask for volunteers to help carry the transport case(s).

(3) Once the transport case(s) are loaded, the Casualty Affairs Representative will dismiss and thank the group.

17-5 Procedures for Receiving of Remains

a. The reception of remains does not require a ceremony but the 10th Mountain Division Chaplain or designated Chaplain should be present to render honors for our service members.

b. The Chaplain accompanies the remains to offer prayers for the deceased.

c. Procedures for downloading Human Remains off a Military Aircraft.

(1) The Mortuary Affairs vehicle will back up to the tail of the aircraft.

(2) The formation will line up on both sides of the ramp from the end of the ramp to the back of the Mortuary vehicle. The ramp is not yet lowered.

(3) The MA NCO and detail personnel will board the aircraft through the crew entrance door. Once the detail is briefed and lined up the ramp is lowered. The NCOIC will now call the group to "ATTENTION."

(4) As the human remains are lifted by the detail, the NCOIC will call the formation to "PRESENT ARMS" and a slow 4-second salute will be presented as the human remains are taken to the Mortuary vehicle. The NCOIC will then call the formation to "ORDER ARMS."

(5) The detail personnel will place each set of human remains in the back of the Mortuary vehicle. The detail personnel will then be called to "PRESENT ARMS" and after 4 seconds, called to "ORDER ARMS."

(6) These steps will be used for each set of human remains.

(7) When the last set of human remains is loaded into the truck and the doors closed the NCOIC will call "GROUP, DISMISSED." The formation will take one-step to the rear and do an "ABOUT FACE." This command concludes the ceremony.

17-6 Ramp Ceremony Sample Prayers

SAMPLE PRAYERS: The following prayers were taken from the emergency ministry card: a Collection of Prayers from Distinctive Faith Groups.

(1) Protestant

"Depart, brother/sister, out of this world in the name of the Father who created you, in the name of the Son who redeemed you, and in the name of the Spirit who made you whole. Amen."

(2) Catholic

"Eternal rest grant unto him/her, O Lord, and let perpetual light shine upon him/her. May

his/her soul and all the souls of the faithful departed through the mercy of God rest in peace. Amen.”

(3) Jewish

“Thy sun shall no longer go down; neither shall thy moon withdraw itself: for the Lord shall be thine everlasting light, and the days of thy mourning shall be ended. Amen.”

(4) Buddhist

“Studying the same doctrine, under one master, You and I are friends. See yonder white mists floating in the air on the way back to the peaks. This parting may be our last meeting in this life. Not just in a dream, but in our deep thought, let us meet often hereafter.”

(5) Orthodox

“O God of spirits and of all flesh, who has trampled down death and destroyed the devil, and granted life to Thy world: Do Thou, O Lord, give rest to the soul of Thy servant. (Name), who is fallen asleep, in a place of brightness, a place of refreshment, a place of repose, where all sickness, sorrow, and sighing have fled away. Pardon every sin which he/she has committed, whether by word, deed, or thought, for Thou art a good God and lovest mankind: because there is no person who lives and does not sin. Thou alone art without sin. Thy righteousness is an everlasting righteousness, and Thy law is truth. For Thou art the resurrection, and the Lord, and the repose of Thy servant, (Name), who is fallen asleep, O Christ our God, and unto Thee do we ascribe glory, together with Thy Father, who is from everlasting, and Thine all-holy, and good and life-creating Spirit: now and ever and unto ages of ages. Amen.”

(6) THE LORD’S PRAYER

“Our Father, who art in heaven, Hallowed be thy Name. Thy kingdom come. Thy will be done, On earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, As we forgive those who trespass against us. And lead us not into temptation, But deliver us from evil. For thine is the kingdom, and the power, and the glory, for ever and ever. Amen.”

(7) THE APOSTLES CREED

“I believe in God, the Father almighty, creator of heaven and earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended to the dead. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.”

(8) PSALM 23

“The Lord is my Shepherd; I shall not want. He maketh me to lie down in green pastures. He leadeth me beside still waters. He restoreth my soul. He leadeth me in the paths of righteousness for His name's sake. Yea, though I walk through the valley of the shadow of death, I will fear no evil: for Thou art with me; Thy rod and Thy staff they comfort me. Thou preparest a table before me in the presence of mine enemies. Thou anointest my head with oil: my cup runneth over. Surely goodness and mercy shall follow me all the days of my life, and I will dwell in the house of the Lord forever.

Appendix A

References

Section I

Required Publications

AR 220-90
Army Bands

AR 360-1
The Army Public Affairs Program

AR 600-20
Army Command Policy

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

AR 638-8
Army Casualty Program

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

FD Regulation 600-8-22
Military Awards

TC 3-21.5
Drill and Ceremonies

Section II

Prescribed Forms

Unless otherwise indicated, DA Forms are available on the APD website (<https://armypubs.army.mil>) and DD Forms are available on the DoW Forms Management Program Website (<https://www.esd.whs.mil/directives/forms/>)

DA Form 3891
Certificate of Appreciation (for Wives of Retiring US Army Personnel)

DA Form 3891-1
Certificate of Appreciation (for Husbands of Retiring US Army Personnel)

DA Form 3903
Multi-Media/Visual Information (M/VI) Work Order

DD Form 844
Requisition for Local Duplicating Service

Appendix B CEREMONY LAYOUTS

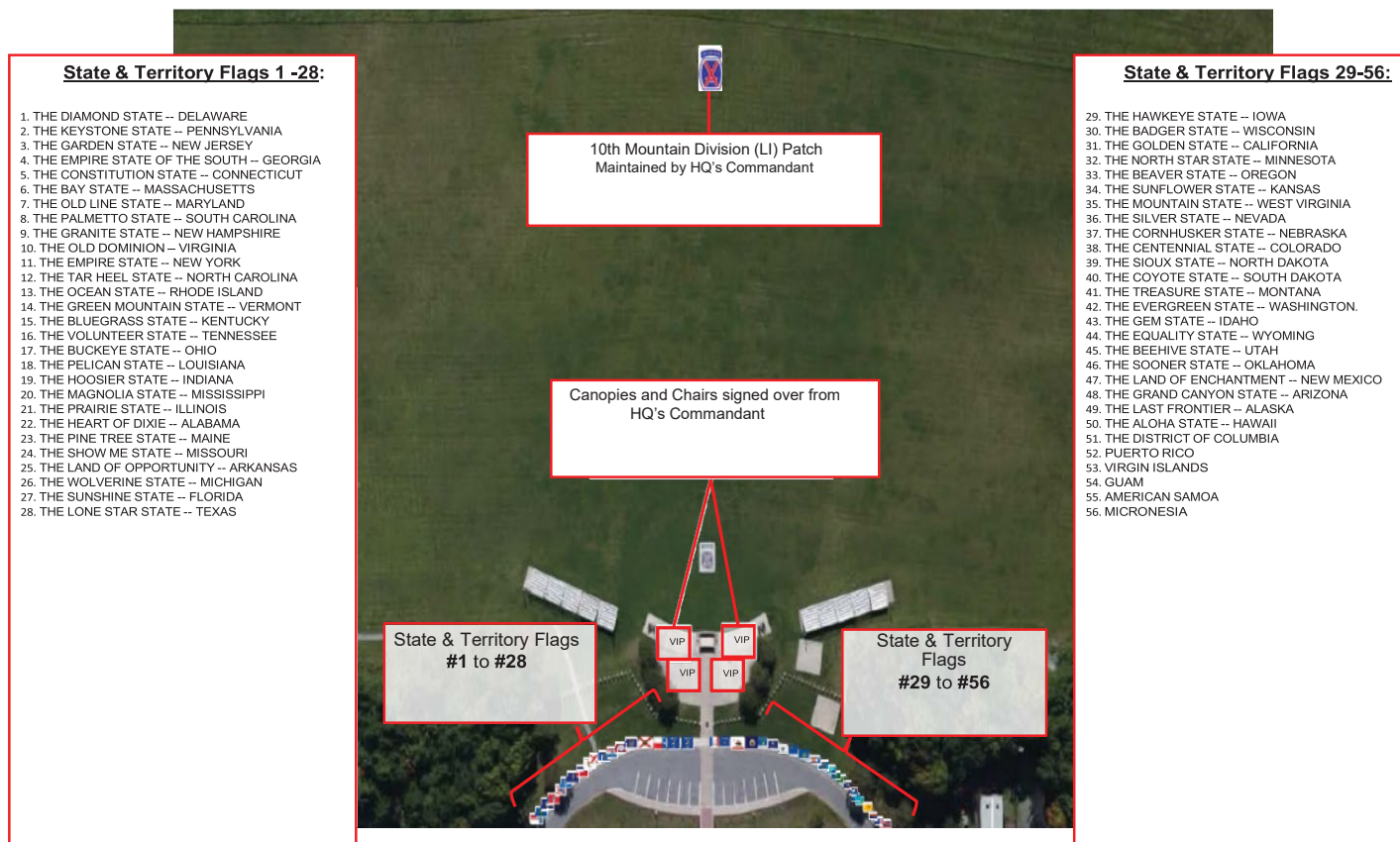


Figure B-1 Sexton Field Equipment Setup

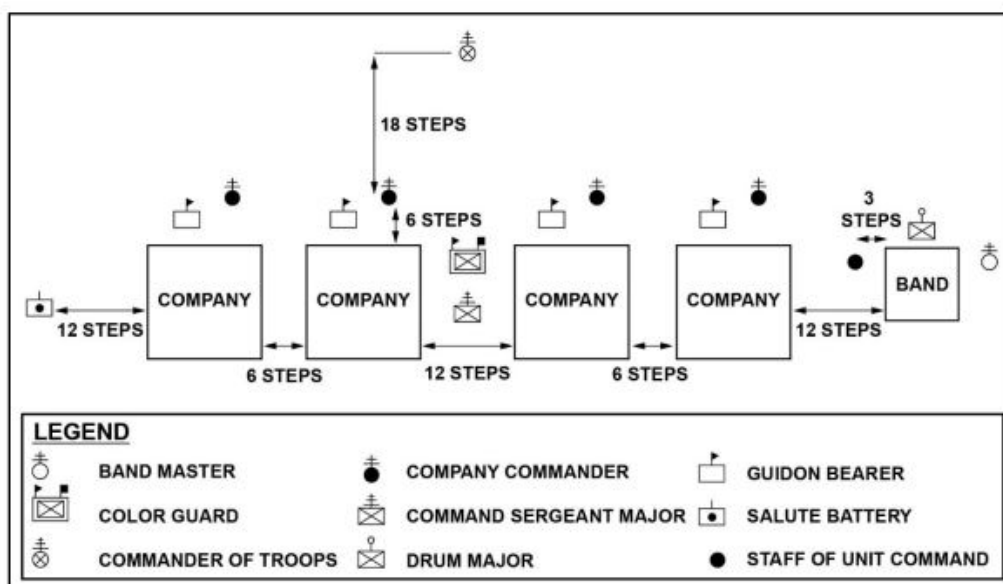


Figure B-2 Battalion in line with Companies in mass

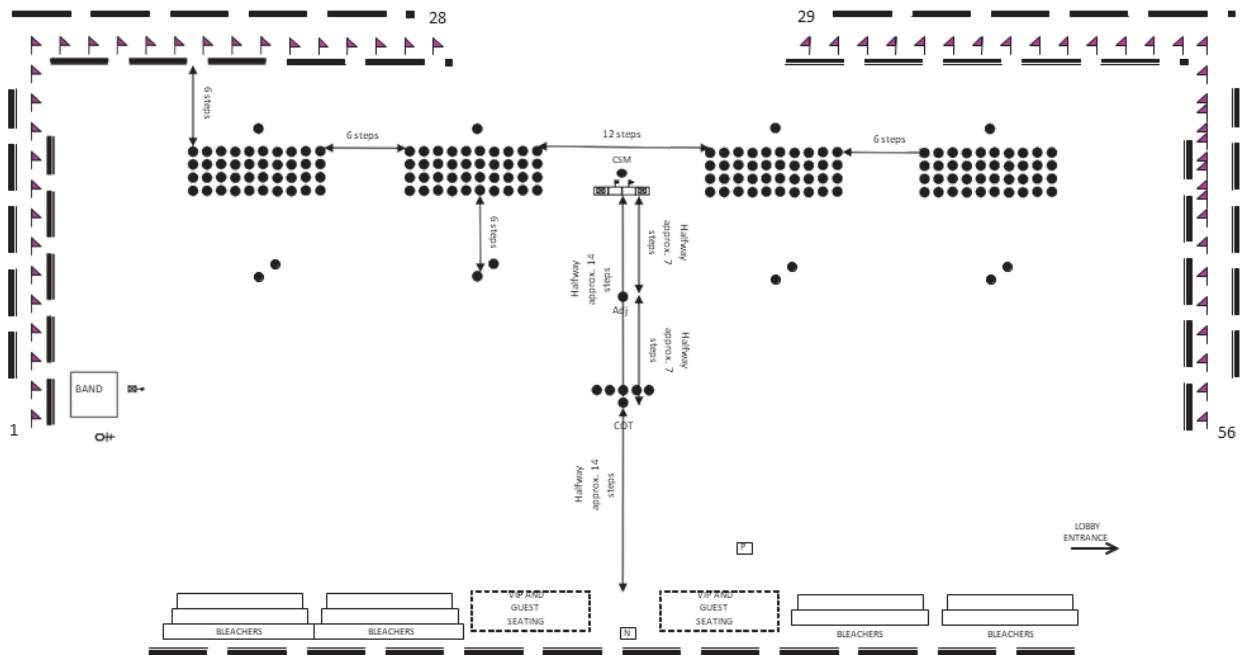


Figure B-3 Magrath Gym Battalion in line with Companies in mass

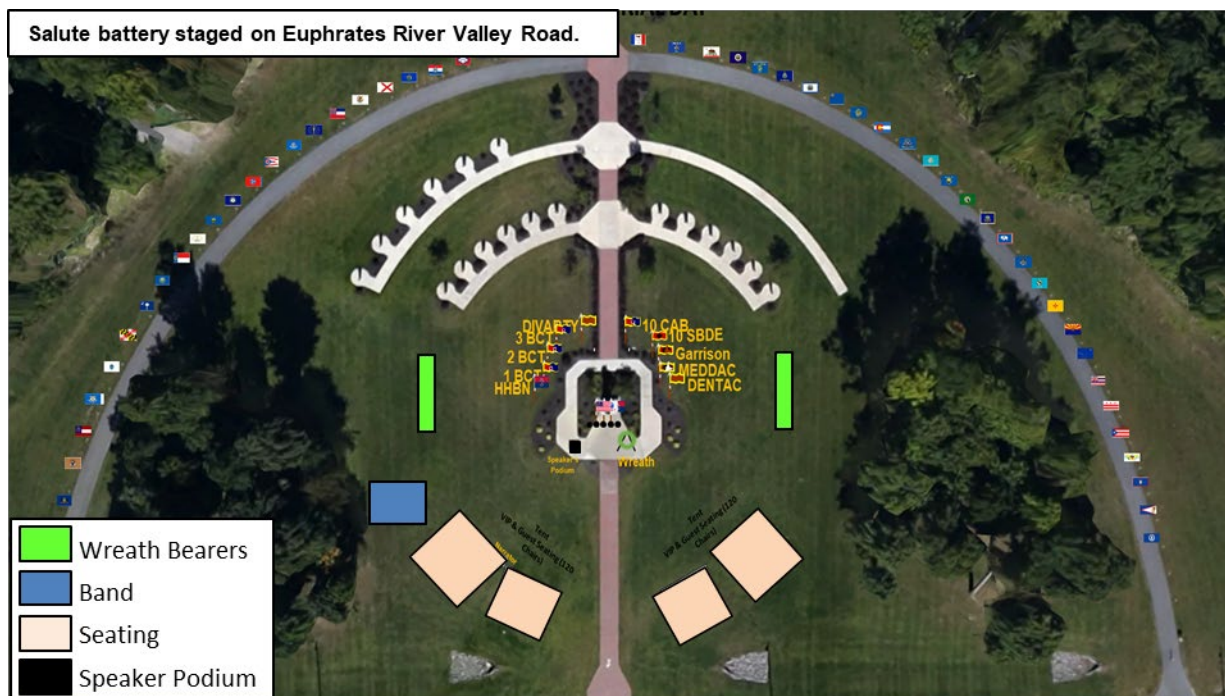


Figure B-4 Memorial Park Annual Remembrance Ceremony Setup

Appendix C

Ceremony Checklist

Responsibility	JOB/TASK	Status	Notes / Due Date
	Select Action Officer		
	Rank/Name(s) of Individual(s) Being Honored		
	Presiding Officer		
	Date/Time/Place of Ceremony/Dress		
	Alternate Location		
	Rehearsal Timeline		
	Program support needed		
	Script support needed		
	Chairs		
	Tents		
	Podium, mic, speakers as required		
	US/Unit colors		
	Flag stands		
	Band		
	Additional Support Requests		
	Coordinate through SGS to confirm DTG		
	Identify Fund Requirements		
	Determine:		
	Troop formation/commander of troops/guidon bearer		
	If retirement ceremony is needed (see retirement checklist)		
	Award		
	Promotion		
	Parade requirements (for outdoor ceremonies)		
	Static display		
	Flag or guidon bearers		
	Obtain Medal/Award/Certificate		
	May have to contact military unit or applicable civilian personnel office		
	May have to borrow medal for presentation purposes		
	Obtain biography/background info on honoree(s)		
	Invitations		
	Request Incoming CC Guest List (w/email) and send to Protocol		
	Request Outgoing CC Guest List (w/email) and send to Protocol		
	Provide DTG/ address/ dress/ presiding officer to Protocol		
	Provide livestream link if applicable		
	Draft provided to Action Officer for review		
	Invitation sent 3-4 weeks out		
	Lodging Requirements		
	Complete DV worksheet (as needed)		

	Assist as needed based on DV notification worksheet		
	Incoming Commander Requirements		
	Obtain official bio		
	Discuss reception - menu, receiving line, music preference		
	Photography Requirements		
	Contact PAO complete work order request		
	Videography Requirements		
	Confirm if required		
	Audio Requirements		
	Ceremonial music for National Anthem (live or pre-recorded)		
	Ruffles & Flourishes (if needed)		
	Sound system support through HQ Commandant		
	Podium, mic and or speakers through HQ Commandant		
	Identify Narrator (should not be the same person as the Project Officer)		
	Identify Chaplain for Invocation		
	Identify Ushers		
	Ushers for front door/directions/seating/programs		
	Brief escort/ushers regarding required duties		
	Seating chart for escorts/ushers/individuals as required		
	Identify Proffer		
	Send script template to unit		
	NOTE: <i>Please do not</i> deviate from the sample provided by Protocol--exceptions to be approved by Protocol		
	Return script to Protocol with unit information filled out		
	Finalize DV List to be recognized (Prepare Protocol Insert)		
	Send copy to the Band for cues		
	Print 2 scripts for Ceremony		
	Seating Diagram/Seat Tags		
	Send seating diagram to unit CSM for review		
	Print seat tags for ceremony		
	Provide Copy of Ceremony Script to ALL participants		
	Identify Vehicle Requirements for DV's (If needed)		
	U-Drive requirements		
	Bus requirements		
	Surrey requirements		
	DV Parking Arrangements (if needed)		
	Coordinate Reception		
	Create Ceremony Layout		
	Identify Formations and Schedule Practices		
	Develop Program		

	Send unit Program template as needed		
	Fill out information for Program and return to Protocol for final confirmation		
	Final review of Program		
	Send to unit for final print/ Send to DIV CMD Suite if needed		
	Presentations/Gifts		
	Determine if there will be a presentation of flowers to spouse of Honoree		
	Identify additional presentations/gifts (if applicable)		
	Ensure Base Access for all Attendees.		
	Provide DES with Gate Access memo if needed		
	Confirm Programs are Final/Printed		
	DAY PRIOR TO CEREMONY		
	Double-Check Ceremony Site Setup		
	Mowed/treated as needed		
	Cleaned		
	Sprinklers off		
	Parking areas clean		
	Marked for ceremony		
	Adequate clean seating		
	No construction in area		
	Notify DVs of Parking Arrangements		
	Reserve stanchions		
	Check Weather Report for Day of Event (contingency weather call - if outside)		
	Dress Rehearsal -- Dry Run w/Key Staff to Include Protocol Rep		
	Ensure All Items on List are Present (medal clip, proffer board, etc.)		
	DAY OF CEREMONY		
	Confirm Ushers are in Place		
	Ensure Room Set-up Complete; Reserved Seating Done (seat tags out)		
	Programs placed on chairs or given to ushers		
	Confirm Awards/Medals/Certificates in Place		
	Confirm Sound System		
	Ensure either vocalist, band or pre-recorded music is present		
	Confirm Photographer Support is Present		
	Confirm Flags/Honor Guard are Present		
	Confirm with Protocol Correct Flag Presentation (1 through 4 star)		
	Brief Presiding Officer and Honoree(s)		
	Protocol and Narrator Confirm DVs Present for Introductions in Script; Remove or Add DVs as Necessary		
	Protocol or POC will Cue Narrator for Ceremony Start		

	Escort Family Members, Officiator's Spouse, & Honoree's Spouse to Seats (5 minutes prior)		
	Reception		
	Receiving line - table for water set up		
	Guest Book		
	AFTER ACTIONS		
	Return all Borrowed Items to the OPR's (flags, stands, chairs, etc)		
	Do After Actions Report		
	NOTES:		

Appendix D

Change of Command Script

The following scripts are a template only and can be adjusted to meet your ceremony needs while also adhering to TC 3-21.5: Drill & Ceremonies (May 21) and the 600-60: A guide to Protocol (Sept 23)

UNIT

BN CHANGE OF COMMAND

DTG – Location

NAME

OUTGOING COMMANDER

NAME

INCOMING COMMANDER

HOST COMMANDER

UNIT

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



MUSIC: 10 MINUTES PRIOR BAND PLAYS APPROPRIATE MUSIC, AND THE COT TAKES THEIR INITIAL POSITION 5 MINS PRIOR TO START.

NARRATOR:

“LADIES AND GENTLEMEN, PLEASE MOVE TO YOUR SEATS AND SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES AS THE CEREMONY WILL BEGIN SHORTLY.

TAKE A SMALL PAUSE:

“GOOD AFTERNOON LADIES, GENTLEMEN AND DISTINGUISHED GUESTS. ON BEHALF OF THE (UNIT) COMMANDER AND COMMAND SERGEANT MAJOR, (HOST CDR) AND (HOST CSM), WELCOME TO THE (UNIT) CHANGE OF COMMAND CEREMONY. TODAY (OUTGOING CDR) WILL RELINQUISH THE COMMAND AND COLORS OF THE (UNIT) TO (INCOMING CDR).”

OUR DISTINGUISHED GUESTS JOINING US FOR TODAY’S CEREMONY ARE:

COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- OPERATIONS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- SUPPORT, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

“LADIES AND GENTLEMEN, PLEASE STAND FOR THE INVOCATION GIVEN BY (UNIT CHAPLAIN)

CUE: CHAPLAIN GIVES INVOCATION

“LADIES AND GENTLEMEN PLEASE BE SEATED”

“AT THIS TIME (OUTGOING CDR SPOUSE), IS BEING PRESENTED A BOUQUET OF RED ROSES THANKING HER FOR ALL OF HER SUPPORT AND DEVOTION TO THE

SOLDIERS AND FAMILIES OF THE (UNIT). RED ROSES SIGNIFY THE FOND FAREWELL OF A PERSON WITH LOVE AND APPRECIATION FOR HER MANY CONTRIBUTIONS DURING HER TENURE AT THE (UNIT).”

“AT THIS TIME (INCOMING CDR SPOUSE) IS RECEIVING A BOUQUET OF YELLOW ROSES WELCOMING HER TO THE (UNIT). YELLOW IS THE COLOR OF NEW BEGINNINGS AND SYMBOLIZES HER ARRIVAL TO THE (UNIT). IN TIME THEIR ROSEBUDS WILL BLOSSOM, AS WILL HER RELATIONSHIP WITH THE SOLDIERS AND THEIR FAMILIES.”

“IN FRONT OF YOU TODAY ARE THE BATTALION COLORS, COMPANY COMMANDERS, FIRST SERGEANTS, GUIDONS AND SOLDIERS OF THE (UNIT).

REPRESENTED FROM LEFT TO RIGHT THEY ARE:

HEADQUARTERS AND HEADQUARTERS COMPANY “COMPANY NAME” LED BY CPT (XXX) AND 1SG (XXX)

ALPHA COMPANY “COMPANY NAME” LED BY CPT (XXX) AND 1SG (XXX)

BRAVO COMPANY “COMPANY NAME” LED BY CPT (XXX) AND 1SG (XXX)

CHARLIE COMPANY “COMPANY NAME” LED BY CPT (XXX) AND 1SG (XXX)

DELTA COMPANY “COMPANY NAME” LED BY CPT (XXX) AND 1SG (XXX)

(XXX) FORWARD SUPPORT COMPANY “COMPANY NAME” LED BY CPT (XXX) AND 1SG (XXX)

CENTERED ON THE FORMATION ARE THE BATTALION COLORS AND COLOR GUARD COMMANDED BY (CSM)

LADIES AND GENTLEMEN, PLEASE DIRECT YOUR ATTENTION TO THE LEFT SIDE OF THE FORMATION. THERE YOU WILL SEE THE (UNIT) S1, (S1 NAME) WHO WILL INITIATE THE CEREMONY WITH SOUND ATTENTION.

CUE ADJUTANT: OVER RIGHT SHOULDER COMMAND **“SOUND ATTENTION”**

ONCE UNITS ARE AT ATTENTION, COMMAND **“SOUND ADJUTANT’S CALL”**

IMMEDIATELY FOLLOWING ADJUTANT’S CALL, MOVE TO POSITION HALFWAY BETWEEN THE DESIGNATED POST OF THE COT AND FORMATION

CUE BAND: SOUND “ADJUTANT’S CALL” AND, WITHOUT PAUSE, BEGIN PLAYING A MARCH UNTIL THE ADJUTANT IS AT THEIR POST

CUE NARRATOR: ONCE ADJUTANT IS IN POSITION NARRATOR BEGINS

THE COMMANDER OF TROOPS FOR TODAY’S CHANGE OF COMMAND CEREMONY IS THE (UNIT) EXECUTIVE OFFICER (BN XO).

CUE COT: ON CUE WORD “COMMANDER OF TROOPS” COMMAND STAFF **“FORWARD MARCH”** AND HALT AT DESIGNATED POSITION

CUE ADJUTANT: WHEN COT IS HALTED IN POSITION, CONDUCT **ABOUT FACE** AND COMMAND **“SOUND PRESENT ARMS”**

ONCE UNITS ARE AT **PRESENT ARMS**, FACE ABOUT, SALUTE, AND REPORT **“SIR THE COMMAND IS FORMED”**

CUE COT: RETURNS THE SALUTE OF THE ADJUTANT AND DIRECTS **“TAKE YOUR POST”** (THE MEMBERS OF THE STAFF DO NOT SALUTE.) THE ADJUTANT TAKES THEIR 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 COT 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”**; AND **“LEFT, FACE”**. AT THAT TIME, THE STAFF SHOULD BE CENTERED ON, AND TWO STEPS IN FRONT OF, THE COT. THEN FACE ABOUT AND WAIT FOR NEXT CUE.

THE REVIEWING OFFICER FOR TODAY’S CEREMONY IS THE COMMANDER OF THE (UNIT), (COL NAME). ON HIS/HER RIGHT IS THE OUTGOING COMMANDER, (OUTGOING NAME), AND ON HIS/HER LEFT IS THE INCOMING COMMANDER, (INCOMING NAME)

CUE COT: ON CUE WORD “INCOMING NAME” FACE ABOUT AND COMMAND **“SOUND PRESENT ARMS”**. ONCE FORMATION IS AT PRESENT ARMS FACE ABOUT, SALUTE AND REPORT **“SIR, THE BATTALION IS FORMED.”**

CUE HOST CDR: RETURN SALUTE

CUE COT: DROP SALUTE, FACE ABOUT AND COMMAND **“SOUND ORDER ARMS”**

LADIES AND GENTLEMEN, PLEASE STAND AND REMOVE YOUR HEADGEAR FOR THE POSTING OF THE COLORS AND PLAYING OF OUR NATIONAL ANTHEM.

CUE COT: WHEN NARRATOR IS COMPLETE COMMAND **“COLORS CENTER MARCH”**

CUE STAFF: ON COMMAND **COLORS CENTER** CONDUCT **RIGHT FACE**

ON COMMAND **MARCH** MOVE 15 STEPS, HALT, AND CONDUCT **LEFT FACE**

CUE COLORS: ON COMMAND **MARCH**, COLORS TAKE SEVEN STEPS FORWARD AND HALT. THE COT MARCHES FORWARD UNTIL THEY ARE THREE STEPS IN FRONT OF THE COLOR DETAIL, **HALTS**, AND THEN FACES ABOUT.

CUE COT: COMMAND, OVER RIGHT SHOULDER, “**DETACHMENT FORWARD MARCH**”. THE COT AND THE COLOR DETAIL MARCH FORWARD AND THEN **HALT** WHEN THE COT HAS REACHED THEIR ORIGINAL POST. THE COT EXECUTES THE HAND SALUTE AND REPORTS TO THE HOST COMMANDER, “**SIR/MA’AM, THE COLORS ARE PRESENT.**”

CUE HOST CDR: RETURNS SALUTE AND DIRECTS “**ASSUME YOUR POST AND PRESENT THE COMMAND**”

CUE COT: ON THIS DIRECTIVE FACE TO THE RIGHT AND MARCH TO POST TWO STEPS IN FRONT OF AND CENTERED ON STAFF. THEN FACE TO THE RIGHT AND DIRECT “**BRING YOUR UNITS TO PRESENT ARMS.**”

CUE UNIT COMMANDERS: FACE ABOUT AND COMMAND “**COMPANY, PRESENT ARMS.**” EACH COMMANDER THEN FACES ABOUT AND SALUTES.

CUE COT: WHEN ALL UNITS HAVE COMPLETED THESE MOVEMENTS, FACE ABOUT AND COMMAND “**PRESENT ARMS**” FOR THEMSELVES, THEIR STAFF, AND THE COLORS DETAIL.

CUE BAND: ON THE EXECUTION OF THE HAND SALUTE BY THE COT, BEGIN TO PLAY THE NATIONAL ANTHEM.

THE REVIEWING PARTY AND ALL MILITARY SPECTATORS SALUTE WHILE THE NATIONAL ANTHEM IS BEING PLAYED.

CUE OUTGOING COMMANDER: COMMAND “**PRESENT ARMS**” AND “**ORDER ARMS**” FOR OFFICIAL PARTY

NARRATOR (ONCE NATIONAL ANTHEM IS COMPLETE):

LADIES AND GENTLEMEN, PLEASE BE SEATED.

CUE COT: ONCE AUDIENCE IS SEATED, COMMAND “**ORDER ARMS**”

THEN FACE ABOUT AND DIRECT “**BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.**”

CUE UNIT COMMANDERS: TERMINATE SALUTES; FACE ABOUT; COMMAND “**ORDER ARMS**” AND “**PARADE REST**”; FACE ABOUT; AND EXECUTE PARADE REST.

CUE COT: WHEN THE LAST UNIT HAS EXECUTED THE DIRECTIVE, FACE ABOUT AND COMMAND STAFF TO “**PARADE REST**”

CUE COT, CSM & OFFICIAL PARTY: ON CUE WORDS “**THE CHANGE**”

CSM MARCHES AROUND COLORS AND CENTERS ON COLOR GUARD

OFFICIAL PARTY MOVES IN FRONT OF REVIEWING STAND AND CENTERS ON THE COLORS.

CUE OUTGOING CDR: COMMAND “**FORWARD MARCH**”

COMMAND “**MARK TIME MARCH**” AND “**HALT**” THREE PACES IN FRONT OF THE CSM.

OUTGOING CDR AND INCOMING CDR TAKE ONE STEP FORWARD.

CUE OUTGOING CDR: ONCE THE CSM RETRIEVES THE COLORS, COMMAND “**CENTER, FACE**” (BOTH CDRS FACE INWARD AND THE CSM FACES ABOUT) PLACING ALL PARTIES IN POSITION.

NARRATOR:

“KEY TO THE CHANGE OF COMMAND IS THE PASSING OF THE UNIT’S COLORS. THESE COLORS REPRESENT NOT ONLY THE HERITAGE AND HISTORY OF THE UNIT, BUT ALSO THE UNITY AND LOYALTY OF ITS SOLDIERS. SINCE THE EARLY DAYS OF WARFARE, COLORS HAVE SERVED AS THE TALISMAN OF UNIT IDENTITY. THE FLAG WAS SYMBOLIC. IT HELPED UNITS DEVELOP A SENSE OF PRIDE AND ESPRIT DE CORPS, AS WELL AS SERVING THE MORE PRACTICAL PURPOSE OF MARKING THE LOCATION OF THE COMMANDER AND PROVIDING A RALLY POINT FOR SOLDIERS DURING THE SMOKE AND CHAOS OF BATTLE. THE COLORS ARE THE COMMANDER’S SYMBOL OF AUTHORITY, REPRESENTING HIS/HER RESPONSIBILITIES TO THE ORGANIZATION. WHEREVER THE COMMANDER IS, SO ARE THE COLORS. THE CUSTODIAN OF THE COLORS IS THE COMMAND SERGEANT MAJOR, AS THE SENIOR ENLISTED SOLDIER IN THE UNIT, AND PRINCIPLE ADVISOR TO THE COMMANDER.”

CUE CSM: ONCE THE NARRATOR READS “CSM NAME”, THE COLORS ARE THEN PASSED FROM THE CSM (RIGHT HAND ABOVE THEIR LEFT HAND) TO THE OUTGOING CDR (LEFT HAND ABOVE THEIR RIGHT HAND)

“THE PASSING OF THE COLORS SYMBOLIZES THE TRANSFER OF COMMAND RESPONSIBILITY AND AUTHORITY. THE CEREMONY BEGINS AS COMMAND SERGEANT MAJOR (NAME) PASSES THE COLORS TO (OUTGOING CDR) FOR THE FINAL TIME.

CUE OUTGOING CDR: ONCE NARRATOR READS “OUTGOING CDRS NAME”, OUTGOING CDR (LEFT HAND ABOVE THEIR RIGHT HAND) PRESENTS THE COLORS TO THE PRESIDING OFFICER (RIGHT HAND ABOVE THEIR LEFT HAND)

(OUTGOING CDR) WILL THEN PASS THE COLORS TO (PRESIDING OFFICER) THEREBY RELINQUISHING HIS RESPONSIBILITY AND AUTHORITY.

(PRESIDING OFFICER) WILL THEN PASS THE COLORS TO (INCOMING CDR), CHARGING THE NEW COMMANDER WITH THE RESPONSIBILITIES AND AUTHORITY TO COMMAND”

(PAUSE)

CUE PRESIDING OFFICER: ONCE NARRATOR READS “BY AUTHORITY”, PRESIDING OFFICER (RIGHT HAND ABOVE THEIR LEFT HAND) PRESENTS THE COLORS TO THE INCOMING COMMANDER (LEFT HAND ABOVE THEIR RIGHT HAND)

BY AUTHORITY OF PARAGRAPH 2-5, ARMY REGULATION 600–20, THE UNDERSIGNED ASSUMES COMMAND OF THE (UNIT), SIGNED (INCOMING CDR), (RANK, BRANCH), COMMANDING.”

CUE: UPON COMPLETION OF READING THE CHARGE ORDERS, THE COLORS ARE RETURNED TO THE CSM (INCOMING CDR) WILL NOW RETURN THE COLORS TO (CSM).

CUE NEW CDR: COMMAND “ABOUT FACE”.

ALL PARTIES EXECUTE A MOVEMENT TO FACE THE COLORS.

THE CSM RETURNS THE COLORS TO THE COLOR STAND.

CUE NEW CDR: COMMAND “ABOUT FACE” ALL PARTIES FACE THE AUDIENCE.

THEN GIVE THE COMMAND “FORWARD MARCH”

THE REVIEWING OFFICER, BOTH CDRS, CSM, AND COT STEP OFF AS IN MARCHING.

WHILE MOVING BACK TO THE STAGING AREA, THE CDRS PASS BEHIND THE COMMANDER (INCOMING AHEAD OF THE OUTGOING) CHANGING POSITIONS.

CSM MOVES TO BEHIND THE COLORS

COT RESUMES HIS POSITION CENTERED ON THE COLORS

CUE NEW CDR: ONCE BACK TO THE STAGING AREA, COMMAND “MARK TIME MARCH”, “GROUP HALT”, “ABOUT FACE” AND “PARADE REST.”

NARRATOR:

“LADIES AND GENTLEMEN, PLEASE WELCOME (PRESIDING OFFICER)

CUE PRESIDING OFFICER: COMES FORWARD AND GIVES HIS REMARKS. AFTER COMPLETION OF HIS/HER REMARKS, MOVES TO HIS/HER SEAT.

“THANK YOU (PRESIDING OFFICER)”, “LADIES AND GENTLEMEN, THE OUTGOING COMMANDER FOR (UNIT), (OUTGOING CDR)”

CUE OUTGOING CDR: COMES FORWARD AND GIVES HIS REMARKS. AFTER COMPLETION OF HIS/HER REMARKS, MOVES TO HIS/HER SEAT.

“LADIES AND GENTLEMEN, THE COMMANDER FOR THE (UNIT), (INCOMING CDR).”

CUE INCOMING CDR: MOVES TO THE PODIUM AND GIVES REMARKS. AFTER COMPLETION OF HIS/HER REMARKS, MOVES TO HIS SEAT.

“THANK YOU (INCOMING CDR), LADIES AND GENTLEMEN PLEASE STAND FOR THE PLAYING OF THE 10TH MOUNTAIN DIVISION SONG AND THE ARMY SONG, AND REMAIN STANDING FOR THE RETIRING OF THE COLORS.”

CUE COT: CONDUCT ABOUT FACE AND COMMAND “SOUND ATTENTION”

SONGS COMPLETE

CUE COT: UPON COMPLETION OF SONG, REQUEST “**SIR, PERMISSION TO RETIRE THE COLORS?**”

CUE PRESIDING OFFICER: “**RETIRE THE COLORS**”

CUE COT: EXECUTE **ABOUT FACE** AND COMMAND “**RETIRE THE COLORS**”

COLOR GUARD EXECUTES **REVERSE MARCH** (14 COUNT TURN AND HALT)

CUE CSM: COMMAND “**FORWARD MARCH**”

ONCE BEHIND FORMATION GIVE COMMAND “**UNSEAT COLORS**”

CUE COT: SALUTE AND ANNOUNCE “**SIR, THIS CONCLUDES TODAY’S CEREMONY. (UNIT MOTTO)**”

CUE NEW COMMANDER: RETURN SALUTE GIVE COMMAND “**TAKE CHARGE OF THE FORMATION (UNIT MOTTO).**”

NARRATOR:

“LADIES AND GENTLEMEN, THIS CONCLUDES TODAY’S CEREMONY.

CUE COT: FACES ABOUT, COMMANDS: “**COMMANDERS TAKE CONTROL OF YOUR FORMATIONS**”
COMMANDERS SALUTE COT; COT RETURNS SALUTE

Appendix E
Change of Responsibility Script

UNIT

CHANGE OF RESPONSIBILITY

DTG – Location

NAME

OUTGOING CSM

NAME

INCOMING CSM

HOST COMMANDER

UNIT

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



MUSIC: 10 MINUTES PRIOR BAND PLAYS APPROPRIATE MUSIC, AND THE COT TAKES THEIR INITIAL POSITION 3 MINS PRIOR TO START.

NCOIC: 5 Minutes prior to ceremony, faces about and directs "BATTALION ATTENTION," "PARADE REST."

NARRATOR:

"LADIES AND GENTLEMEN, PLEASE MOVE TO YOUR SEATS AND SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES AS THE CEREMONY WILL BEGIN SHORTLY.

TAKE A SMALL PAUSE:

"GOOD AFTERNOON, LADIES AND GENTLEMEN. ON BEHALF OF (PRESIDING OFFICER) THE COMMANDER OF (UNIT), WELCOME TO THE CHANGE OF RESPONSIBILITY CEREMONY. TODAY, COMMAND SERGEANT MAJOR (OUTGOING CSM) WILL RELINQUISH RESPONSIBILITY AS THE (UNIT) COMMAND SERGEANT MAJOR TO COMMAND SERGEANT MAJOR (INCOMING CSM).

OUR DISTINGUISHED GUESTS JOINING US FOR TODAY'S CEREMONY ARE:

COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (XXX). AND HIS/HER WIFE/HUSBAND (XXX)

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- OPERATIONS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- SUPPORT, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

"LADIES AND GENTLEMEN, AT THIS TIME (OUTGOING SPOUSE)

SPOUSE OF (OUTGOING CSM) IS BEING PRESENTED A BOUQUET OF RED ROSES THANKING HER FOR ALL HER SUPPORT AND DEVOTION TO THE SOLDIERS AND FAMILIES OF (UNIT). RED ROSES SIGNIFY THE BONDS OF LOYALTY AND AFFECTION

BETWEEN THE SOLDIERS AND FAMILIES, AND TO SIGNIFY OUR SORROW AT THEIR DEPARTURE FROM (UNIT). THEY WILL BE REMEMBERED AND MISSED.”

CUE USHER: Presents flowers to OUTGOING SPOUSE.

**NOTE: Flowers may be substituted with a gift for the spouse if the CSM chooses not to give flowers*

“AT THIS TIME (INCOMING SPOUSE) SPOUSE OF (INCOMING CSM) IS RECEIVING A BOUQUET OF YELLOW ROSES WELCOMING HER TO THE (UNIT). YELLOW IS THE COLOR OF NEW BEGINNINGS AND SYMBOLIZES HER ARRIVAL TO THE (UNIT). IN TIME, THEIR ROSEBUDS WILL BLOSSOM, AS WILL HER RELATIONSHIP WITH THE SOLDIERS AND THEIR FAMILIES.”

CUE USHER: Presents flowers to INCOMING SPOUSE.

**NOTE: Flowers may be substituted with a gift for the spouse if the CSM chooses not to give flowers.*

“LADIES AND GENTLEMEN, PLEASE STAND FOR THE INVOCATION GIVEN BY (CHAPLAIN NAME), AND REMAIN STANDING FOR THE POSTING OF THE COLORS AND THE PLAYING OF THE NATIONAL ANTHEM.”

CUE CHAPLAIN: Moves to the podium (Prayer should not exceed 1 minute). After completion of his/her remarks, moves to his/her seat.

“THE NONCOMMISSIONED OFFICER IN CHARGE FOR TODAY’S CHANGE OF RESPONSIBILITY CEREMONY IS (NCOIC). THE CEREMONY WILL BEGIN WHEN THE NCOIC COMMANDS THE UNITS BE BROUGHT TO ATTENTION.”

CUE NCOIC: Faces about and directs “BRING YOUR UNITS TO ATTENTION.”

CUE UNITS: Each 1SG will command “COMPANY ATTENTION” in sequence starting with the right flank unit.

CUE OFFICIAL PARTY: When all units are at attention, the OFFICIAL PARTY centers on the colors just in front of the audience.

CUE NCOIC: Once Presiding Officer has halted, give the command “COLORS CENTER, MARCH.”

CUE COLOR GUARD: Takes seven steps forward and halt.

CUE NCOIC: Then the NCOIC marches forward until he/she is three steps in front of the color detail, halts, and then faces about. Command (over the right shoulder) “COLORS FORWARD, MARCH.” On the command of execution MARCH, the NCOIC and the Colors march forward and then halt when the NCOIC has reached his/her original post. Then command “MARK TIME, MARCH. COLORS HALT”. Once halted, execute the Hand Salute and report, “SIR/MA’AM, THE COLORS ARE PRESENT.”

CUE COMMANDER: Returns the Salute and directs “CONDUCT THE CHANGE OF RESPONSIBILITY.”

CUE NCOIC: Executes RIGHT FACE moves 8 steps forward, conducts a right face and directs “BRING YOUR UNITS TO PRESENT ARMS.”

CUE UNITS: Each 1SG will command “**PRESENT, ARMS**” in sequence starting with the right flank unit.

CUE NCOIC: Once the last unit has executed **PRESENT ARMS**, face about (looking over the left shoulder) and command “**COLORS PRESENT, ARMS**”. Salute along with detachment

CUE BAND: Play the NATIONAL ANTHEM.

NARRATOR: “LADIES AND GENTLEMEN, PLEASE BE SEATED.”

CUE NCOIC: Executes **ORDER ARMS** and faces about, then commands “**COLORS ORDER, ARMS.**” Once complete, direct “**BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.**”

CUE UNITS: Each unit will execute **ORDER ARMS** and **PARADE REST** in order beginning with unit on far right.

CUE NCOIC: When all units are at **PARADE REST**, face about and remain at **ATTENTION** with the colors.

NCOIC & OFFICIAL PARTY CUE (“THE CHANGE”): When narrator reads “**THE CHANGE**” The reviewing party and NCOIC moves together and halts centered on the colors. The OUTGOING CSM calls commands prior to the passing of the Colors. The incoming CSM calls commands after the passing of the Colors.

CUE OUTGOING CSM: Commands “**FORWARD MARCH.**” Three steps from the NCOIC command “**MARK TIME, MARCH**” and “**GROUP HALT.**” Once complete give command “**CENTER FACE.**” OUTGOING and INCOMING CSMs will take one step forward. Simultaneously, the NCOIC faces about to retrieve the Colors from the Color bearer. Once the NCOIC retrieves the Colors, the command “**CENTER, FACE**” will be given (both CSMs face inward and the NCOIC faces about) placing all parties in position.

NARRATOR: “THE CHANGE OF RESPONSIBILITY IS A SIMPLE YET TRADITIONAL EVENT THAT IS RICH WITH SYMBOLISM AND HERITAGE. THE KEY TO THE CEREMONY IS THE PASSING OF THE COLORS. THE VERY SOUL OF A MILITARY UNIT IS SYMBOLIZED IN THE COLORS UNDER WHICH IT FIGHTS, FOR THEY REPRESENT NOT ONLY THE LINEAGE AND HONORS OF THE UNIT, BUT ALSO THE LOYALTY AND UNITY OF ITS SOLDIERS. THE CUSTODIAN OF THE COLORS IS THE COMMAND SERGEANT MAJOR, WHO IS THE SENIOR ENLISTED SOLDIER IN THE UNIT, AND PRINCIPAL ADVISOR TO THE COMMANDER.”

CUE NCOIC: Once the narrator reads “**THE NONCOMMISSIONED OFFICER IN CHARGE**”, the Colors are then passed from the NCOIC (Right hand above their left hand) to the OUTGOING CSM; the OUTGOING CSM (Left hand above their right hand) steps forward and presents the Colors to the Commander (Right hand above their left hand),

CUE PRESIDING OFFICER: Once the narrator reads “**CHARGE ORDERS**” pass colors to the INCOMING CSM (Left hand above their right hand).

“THE NONCOMMISSIONED OFFICER IN CHARGE, (NCOIC), WILL PASS THE COLORS TO COMMAND SERGEANT MAJOR (OUTGOING CSM), WHO WILL IN TURN PASS THE COLORS TO THE COMMANDER. THE PASSING OF THE COLORS SYMBOLIZES THE RELINQUISHMENT OF RESPONSIBILITY AND AUTHORITY FROM COMMAND

SERGEANT MAJOR (**OUTGOING CSM**). THE COMMANDER WILL THEN PASS THE COLORS TO COMMAND SERGEANT MAJOR (**INCOMING CSM**), CHARGING HIM/HER WITH THE RESPONSIBILITY AND AUTHORITY THAT COMES WITH HIS/HER POSITION.”

“CHARGE ORDERS FOR COMMAND SERGEANT MAJOR (**INCOMING CSM FULL NAME**). LET IT BE KNOWN FROM THIS DAY FORWARD THAT THE COMMANDER OF THE (**UNIT**), HAS PLACED SPECIAL TRUST AND CONFIDENCE IN YOUR PATRIOTISM, DEDICATION, INTEGRITY, AND LEADERSHIP ABILITIES. THEREFORE, YOU ARE HEREBY APPOINTED AS THE COMMAND SERGEANT MAJOR, (**UNIT**).”

“COMMAND SERGEANT MAJOR (**INCOMING CSM**) WILL NOW RETURN THE COLORS TO THE NONCOMMISSIONED OFFICER IN CHARGE.”

CUE INCOMING CSM: Upon completion of reading the Charge of Responsibility order, the colors are returned to the NCOIC

*CUE NCOIC: Gives the command of “**ABOUT, FACE**” and all parties execute a movement to face the Color guard. The NCOIC returns the Colors to the Color bearer*

*CUE INCOMING NCOIC: Commands “**ABOUT, FACE**” and all parties face the review stand. Then give the command “**FORWARD, MARCH**” and the commander, and both CSMs step off as in marching. While moving back to the review stand, the CSMs pass behind the commander (incoming ahead of the outgoing) changing positions. Once back to the review stand, command “**MARK TIME, MARCH**”, and “**GROUP, HALT**”. Once at a halt, the command “**ABOUT, FACE**” and “**PARADE, REST**”.*

*CUE NCOIC: On the command Forward March, he/ she returns to initial position. Then assumes the position of **PARADE REST**.*

NARRATOR: “LADIES AND GENTLEMEN, THE COMMANDER OF THE (**UNIT**), (**PRESIDING OFFICER**).”

CUE PRESIDING OFFICER: Comes forward and gives his/her remarks. After completion of his/her remarks, moves to his/her seat.

NARRATOR: “LADIES AND GENTLEMEN, THE OUTGOING COMMAND SERGEANT MAJOR, COMMAND SERGEANT MAJOR (**OUTGOING CSM**).”

CUE OUTGOING CSM: Moves to the podium and gives remarks. After completion of his/her remarks, moves to his/her seat.

NARRATOR: “LADIES AND GENTLEMEN, THE COMMAND SERGEANT MAJOR OF THE Unit Name, COMMAND SERGEANT MAJOR (**INCOMING CSM**).”

CUE INCOMING CSM: Moves to the podium and gives remarks. After completion of his/her remarks, moves to his/her seat.

CUE NCOIC: Once INCOMING CSM moves to his/her seat, assume the position of **ATTENTION**, conduct **ABOUT FACE** and direct "**BRING YOUR UNITS TO ATTENTION.**"

CUE UNITS: Each 1SG will command "**COMPANY ATTENTION**" in sequence starting with the right flank unit.

CUE NCOIC: Once all of the units are at attention, face about.

**"LADIES AND GENTLEMEN PLEASE STAND FOR THE PLAYING OF
THE 10TH MOUNTAIN DIVISION SONG AND THE ARMY SONG AND REMAIN STANDING
FOR THE RETIRING OF THE COLORS."**

CUE BAND: Plays the 10TH Mountain Song and Army Song.

CUE NCOIC: Upon completion of the Army Song look over left shoulder and give the command "**COLORS, POST.**" On the command **POST**, the Colors **REVERSE MARCH** and **HALT**. NCOIC remains looking over left shoulder. Then give the command "**MARCH.**"

On the command **MARCH** the following actions occur simultaneously:

1. Colors step off and return to their original posts, execute **REVERSE COLORS**, and **HALTS**.
2. The NCOIC marches to his/her position, centered on the formation, and executes right Face.

CUE INCOMING CSM: Moves towards the NCOIC and takes charge of the formation (NCOIC takes his/her place behind the color guard.) Then face about, salute, and announce "**Sir/Ma'am, this concludes today's ceremony.**"

COMMANDER: Returns Salute and commands "**TAKE CHARGE OF THE UNIT.**"

INCOMING CSM: Conducts **ABOUT FACE** and gives the command "**TAKE CHARGE OF YOUR UNITS.**" Then conduct an **ABOUT FACE** and move to seat.

**NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY.
(Add admin notes, farewells, reception information as needed)"**

Appendix F
Deployment Casing Ceremony Script

UNIT

Deployment Casing Ceremony

DTG – Location

HOST COMMANDER

UNIT

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



NARRATOR:

“LADIES AND GENTLEMEN, THE (UNIT) DEPLOYMENT CEREMONY WILL BEGIN MOMENTARILY. WE ASK THAT YOU PLEASE BE SEATED AND THAT ALL CELL PHONES AND ELECTRONIC DEVICES BE TURNED OFF FOR THE DURATION OF THE EVENT.”

“GOOD AFTERNOON LADIES, GENTLEMEN AND DISTINGUISHED GUESTS. WELCOME TO THE (UNIT) DEPLOYMENT CEREMONY. TODAY THE COLORS OF THE (UNIT) WILL BE CASED AS THE UNIT BEGINS ITS DEPLOYMENT TO (LOCATION). IN OUR ARMY TODAY, THE COLORS, WITH BATTLE STREAMERS ATTACHED, JOIN THEIR UNITS IN FORMATION DURING CEREMONIES TO SIGNIFY THEIR HISTORY IN PAST CAMPAIGNS AND THE PRESENCE OF THE COMMANDER AND HIS HEADQUARTERS. WHEN A UNIT OR THE HEADQUARTERS OF A UNIT DEPLOYS, THE COLORS ARE "CASED"—FURLED, AND PLACED INSIDE A CANVAS COVER, TO SIGNIFY THAT THE COMMAND HAS CEASED OPERATIONS AT THAT LOCATION. THE COLORS ARE THEN "UNCASED" AT THE NEW LOCATION TO SIGNIFY THAT THE COMMAND IS OPERATIONAL AT ITS NEW STATION. FOLLOWING ARMY TRADITION, AS THE UNIT BEGINS MOVEMENT TO (LOCATION), THE (UNIT) WILL CASE THEIR COLORS TO PROTECT THEM DURING MOVEMENT, AS WE SYMBOLICALLY BID THEM FAREWELL AND GOOD LUCK. ONCE THE UNITS ARE IN (LOCATION) THEY WILL UNCASE THEIR COLORS AS THEY ASSUME THE FIGHT.”

“AMONG OUR DISTINGUISHED GUESTS FOR TODAY’S CEREMONY ARE

COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- OPERATIONS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- SUPPORT, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

“LADIES AND GENTLEMEN, PLEASE STAND FOR THE INVOCATION GIVEN BY CHAPLAIN (NAME).

CUE CHAPLAIN: GIVE INVOCATION

“IN FRONT OF YOU TODAY ARE THE BATTALION COLORS, COMPANY COMMANDERS, FIRST SERGEANTS, GUIDONS AND SOLDIERS OF THE (UNIT).

REPRESENTED FROM LEFT TO RIGHT THEY ARE:

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

CENTERED ON THE FORMATION ARE THE BRIGADE COLORS AND COLOR GUARD
COMMANDED BY (CSM)

LADIES AND GENTLEMEN, PLEASE DIRECT YOUR ATTENTION TO THE LEFT SIDE OF
THE FORMATION. THERE YOU WILL SEE THE (UNIT) S1, (S1 NAME) WHO WILL
INITIATE THE CEREMONY WITH SOUND ATTENTION.

CUE ADJUTANT: OVER RIGHT SHOULDER COMMAND “**SOUND ATTENTION**”

ONCE UNITS ARE AT ATTENTION, COMMAND “**SOUND ADJUTANT’S CALL**”

IMMEDIATELY FOLLOWING ADJUTANT’S CALL, MOVE TO POSITION HALFWAY BETWEEN THE DESIGNATED
POST OF THE COT AND FORMATION

CUE BAND: SOUND “ADJUTANT’S CALL” AND, WITHOUT PAUSE, BEGIN PLAYING A MARCH UNTIL THE
ADJUTANT IS AT THEIR POST

CUE NARRATOR: ONCE ADJUTANT IS IN POSITION NARRATOR BEGINS

THE COMMANDER OF TROOPS FOR TODAY’S CEREMONY IS THE (UNIT) EXECUTIVE
OFFICER (BDE XO).

CUE COT: ON CUE WORD “COMMANDER OF TROOPS” COMMAND STAFF “**FORWARD MARCH**” AND HALT
AT DESIGNATED POSITION

CUE ADJUTANT: WHEN COT IS HALTED IN POSITION, CONDUCT **ABOUT FACE** AND COMMAND “**SOUND
PRESENT ARMS**”

ONCE UNITS ARE AT **PRESENT ARMS**, FACE ABOUT, SALUTE, AND REPORT “**SIR THE COMMAND IS
FORMED**”

CUE COT: RETURNS THE SALUTE OF THE ADJUTANT AND DIRECTS “**TAKE YOUR POST**” (THE MEMBERS
OF THE STAFF DO NOT SALUTE.) THE ADJUTANT TAKES THEIR 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 COT 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"**; AND **"LEFT, FACE"**. AT THAT TIME, THE STAFF SHOULD BE CENTERED ON, AND TWO STEPS IN FRONT OF, THE COT. THEN FACE ABOUT AND WAIT FOR NEXT CUE.

THE REVIEWING OFFICER FOR TODAY'S CEREMONY IS THE COMMANDER OF THE (UNIT), (NAME).

CUE COT: ON CUE WORD **"INCOMING NAME"** FACE ABOUT AND COMMAND **"SOUND PRESENT ARMS"**. ONCE FORMATION IS AT PRESENT ARMS FACE ABOUT, COMMAND TO STAFF **"PRESENT ARMS"**, SALUTE AND REPORT **"SIR, THE BATTALION IS FORMED."**

CUE HOST CDR: RETURN SALUTE

CUE COT: DROP SALUTE, FACE ABOUT AND COMMAND **"ORDER ARMS"** AND **"SOUND ORDER ARMS"**

"LADIES AND GENTLEMEN, PLEASE STAND FOR THE ARRIVAL OF THE COLORS AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL ANTHEM."

WHEN ALL UNITS ARE AT ORDER ARMS, COMMAND **"OFFICERS AND COLORS CENTER (PAUSE), MARCH."**

ON THE COMMAND **OFFICERS AND COLORS CENTER**, THE BATTALION COMMANDERS AND THEIR BATTALION COLOR BEARERS WILL CENTER FACE, FACING THE BRIGADE COLORS.

ON THE COMMAND **MARCH**, THE BATTALION COMMANDERS AND BATTALION COLOR BEARERS MARCH FORWARD AND GROUP TOGETHER (IN MARK TIME MARCH) WAITING FOR THE COT TO GIVE THE COMMAND OF HALT.

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 COMMANDERS AND COLORS. THE STAFF THEN HALTS AND EXECUTES LEFT FACE ON COMMAND OF THE SENIOR, OR CENTER, STAFF OFFICER.

ON THE COMMAND **MARCH**, THE COLORS MARCH FORWARD FOR ENOUGH TO MAKE ROOM FOR THE BATTALION COMMANDERS AND HALT. THE COMMANDER OF TROOPS MARCHES FORWARD AND TAKES HIS POST THREE STEPS IN FRONT OF AND CENTERED ON THE COLORS. HE COMMANDS, **"DETACHMENT HALT, CENTER (PAUSE) FACE"** THE COT FACES ABOUT AND COMMANDS **"COLORS FORWARD, MARCH."** THE COMMANDER OF TROOPS AND COMMANDERS AND COLORS MARCH FORWARD. THE COMMANDER OF TROOPS COMMANDS, "MARK TIME, MARCH" AND THEN "DETACHMENT, HALT" WHEN HE IS ABOUT SIX STEPS FROM THE REVIEWING OFFICER. HE THEN SALUTES AND REPORTS "SIR, THE COMMANDERS AND COLORS ARE PRESENT." THE REVIEWING OFFICER RETURNS THE SALUTE AND DIRECTS "ASSUME YOUR POST AND PRESENT THE COMMAND."

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. WHEN THE COMMANDER OF TROOPS IS IN POSITION, HE DIRECTS **"SOUND PRESENT ARMS."**

WHEN ALL UNITS HAVE COMPLETED THESE MOVEMENTS, THE COMMANDER OF TROOPS COMMANDS **"DETACHMENT PRESENT (PAUSE), ARMS"** FACES ABOUT AND COMMANDS **"PRESENT, ARMS"** FOR THEIR SELF AND THEIR STAFF. ON THE EXECUTION OF THE HAND

SALUTE BY THE COT, THE BAND BEGINS TO PLAY THE NATIONAL ANTHEM.

THE REVIEWING PARTY AND ALL MILITARY SPECTATORS SALUTE WHILE THE NATIONAL ANTHEM IS BEING PLAYED.

“PLEASE BE SEATED.”

*CUE COT: ON THE COMPLETION OF HONORS TO THE NATION, **COMMAND "DETACHMENT ORDER, ARMS,"** FACE ABOUT, AND DIRECT "**SOUND ORDER ARMS**"*

“THE DEPLOYING BATTALIONS OF THE (UNIT) WILL NOW CASE THEIR COLORS IN PREPARATION FOR MOVEMENT TO (LOCATION).”

THE UNIT COMMANDER MARCHES FORWARD UNTIL HE IS FOUR STEPS IN FRONT OF THE COLOR GUARD. THE UNIT COMMAND SERGEANT MAJOR MOVES FROM HIS POSITION BEHIND THE COLORS MARCHES AROUND THE LEFT SIDE (RIGHT AS SEEN FROM THE REVIEWING STAND) OF THE COLOR GUARD AND STOPS ONE STEP AWAY FROM THE UNIT COMMANDER AND REMAINS FACING HIM.

THE SUBORDINATE UNIT COMMANDERS WILL EXECUTE A LEFT FACE WHILE THEIR SENIOR NONCOMMISSIONED OFFICER MOVE TO THEIR POSITIONS FACING THEIR COMMANDER.

*FROM THEIR POSITION, THE COT COMMANDS “**CASE THE COLORS.**” COLOR BEARERS WILL DIP THE COLORS AS IN PRESENT ARMS. THIS SHOULD PLACE THE COLORS IN BETWEEN THE UNIT COMMANDER AND CSM OR SENIOR NCO. THE CSM OR SENIOR NCO WILL PRESENT THE CANVAS COVER AND TOGETHER THE UNIT COMMANDER AND CSM WILL CASE THE COLORS.*

COMMANDERS AND CSMS WILL CASE THEIR COLORS IN SEQUENCE STARTING FROM THE RIGHT FLANK OF THE FORMATION.

LTC (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL NOW CASE THEIR BATTALION COLORS.

LTC (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL NOW CASE THEIR BATTALION COLORS.

LTC (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL NOW CASE THEIR BATTALION COLORS.

LTC (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL NOW CASE THEIR BATTALION COLORS.

AND NOW, COL (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL CASE THE BRIGADE COLORS.

SUBSEQUENT UNITS AND COMMANDERS WILL BE ANNOUNCED IN ORDER AS DEEMED BY THE HIGHEST UNIT COMMANDER (ORDER SHOULD BE LOWEST TO HIGHEST COMMAND AND LEFT TO RIGHT AS SEEN FROM THE REVIEWING STAND). THE SUBORDINATE UNITS WILL NOT BEGIN CASING THEIR COLORS UNTIL THE PREVIOUS UNIT IS COMPLETE. THE REVIEWING OFFICER WILL ASSIST IN CASING THE HIGHEST COMMANDS COLORS.

*CUE: ONCE THE COLORS ARE CASED, THE CSMS OR SENIOR NCOS RETURN TO THEIR POSITIONS, UNIT CDRS FACE TO THE FRONT, THE HIGHEST UNIT CDR FACES THE COLORS (ENSURES ALL SUBORDINATE UNITS HAVE COMPLETED CASING AND UNIT CDRS ARE FACING FORWARD) AND COMMANDS “**ORDER, ARMS.**” THE HIGHEST UNIT CDR FACES ABOUT AND MOVES TOWARDS THE REVIEWING LINE. WHEN THE*

HIGHEST UNIT CDR IS BACK AT THE REVIEWING LINE, THE COT FACES ABOUT AND GIVES THE COMMAND **"SOUND, PARADE, REST,"** AND THEN COMMANDS **"DETACHMENT, PARADE, REST"** FACES ABOUT AND GIVE HIS STAFF PARADE REST AND THEN GOES TO PARADE REST.

"LADIES AND GENTLEMEN, THE COMMANDER OF THE (XXX), COL (XXX)."

"LADIES AND GENTLEMEN, THE COMMANDER OF THE 10TH MOUNTAIN DIVISION, MG (XXX)."

WHEN THE SENIOR COMMANDER RETURNS TO THE REVIEWING LINE THE COT COMMANDS **"DETACHMENT, ATTENTION"** AND THEN **"SOUND, ATTENTION"** ONCE EVERYONE IS AT ATTENTION THE COT COMMANDS **"DETACHMENT, POST (PAUSE) MARCH"**

ON THE COMMAND **POST** THE BRIGADE COLORS WILL **REVERSE MARCH** AND **HALT**, THE BATTALION COMMANDERS AND BATTALION COLORS WILL DO AN ABOUT FACE. THE STAFF WILL FACE TO THE LEFT.

ON THE COMMAND **MARCH**, THE BATTALION COMMANDERS, BATTALION COLORS, AND BRIGADE COLORS STEP OFF AND STARBURST BACK TO ORIGINAL POSITION, AND THE BAND BEGINS TO PLAY. THE COT MARCHES HIS STAFF BACK TO THE CENTER OF THE FIELD AND FACES THEM TO THE RIGHT. THE COT FACING THE FORMATION ELEMENT AWAITS FOR THE BATTALION COMMANDERS AND BATTALION COLOR BEARERS TO GET BACK IN THEIR ORIGINAL BRIGADE COLOR GUARD TEAM TO REVERSE MARCH AND FACE HIM.

UPON REACHING THEIR ORIGINAL POSITION EACH BATTALION COMMANDER WILL HALT AND FACE ABOUT THEIR BATTALION ON THEIR OWN. WHEN ALL COMMANDERS AND COLORS ARE FACING THE CROWD THE COT WILL DO AN ABOUT FACE AND FACE THE REVIEWING STAND.

"LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING FOR THE 10th MOUNTAIN DIVISION SONG AND THE ARMY SONG; AND REMAIN STANDING FOR THE DISMISSAL OF THE COLORS."

CUE COT: SALUTES AND STATES **"SIR, REQUEST PERMISSION TO RETIRE THE COLORS"**

CUE COMMANDER: RETURNS THE SALUTE AND COMMANDS **"RETIRE THE COLORS."**

CUE COT: DOES AN ABOUT FACE AND COMMANDS **"RETIRE THE COLORS"** THE COT WILL FACE TO THE FRONT ONCE THE COLORS ARE RETIRED.

THE COT SALUTES AND STATES **"SIR, THIS CONCLUDES THE CEREMONY."** THE COMMANDER RETURNS THE SALUTE AND COMMANDS **"TAKE CHARGE OF THE FORMATION"**. THE COT FACES ABOUT AND DIRECTS **"COMMANDERS, TAKE CHARGE OF YOUR UNITS"**.

"LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. THANK YOU FOR ATTENDING."

Appendix G
Redeployment Uncasing Ceremony Script

UNIT
REDEPLOYMENT UNCASING CEREMONY
DTG – Location

HOST COMMANDER
UNIT

Black text- Standard narration
Red text- Information to be filled by the unit
Green text- Cues



MUSIC: 10 MINUTES PRIOR BAND PLAYS APPROPRIATE MUSIC, AND THE COT TAKES THEIR INITIAL POSITION 5 MINS PRIOR TO START.

“LADIES AND GENTLEMEN, THE (UNIT) UNCASING CEREMONY WILL BEGIN MOMENTARILY. WE ASK THAT YOU PLEASE BE SEATED. AND THAT ALL CELL PHONES AND ELECTRONIC DEVICES BE TURNED OFF FOR THE DURATION OF THE EVENT.”

“GOOD MORNING/AFTERNOON, LADIES AND GENTLEMEN. WELCOME TO THE (UNIT) OFFICIAL UNCASING CEREMONY. WE ARE PLEASED THAT YOU HAVE JOINED US TODAY TO CELEBRATE THIS SPECIAL OCCASION. IN OUR ARMY THE COLORS, WITH BATTLE STREAMERS ATTACHED, JOIN THEIR UNITS IN FORMATION DURING CEREMONIES TO SIGNIFY THEIR HISTORY IN PAST CAMPAIGNS AND THE PRESENCE OF THE COMMANDER AND HIS/HER HEADQUARTERS. WHEN A UNIT OR THE HEADQUARTERS OF A UNIT RE-DEPLOYS, THE COLORS ARE "CASED"—FURLED AND PLACED INSIDE A CANVAS COVER, TO SIGNIFY THAT THE COMMAND HAS CEASED OPERATIONS AT THAT OPERATIONAL THEATER. THE COLORS ARE THEN "UNCASED" ONCE THE UNIT IS BACK AT HOME STATION TO SIGNIFY THAT THE COMMAND IS OPERATIONAL. FOLLOWING ARMY TRADITION AS (UNIT) RETURNS FROM (LOCATION) THE BATTALIONS UNCASE THEIR COLORS, AS WE WELCOME THEM HOME AND CONGRATULATE THEM ON A JOB WELL DONE.”

“AMONG OUR MANY DISTINGUISHED GUESTS AND VISITORS TODAY ARE”:
READ VIP LIST FROM PROTOCOL

“LADIES AND GENTLEMEN, PLEASE STAND FOR THE INVOCATION GIVEN BY (UNIT) CHAPLAIN (RANK, FULL NAME)

CUE: CHAPLAIN GIVE INVOCATION

“IN FRONT OF YOU TODAY ARE THE BATTALION COLORS, COMPANY COMMANDERS, FIRST SERGEANTS, GUIDONS AND SOLDIERS OF THE (UNIT).

REPRESENTED FROM LEFT TO RIGHT THEY ARE:

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

(BN/SQDN), “(BN/SQDN) NAME” LED BY LTC (XXX) AND CSM (XXX)

CENTERED ON THE FORMATION ARE THE BRIGADE COLORS AND COLOR GUARD COMMANDED BY (CSM)

LADIES AND GENTLEMEN, PLEASE DIRECT YOUR ATTENTION TO THE LEFT SIDE OF THE FORMATION. THERE YOU WILL SEE THE (UNIT) S1, (S1 NAME) WHO WILL INITIATE THE CEREMONY WITH SOUND ATTENTION.

*CUE ADJUTANT: OVER RIGHT SHOULDER COMMAND “**SOUND ATTENTION**”*

*ONCE UNITS ARE AT ATTENTION, COMMAND “**SOUND ADJUTANT’S CALL**”*

IMMEDIATELY FOLLOWING ADJUTANT’S CALL, MOVE TO POSITION HALFWAY BETWEEN THE DESIGNATED POST OF THE COT AND FORMATION

CUE BAND: SOUND “ADJUTANT’S CALL” AND, WITHOUT PAUSE, BEGIN PLAYING A MARCH UNTIL THE ADJUTANT IS AT THEIR POST

CUE NARRATOR: ONCE ADJUTANT IS IN POSITION NARRATOR BEGINS

THE COMMANDER OF TROOPS FOR TODAY’S CEREMONY IS THE (UNIT) EXECUTIVE OFFICER (BDE XO).

*CUE COT: ON CUE WORD “COMMANDER OF TROOPS” COMMAND STAFF “**FORWARD MARCH**” AND HALT AT DESIGNATED POSITION*

*CUE ADJUTANT: WHEN COT IS HALTED IN POSITION, CONDUCT **ABOUT FACE** AND COMMAND “**SOUND PRESENT ARMS**”*

*ONCE UNITS ARE AT **PRESENT ARMS**, FACE ABOUT, SALUTE, AND REPORT “**SIR THE COMMAND IS FORMED**”*

*CUE COT: RETURNS THE SALUTE OF THE ADJUTANT AND DIRECTS “**TAKE YOUR POST**” (THE MEMBERS OF THE STAFF DO NOT SALUTE.) THE ADJUTANT TAKES THEIR 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 COT 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"; AND **"LEFT, FACE"**. AT THAT TIME, THE STAFF SHOULD BE CENTERED ON, AND TWO STEPS IN FRONT OF, THE COT. THEN FACE ABOUT AND WAIT FOR NEXT CUE.

THE REVIEWING OFFICER FOR TODAY'S CEREMONY IS THE COMMANDER OF THE (UNIT), (NAME).

CUE COT: ON CUE WORD "INCOMING NAME" FACE ABOUT AND COMMAND **"SOUND PRESENT ARMS"**. ONCE FORMATION IS AT PRESENT ARMS FACE ABOUT, COMMAND TO STAFF **"PRESENT ARMS"**, SALUTE AND REPORT **"SIR, THE BATTALION IS FORMED."**

CUE HOST CDR: RETURN SALUTE

CUE COT: DROP SALUTE, FACE ABOUT AND COMMAND **"ORDER ARMS"** AND **"SOUND ORDER ARMS"**

"LADIES AND GENTLEMEN, PLEASE STAND FOR THE ARRIVAL OF THE COLORS AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL ANTHEM."

WHEN ALL UNITS ARE AT ORDER ARMS, COMMAND **"OFFICERS AND COLORS CENTER (PAUSE), MARCH."**

ON THE COMMAND **OFFICERS AND COLORS CENTER**, THE BATTALION COMMANDERS AND THEIR BATTALION COLOR BEARERS WILL CENTER FACE, FACING THE BRIGADE COLORS.

ON THE COMMAND **MARCH**, THE BATTALION COMMANDERS AND BATTALION COLOR BEARERS MARCH FORWARD AND GROUP TOGETHER (IN MARK TIME MARCH) WAITING FOR THE COT TO GIVE THE COMMAND OF HALT.

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 COMMANDERS AND COLORS. THE STAFF THEN HALTS AND EXECUTES LEFT FACE ON COMMAND OF THE SENIOR, OR CENTER, STAFF OFFICER.

ON THE COMMAND **MARCH**, THE COLORS MARCH FORWARD FOR ENOUGH TO MAKE ROOM FOR THE BATTALION COMMANDERS AND HALT. THE COMMANDER OF TROOPS MARCHES FORWARD AND TAKES HIS POST THREE STEPS IN FRONT OF AND CENTERED ON THE COLORS. HE COMMANDS, **"DETACHMENT HALT, CENTER (PAUSE) FACE"** THE COT FACES ABOUT AND COMMANDS **"COLORS FORWARD, MARCH."** THE COMMANDER OF TROOPS AND COMMANDERS AND COLORS MARCH FORWARD. THE COMMANDER OF TROOPS COMMANDS, "MARK TIME, MARCH" AND THEN "DETACHMENT, HALT" WHEN HE IS ABOUT SIX STEPS FROM THE REVIEWING OFFICER. HE THEN SALUTES AND REPORTS **"SIR, THE COMMANDERS AND COLORS ARE PRESENT."** THE REVIEWING OFFICER RETURNS THE SALUTE AND DIRECTS **"ASSUME YOUR POST AND PRESENT THE COMMAND."**

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. WHEN THE COMMANDER OF TROOPS IS IN POSITION, HE DIRECTS **"SOUND PRESENT ARMS."**

WHEN ALL UNITS HAVE COMPLETED THESE MOVEMENTS, THE COMMANDER OF TROOPS COMMANDS **"DETACHMENT PRESENT (PAUSE), ARMS"** FACES ABOUT AND COMMANDS **"PRESENT, ARMS"** FOR THEIR SELF AND THEIR STAFF. ON THE EXECUTION OF THE HAND SALUTE BY THE COT, THE BAND BEGINS TO PLAY THE NATIONAL ANTHEM.

THE REVIEWING PARTY AND ALL MILITARY SPECTATORS SALUTE WHILE THE NATIONAL ANTHEM IS BEING PLAYED.

“PLEASE BE SEATED.”

*CUE COT: ON THE COMPLETION OF HONORS TO THE NATION, **COMMAND "DETACHMENT ORDER, ARMS,"** FACE ABOUT, AND DIRECT **"SOUND ORDER ARMS"***

“THE BRIGADE COLORS WERE CASED AT THE CONCLUSION OF THEIR MOST RECENT DEPLOYMENT TO (LOCATION). THE CASING CEREMONY THERE SIGNIFIED THE COMPLETION OF THEIR COMBAT OPERATIONS IN (LOCATION). AT THIS TIME, THE REDEPLOYING UNITS OF THE 10th MOUNTAIN DIVISION (LIGHT INFANTRY) WILL NOW UNCASE THEIR COLORS. THE BATTALION COMMANDER, ALONG WITH HIS/HER COMMAND SERGEANTS MAJOR WILL MOVE INTO POSITION TO UNCASE THE COLORS, A GESTURE THAT OFFICIALLY REESTABLISHES COMMAND AT FORT DRUM AND WELCOMES HOME THE SOLDIERS OF THE (UNIT) FROM A HIGHLY SUCCESSFUL COMBAT TOUR.

THE DEPLOYING BATTALIONS OF THE (UNIT) WILL NOW CASE THEIR COLORS IN PREPARATION FOR MOVEMENT TO (LOCATION).”

THE UNIT COMMANDER MARCHES FORWARD UNTIL HE IS FOUR STEPS IN FRONT OF THE COLOR GUARD. THE UNIT COMMAND SERGEANT MAJOR MOVES FROM HIS POSITION BEHIND THE COLORS MARCHES AROUND THE LEFT SIDE (RIGHT AS SEEN FROM THE REVIEWING STAND) OF THE COLOR GUARD AND STOPS ONE STEP AWAY FROM THE UNIT COMMANDER AND REMAINS FACING HIM.

THE SUBORDINATE UNIT COMMANDERS WILL EXECUTE A LEFT FACE WHILE THEIR SENIOR NONCOMMISSIONED OFFICER MOVE TO THEIR POSITIONS FACING THEIR COMMANDER.

*FROM THEIR POSITION, THE COT COMMANDS **“CASE THE COLORS.”** COLOR BEARERS WILL DIP THE COLORS AS IN PRESENT ARMS. THIS SHOULD PLACE THE COLORS IN BETWEEN THE UNIT COMMANDER AND CSM OR SENIOR NCO. THE CSM OR SENIOR NCO WILL PRESENT THE CANVAS COVER AND TOGETHER THE UNIT COMMANDER AND CSM WILL CASE THE COLORS.*

COMMANDERS AND CSMS WILL CASE THEIR COLORS IN SEQUENCE STARTING FROM THE RIGHT FLANK OF THE FORMATION.

LTC (XXX) THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL NOW UNCASE THEIR BATTALION COLORS.

LTC (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL NOW UNCASE THEIR BATTALION COLORS.

LTC (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL NOW UNCASE THEIR BATTALION COLORS.

LTC (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL NOW UNCASE THEIR BATTALION COLORS.

AND NOW, COL (XXX), THE COMMANDER OF THE (XXX), AND CSM (XXX) WILL UNCASE THE BRIGADE COLORS.

SUBSEQUENT UNITS AND COMMANDERS WILL BE ANNOUNCED IN ORDER AS DEEMED BY THE HIGHEST UNIT COMMANDER (ORDER SHOULD BE LOWEST TO HIGHEST COMMAND AND LEFT TO RIGHT AS SEEN FROM THE REVIEWING STAND). THE SUBORDINATE UNITS WILL NOT BEGIN CASING THEIR COLORS UNTIL THE PREVIOUS UNIT IS COMPLETE. THE REVIEWING OFFICER WILL ASSIST IN CASING THE HIGHEST COMMANDS COLORS.

CUE: ONCE THE COLORS ARE CASED, THE CSMS OR SENIOR NCOS RETURN TO THEIR POSITIONS, UNIT CDRS FACE TO THE FRONT, THE HIGHEST UNIT CDR FACES THE COLORS (ENSURES ALL SUBORDINATE UNITS HAVE COMPLETED CASING AND UNIT CDRS ARE FACING FORWARD) AND COMMANDS "ORDER, ARMS." THE HIGHEST UNIT CDR FACES ABOUT AND MOVES TOWARDS THE REVIEWING LINE. WHEN THE HIGHEST UNIT CDR IS BACK AT THE REVIEWING LINE, THE COT FACES ABOUT AND GIVES THE COMMAND "SOUND, PARADE, REST," AND THEN COMMANDS "DETACHMENT, PARADE, REST" FACES ABOUT AND GIVE HIS STAFF PARADE REST AND THEN GOES TO PARADE REST.

"LADIES AND GENTLEMEN, THE COMMANDER OF THE (XXX), COL (XXX)."

"LADIES AND GENTLEMEN, THE COMMANDER OF THE 10TH MOUNTAIN DIVISION, MG (XXX)."

*WHEN THE SENIOR COMMANDER RETURNS TO THE REVIEWING LINE THE COT COMMANDS "**DETACHMENT, ATTENTION**" AND THEN "**SOUND, ATTENTION**" ONCE EVERYONE IS AT ATTENTION THE COT COMMANDS "DETACHMENT, POST (PAUSE) MARCH"*

*ON THE COMMAND **POST** THE BRIGADE COLORS WILL **REVERSE MARCH** AND **HALT**, THE BATTALION COMMANDERS AND BATTALION COLORS WILL DO AN ABOUT FACE. THE STAFF WILL FACE TO THE LEFT.*

*ON THE COMMAND **MARCH**, THE BATTALION COMMANDERS, BATTALION COLORS, AND BRIGADE COLORS STEP OFF AND STARBURST BACK TO ORIGINAL POSITION, AND THE BAND BEGINS TO PLAY. THE COT MARCHES HIS STAFF BACK TO THE CENTER OF THE FIELD AND FACES THEM TO THE RIGHT. THE COT FACING THE FORMATION ELEMENT AWAITS FOR THE BATTALION COMMANDERS AND BATTALION COLOR BEARERS TO GET BACK IN THEIR ORIGINAL BRIGADE COLOR GUARD TEAM TO REVERSE MARCH AND FACE HIM.*

UPON REACHING THEIR ORIGINAL POSITION EACH BATTALION COMMANDER WILL HALT AND FACE ABOUT THEIR BATTALION ON THEIR OWN. WHEN ALL COMMANDERS AND COLORS ARE FACING THE CROWD THE COT WILL DO AN ABOUT FACE AND FACE THE REVIEWING STAND.

"LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING FOR THE 10th MOUNTAIN DIVISION SONG AND THE ARMY SONG; AND REMAIN STANDING FOR THE DISMISSAL OF THE COLORS."

*CUE COT: SALUTES AND STATES "**SIR, REQUEST PERMISSION TO RETIRE THE COLORS**"*

CUE COMMANDER: RETURNS THE SALUTE AND COMMANDS **"RETIRE THE COLORS."**

CUE COT: DOES AND ABOUT FACE AND COMMANDS **"RETIRE THE COLORS"** THE COT WILL FACE TO THE FRONT ONCE THE COLORS ARE RETIRED.

THE COT SALUTES AND STATES **"SIR, THIS CONCLUDES THE CEREMONY."** THE COMMANDER RETURNS THE SALUTE AND COMMANDS **"TAKE CHARGE OF THE FORMATION"**. THE COT FACES ABOUT AND DIRECTS **"COMMANDERS, TAKE CHARGE OF YOUR UNITS"**.

"LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. THANK YOU FOR ATTENDING."

Appendix H
Welcome Home Ceremony Script

UNIT
WELCOME HOME CEREMONY
DTG – Location

HOST COMMANDER
UNIT

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



(H - 15 MINUTES) BAND PLAYS PRELUDE

DESIGNATED PERSON GETS CONFIRMATION FROM COT THAT THE UNIT IS PREPARED TO ENTER AND SIGNALS THE NARRATOR TO BEGIN CEREMONY...

NARRATOR:

“LADIES AND GENTLEMEN OUR CEREMONY WILL BEGIN SHORTLY. PLEASE BE SEATED. WE ASK THAT ALL CELL PHONES AND ELECTRONIC DEVICES BE SILENCED FOR THE DURATION OF THE EVENT. THIS CEREMONY WILL BE CONDUCTED AS AN OUTDOOR CEREMONY; ALL MILITARY PERSONNEL WILL WEAR HEADGEAR AND RENDER PROPER OUTDOOR MILITARY COURTESIES.”

CUE REVIEWING OFFICER: ASSUMES POSITION CENTERED ON FORMATION AREA.

“LADIES AND GENTLEMEN PLEASE GIVE A WARM NORTH COUNTRY WELCOME TO OUR RETURNING HEROES”

CUE BAND OR RECORDED MUSIC: PLAYS “TRIO OF NATIONAL EMBLEM.” MUSIC STOPS WHEN THE FORMATION CENTERS, BEFORE THE UNIT EXECUTES A LEFT FACE.

*CUE COT: MARCHES IN FRONT OF THE FORMATION LEADING THE WAY INTO POSITION. SENIOR NCO WILL MARCH THE FORMATION INTO POSITION AND COMMANDS “**MARK TIME MARCH, LEFT FACE**” THE COT THEN MARCHES TO THE FRONT OF THE FORMATION AND TAKES CHARGE OF THE FORMATION FROM THE SENIOR NCO. COT DOES AND ABOUT FACE, SALUTES AND SAYS “**SIR THE RETURNING HEROES ARE FORMED.**”*

CUE REVIEWING OFFICER: RETURNS SALUTE.

*CUE COT: CONDUCTS ABOUT FACE AND COMMANDS “**PARADE REST**”*

“GOOD **MORNING/AFTERNOON, LADIES AND GENTLEMEN. WELCOME TO OUR CEREMONY HONORING THE SAFE RETURN OF THE **(UNIT)**. THE COMMANDER OF TROOPS FOR TODAY’S CEREMONY IS **(RANK, NAME)**.”**

“PLEASE STAND FOR THE INVOCATION GIVEN BY CHAPLAIN **(NAME), AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL ANTHEM.”**

CUE CHAPLAIN: MOVES TO PODIUM TO GIVE INVOCATION

INVOCATION COMPLETE

*CUE COT: CONDUCTS ABOUT FACE AND COMMANDS, “**GROUP ATTENTION, PRESENT ARMS,**” AND THEN FACES ABOUT AND PRESENTS ARMS.*

CUE BAND: BEGIN ANTHEM, WHEN COT PRESENTS ARMS.

ANTHEM COMPLETE

“LADIES AND GENTLEMEN, PLEASE BE SEATED.”

CUE COT: CONDUCTS ABOUT FACE AND COMMANDS, “ORDER ARMS, PARADE REST,” AND THEN FACES ABOUT AND GOES TO PARADE REST.

“LADIES AND GENTLEMEN, THE REVIEWING OFFICER FOR TODAY’S CEREMONY IS COLONEL (NAME), COMMANDER, (UNIT).”

CUE REVIEWING OFFICER: MOVES TO THE PODIUM FOR REMARKS (2 MIN MAX)

UPON COMPLETION OF THE REVIEWING OFFICERS REMARKS, COT CONDUCTS ABOUT FACE AND COMMANDS “GROUP ATTENTION,” AND THEN FACES ABOUT. THE REVIEWING OFFICER MOVES TO REVIEWING STAND FACING THE COT.

CUE: ONCE COT IS AT ATTENTION FACING THE CROWD

“LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF THE 10TH MOUNTAIN DIVISION SONG AND THE ARMY SONG.”

SONGS COMPLETE

CUE COT: REPORTS TO REVIEWING OFFICER “SIR, THIS CONCLUDES THE CEREMONY.” REVIEWING OFFICER DIRECTS, “DISMISS YOUR UNIT.” COT FACES ABOUT AND COMMANDS, “DISMISSED.”

“LADIES AND GENTLEMEN, THIS CONCLUDES TODAY’S WELCOME HOME CEREMONY. THANK YOU FOR YOUR ATTENDANCE. YOU ARE FREE TO GREET YOUR SOLDIERS.”

Appendix I
Retirement Ceremony Script

**10th Mountain Division (LI) & Fort Drum
Retirement Ceremony
24 Sept 2023**

Ceremony Participants:

Host Unit:

Host Commander:

Host CSM:

Award Presenters:

Roll Call: Host CSM

Chaplain: Host Unit Chaplain

Music: 10th Mountain Division Band

Narrator: From Host Unit

Dress - Formation: ASU/AGSU with Beret or Service Cap



15 minutes prior to the start of the ceremony band begins pre-music.

NARRATOR:

“LADIES AND GENTLEMEN, PLEASE FIND YOUR SEATS, THE FORT DRUM RETIREMENT CEREMONY WILL BEGIN SHORTLY. (PAUSE) WE ASK THAT CELL PHONES AND ELECTRONIC DEVICES BE TURNED OFF FOR THE DURATION OF THE EVENT. THANK YOU.”

“MUSIC FOR TODAY’S CEREMONY IS PRESENTED BY THE 10TH MOUNTAIN DIVISION BAND.”

“LADIES AND GENTLEMEN....WELCOME TO THE (MONTH) (YEAR) FORT DRUM RETIREMENT CEREMONY. OUR HOSTS FOR TODAY ARE THE COMMANDER AND COMMAND SERGEANT MAJOR, (HOST UNIT), COLONEL (UNIT COMMANDER) AND COMMAND SERGEANT MAJOR (HOST CSM).”

I WOULD LIKE TO RECOGNIZE OUR DISTINGUISHED GUESTS FOR TODAY’S CEREMONY:

COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL - OPERATIONS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL - SUPPORT, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

TO ALL COMMANDERS, COMMAND SERGEANTS MAJOR, TO ALL THE FAMILIES AND FRIENDS OF THE RETIREES, WELCOME TO A VERY SPECIAL DAY AS WE RETIRE (**MONTHLY RETIREES**) FROM ACTIVE DUTY.

THIS CEREMONY IS HELD TO HONOR THOSE INDIVIDUALS WHO HAVE SERVED OUR COUNTRY WITH DISTINCTION. MAJOR GENERAL (**CG**) HAS DEFERRED HONORS TO TODAY'S RETIREES IN RECOGNITION OF THEIR SERVICE TO OUR COUNTRY.

LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF THE NATIONAL ANTHEM AND REMAIN STANDING FOR THE INVOCATION GIVEN BY CHAPLAIN (**UNIT CHAPLAIN**)

CUE BAND: BEGIN NATIONAL ANTHEM

CUE CHAPLAIN: ANTHEM COMPLETES MOVE TO PODIUM FOR INVOCATION

CUE NARRATOR: INVOCATION COMPLETE AND CHAPLAIN MOVES OFF STAGE

PLEASE BE SEATED.

CUE GUEST SPEAKER: ON 'LADIES AND GENTLEMEN" MOVE TO PODIUM

LADIES AND GENTLEMEN, PLEASE WELCOME TODAY'S HOST, COMMANDER, (**UNIT**), COLONEL (**UNIT COMMANDER**).

REMARKS COMPLETE: WAIT FOR COMMANDER TO STEP AWAY FROM PODIUM

TODAY EACH RETIREE WILL RECEIVE, A CERTIFICATE OF APPRECIATION FROM THE PRESIDENT OF THE UNITED STATES THAT READS:

"I EXTEND TO YOU MY PERSONAL THANKS AND THE SINCERE APPRECIATION OF A GRATEFUL NATION FOR YOUR CONTRIBUTION OF HONORABLE SERVICE TO OUR COUNTRY. YOU HAVE HELPED MAINTAIN THE SECURITY OF THE NATION DURING A CRITICAL TIME IN ITS HISTORY WITH A DEVOTION TO DUTY

AND A SPIRIT OF SACRIFICE IN KEEPING WITH THE PROUD TRADITIONS OF MILITARY SERVICE.

YOUR COMMITMENT AND DEDICATION HAVE BEEN AN INSPIRATION FOR THOSE WHO WILL FOLLOW IN YOUR FOOTSTEPS, AND FOR ALL AMERICANS WHO JOIN ME TODAY IN SALUTING YOU FOR A JOB EXTREMELY WELL DONE! MY BEST WISHES TO YOU FOR HAPPINESS AND SUCCESS IN THE FUTURE."

CUE: "SPOUSE'S OF" CG AND DCSM MOVE TO POSITIONS ON STAGE

SPOUSES OF TODAY'S RETIREES ARE RECEIVING A CERTIFICATE OF APPRECIATION FROM, THE CHIEF OF STAFF, UNITED STATES ARMY THAT READS:

"ON THE OCCASION OF THE RETIREMENT OF YOUR SPOUSE FROM ACTIVE STATUS WITH THE UNITED STATES ARMY, YOU HAVE EARNED OUR GRATEFUL APPRECIATION FOR YOUR UNSELFISH, FAITHFUL, AND DEVOTED SERVICE. YOUR UNFAILING SUPPORT AND UNDERSTANDING HELPED TO MAKE POSSIBLE YOUR SPOUSE'S LASTING CONTRIBUTION TO OUR NATION."

AT THIS TIME MAJOR GENERAL (**CG**) AND COMMAND SERGEANT MAJOR (**DCSM**) WILL RECOGNIZE OUR RETIRING SOLDIERS.

RETIREE SECTION:

THE AWARD BEARERS FOLLOW AFTER EACH RETIREE AND TAKE THEIR POSITIONS NEXT TO CG AND DCSM

OUR FIRST RETIREE IS (**FULL RANK AND NAME**) (**RETIREE**) IS FROM (**CITY, STATE**). HE (**ENLISTED/COMMISSIONED**) IN THE ARMY IN (**YEAR**). AFTER SERVING IN MANY DIFFERENT DUTY POSITIONS, LOCATIONS, AND DEPLOYMENTS BOTH HERE AND ABROAD, HE IS RETIRING

TO (CITY, STATE) AFTER (NUMBER) YEARS OF SERVICE. AT THE TIME OF HIS RETIREMENT, (RETIREE) SERVED AS THE (DUTY POSITION) FOR THE (UNIT). UPON RETIREMENT (RETIREE) WILL BE (JOB AT LOCATION).

PAUSE - AFTER THE CG AND THE DCSM FINISH PRESENTING CERTIFICATES, ETC. -

RESUME:

THE NATION SALUTES (RETIREE FULL NAME), (RANK), UNITED STATES ARMY, RETIRED.

CG AND DCSM SALUTES RETIREE, THEN FLANKS EACH RETIREE/SPOUSE FOR PHOTOS.

OUR NEXT RETIREE IS (RANK AND NAME).

(RETIREE) IS FROM (CITY, STATE). HE (ENLISTED/COMMISSIONED) IN THE ARMY IN (YEAR). AFTER SERVING IN MANY DIFFERENT DUTY POSITIONS, LOCATIONS, AND DEPLOYMENTS BOTH HERE AND ABROAD, HE IS RETIRING TO (CITY, STATE) AFTER (NUMBER) YEARS OF SERVICE. AT THE TIME OF HIS RETIREMENT, (RETIREE) SERVED AS THE (DUTY POSITION) FOR THE (UNIT). UPON RETIREMENT (RETIREE) WILL BE (JOB AT LOCATION).

PAUSE - AFTER THE CG AND THE DCSM FINISH PRESENTING CERTIFICATES, ETC. -

RESUME:

THE NATION SALUTES (RETIREE FULL NAME), (RANK), UNITED STATES ARMY, RETIRED.

CG AND DCSM SALUTES RETIREE, THEN FLANKS EACH RETIREE/SPOUSE FOR PHOTOS.

CONTINUE UNTIL ALL RETIREES ARE COMPLETE

CUE CG AND DCSM: RETURN TO SEATS AFTER FINAL RETIREE

PAUSE UNTIL CG, DCSM, HAVE RETURNED TO THEIR SEATS, HOST CSM WILL BE POSITIONED IN THE BACK OF THE AUDITORIUM.

LADIES AND GENTLEMEN, COMMAND SERGEANT MAJOR (HOST CSM) WILL CONDUCT A FINAL ROLL CALL.

“(RETIREE).”

RETIREE STANDS AT THEIR SEAT AND RESPONDS WITH “HERE SERGEANT MAJOR”

“(RETIREE).”

RETIREE STANDS AT THEIR SEAT AND RESPONDS WITH “HERE SERGEANT MAJOR”

“(RETIREE).”

RETIREE STANDS AT THEIR SEAT AND RESPONDS WITH “HERE SERGEANT MAJOR”

HOST CSM: “ON BEHALF OF A GREATFUL NATION AND THE UNITED STATES ARMY, YOU ARE NOW OFFICIALLY RETIRED AND SOLDIERS FOR LIFE. CLIMB TO GLORY”

RETIREEES: RESPOND “TO THE TOP”

NARRATOR:

LADIES AND GENTLEMEN PLEASE STAND FOR THE PLAYING OF THE 10TH MOUNTAIN DIVISION AND ARMY SONG. PLEASE REMAIN STANDING AS OUR RETIREEES AND THEIR FAMILIES MOVE OFF STAGE TO FORM THE RECEIVING LINE.

CUE BAND: PLAY 10TH MOUNTAIN SONG AND ARMY SONG

AFTER COMPLETION OF ARMY SONG, PLAY OLD SOLDIERS NEVER DIE / OL’ LANG SYNE

ONCE MUSIC STARTS ALL RETIREEES/FAMILIES FACE RIGHT AND WALK ACROSS THE STAGE DOWN TO IN FRONT OF THE STAGE TO FORM RECEIVING LINE.

NARRATOR:

LADIES AND GENTLEMEN...THE (MONTH) (YEAR) RETIREEES!

PAUSE FOR APPLAUSE

THE RETIREEES AND THEIR FAMILIES WILL HAVE THEIR GROUP PHOTO TAKEN.

NARRATOR:

LADIES AND GENTLEMEN, THIS CONCLUDES OUR CEREMONY FOR TODAY. AT THIS TIME, YOU ARE INVITED TO JOIN MAJOR GENERAL (CG) AND COMMAND SERGEANT MAJOR (CSM), IN CONGRATULATING THE RETIREES AND THEIR FAMILIES...

CLIMB TO GLORY!

Appendix J
Mountain Salute Ceremony Script

Mountain Salute Ceremony
in honor of
Name

Presiding Officer:

Narrator:

Uniform: OPC with Beret
Color 10th Mountain Division Shoulder Sleeve Insignia Patch

Incoming:

Family:

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



Band playing music starts 15 minutes prior

**LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN SHORTLY.
WE ASK THAT YOU PLEASE TAKE THIS TIME TO SILENCE ALL CELL PHONES
AND ELECTRONIC DEVICES FOR THE DURATION OF THE CEREMONY.**

(pause)

**GOOD AFTERNOON LADIES AND GENTLEMEN, ON BEHALF OF COMMANDER,
10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER
GENERAL (CG), WELCOME TO TODAY'S MOUNTAIN SALUTE AS WE WELCOME
THE NEW (POSITION), (RANK AND NAME), HIS/HER WIFE/HUSBAND (SPOUSE
NAME), AND THEIR CHILDREN (NAME).**

**BEFORE WE BEGIN I WOULD LIKE TO WELCOME OUR DISTINGUISHED
GUESTS:**

COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND
FORT DRUM, BRIGADIER GENERAL (XXX), AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL—SUPPORT, 10TH MOUNTAIN DIVISION
(LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER
WIFE/HUSBAND (XXX)

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY)
AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER
WIFE/HUSBAND (XXX)

**AND FINALLY TO ALL COMMUNITY MEMBERS, COMMANDERS, SERGEANTS
MAJORS AND MEN AND WOMEN OF THE 10TH MOUNTAIN DIVISION AND FORT
DRUM IN ATTENDANCE TODAY, WE ARE HONORED THAT YOU HAVE JOINED
US.**

LADIES AND GENTLEMEN, PLEASE STAND FOR THE RENDERING OF HONORS TO (CG) AND REMAIN STANDING FOR THE NATIONAL ANTHEM, AND THE INVOCATION.

CUE BAND: PLAYS HONORS

ONCE NATIONAL ANTHEM IS COMPLETE CHAPLAIN WILL GIVE INVOCATION.

ONCE CHAPLAIN IS MOVING TO SEAT, NARRATOR BEGINS.

THANK YOU CHAPLAIN (NAME). LADIES AND GENTLEMEN, PLEASE BE SEATED.

AT THIS TIME WE WOULD LIKE TO PRESENT A BOUQUET OF YELLOW ROSES TO (INCOMING SPOUSE) TO WELCOME HER TO THE 10TH MOUNTAIN DIVISION AND FORT DRUM. YELLOW IS THE COLOR OF THE NEW BEGINNINGS AND SYMBOLIZES THEIR ARRIVAL TO THE 10TH MOUNTAIN DIVISION. IN TIME THE ROSEBUDS WILL BLOSSOM, AS WILL THEIR RELATIONSHIP WITH THE SOLDIERS AND THEIR FAMILIES.

PROFFER WILL HAND FLOWERS

PLEASE WELCOME, COMMANDING GENERAL 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM MAJOR GENERAL (CG)

AFTER REMARKS CG WILL "TACK" THE COLORED 10TH MOUNTAIN SOLDIER SLEEVE INSIGNIA PATCH ON

THANK YOU GENERAL (CG). LADIES AND GENTLEMEN, PLEASE WELCOME THE (POSTITION), 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, (RANK) (INCOMING NAME)

THANK YOU (RANK) (INCOMING NAME) LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF THE 10TH MOUNTAIN SONG AND THE ARMY SONG.

CUE BAND: BEGIN 10TH MOUNTAIN SONG AND ARMY SONG

LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. WE INVITE YOU TO JOIN US IN CONGRATULATING (INCOMING RANK AND NAME) AND HIS/HER FAMILY. THANK YOU FOR ATTENDING.

APPENDIX K
PROMOTION CEREMONY SCRIPT

PROMOTION CEREMONY

in honor of

(NAME)

DTG

Host Officer:

Presiding Officer:

Ceremony Pre-brief:

Ceremony Location:

Post Reception:

Dress: ASU w/Service Cap

Official Party:

Host/ Administers Oath:

Speaker:

Narrator:

Flag Furls:

Chaplain:

Insignia Pinning:

Presentation of the Belt:

Presentation of the Pistol:

Proffer:



*Protocol ensures all guests are in attendance and script introduction is correct
Chaplain will pre-position behind Narrator
Official party is pre-positioned to walk in on que*

**LADIES AND GENTLEMEN, PLEASE FIND YOUR SEAT AND TAKE THIS TIME TO
SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES AS OUR CEREMONY
WILL BEGIN SHORTLY, THANK YOU.**

MAKE SURE YOU HAVE QUE FROM PROTOCOL WHEN TO CONTINUE

LOOK TO SEE THAT THE OFFICIAL PARTY IS AT THEIR PROPER LOCATION

**GOOD AFTERNOON, LADIES AND GENTLEMEN, DISTINGUISHED GUESTS; ON
BEHALF OF OUR HOST AND COMMANDING GENERAL, 10TH MOUNTAIN
DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (CG),
WELCOME TO TODAY'S PROMOTION CEREMONY. TODAY, WE CELEBRATE
(HONOREE) ENTRY INTO THE GENERAL OFFICER RANKS. AS IS CUSTOM, WE
WILL OBSERVE THE TRADITIONAL CEREMONY BY WHICH A DISTINGUISHED
LEADER IN OUR ARMY BECOMES A GENERAL OFFICER. IT IS A CEREMONY
STEEPED IN MEANINGFUL TRADITION. WE ARE PLEASED THAT YOU HAVE
JOINED US TODAY IN CELEBRATING THIS SPECIAL OCCASION.
THE PRESIDING AND PROMOTING OFFICER FOR TODAY'S CEREMONY IS
COMMANDING GENERAL, (ORGANIZATION), (RANK/NAME).
I WOULD LIKE TO INTRODUCE OUR DISTINGUISHED GUESTS AND VISITORS
WITH US TODAY:**

LIST FROM PROTOCOL

**A WELCOME TO ALL COMMANDERS, COMMAND SERGEANTS MAJOR,
DIRECTORS, MEMBERS OF THE U.S. ARMY GARRISON FORT DRUM, FRIEND**

AND FAMILY OF THE 10TH MOUNTAIN DIVISION (LI) AND FORT DRUM.....THANK YOU FOR ATTENDING.

LADIES AND GENTLEMEN, PLEASE STAND FOR THE ARRIVAL OF THE OFFICIAL PARTY FOLLOWED BY, THE PLAYING OF THE NATIONAL ANTHEM AND THE INVOCATION. TODAY HONORS WILL BE DEFERRED FROM OUR HOST AND GIVEN TO THE HONOREE AFTER HIS/HER OFFICIAL PROMOTION.

CUE OFFICIAL PARTY: WALK FROM SIDE AREA TO PREDETERMINED SEATS.

CUE BAND: PLAYS NATIONAL ANTHEM

CUE CHAPLAIN: STEPS TO PODIUM AND SAYS PRAYER

LADIES AND GENTLEMEN PLEASE BE SEATED AND PLEASE WELCOME COMMANDING GENERAL, UNITED STATES (**GUEST SPEAKER**)

SPEAKER MOVES TO PODIUM AND GIVE REMARKS

REMARKS COMPLETED

HONOREE AND SPOUSE WILL TAKE THEIR PLACE NEXT TO SPEAKER WHO WILL READ THE OATH

(**HONOREE**) AND (**SPOUSE**) WILL NOW JOIN (**SPEAKER**) AS HE **SHE** TAKE THE FIRST STEPS TO BECOMING A GENERAL OFFICER. LADIES AND GENTLEMEN, PLEASE STAND FOR THE PUBLISHING OF THE ORDERS.

SPEAKER: "PUBLISH THE ORDERS"

ATTENTION TO ORDERS:

THE PRESIDENT OF THE UNITED STATES HAS REPOSED SPECIAL TRUST AND CONFIDENCE IN THE PATRIOTISM, VALOR, FIDELITY, AND ABILITIES OF (**HONOREE**). IN VIEW OF THESE QUALITIES AND HIS/HER DEMONSTRATED POTENTIAL FOR INCREASED RESPONSIBILITY, HE/SHE IS THEREFORE

PROMOTED IN THE UNITED STATES ARMY FROM (**RANK**) TO (**RANK**) WITH AN EFFECTIVE DATE OF (**DATE**) BY ORDER OF THE SECRETARY OF THE ARMY
LADIES AND GENTLEMEN, PLEASE BE SEATED (PAUSE)

PROFFER 1 BRINGS THE NEW RANK ON THE PROFFER BOARD

PROFFER 2 CHANGE THE RANK ON THE JACKET

PHOTO

PROFFER 2 WILL RETURN TO THEIR SEATS

NARRATOR CONTINUES TO READ:

PROFFER 3 WILL START TO MOVE TO THE STAGE AS THE NARRATOR IS READING

(**PROFFER 4**) WILL NOW PRESENT BRIGIDER GENERAL (**HONOREE**) WITH HIS/HER GENERAL OFFICER PISTOL BELT. THE PISTOL BELT IS ALSO RICH IN HISTORY. THE GOLDEN BUCKLE HAS THE SEAL OF THE UNITED STATES OF AMERICA TO REMIND THE GENERAL THAT HE/SHE IS A SERVANT OF OUR NATION WHO HAS SWORN TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA.

PROFFER 4 GETS THE BELT FROM PROFFER 1

PROFFER 4 WILL HAND THE BELT TO HONOREE

HONOREE PUTS THE PISTOL BELT ON

PHOTO

PROFFER 4 WILL RETURN TO SEAT

HONOREE HANDS BELT BACK TO PROFFER 1

PROFFER 5 WILL MOVE TO THE CASED FLAG IN THE HOLDER

PROFFER 5 WILL REMOVE THE FLAG AND CENTER ON HONOREE

PROFFER 5 WILL CONTINUE THE MOVEMENT AS THE NARRATOR READS

AT THIS TIME (**PROFFER 3**), WILL PRESENT (**HONOREE**) WITH HIS/HER GENERAL OFFICER PISTOL. THROUGHOUT MODERN HISTORY, MOST GENERALS CARRIED THEIR OWN PISTOL INTO BATTLE. THE SERIAL NUMBER OF THE PISTOL THAT GENERAL (**HONOREE**) RECEIVES WILL BEGIN WITH THE LETTERS "G.O." TO SIGNIFY THAT THEIR PISTOL WAS CARRIED BY A GENERAL OFFICER OF THE UNITED STATES ARMY.

PROFFER 3 GETS THE PISTOL FROM PROFFER 1

PROFFER 3 WILL HAND THE PISTOL TO HONOREE

PHOTO

PROFFER 3 RETURN TO HIS SEAT

HONOREE HANDS PISTOL BACK TO PROFFER 1

NARRATOR CONTINUES TO READ:

PROFFER 4 WILL START TO MOVE TO THE STAGE AS THE NARRATOR IS READING

(**HONOREE**) WILL NOW UNCASE AND UNFURL THE GENERAL OFFICER FLAG WITH THE ASSISTANCE OF (**PROFFER 5**). EACH GENERAL OFFICER IS PRESENTED WITH THEIR OWN GENERAL OFFICER FLAG, A SINGLE FIVE POINTED SILVER STAR ON A BLOOD RED FLAG

ONCE FLAG IS UNFURLED, IT IS RAISED THEN PROFFER 5 DOES AN ABOUT FACE

FLAG IS PLACED BACK IN THE STAND

PROFFER 5 RETURNS TO HER PREVIOUS LOCATION

ONCE FLAG IS BACK IN FLAG STAND HOST WILL MOVE TO HONOREE

OATH WILL BE GIVEN

IT IS CUSTOMARY THAT AS A MILITARY MEMBER'S RANK CHANGES THEY ALSO HAVE THE OATH OF OFFICE RE-ADMINISTERED. AT THIS TIME (HOST) WILL ADMINISTER THE OATH TO (HONOREE)

I, (STATE YOUR NAME), HAVING BEEN APPOINTED A BRIGADIER GENERAL IN THE ARMY OF THE UNITED STATES, DO SOLEMNLY SWEAR THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE UPON WHICH I AM ABOUT TO ENTER; SO HELP ME GOD.

HONOREE REMAINS WHERE HE/SHE IS

LADIES AND GENTLEMEN, AT THIS TIME (HONOREE) WILL RECEIVE MUSICAL HONORS FOR THE FIRST TIME. PLEASE STAND FOR THE PRESENTATION OF HONORS TO (HONOREE).

*1 RUFFLE AND FLOURISH WITH THE GENERAL'S MARCH IS PLAYED BY BAND
MILITARY MEMBERS WILL SALUTE*

LADIES AND GENTLEMEN, PLEASE BE SEATED.

AT THIS TIME THERE ARE A FEW PRESENTATIONS THAT WILL BE MADE.

(IF APPLICABLE)

LADIES AND GENTLEMEN, IT IS MY PLEASURE TO INTRODUCE THE ARMY'S NEWEST BRIGADIER GENERAL, THE (POSITION), 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (HONOREE)

REMARKS COMPLETE

HONOREE RETURNS TO SEAT

LADIES AND GENTLEMEN, PLEASE STAND AND JOIN IN THE SINGING OF THE 10TH MOUNTAIN DIVISION SONG FOLLOWED BY THE ARMY SONG.

LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S PROMOTION CEREMONY. THANK YOU FOR ATTENDING. PLEASE JOIN US IN CONGRATULATING BRIGADIER GENERAL (HONOREE**) AND HIS/HER FAMILY IN A RECEIVING LINE, AND FOR THE RECEPTION.**

Appendix L
Annual Remembrance Ceremony Script

ANNUAL REMEMBRANCE CEREMONY

DTG

Narrator:

Speaker:

Chaplain:

Wreath Bearers:

Salute Battery:

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



15 MINUTES PRIOR BAND PLAYS PRE-CEREMONY MUSIC

NARRATOR:

“LADIES AND GENTLEMEN, THE 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM ANNUAL REMEMBRANCE CEREMONY WILL BEGIN MOMENTARILY. WE ASK THAT YOU PLEASE BE SEATED AND THAT ALL CELL PHONES AND ELECTRONIC DEVICES BE TURNED OFF FOR THE DURATION OF THE EVENT.”

“GOOD MORNING LADIES, GENTLEMEN, AND DISTINGUISHED GUESTS. ON BEHALF OF COMMANDING GENERAL OF THE 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (CG), AND COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (DCSM), WELCOME TO THE (YEAR) ANNUAL REMEMBRANCE CEREMONY.”

“AMONG OUR DISTINGUISHED GUESTS WHO HAVE JOINED US FOR TODAY’S CEREMONY ARE:”

OUR HOST COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

AND

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

ALL OF OUR GOLD STAR FAMILIES WHO COULD BE HERE WITH US

DEPUTY COMMANDING GENERAL- OPERATIONS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- SUPPORT, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY)
AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

**“WE ARE PLEASED YOU HAVE TAKEN THE TIME TO JOIN US AS WE
REMEMBER OUR FALLEN SOLDIERS OF THE 10TH MOUNTAIN DIVISION. THIS
CEREMONY PROVIDES AN OPPORTUNITY TO REFLECT ON THE SELFLESS
SACRIFICES OUR FALLEN 10TH MOUNTAIN SOLDIERS MADE IN THE DEFENSE
OF OUR FREEDOM AND DEMOCRACY DURING CONTINGENCY OPERATIONS
AROUND THE WORLD.”**

**“LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF HONORS,
AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL ANTHEM, AND
THE INVOCATION GIVEN BY THE 10TH MOUNTAIN DIVISION DEPUTY
CHAPLAIN, (CHAPLAIN). MAJOR GENERAL (NAME) IS DEFERRING HIS/HER
HONORS TO THE GOLD STAR FAMILY MEMBERS THAT COULD AND MEMBERS
THAT COULD NOT BE WITH US TODAY**

CUE BAND: ONCE AUDIENCE IS STANDING BEGIN PLAYING OF HONORS

CUE CHAPLAIN: ONCE ANTHEM IS COMPLETE MOVE TO GIVE INVOCATION

**“LADIES AND GENTLEMEN PLEASE BE SEATED AND PLEASE WELCOME
MAJOR GENERAL (CG).”**

CUE CG: MOVES TO PODIUM TO GIVE REMARKS AND INTRODUCE GUEST SPEAKER (IF APPLICABLE)

“THANK YOU (SPEAKER).”

“LADIES AND GENTLEMEN, MEMORIAL PARK WAS CONSTRUCTED IN 2007 CONSISTING OF A JOINT EFFORT OF 10TH MOUNTAIN DIVISION PERSONNEL, GARRISON, USAR ENGINEERS, THE FALLEN WARRIORS COMMITTEE, AND THE 10TH MOUNTAIN ASSOCIATION. MEMORIAL PARK CONSISTS OF THE 10TH MOUNTAIN DIVISION MILITARY MOUNTAINEER MONUMENT, HEROES WALK, FALLEN WARRIOR MONUMENT, AND BRIGADE MEMORIAL WALKING TRAILS. THE “MILITARY MOUNTAINEERS” STATUE IN FRONT OF YOU DEPICTS A WWII MOUNTAIN SOLDIER ASSISTING HIS MODERN-DAY 10TH MOUNTAIN DIVISION COUNTERPART IN THE “CLIMB TO GLORY” SYMBOLIZING THAT WE WILL NEVER FORGET WHERE WE HAVE BEEN AS WE PREPARE FOR WHERE WE WILL BE CALLED IN THE FUTURE; THIS SCULPTURE WAS CREATED BY MS. SUSAN GRANT RAYMOND.

JUST PAST THE MOUNTAINEER STATUE, YOU WILL SEE THE “HEROES WALK”, (# OF PLAQUES) BRONZE PLAQUES ETCHED WITH THE NAMES OF THOSE WE HAVE LOST DURING VARIOUS OPERATIONS FROM HURRICAN ANDREW RELIEF IN 1992 THROUGH OPERATION RESTORE HOPE, OPERATION CONTINUE HOPE, OPERATION UPHOLD DEMOCRACY, OPERATION JOINT FORGE, OPERATION JOINT GUARDIAN, OPERATION ENDURING FREEDOM, OPERATION IRAQI FREEDOM,

**OPERATION INHERENT RESOLVE,
AND FINALLY OPERATION FREEDOMS SENTINEL.**

(MAY CHANGE)

**JUST PASSED THE BRONZE PLAQUES, STANDS TWO SCULPTURES,
“HONORING THE FALLEN” AND “HOPE FOR THE FUTURE”. TOGETHER THEY
ARE CALLED THE “FALLEN WARRIOR MONUMENT”. THIS MONUMENT
CONNECTS ALL MEMBERS OF THE FORT DRUM AND THE 10TH MOUNTAIN
DIVISION COMMUNITY TO THE HONOR AND SACRIFICE OF OUR FALLEN
HEROES AND THE FAMILIES THEY HAVE LEFT BEHIND. HONORING THE
FALLEN - REPRESENTS A GROUP OF DIVISION SOLDIERS STANDING TO
HONOR AND GRIEVE A FALLEN COMRADE, SYMBOLIZED BY A TRADITIONAL
HELMET, BOOTS, AND RIFLE. HOPE FOR THE FUTURE - REPRESENTS TWO
SOLDIERS IN BATTLE GEAR MOVING OUT ON PATROL AS ONE SOLDIER
TURNS BACK TO THE OUTSTRETCHED ARM OF A CHILD. IN 2011 WHEN THE
DEPARTMENT OF THE ARMY AWARDED THE FT DRUM CIVILIAN WORKFORCE
THE ARMY COMMUNITY OF EXCELLENCE SILVER AWARD WITH A CASH VALUE
OF \$500,000 THE GARRISON WORKFORCE ELECTED TO DONATE THESE
FUNDS TO THE “FALLEN WARRIORS MONUMENT PROJECT” IN RECOGNITION
OF ITS SOLDIERS AND FAMILIES WHO HAVE SACRIFICED SO MUCH.
THE UNIT MEMORIAL PATHS THAT LEAD OUT ON BOTH SIDES OF THE PARK
WERE CONSTRUCTED FOR BRIGADE MEMORIALS. ON THE SOUTH PATH, YOU
WILL SEE THE 3RD BRIGADE COMBAT TEAM, “THE SPARTANS”, THE**

MEMORIAL IS DEDICATED TO THE FALLEN SPARTAN SOLDIERS WHO SERVED IN OEF VII IN AFGHANISTAN.

THE SOUTH PATH ALSO CONSIST OF THE 2ND BRIGADE, 78TH DIVISION MONUMENT, IN HONOR OF “PATRIOT BRIGADE” SOLDIERS. THE NORTH PATH CONNECTS TO THE CHAPEL WALK WITH INSPIRATIONAL MESSAGES. AS THE WALKERS TAKE THE PATH THEY WILL COME ACROSS THE 2 BATTALION, 22 INFANTRY REGIMENT’S MONUMENT HONORING THE UNIT’S FALLEN SOLDIERS. THE BRONZE AND STONE MEMORIAL PAYS A SOLEMN TRIBUTE TO THE SOLDIERS OF THE BATTALION WHO GAVE THEIR LIVES THROUGHOUT THE MANY DEPLOYMENTS IN SUPPORT OF OPERATION ENDURING FREEDOM AND OPERATION IRAQI FREEDOM.

“FOR TODAY’S WREATH LAYING PORTION OF THE CEREMONY, YOU WILL NOTICE (**NUMBER**) SOLDIERS ON YOUR LEFT AND RIGHT. THESE WREATH BEARERS REPRESENT A SOLDIER OF THE SAME RANK AND UNIT THAT IS LISTED ON ONE OF THE PLAQUES IN THE “HERO’S WALK.” THIS SYMBOLIZES THE CONTINUED LEGACY OF THE SOLDIERS FROM GENERATION TO GENERATION. AT THE BASE OF THE MOUNTAINEER MONUMENT, OUR MAJOR GENERAL BEAGLE AND COMMAND SERGEANT MAJOR TERENAS WILL PLACE A WREATH FROM THE 10TH MOUNTAIN DIVISION AS A SIGN OF RESPECT AND APPRECIATION FOR THE SACRIFICES THAT OUR SOLDIERS HAVE MADE FOR OUR COUNTRY.

CUE WREATHBEARERS: BEGIN RIGHT FACE ON WORD “COUNTRY”

- WREATHBEARERS CONDUCT FORWARD MARCH
- WREATHBEARERS HALT AT PLAQUE AND CONDUCT CORRESPONDING FACING MOVEMENT ALL TOGETHER
- WREATHBEARERS WILL LAY WREATHS AND CONDUCT 5 SECOND SALUTE

- AFTER 3 SECOND HOLD WREATHBEARERS WILL DROP SALUTE THEN FACE ABOUT AND MARCH OFF ALONG ORIGINAL PATH

CUE OFFICIAL PARTY: STAND UP AND MEET ON THE WALKWAY ONCE WREATHBEARERS DROP SALUTE.

- MOVE THE WREATH FORWARD AND PLACE IT NEAR THE MONUMENT.
- ONCE THE WREATH IS IN PLACE, STAND ABREAST FACING THE WREATH, DCSM COMMANDS “**PRESENT ARMS**” HOLDS FOR THREE SECONDS AND THEN COMMANDS “**ORDER ARMS**”.
- OFFICIAL PARTY WILL THEN MOVE BACK TO THEIR SEATS.

CUE BAND: PLAY SONG ON CUE WORD “COUNTRY”

CUE NARRATOR: BEGINS ONCE OFFICIAL PARTY IS STANDING IN FRONT OF SEAT

“LADIES AND GENTLEMEN PLEASE STAND FOR THE 21 GUN SALUTE, THE PLAYING OF AMAZING GRACE, AND TAPS, FOLLOWED BY A MOMENT OF SILENCE TO HONOR ALL WHO HAVE PAID THE ULTIMATE SACRIFICE WHILE SERVING IN THE 10TH MOUNTAIN DIVISION.”

CUE SALUTE BATTERY: WILL INITIATE 21 GUN SALUTE FOLLOWING PHRASE “10TH MOUNTAIN DIVISION” 3-5 SECOND INTERVAL BETWEEN FIRE

CUE BAND: BEGIN PLAYING AMAZING GRACE 5 SECONDS AFTER LAST ROUND IS FIRED. FOLLOWING AMAZING GRACE, BEGIN TAPS.

NARRATOR WILL ALLOW FOR 10 SECONDS OF A MOMENT OF SILENCE THEN BEGIN

“LADIES AND GENTLEMEN THIS CONCLUDES TODAY’S CEREMONY. PLEASE ALLOW OUR DIVISION LEADERS AND ALL OF OUR GOLD STAR FAMILIES TO MOVE FORWARD AND PAY THEIR RESPECTS. IF YOU CHOSE TO DEPART, PLEASE DO SO QUIETLY. THANK YOU FOR ATTENDING TODAY.”

Appendix M
Warrior Legend Hall of Fame Ceremony Script

WARRIOR LEGEND HALL OF FAME

DTG

Narrator:

Speaker:

Chaplain:

Inductees:

Ushers:

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



15 MINUTES PRIOR BAND PLAYS PRE-CEREMONY MUSIC

NARRATOR:

“LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN SHORTLY. PLEASE MOVE TO YOUR SEATS AND SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES.”

“GOOD AFTERNOON, LADIES AND GENTLEMEN. ON BEHALF OF COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (CG), AND COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (DCSM) WELCOME TO THE (NUMBER) ANNUAL 10th MOUNTAIN DIVISION WARRIOR LEGEND HALL OF FAME CEREMONY.

AMONG OUR DISTINGUISHED GUESTS FOR TODAY’S CEREMONY ARE

OUR HOST COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

AND

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

ALL OF OUR GOLD STAR FAMILIES WHO COULD BE HERE WITH US

DEPUTY COMMANDING GENERAL- OPERATIONS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- SUPPORT, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

(INDUCTEES)

“LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF HONORS, THE NATIONAL ANTHEM, AND REMAIN STANDING FOR THE INVOCATION GIVEN BY THE 10TH MTN DIVISION DEPUTY CHAPLAIN, (NAME).

CUE: ONCE AUDIENCE IS STANDING, BEGIN THE PLAYING OF HONOR. THEN THE NATIONAL ANTHEM

CUE CHAPLAIN: WHEN MUSIC COMPLETE MOVE TO GIVE INVOCATION

“THANK YOU CHAPLAIN (NAME), LADIES AND GENTLEMEN, PLEASE BE SEATED.”

“THE PURPOSE OF THE 10TH MOUNTAIN WARRIOR LEGENDS HALL OF FAME IS TO RECOGNIZE INDIVIDUALS THAT HAVE EXHIBITED THE BEST QUALITIES AND CHARACTERISTICS OF THE 10TH MOUNTAIN DIVISION THROUGH A LIFETIME OF SERVICE. THEY SIGNIFICANTLY CONTRIBUTED TO THE LEGACY OF THE 10TH MOUNTAIN DIVISION IN THEIR PUBLIC AND PRIVATE LIVES, AND HAVE PROVIDED EXTRAORDINARY SUPPORT TO THE SOLDIERS, FAMILIES, VETERANS, AND THE COMMUNITY OF THE 10TH MTN DIVISION. FOR THE PURPOSE OF IDENTIFYING WARRIOR LEGENDS, THE NOMINATION POOL INCLUDES ANY U.S. ARMY 10TH MOUNTAIN DESIGNATED UNIT FROM 1941 UNTIL PRESENT. ”

“TODAY WE ARE PROUD TO INDUCT (NUMBER) OF OUR NEWEST DISTINGUISHED MEMBERS OF THE 10TH MOUNTAIN WARRIOR LEGENDS HALL OF FAME. THESE INDIVIDUALS HAVE DISTINGUISHED THEMSELVES IN THE HIGHEST TRADITION OF MILITARY SERVICE AND ARE MORE THAN DESERVING OF INDUCTION AS A DISTINGUISHED MEMBER OF THE 10TH MOUNTAIN DIVISION CLASS OF (YEAR) WARRIOR LEGENDS HALL OF FAME. IN BOTH PEACE AND WARTIME, THESE MEN AND WOMEN PROUDLY CARRIED THE BANNER OF EXCELLENCE WHILE ESTABLISHING AND PRESERVING THE HERITAGE OF THE U.S. ARMY 10TH MOUNTAIN DIVISION. “

“LADIES AND GENTLEMEN, PLEASE WELCOME COMMANDING GENERAL OF THE 10TH MOUNTAIN DIVISION, MAJOR GENERAL (CG).”

REMARKS COMPLETE

“THANK YOU GENERAL (CG). LADIES AND GENTLEMEN, MAJOR GENERAL (CG), COMMAND SERGEANT MAJOR (DCSM), AND COMMAND SERGEANT MAJOR (RETIRED) REDMORE, WILL NOW PRESENT A 10TH MOUNTAIN WARRIOR LEGENDS HALL OF FAME MEDALLION AND PLAQUE, THAT WILL BE MOUNTED IN HAYS HALL, TO THE FOLLOWING INDIVIDUALS IN RECOGNITION OF THEIR OUTSTANDING SACRIFICE, HONOR, AND EXCEPTIONAL CONTRIBUTIONS TO THE UNITED STATES ARMY, THE 10TH MOUNTAIN DIVISION, AND AMERICAN SOCIETY.”

CUE: ON “LADIES AND GENTLEMEN” CG, DCSM, AND CSM (RETIRED) REDMORE WILL MOVE TO THE CENTER OF THE COLORS AND THE DISPLAY TO PRESENT AWARDS

- AS THEIR NAMES ARE CALLED, EACH INDUCTEE OR REPRESENTATIVE WILL MOVE FORWARD TO BE CENTERED ON THE COLORS/ DISPLAY*
- ONCE CENTERED, THEIR CITATION IS READ AND THEY WILL BE PRESENTED THE MEDALLION AND PLAQUE.*

- CSM (R) REDMORE WILL UNVEIL THE PLAQUE AND PRESENT IT TO THE INDUCTEE FOR PHOTO OPPORTUNITY.
- THERE WILL BE A BRIEF PAUSE FOR PHOTOS, THEN THE INDUCTEE OR REPRESENTATIVE WILL MOVE BACK TO THEIR SEAT. **(MAY GIVE REMARKS IF COMFORTABLE)** THEN THE NEXT INDUCTEE OR REPRESENTATIVE WILL BE CALLED FORWARD UNTIL COMPLETION.

NARRATOR:

1. OUR FIRST INDUCTEE TODAY IS (RANK AND NAME) HIS CITATION READS.

- **CITATION**

2. OUR SECOND INDUCTEE TODAY (RANK AND NAME). HIS CITATION READS

- **CITATION**

CONTINUE UNTIL COMPLETE

“LADIES AND GENTLEMEN PLEASE JOIN ME IN A ROUND OF APPLAUSE FOR THE 10th MOUNTAIN DIVISION CLASS OF (YEAR) WARRIOR LEGEND HALL OF FAME INDUCTEES.”

CUE: AFTER APPLAUSE, OFFICIAL PARTY RETURNS TO THEIR SEATS BUT REMAIN STANDING

“LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF THE 10 MOUNTAIN DIVISION SONG AND THE ARMY SONG.”

(MUSIC PLAYS)

“LADIES AND GENTLEMEN, THIS CONCLUDES TODAY’S SECOND ANNUAL 10th MOUNTAIN DIVISION WARRIOR LEGEND HALL OF FAME CEREMONY. THANK YOU FOR YOUR ATTENDANCE, YOUR CONTINUED SUPPORT TO THE 10TH MOUNTAIN DIVISION AND ITS FAMILIES, AND THE SACRIFICE THAT EACH OF YOU HAVE MADE FOR THE CAUSE OF FREEDOM.”

Appendix N
10th Mountain Division Live and Salute to the Nation Ceremony Script

10th MTN DIVISION LIVE AND SALUTE TO THE NATION
SCRIPT
DTG

Narrator:

Speaker:

Chaplain:

Assigned unit:

Firing Battery Detail:

Mounted Infantry Detail:

Dismounted Infantry Detail:

AH-64 Detail:

UH-60 Detail:

Black text- Standard narration

Red text- History (may change)

Green text- Cues



[BEGIN INTRO MUSIC at H-5 minutes – TRAGICALLY HIP]

[PRO WORD: MINNESOTA] **LADIES AND GENTLEMEN ON BEHALF OF THE 10TH MOUNTAIN DIVISION COMMANDING GENERAL, MAJOR GENERAL MILFORD H. BEAGLE AND THE 10TH MOUNTAIN DIVISION COMMAND SERGEANT MAJOR, COMMAND SERGEANT MAJOR MARIO O. TERENAS, WELCOME TO THE 2021 10TH MOUNTAIN DIVISION LIVE DEMONSTRATION. WE WOULD LIKE TO EXTEND A SPECIAL WELCOME AND THANKS TO THE FAMILIES OF OUR BRAVE MOUNTAINEERS, VETERANS FROM ALL BRANCHES OF SERVICE, DISTINGUISHED GUESTS, AND LOCAL COMMUNITY MEMBERS WHO SUPPORT THE 10TH MOUNTAIN DIVISION. WE WOULD ALSO LIKE TO EXTEND OUR WELCOME TO SENATOR GILLIBRAND'S STAFF DELEGATION, MS. SUSAN MERRELL, NORTH COUNTRY REGIONAL DIRECTOR, MS. KATRINA SELF, MILITARY LEGISLATIVE ASSISTANT, AND HER STAFF MEMBERS, MR. TOM FRICTON, MR. SACHIN MATHUR AND MR. BEN LEBOWITZ. WE COME TOGETHER DURING MOUNTAIN FEST TO HONOR OUR LEGACY OF HEROISM AND THE STRENGTH OUR DIVISION PROVIDES THIS GREAT NATION.**

BEFORE YOU TODAY, SOLDIERS WILL EXHIBIT A COMBINED EFFORT THAT SHOWCASES THE HISTORY AND CAPABILITIES OF THE 10TH MOUNTAIN DIVISION.

FROM ITS EARLIEST ROOTS, OUR DIVISION HAS PROVIDED THE BEST TRAINED, MOST DISCIPLINED, AND ADAPTABLE UNITS TO RESPOND TO THE CHALLENGE OF COMPLEX MISSIONS ACROSS THE GLOBE. TODAY, THAT LEGACY CONTINUES. THE 10TH MOUNTAIN DIVISION GIVES OUR NATION AN

**UNMATCHED CAPABILITY TO WIN DECISIVELY ANYWHERE, AT ANY TIME,
AGAINST ANY ENEMY.**

(1) 10MD WWII (ESTABLISHMENT, CAMP HALE, CAMP SWIFT, RIVA RIDGE, MT BELVEDERE) [TIME: 4-5 MIN]

[MUSIC PLAYS FOR 30 SEC – BLACK KEYS “GOLD ON THE CEILING”]

[PRO WORD: MISSISSIPPI] **LET’S START AT THE BEGINNING WITH THE ELITE
MOUNTAIN TROOPERS FROM THE (UNIT).**

[SQUAD MOVEMENT IN TACTICAL FORMATION WEARING OVERWHITES. THE SQUAD STARTS FROM REAR STAGE LEFT AND MOVES SLOWLY TOWARDS GRANDSTAND AREA, AND CONDUCTS A SECURITY HALT.]

**BEFORE YOU TODAY, THESE SOLDIERS ARE WEARING THE WINTER OVER-
WHITE UNIFORMS JUST LIKE THE SOLDIERS WHO ENDURED GRUELING
WINTER TRAINING AT CAMP HALE, COLORADO IN 1943. THE UNIFORMS WERE
STANDARD ISSUE FOR THE FOUNDING MEMBERS OF THE 1ST BATTALION,
86TH INFANTRY REGIMENT, AS THEY PREPARED TO FIGHT IN THE MOUNTAINS
OF ITALY.**

**THE SOLDIERS VOLUNTEERED FOR WINTER AND MOUNTAIN WARFARE
TRAINING AT CAMP HALE, COLORADO. THEIR SKILLS AS DOWNHILL SKIERS,
MOUNTAIN CLIMBERS, AND SOME OF THE BEST ATHLETES IN THE WORLD
WERE THE FOUNDATION OF THIS ELITE UNIT.**

**THE 10TH LIGHT DIVISION (ALPINE) WAS CONSTITUTED ON JULY 10, 1943, AND
ACTIVATED ON JULY 15, AT CAMP HALE, COLORADO. AFTER EXTENSIVE
WINTER AND MOUNTAIN WARFARE TRAINING THE DIVISION MOVED TO CAMP**

SWIFT, TEXAS, FOR ADDITIONAL COMBAT TRAINING. THE 10TH LIGHT DIVISION WAS RE-DESIGNATED THE 10TH MOUNTAIN DIVISION ON NOVEMBER 6, 1944, AND UNDER THE COMMAND OF MG GEORGE P. HAYS, IT DEPLOYED TO THE ITALIAN THEATER [PRO WORD: NEBRASKA].

SOLDIERS LIKE THE ONES BEFORE YOU, LED THE 10TH MOUNTAIN'S CHARGE UP RIVA RIDGE IN FEBRUARY, 1945. DURING THESE OPERATIONS, THE 10TH MOUNTAIN DIVISION SEIZED GERMAN POSITIONS ON RIVA RIDGE AND MT. BELVEDERE, BREAKING THROUGH THE GERMAN MOUNTAIN DEFENSES INTO THE PO RIVER VALLEY, AND REACHING THE NORTHERN END OF LAKE GARDA BY THE WAR'S END.

DURING NEARLY FIVE MONTHS OF INTENSE GROUND COMBAT IN ITALY, THE DIVISION WAS OPPOSED BY 100,000 GERMAN TROOPS, YET THEY EFFECTIVELY DESTROYED FIVE GERMAN DIVISIONS, BROKE THE GERMAN DEFENSE IN ITALY, AND DREW GERMAN FORCES AWAY FROM OTHER THEATERS.

[ON "DEFENSE IN ITALY", MUSIC FADES IN BAD COMPANY]

[SIMULTANEOUSLY AS LAST PORTION IS READ—BELOW, SQUAD GETS UP FROM THE HALT AND CONTINUES MOVEMENT OFF OF OBJECTIVE MOUNTAIN.]

AT THE CONCLUSION OF OPERATIONS IN THE EUROPEAN THEATER, THE DIVISION WENT THROUGH A PERIOD OF INACTIVATION AND REACTIVATION. DURING THIS TIME, IT SERVED AS A BASIC TRAINING UNIT FROM 1948 TO 1954. IT WAS THEN CONVERTED TO A STANDARD INFANTRY DIVISION SERVING IN GERMANY UNTIL 1958.

[ALLOW MUSIC TO PLAY FOR 30 SEC]

*[PRO WORD: NEW HAMPSHIRE] [MUSIC FADES OUT BAD COMPANY -
TRANSITIONING TO PH II]*

*(2) 10MD REESTABLISHMENT (1985 TO 2002) DESERT SHIELD/STORM,
HURRICANE ANDREW, SOMALIA, HAITI, BOSNIA, HERZEGOVINA, AND KOSOVO
[TIME: 3-4 MIN]*

FAST FORWARD TO FEBRUARY 13, 1985, THE 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) WAS BROUGHT RIGHT HERE TO FORT DRUM AS PART OF THE US ARMY'S BUILDUP OF RAPIDLY DEPLOYABLE LIGHT FORCES. OUR NATION LEARNED THAT IN ORDER TO MEET THE CHALLENGES OF THE DAY, IT NEEDED FORCES ABLE TO FIGHT ANYTIME, ANYWHERE, AGAINST ANY OPPONENT.

LIGHT INFANTRY FORCES, LIKE THE 10TH MOUNTAIN DIVISION HAD TO BE HIGH PERFORMANCE UNITS, CAPABLE OF BOLD, AGGRESSIVE ACTION UNDER HARSH AND DIFFICULT CONDITIONS. MOUNTAIN TOUGH TRAINING WOULD BE OUR HALLMARK — CONTINUOUS, IMAGINATIVE, AND VIGOROUS

[PRO WORD: NEW JERSEY]

THIS TRAINING WAS THE CRUCIAL CATALYST IN FORMING UNITS LIKE THE 10TH MOUNTAIN DIVISION. THE ELEMENT OF TEAMWORK, FROM THE SQUAD LEVEL ON UP TO GROUND AND AIR UNITS OPERATING TOGETHER IN COMBINED ARMS MANEUVERS MAKES LIGHT INFANTRY FORCES UNIQUELY EFFECTIVE. THE 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) HAS LEFT ITS BOOTPRINT WHEREEVER THE MISSION TAKES IT.

[PRO WORD: NEW MEXICO] **GET READY, THE HUMVEES ARE MOVING. THE HIGH MOBILITY MULTIPURPOSE WHEELED VEHICLE REPLACED THE NOW**

VINTAGE JEEP AS THE MILITARY'S VEHICLE OF CHOICE AND IS A STAPLE OF EVERY MILITARY OPERATION THE 10TH MOUNTAIN DIVISION PARTICIPATED IN SINCE REACTIVATION. FROM THE GULF WAR, SOMALIA, AND HAITI TO DOMESTIC OPERATIONS LIKE HURRICANE ANDREW IN FLORIDA, THE HUMVEE HAS EVOLVED TO MATCH THE WIDE RANGE OF ENVIRONMENTS THE DIVISION HAS BEEN CALLED UPON TO OPERATE IN.

IN THE YEARS FOLLOWING ITS REACTIVATION AT FORT DRUM, THE 10TH MOUNTAIN DIVISION WOULD ANSWER OUR NATIONS CALL IN A VARIETY OF OPERATIONS.

1990- OPERATION DESERT SHIELD/DESERT STORM, THE 548TH SUPPLY SERVICES BATTALION SUPPORTED THE 24TH MECHANIZED INFANTRY DIVISION IN IRAQ.

AUGUST 24, 1992- HURRICANE ANDREW RELIEF IN HOMESTEAD, FLORIDA- THE DIVISION UNDER TASK FORCE MOUNTAIN PROVIDED SUPPLIES AND AID TO THOSE IN NEED.

[THE NEXT PART IS READ SIMULTANEOUSLY AS THE BLACKHAWKS FLY OVERHEAD- EXAGGERATED AND SLOW FOR VISUAL EFFECT. VEHICLES TRAVELING NORTH WILL TURN LEFT AND MOVE INTO THE A STAGGERED 2-COLUMN FORMATION IN FRONT OF THE GRANDSTANDS [FACING WEST TOWARDS ENY] - REPLICATING THE MOGADISHU MILE. SIMULTANEOUSLY TWO UH-60S WILL FLY LOW OVERHEAD ON THE SAME AZIMUTH AS THE HMMWVS.]

DECEMBER 3, 1992- OPERATION RESTORE HOPE IN SOMALIA. *[PRO WORD: NORTH CAROLINA]* AS THE HEADQUARTERS FOR ALL ARMY FORCES, AIR AND GROUND UNITS FROM THE DIVISION SECURED MAJOR CITIES AND ROADS TO

PROVIDE SAFE PASSAGE FOR RELIEF SUPPLIES TO THE STARVING SOMALI POPULATION.

OCTOBER 3, 1993- THE BATTLE OF MOGADISHU, TASK FORCE 2-14 INFANTRY SECURED THE GROUND EVACUATION ROUTE FOR SPECIAL OPERATIONS FORCES AFTER TWO BLACKHAWKS WENT DOWN IN THE STREETS OF MOGADISHU.

SEPTEMBER 19, 1994- OPERATION UPHOLD DEMOCRACY IN HAITI- THE DIVISION MADE THE ARMY'S FIRST AIR OPERATION FROM A NAVY SHIP SINCE THE DOOLITTLE RAID IN WORLD WAR II, BY AIR ASSAULTING INTO HAITI FROM THE USS EISENHOWER. AS MULTINATIONAL FORCE HAITI AND JOINT TASK FORCE 190, THE 10TH MOUNTAIN DIVISION PROVIDED SECURITY FOR THE RETURN OF PRESIDENT ARISTEAD TO HAITI ON OCTOBER 15, 1994.

1999-2000- OPERATION JOINT FORGE IN BOSNIA AND HERZEGOVINA- THE DIVISION SERVED AS SENIOR HEADQUARTERS FOR TASK FORCE EAGLE, PROVIDING A PEACEKEEPING FORCE TO SUPPORT THE ONGOING OPERATION WITHIN THE MULTI-NATIONAL DIVISION NORTH'S AREA OF RESPONSIBILITY.

2001-2002- OPERATION JOINT GUARDIAN IN KOSOVO, THE 10TH MOUNTAIN PROVIDED A SECURE ENVIRONMENT THROUGH MULTIPLE PEACEKEEPING ROLES WHILE FORWARD DEPLOYED IN KOSOVO.

UNITS FROM THE DIVISION ALSO DEPLOYED TO NUMEROUS OTHER THEATERS SUCH AS THE SINAI PENINSULA IN EGYPT FOR THE MULTINATIONAL FORCES AND OBSERVERS MISSION.

[ENEMY GUN FIRE IS HEARD OVER THE SPEAKERS] [PRO WORD: PENNSYLVANIA]

[MUSIC FADES IN TO WHITE STRIPES – “SEVEN NATION ARMY”]

THE PLATOON OF HUMVEES IS NOW CONDUCTING A GROUND CLEARANCE. THE SOLDIERS ARE PREPARING THE GROUND TO POSITION THE DIVISION’S ARTILLERY. LOOK AT THE SMALL ARMS FIRE ...SOLDIERS SUPRESSING THE ENEMY AS THEY CLEAR THE AREA.

(3) 10MD MODERN ERA AND BEYOND (2001- PRESENT; AND MODERN/ FUTURE CAPABILITIES) AFGHANISTAN, IRAQ, HURRICANE SANDY)

[TIME: 12-15 MIN]

[PRO WORD: TENNESSEE] 2001, 10TH MOUNTAIN BECAME SOME OF THE FIRST CONVENTIONAL COMBAT FORCES TO DEPLOY IN RESPONSE TO THE SEPTEMBER 11 ATTACKS.

MARCH 2002- OPERATION ANACONDA, ELEMENTS OF THE DIVISION HEADQUARTERS LED MORE THAN 1,700 U.S. AND 1,000 AFGHAN TROOPS IN FIGHTING IN THE SHAH-I-KOT VALLEY.

NOVEMBER 2012- HURRICANE SANDY, SOLDIERS FROM ACORSS THE 10TH MOUNTAIN DIVISION WORKED WITH NEW YORK CITY AND NEW JERSEY

ORGANIZATIONS, AS WELL AS NATIONAL GUARD UNITS, TO SUPPORT HURRICANE RELIEF EFFORTS.

2015-2016, THE DIVISION WAS THE LAST SENIOR COMBAT HQS IN AFGHANISTAN AS OPERATION ENDURING FREEDOM ENDED AND OPERATION RESOLUTE SUPPORT BEGAN.

AUGUST 2015- 1ST BRIGADE COMBAT TEAM WAS THE FIRST BRIGADE DEPLOYED IN SUPPORT OF OPERATION INHERENT RESOLVE. 10TH MOUNTAIN UNITS CONTINUE TO SUPPORT THIS MISSION TO THIS DAY.

APRIL 2016- TASK FORCE DRAGON, THE 1-10 ATTACK BATTALION DEPLOYED TO IRAQ, 7 MONTHS LATER TASK FORCE DRAGON FIRED THE FIRST SHOTS OF THE MOSUL OFFENSIVE AND PROVIDED SUPPORT OF THE IRAQI ARMY'S ASSAULT AND SEIZURE OF MOSUL, LIBERATING THE CITY FROM ISIS.

FEBRUARY 2017- THE COMBAT AVIATION BRIGADE IS THE FIRST UNIT FROM THE DIVISION TO PARTICIPATE IN OPERATION ATLANTIC RESOLVE. DIVISION UNITS CONTINUE TO SUPPORT THIS MISSION.

APRIL 2018, THE DIVISION HEADQUARTERS OFFICIALLY CASED THE COLORS OF THE COMBINED JOINT FORCES LAND COMPONENT COMMAND HEADQUARTERS, PART OF OPERATION INHERENT RESOLVE, AFTER 3RD BRIGADE, 10TH MOUNTAIN COMPLETED THE LIBERATION OF IRAQ FROM ISIS ENDING ONE OF THE MOST BRUTAL TERRORIST REGIMES THE WORLD HAS EVER SEEN.

AUGUST 2021- UNITS FROM THE DIVISION WERE SOME OF THE LAST FORCES IN AFGHANISTAN AS THE UNITED STATES ENDED ITS PRESENCE IN THAT COUNTRY.

JANUARY 2025- THE 10TH MOUNTAIN DIVISION HEADQUARTERS COMMANDED JOINT TASK FORCE - SOUTHERN BORDER WHILE DEPLOYED TO SECURE AMERICAS SOUTHERN BORDER.

SINCE ITS REACTIVATION AT FORT DRUM, 10TH MOUNTAIN HAS SPENT MORE TIME IN COMBAT THAN THE ENTIRE TIME THE WW2 ERA DIVISION EXISTED. THE DIVISION HEADQUARTERS AND ITS SUBORDINATE BRIGADES HAVE 54 DEPLOYMENTS TO IRAQ AND AFGHANISTAN COMBINED. THE DIVISION HAS DEPLOYED TROOPS TO EUROPE, KOREA, KUWAIT, QATAR, SYRIA, IRAQ, AND AFGHANISTAN. THE SUN NEVER SETS ON THE 10TH MOUNTAIN DIVISION. NO MATTER WHERE IN THE WORLD HIGHLY TRAINED AND COMBAT READY FORCES ARE NEEDED, THE MOUNTAIN TROOPERS FROM THE 10TH ARE READY NOW FOR RAPID GLOBAL DEPLOYMENT. THE 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) REMAINS THE ARMY'S MOST DEPLOYED DIVISION.

[PRO WORD: UTAH]

[MUSIC PLAYS BLUR – “SONG 2”. MUSIC FADES TO LOW AS APACHES APPROACH TO ALLOW NARRATOR TO READ NEXT SECTION.]

[MUST SEE THE APACHES BEFORE READING THE NEXT PORTION!!!!!!]

TWO APACHE'S WILL NOW ENSURE FINAL CLEARANCE FOR THE GROUND SECURITY ELEMENT, AND TWO ARTILLERY CREWS WILL BE AIR ASSAULT

INSERTED INTO THE “POSITION AREA FOR ARTILLERY” OR PAA MOUNTAIN BEFORE YOU.

[TWO APACHES, QUICKLY FLY OVER THE PAA, BANKING TACTICALLY IN AN EFFORT TO DEMONSTRATE THE CLEARING THE IMMEDIATE OBJECTIVE AREA PRIOR TO THE 2X UH-60S AIR LANDING THE SECURITY AND GUN CREW TEAMS]

[MUSIC CONTINUES BLUR – “SONG 2”. MUSIC FADES OUT AS APACHES OCCUPY OVERWATCH TO ALLOW NARRATOR TO READ NEXT SECTION.]

THE AH-64 APACHE HAS BEEN IN SERVICE SINCE 1984, AND WHILE IT HAS GONE THROUGH NUMEROUS UPGRADES AND REFINEMENTS, ONE THING ABOUT THE APACHE HASN'T CHANGED: ITS REPUTATION AS THE WORLD'S MOST ADVANCED AND PROVEN ATTACK HELICOPTER. WITH MORE THAN 700 AIRCRAFT IN OPERATION AND OVER 1.3 MILLION COMBAT FLIGHT HOURS, THE AH-64 APACHE REPRESENTS THE BACKBONE OF THE U.S. ARMY ATTACK HELICOPTER FLEET. THE AH-64'S PRIMARY MISSIONS RANGE FROM RECONNAISSANCE AND SECURITY TO ATTACK MISSIONS BOTH IN AND OUT OF CONTACT OF FRIENDLY FORCES. FROM IT'S TWO-PILOT COCKPIT, THE APACHE CAN DESTROY TANKS, MECHANIZED FORCES, DISMOUNTS, AND NEARLY ANYTHING ELSE WITH ITS DEVASTATING PAYLOAD OF HELLFIRE MISSILES, 2.75 INCH ROCKETS, AND 30MM CHAIN GUN, SAVING U.S. AND COALITION LIVES AND WINNING MISSIONS ON BATTLEFIELDS ANYWHERE IN THE WORLD. 10TH CAB APACHE CREWS HAVE SUPPORTED OPERATIONS FROM IRAQ AND

AFGHANISTAN TO OPERATION ATLANTIC RESOLVE WHERE THEY REASSURED OUR ALLIES IN EASTERN EUROPE.

[MUSIC SLOWLY FADES IN AC/DC – “THUNDERSTRUCK”, REACHING FULL VOLUME FOR AASLT.]

[PRO WORD: WASHINGTON] **A TEAM OF TWO-GUN CREWS ARE ABOUT TO AIR ASSAULT ON TO OBJECTIVE MOUNTAIN, WHICH WILL BECOME PAA MOUNTAIN. ONCE THEY’VE SECURED AND ESTABLISHED THE PAA, TWO ARTILLERY GUNS WILL AIR ASSAULT IN AND COMMIT DECISIVE FIRES ON THE ENEMY LOCATED IN OBJECTIVE BELVEDERE.**

[TWO UH-60S, AIR LAND IN FRONT OF THE GRANDSTAND AND DROP OFF THE TWO M119 HOWITZER CREWS; THE GUN CREWS IMMEDIATELY FORM A PERIMETER.

THEN TWO UH-60s AIR ASSAULT/ SLING LOAD TWO M119 HOWITZERS INTO THE LARGER SECURITY PERIMETER.]

*****WAIT FOR BOTH SETS OF UH-60S PRIOR TO READING NEXT PART*****

THE UH-60 BLACK HAWK IS THE PRIMARY MEDIUM LIFT HELICOPTER FOR THE U.S. ARMY.

OPERATING AT GROSS WEIGHTS OF UP TO 22,000 LBS, WITH SLING LOADS OF OVER 5,000 LBS, THE BLACK HAWK IS SOUGHT AFTER AND KNOWN AS THE MOST VERSATILE AIRFRAME IN THE WORLD. WITH OVER 2,000 H-60 DESIGNATED ARMY AIRCRAFT, U.S. ARMY BLACK HAWK CREWS PERFORM A WIDE RANGE OF MISSIONS TO INCLUDE AIR ASSAULT, AIR MOVEMENT, MEDEVAC, COMBAT SEARCH AND RESCUE, COMMAND AND CONTROL, AND VIP TRANSPORT. DURING THE LAST 40 YEARS, THIS REMARKABLE AIRCRAFT

AND ITS CREWS HAVE FOUGHT THEIR WAY IN AND OUT OF COUNTLESS COMBAT ZONES - TO DELIVER AND EXTRACT TROOPS, SAVE LIVES AS A MEDEVAC OR CASUALTY EVACUATION PLATFORM, PROVIDE CRITICAL SUPPLIES TO TROOPS, DELIVER EMERGENCY SUPPLIES DURING NATURAL DISASTERS, AND PERFORM AS AN AERIAL FIREFIGHTER. 10TH CAB BLACKHAWK CREWS HAVE SUPPORTED OPERATIONS FROM IRAQ AND AFGHANISTAN, TO HAITI, SOMALIA, THE BALKANS, AND EASTERN EUROPE.

[PLAY AC/DC MUSIC FOR 30 SEC]

FOR OVER THREE DECADES, THE LIGHTWEIGHT, AIR-MOBILE, TOWED HOWITZER HAS BEEN THE WORKHORSE FOR THE ARMY'S INFANTRY BRIGADE COMBAT TEAMS' DIRECT SUPPORT ARTILLERY BATTALIONS. IT HAS SEEN EXTENSIVE USE IN BOTH OPERATIONS ENDURING FREEDOM AND IRAQI FREEDOM.

THE ARMY HAS EMPLOYED THIS HOWITZER IN SOME OF THE MOST AUSTERE CONDITIONS IN THE WORLD, FIRING MULTIPLE-ROUND, HIGH-ANGLE, HIGH-CHARGE MISSIONS ON A DAILY BASIS IN SUPPORT OF COMBAT TROOPS. HIGH-ANGLE FIRE IS USED FOR FIRING INTO OR OUT OF DEEP DEFILADE SUCH AS THAT FOUND IN HEAVILY WOODED, MOUNTAINOUS, AND URBAN AREAS. IT IS ALSO USED TO FIRE OVER HIGH-TERRAIN FEATURES NEAR FRIENDLY TROOPS. THE GUN CREWS WILL NOW COMMIT DECISIVE FIRES ONTO THE ENEMY.

[THE TWO M119 HOWITZERS ARE PLACED INTO ACTION AND FIRE 12 ROUNDS INTO OBJ BELVEDERE]

[IMMEDIATELY ARTILLERY SIMULATORS AND SMOKE POT ARE EMPLOYED ON THE WOOD LINE OUT OF SIGHT FROM THE GRANDSTAND, BUT THE SMOKE WILL SOON BE VISIBLE TO THE CROWD.]

[CROWD CHEERS]

[PRO WORD: MICRONESIA] 12 ROUND FIRE MISSION COMPLETE

[SOLDIERS MOVE FROM THEIR SECURITY POSITIONS; TWO HMMWVS MOVE HOWITZERS OFF OF THE FIELD.]

AS YOU CAN SEE, A LOT HAS CHANGED OVER THE PAST 76 YEARS. THE ONE THING THAT HASN'T CHANGED IS THAT THE SUN NEVER SETS ON THE 10TH MOUNTAIN DIVISION.

AS THE MOST DEPLOYED DIVISION IN THE U.S. ARMY, OUR 10TH MOUNTAIN DIVISION SOLDIERS REPRESENT THE VERY BEST OF OUR 56 STATES AND TERRITORIES STANDING IN FRONT OF YOU TODAY.

[CUE 10MTN BAND TO BEGIN FOR STTN]

BELOW HAPPENS IMMEDIATELY FOLLOWING MOUNTAIN LIVE

ON THE CUE, "AS YOU CAN SEE", THE 56 STATE AND TERRITORY FLAGS, ALONG WITH THE COLOR GUARD MOVE INTO POSITION. AS THE 56 STATE AND TERRITORIES ARE CALLED A CANNON WILL FIRE.

"LADIES AND GENTLEMEN TO HONOR OUR GREAT NATION, WE NOW PRESENT A ROLL CALL OF THE STATES AND TERRITORIES IN THE ORDER IN WHICH THEY JOINED THE UNION, STARTING ON YOUR FAR LEFT.

- 1. THE DIAMOND STATE -- DELAWARE**
- 2. THE KEYSTONE STATE -- PENNSYLVANIA**
- 3. THE GARDEN STATE -- NEW JERSEY**
- 4. THE EMPIRE STATE OF THE SOUTH -- GEORGIA**
- 5. THE CONSTITUTION STATE -- CONNECTICUT**
- 6. THE BAY STATE -- MASSACHUSETTS**
- 7. THE OLD LINE STATE -- MARYLAND**
- 8. THE PALMETTO STATE -- SOUTH CAROLINA**
- 9. THE GRANITE STATE -- NEW HAMPSHIRE**
- 10. THE OLD DOMINION -- VIRGINIA**
- 11. THE EMPIRE STATE -- NEW YORK**
- 12. THE TAR HEEL STATE -- NORTH CAROLINA**

13. THE OCEAN STATE -- RHODE ISLAND
14. THE GREEN MOUNTAIN STATE -- VERMONT
15. THE BLUEGRASS STATE -- KENTUCKY
16. THE VOLUNTEER STATE -- TENNESSEE
17. THE BUCKEYE STATE -- OHIO
18. THE PELICAN STATE -- LOUISIANA
19. THE HOOSIER STATE -- INDIANA
20. THE MAGNOLIA STATE -- MISSISSIPPI
21. THE PRAIRIE STATE -- ILLINOIS
22. THE HEART OF DIXIE -- ALABAMA
23. THE PINE TREE STATE -- MAINE
24. THE SHOW ME STATE -- MISSOURI
25. THE LAND OF OPPORTUNITY -- ARKANSAS
26. THE WOLVERINE STATE -- MICHIGAN
27. THE SUNSHINE STATE -- FLORIDA
28. THE LONE STAR STATE -- TEXAS
29. THE HAWKEYE STATE -- IOWA
30. THE BADGER STATE -- WISCONSIN
31. THE GOLDEN STATE -- CALIFORNIA
32. THE NORTH STAR STATE -- MINNESOTA
33. THE BEAVER STATE -- OREGON
34. THE SUNFLOWER STATE -- KANSAS
35. THE MOUNTAIN STATE -- WEST VIRGINIA
36. THE SILVER STATE -- NEVADA
37. THE CORNHUSKER STATE -- NEBRASKA
38. THE CENTENNIAL STATE -- COLORADO
39. THE SIOUX STATE -- NORTH DAKOTA
40. THE COYOTE STATE -- SOUTH DAKOTA
41. THE TREASURE STATE -- MONTANA
42. THE EVERGREEN STATE -- WASHINGTON.
43. THE GEM STATE -- IDAHO
44. THE EQUALITY STATE -- WYOMING
45. THE BEEHIVE STATE -- UTAH
46. THE SOONER STATE -- OKLAHOMA
47. THE LAND OF ENCHANTMENT -- NEW MEXICO
48. THE GRAND CANYON STATE -- ARIZONA
49. THE LAST FRONTIER -- ALASKA
50. THE ALOHA STATE -- HAWAII
51. THE DISTRICT OF COLUMBIA
52. PUERTO RICO
53. VIRGIN ISLANDS
54. GUAM
55. AMERICAN SAMOA
56. MICRONESIA

“LADIES AND GENTLEMEN, MAJOR GENERAL (CG) COMMANDING GENERAL OF THE 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM.”

REMARKS COMPLETE

“LADIES AND GENTLEMEN, PLEASE STAND FOR THHE PLAYING OF THE 10TH MOUNTAIN DIVISION SONG AND THE ARMY SONG. THE WORDS TO THESE SONGS ARE LOCATED IN THE BACK OF YOUR PROGRAM.”

BAND PLAYS SONGS

- *AT THE CONCLUSION OF THE ARMY SONG, THE COT SALUTES AND STATES, “SIR/MA’AM, THIS CONCLUDES THE CEREMONY. CLIMB TO GLORY.”*
- *THE PRESIDING OFFICER RETURNS THE SALUTE AND SAYS, “TO THE TOP.”*
- *COT ABOUT FACES AND COMMANDS “DETATCHMENT, POST.”*
- *FLAG BEARERS’ CONDUCT A RIGHT FACE AND MARCH OFF.*
- *COT MARCHES OFF WITH COLOR GUARD*

“LADIES AND GENTLEMEN, THIS CONCLUDES OUR 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) LIVVE DEMONSTRATION AND SALUTE TO THE NATION CEREMONY. THANK YOU FOR ATTENDING. PLEASE ENJOY THE REST OF TONIGHT’S MOUNTAIN FEST ACTIVITIES.”

Veteran's Day Ceremony

DTG

Sequence of events:

- 1. Welcome**
- 2. Invocation**
- 3. National Anthem**
- 4. Opening Remarks**
- 5. Guest Speaker**
- 6. Placing of Wreath**
- 7. 3 Volley Salute**
- 8. Taps**
- 9. Moment of Silence**

Narrator:

Invocation:

Opening Remarks:

Guest Speaker:

Three Volley Salute:

Color Guard:

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



Color Guard is staged on the south side of 10th Mountain Division Drive 5 minutes prior to start of Ceremony

NARRATOR:

LADIES AND GENTLEMEN, THE VETERANS DAY CEREMONY WILL BEGIN MOMENTARILY. WE ASK THAT YOU PLEASE BE SEATED AND THAT ALL CELL PHONES BE PLACED ON SILENT FOR THE DURATION OF THE EVENT. (PAUSE)

GOOD MORNING, LADIES AND GENTLEMEN, ON BEHALF OF COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (CG), AND COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (DCSM), WELCOME TO THE (YEAR) VETERANS DAY CEREMONY.

WE ARE PLEASED YOU HAVE TAKEN THE TIME TO JOIN US FOR THIS OCCASION IN HONOR OF ALL OUR VETERANS. THIS CEREMONY PROVIDES AN OPPORTUNITY TO REFLECT ON THE PATRIOTIC AND SELFLESS SACRIFICES OF OUR VETERANS WHO HAVE SERVED AND ARE SERVING WITH GREAT HONOR IN THE DEFENSE OF FREEDOM AND DEMOCRACY.

PLEASE WELCOME OUR DISTINGUISHED GUESTS WHO HAVE JOINED US FOR TODAY'S CEREMONY:"

COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- OPERATIONS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL- SUPPORT, 10TH MOUNTAIN DIVISION
(LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND
HIS/HER WIFE/HUSBAND (XXX)

OUR LOCAL VETERAN ORGANIZATIONS (**ORGANIZATIONS**).

AND A WARM WELCOME TO ALL VETERANS, FRIENDS, COMMANDERS,
COMMAND SERGEANTS MAJOR, AND SOLDIERS OF THE 10TH MOUNTAIN
DIVISION.

“THE FIRING DETAIL FOR TODAY’S CEREMONY IS FROM (**UNIT**).”

“LADIES AND GENTLEMEN, PLEASE STAND FOR THE INVOCATION GIVEN BY
THE 10TH MOUNTAIN DIVISION CHAPLAIN, (**NAME**) AND REMAIN STANDING
FOR THE ARRIVAL OF THE COLORS, THE PLAYING OF THE NATIONAL ANTHEM
AND THE RENDERING OF HONORS.”

CUE CHAPLAIN: MOVE TO PODIUM FOR INVOCATION

CUE: ONCE INVOCATION IS COMPLETE NARRATOR READS

THE COLOR GUARD NCOIC FOR TODAY’S CEREMONY IS (**NCOIC**) FROM THE
(**UNIT**).

CUE COLOR GUARD NCOIC: UPON HEARING NAME, COMMAND “**FORWARD MARCH**”. ONCE AT MARKED LOCATION COMMAND “**COLORS REVERSE**” TO FACE THE AUDIENCE. ONCE MOVEMENT IS COMPLETE, COMMAND “**PRESENT ARMS**”.

CUE FIRING DETAIL NCOIC: COMMAND TO DETAIL, “**PRESENT ARMS**”

CUE BAND: WHEN ALL MOVEMENT IS COMPLETE, BEGIN PLAYING THE NATIONAL ANTHEM

CUE BAND: IMMEDIATELY FOLLOW NATIONAL ANTHEM WITH HONORS

CUE FIRING DETAIL NCOIC: ONCE HONORS IS COMPLETE, COMMAND TO DETAIL, **“ORDER ARMS”**

CUE COLOR GUARD NCOIC: ONCE HONORS IS COMPLETE, COMMAND **“ORDER ARMS”**. THEN COMMAND **“RIGHT WHEEL, MARCH”**, **“MARK TIME, MARCH”** (AT THE MARKED LOCATION) **“COLORS REVERSE, MARCH”** AND **“COLORS, HALT”**

CUE NARRATOR: BEGIN READING ONCE COLOR GUARD MOVEMENT IS COMPLETE.

LADIES AND GENTLEMEN PLEASE BE SEATED.

WHEN FRANCIS SCOTT KEY WROTE THE “STAR SPANGLED BANNER” 211 YEARS AGO, HE CALLED AMERICA, “THE LAND OF THE FREE AND THE HOME OF THE BRAVE.” THOSE WORDS ARE AS TRUE TODAY AS THEY WERE

THEN. THROUGHOUT THIS NATION’S HISTORY, AMERICA’S SOLDIERS, MARINES, SAILORS, AIRMEN, COASTGUARDSMEN, AND GUARDIANS HAVE BRAVELY ANSWERED THE CALL TO DEFEND OUR FREEDOM, TO AID OUR FRIENDS AND ALLIES, AND TO TURN BACK AGGRESSORS. WE CAN NEVER FULLY REPAY OUR DEBT OF GRATITUDE TO THE MORE THAN 650,000 AMERICAN SERVICEMEMBERS WHO DIED IN BATTLE OR THE 1.4 MILLION WHO WERE WOUNDED. WE CAN, HOWEVER, RECOGNIZE AND THANK THE 15 MILLION VETERANS STILL LIVING TODAY.

TODAY, IT IS OUR PRIVILEGE TO SAY, “THANK YOU” TO ALL OF AMERICA’S VETERANS, TO LET THEM KNOW THAT WE APPRECIATE THEM FOR THEIR SERVICE, AND HONOR THEM FOR THEIR SACRIFICES. THE PRICE OF FREEDOM IS HIGH. WE CANNOT AFFORD TO FORGET THOSE WILLING TO PAY IT. TODAY, WE CELEBRATE AMERICA’S VETERANS FOR KEEPING THIS NATION “THE LAND OF THE FREE AND THE HOME OF THE BRAVE.”

“LADIES AND GENTLEMEN, PLEASE WELCOME (HOST).”

CUE HOST: MOVES TO PODIUM TO GIVE REMARKS.

HOST INTRODUCES GUEST SPEAKER IF NECESSARY

REMARKS COMPLETE

“IN HONOR OF OUR VETERANS, A WREATH WILL NOW BE LAID BEFORE THE 10TH MOUNTAIN DIVISION MONUMENT AS A SIGN OF RESPECT AND APPRECIATION FOR THE SACRIFICES THAT ALL AMERICAN SOLDIERS, MARINES, SAILORS, AIRMEN, COASTGUARDSMEN, AND GUARDIANS HAVE MADE FOR OUR COUNTRY. LAYING THE WREATH TODAY IS MAJOR GENERAL (CG), COMMAND SERGEANT MAJOR (DCSM), AND (GUEST SPEAKER).”

CUE OFFICIAL PARTY: STAND UP AND MEET ON THE WALKWAY UPON HEARING THEIR NAMES.

CUE WREATH BEARERS: MOVE THE WREATH FORWARD. ONCE THE WREATH IS IN PLACE, THE WREATH BEARERS TAKE A STEP BACK.

CUE DCSM: COMMAND “PRESENT ARMS” HOLDS FOR THREE SECONDS AND THEN COMMAND “ORDER ARMS”

CUE WREATH BEARERS: UPON COMPLETION, MOVE BACK TO SEATS AND REMAIN STANDING.

“LADIES AND GENTLEMEN PLEASE STAND FOR THE THREE VOLLEY SALUTE, THE PLAYING OF TAPS, AND A MOMENT OF SILENCE FOLLOWED BY THE DISMISSAL OF THE COLORS.”

CUE COLOR GUARD NCOIC: COMMAND “PRESENT ARMS”

CUE FIRING DETAIL: BEGIN RIFLE VOLLEY SEQUENCE ONCE COLOR GUARD MOVEMENT COMPLETE

CUE FIRING DETAIL: UPON COMPLETION OF RIFLE VOLLEY, NCOIC COMMANDS **“PRESENT ARMS”**

CUE BAND: BEGINS TAPS ONCE DETAIL IS AT PRESENT ARMS

CUE COLOR GUARD NCOIC: AFTER 10 SECONDS COMMAND **“ORDER ARMS”** TO END THE MOMENT OF SILENCE

CUE COLOR GUARD NCOIC: COMMAND **“FORWARD MARCH”** (IF NEEDED) AND **“RIGHT WHEEL, MARCH”** AT THE DESIGNATED LOCATION. CONTINUE MARCHING UNTIL COLOR GUARD IS ON THE SOUTH SIDE OF 10TH MTN DIV RD. THEN YOU MAY UNSEAT THE COLORS.

CUE NARRATOR: ONCE COLOR GUARD IS ACROSS ROAD, BEGIN

“LADIES AND GENTLEMEN THIS CONCLUDES TODAY’S CEREMONY. THANK YOU FOR ATTENDING.”

Appendix P
Building Grand Opening / Dedication / Renaming Ceremony Script

**BUILDING
CEREMONY
DTG**

Black text- Standard narration

Red text- Information to be filled by the unit

Green text- Cues



NARRATOR:

“LADIES AND GENTLEMEN, PLEASE MOVE TO YOUR SEATS AND SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES AS THE CEREMONY WILL BEGIN SHORTLY.

“LADIES AND GENTLEMEN, ON BEHALF OF MAJOR GENERAL (CG), COMMANDING GENERAL OF THE 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, AND COMMAND SERGEANT MAJOR (DCSM), COMMAND SERGEANT MAJOR OF THE 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, WELCOME TO THE (TYPE OF CEREMONY) CEREMONY FOR (BUILDING). TODAY WE WOULD LIKE TO OFFICIALLY (TYPE OF CEREMONY) THIS STATE OF THE ART (BUILDING TYPE). THIS AFTERNOON, WE WILL CUT THE CEREMONIAL RIBBON, OFFICIALLY (TYPE OF CEREMONY) THIS FACILITY IN HONOR OF (HONOREE NAME).”

“AMONG OUR MANY DISTINGUISHED GUESTS AND VISITORS TODAY

COMMANDING GENERAL, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, MAJOR GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

COMMAND SERGEANT MAJOR, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, COMMAND SERGEANT MAJOR (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL - OPERATIONS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

DEPUTY COMMANDING GENERAL - SUPPORT, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM, BRIGADIER GENERAL (XXX) AND HIS/HER WIFE/HUSBAND (XXX)

“LADIES AND GENTLEMEN PLEASE STAND FOR THE INVOCATION GIVEN BY THE (UNIT CHAPLAIN) AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL ANTHEM. “

INVOCATION COMPLETE

NATIONAL ANTHEM COMPLETE

“AT THIS TIME, (HOST COMMANDER), AND (BUILDING MANAGER), WILL NOW (UNVEIL THE PLAQUE/CUT THE RIBBON) OFFICIALLY (TYPE OF CEREMONY) (BUILDING) TO THE PUBLIC.”

PAUSE FOR APPLAUSE

CUE: HOST BDE/BCT COMMANDER AND FACILITY MANAGER CUT RIBBON.

PAUSE FOR APPLAUSE

“LADIES AND GENTLEMEN, (BUILDING MANAGER NAME AND TITLE) OF (ORGANIZATION) HERE ON FORT DRUM

GUEST SPEAKER SAYS A FEW WORDS AND INTRODUCES HOST BDE/BN/CO COMMANDER.

REMARKS COMPLETE

CUE: NARRATOR WAITS FOR BDE/BCT/CO COMMANDER AND FACILITY MANAGER TO MOVE BACK TO THEIR SEATS.

“LADIES AND GENTLEMEN, PLEASE STAND AND JOIN US AS WE SING THE 10TH MOUNTAIN DIVISION SONG AND THE ARMY SONG.

SONGS COMPLETE

“LADIES AND GENTLEMEN, THIS CONCLUDES TODAY’S CEREMONY. THANK YOU FOR ATTENDING THE (TYPE OF CEREMONY) OF (BUILDING).”

Appendix Q

Memorial Service Timeline

- a. (H-:05) Narrator asks for all guests to turn off all communication devices.
- b. (H-:04) Family members are escorted into the chapel to their seats. CEREMONY BEGINS:
- c. The Chaplain leads the official party in the procession to their seats. The CSM/1SG as required is in position near the front of the chapel.
- d. Narrator asks all to rise for the National Anthem and to remain standing for the Invocation
- e. National Anthem (Music or Vocalist)
- f. Invocation by Chaplain. Memorial/Eulogy by Chaplain
- g. Battalion Commander's remarks (Not to exceed 4 Minutes in length) Company Commander's remarks (Not to exceed 4 Minutes in length)
- h. Peer/Friend or Fellow Soldier's Tribute as required. (Not to exceed 4 Minutes in length each)
- i. Scripture Reading
- j. (Optional) Amazing Grace performed by Bagpiper or other special music if desired.
- k. Chaplain's Message/Reflection (Not to exceed 6 Minutes in length) Moment of Silence given by Chaplain
- l. Benediction
- m. Last Roll Call- Conducted by the 1SG from the front of the Chapel
- n. Narrator announces- Please stand for the firing of volleys, taps, and the exit of the Official Party
- o. Firing of Volleys: (Firing detail remains outside the chapel but in the case of inclement weather the detail may wait indoors and exit the Chapel at an appropriate and least disruptive opportunity.)
- p. Taps – by the bugler
- q. The Official Party exits the stage, renders respect to the fallen Soldier and then moves to the rear of the Chapel to honor family and Command group as they depart the Chapel Sanctuary.
- r. Narrator announces for everyone to be seated
- s. Ushers move forward to escort Family to the display and allow time to view the display if desired; then they are escorted to the reception room.
- t. Ushers move forward to escort Division Command Group pays respects and is then escorted to the reception room to pay respects to the family(s).
- u. After the Departure of Division Command Group, Narrator announces that this concludes the ceremony. At this time, if there are personnel who would like to pay respects they will need to remain seated until ushers call their roll. Ushers move forward to release other personnel from the pews into the center aisle, beginning with VIPs, then the unit officers, then followed by others, using a two, three, or four person file, from the front to rear.

****Ceremony is concluded****

Appendix R BDE/BN Sample Seating Charts

Brigade CoC Seating Chart Template

Brigade CoC Ceremony Template																			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9		COLUMN 10	COLUMN 11	COLUMN 12	COLUMN 13	COLUMN 14	COLUMN 15	COLUMN 16	COLUMN 17	COLUMN 18	
					BDE CSM	Incoming BDE CDR	Deputy CSM	Commanding General	Row 1	Row 1	DDG-O	DDG-S	DDG-A	CSB	Outgoing CDR				
									Row 2	Row 2									
									Row 3	Row 3									
									Row 4	Row 4									
									Row 5	Row 5									

Spouses sit to right/left of service member. Spouse occupies service member's seat if not attending.

Do not leave open seat if member of Top 5 is not attending. Collapse seats down as necessary.

Brigade CoR Seating Chart Template

Brigade CoR Ceremony Template																			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9		COLUMN 10	COLUMN 11	COLUMN 12	COLUMN 13	COLUMN 14	COLUMN 15	COLUMN 16	COLUMN 17	COLUMN 18	
							Incoming CSM	BDE CDR	Row 1	Row 1	Commanding General	Division CSM	DDG-S	DDG-O	DDG-A	Chief of Staff	Outgoing CSM		
									Row 2	Row 2									
									Row 3	Row 3									
									Row 4	Row 4									
									Row 5	Row 5									

Spouses sit to right/left of service member. Spouse occupies service member's seat if not attending.

Do not leave open seat if member of Top 5 is not attending. Collapse seats down as necessary.

Battalion CoC Seating Chart Template

Battalion CoC Ceremony Template																			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9		COLUMN 10	COLUMN 11	COLUMN 12	COLUMN 13	COLUMN 14	COLUMN 15	COLUMN 16	COLUMN 17	COLUMN 18	
					BN CSM	Incoming BN CDR	BDE CSM	BDE CDR	Row 1	Row 1	Commanding General	Division CSM	DDG-S	DDG-O	DDG-A	Chief of Staff	Outgoing CDR		
									Row 2	Row 2									
									Row 3	Row 3									
									Row 4	Row 4									
									Row 5	Row 5									

Spouses sit to right/left of service member. Spouse occupies service member's seat if not attending.

Do not leave open seat if member of Top 5 is not attending. Collapse seats down as necessary.

Battalion CoR Seating Chart Template

BN CoR Ceremony Template																		
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9		COLUMN 10	COLUMN 11	COLUMN 12	COLUMN 13	COLUMN 14	COLUMN 15	COLUMN 16	COLUMN 17	COLUMN 18
					Incoming CSM	BN CSM	BDE CSM	BDE CDR	Row 1	Row 1	Ceremonial General	Onsite CSM	DCG-S	DCG-O	DCG-I	Chief of Staff	Outgoing CSM	
									Row 2	Row 2								
									Row 3	Row 3								
									Row 4	Row 4								
									Row 5	Row 5								

Spouses sit to right/left of service member. Spouse occupies service member's seat if not attending.
Do not leave open seat if member of Top 5 is not attending. Collapse seats down as necessary.

Glossary

Section I Abbreviations

ACU

Army Combat Uniform

AUSA

Association of United States Army

BCT

Brigade Combat Team

COT

Commander of Troops

DES

Directorate of Emergency Services

DPTMS-POM

Directorate of Plans, Training, Mobilization, and Security-Plans - Operations, and Mobilization Division

DSB

Division Support Brigade

DV

Distinguished Visitor

FMWR

Family and Morale, Welfare and Recreation

FRAGORD

Fragmentary Order

IAW

In Accordance With

IPR

In Progress Review

LOD

Line of Duty

METT-T

Mission, Enemy, Troops, Terrain -Time Available

MOI

Memorandum of Instruction

MPA

Multi-Purpose Auditorium

MTOE

Modification Table of Organization and Equipment

NCOIC

Noncommissioned Officer in Charge

NLT

No Later Than

NOK

Next of Kin

NOTAM

Notice to Airmen

OCP

Operational Camouflage Pattern

OD

Olive Drab

OIC

Officer in Charge

OPT

Operational Planning Team

OPORD

Operation Order

PAO

Public Affairs Office

POC

Point of Contact

RSVP

Please Reply (Répondez s'il vous plaît)

SFRG

Soldier Family Readiness Group

SGS

Secretary to the General Staff

TC

Truck Commander

TMP

Transportation Motor Pool

VIP

Very Important Person

WSAAF

Wheeler Sack Army Airfield

Section II**Terms**

This section contains no entries.