



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CS (360)

19 MAY 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change to the Memorandum of Instruction (MOI) for Battalion (BN) and Higher-Level Change of Command (COC)/Commandants (CMDTs) or Change of Responsibility (COR), Joint Service Color Guards (JSCGs), and Bi-Monthly Retirement Ceremonies

1. According to the Memorandum of Instruction (MOI) for Battalion (BN) and Higher-Level Change of Command (COC)/Commandants (CMDTs) or Change of Responsibility (COR), Joint Service Color Guards (JSCGs), and Bi-Monthly Retirement Ceremonies dated 25 Jan 22; paragraph 4.(5)(c) *"Speeches will be short and concise. The outgoing person's remarks will be no longer than 5 minutes, and the incoming person's remarks will be no longer than 3 minutes. The length of the ceremony will not exceed 1 hour."*
2. Paragraph 4.(5)(c) will be changed to read *"speeches will be short and concise. The reviewing officer's remarks will be no longer than 5 minutes, the outgoing person's remarks will be no longer than 3 minutes, and the incoming person's remarks will be no longer than 1 minute. The length of the ceremony will not exceed 1 hour."*
3. POC for this addendum is the SGS at (573) 563-6154 or <nancy.j.gregory.civ@army.mil>.

A handwritten signature in black ink, appearing to read "Adam W. Hilburgh".

ADAM W. HILBURGH
Colonel, GS
Chief of Staff

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Companies, Detachments, Tenant Units,
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25 JAN 2022

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SUBJECT: Memorandum of Instruction (MOI) for Battalion (BN) and Higher-Level Change of Command (COC)/Commandants (CMDTs) or Change of Responsibility (COR), Joint Service Color Guards (JSCGs), and Bi-Monthly Retirement Ceremonies

1. Reference. TC 3-21.5 (Drill and Ceremonies).
2. Purpose. This memorandum outlines the policy on BN and higher-level COC/Commandant and COR ceremonies, use of the JSCG, and MSCoE Retirement Ceremonies.
3. Applicability. This MOI applies to all U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Installation Management Command (IMCOM), U.S. Army Forces Command (FORSCOM), 1st U.S. Army, Interservice Training Review Organization (ITRO), and tenant units on Fort Leonard Wood, Missouri.
4. Requirements for COC/COR ceremonies.

a. In light of the number of COCs/CORs, regimental events, graduations, and other ceremonies, the following parameters are established:

(1) A COC is a military tradition that represents a formal transfer of authority and responsibility from the outgoing commander (CDR) to the incoming CDR of the unit and to introduce the troops to the new CDR.

(2) COR ceremonies are to recognize the senior noncommissioned officer (NCO) of the unit and highlight the strength of the NCO Corps. In keeping with Army traditions as custodians of the unit colors, NCOs transitioning in COR ceremonies will pass the unit colors/guidon. Passing of the NCO sword is not authorized.

(3) All BN and above COCs/CORs dates will be approved by the Maneuver Support Center of Excellence (MSCoE) Chief of Staff (CoS) on behalf of the Commanding General. Any request to change an approved date must be approved by the CoS before that new date is locked in. All approved dates must be submitted for inclusion to the MSCoE Integrated Master Calendar for de-confliction of events and locations.

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(4) Change of CMDT/RCSM/NCOA CMDT ceremonies will be held on the Maneuver Support Center of Excellence Plaza (MCP) or Nutter Field House (NFH) for inclement weather. There will be no troops in formation, no pass and review, and no inspection of the troops. The formation will consist of brigade (BDE)/battalion (BN) CDR/Command Sergeant Major (CSM), BDE/BN colors, and company CDR/1SG with guidon or NCOA 1SGs for NCOA ceremonies, Commander of the Troops (COT) with staff, and school color guard. The COT will be appointed by the CMDT. RCSM COR will have a COT only - no staff. These requirements apply if an afternoon ceremony occurs indoors due to heat impacts (inclement weather).

(5) Conduct of the COC/COR ceremonies.

(a) All BDE/BN COC/COR ceremonies will be conducted on Gammon Field, except for 43d Adjutant General (AG) BN, Medical Department Activity (MEDDAC), and Dental Activity (DENTAC). These units may conduct their ceremony within their footprint. For inclement weather BDEs will use NFH, BN and below can use NFH, if available to reserve, or use their respective gym.

(b) All changes of command will be held on Tuesdays or Wednesdays. Friday will be considered with an exception to policy (ETP) addressed to the Chief of Staff (CS) and MSCoE Command Sergeant Major (MCSM) with explanation, as a staffing action. There may be more than one ceremony per day; morning (0800) and afternoon. The outgoing CDR's/CSM's and spouse's award ceremony will begin 15 minutes prior to the COC/COR ceremony start time. There will be no joint COCs/CORs without approval of the CS and MCSM. ETPs should be staffed appropriately through the G-33 to the SGS for CS/MCSM consideration.

(c) Speeches will be short and concise. The outgoing person's remarks will be no longer than 5 minutes, and the incoming person's remarks will be no longer than 3 minutes. The length of the ceremony will not exceed 1 hour.

(d) Uniform for all COC and COR ceremonies will be the Operational Camouflage Pattern (OCP) with sleeves down. The color guard will wear pistol belts, with the pistol belt outside of the uniform flag harness.

(1) General officers (GOs) participating in the ceremony have the option of wearing their GO belt.

(2) Ceremonies with no Soldiers-in-training in the formations will be in berets.

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- (3) Ceremonies with Soldiers-in-training in the formations will be in patrol cap.
- (4) Unit ushers and color guards will not wear gloves or ascots for a COC/COR ceremony. Ushers may wear stripped pistol belts and berets/patrol caps.
- (5) COC/COR in conjunction with retirement ceremony may be in Army Service Uniforms (ASUs) or Army Green Service Uniform (AGSU).
- (e) GO flags are displayed only if the GO is participating in the ceremony.
- (f) Command bugle calls will be used only in BDE-level and higher COC/COR ceremonies. Sound-off will be used only in BN-level and higher COC ceremonies.
- (g) Unit CSMs will be on the field with their colors/color guards.
- (h) Static display vehicles will not participate in the pass and review.
- (i) There will be no static display of vehicles on MCP.
- (j) Only BDE-level and higher COC ceremonies will use a vehicle for the inspection of the troops. This is the only vehicle allowed on Gammon Field.
- (k) BN-level and higher COC ceremonies will be planned and coordinated through the Directorate of Plans, Training, Mobilization, and Security (DPTMS) Installation Ceremonies, the G-33, and SGS, with the CS as the approving authority.
- (l) Any deviation from TC 3-21.5 will be approved by the MCSM.
- (m) All markings on Gammon Field, MCP and NFH will be removed after the ceremony.
- (n) No permanent markings (such as spray paint) will be made on the black top on Gammon Field or MCP. Only temporary marking materials (such as 100-mph green tape or color-coded can lids) are authorized for use.
- (o) For BN and higher-level ceremonies conducted on Gammon Field, units may request closure of Iowa Avenue at the intersection of Minnesota and Iowa and at the intersection of Kansas and Iowa. Closure will start at the start of the awards ceremony; if no awards ceremony, closure will start NET 15 minutes before the start of the

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ceremony and will end not later than (NLT) 10 minutes after completion of the ceremony. Requests for closure of Iowa Avenue will be submitted to DPTMS NLT 30 days prior to the ceremony. DPTMS will coordinate the closure with the Directorate of Emergency Services (DES), the Civilian Personnel Advisory Center (CPAC) for Union notification, and G-33 for the weekly fragmentary order (FRAGO). BNs will be responsible for providing guards for the closure. Military police (MP) support for the closure can be requested for BDE and higher-level ceremonies. Request for MP support will be submitted to DES.

(p) All ceremonies conducted on the MCP will have 1st Street closed by DES from Missouri Avenue to Nebraska Avenue, to include Illinois Avenue at 1st Street, from 10 minutes prior to the ceremony until completion. The unit conducting the ceremony will be responsible to block MSCOE Loop and manage all the street closures.

(q) Indoor ceremonies conducted at Nutter Field House (NFH) or a gym will be conducted as an outdoor ceremony, with or without troops in formation.

(r) All COC ceremonies will have (in the narration) the assumption of command orders read prior to the passing of the unit colors/guidon.

(s) MSCoE CSM will oversee the three school's COC/COR ceremonies as well as the NCOA COR ceremony. The RCSMs will oversee their BDE COC/COR ceremonies; BDE CSM will oversee BN COC/COR ceremonies; and BN CSMs will oversee their company COC/COR ceremonies.

(t) COR ceremonies will be conducted with troops in the formation, except MCSM/RCSM or if coordinated indoors due to inclement weather plan.

(u) There will be no changes to the permanent very important person (VIP) parking signs on Iowa Avenue. Additional VIP parking signs may be added at the south or north end of the permanent ones.

(v) See enclosure for information on specific items (fallouts, Adjutant, and host).

(6) Scheduling of Gammon Field and MSCoE Plaza for COC/COR and regimental ceremonies must be requested and scheduled in the Training Management Scheduling System (TMSS). Nutter Field House must be requested and scheduled in the Range Facility Management Support System (RFMSS). BDE and BN COC/COR will take precedence over graduation rehearsals on Gammon Field.

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(7) Gammon Field is NOT available on Mondays due to contracted scheduled maintenance, grass cutting, and grooming. Exceptions can be submitted to the G-3 NCOIC and DPTMS Ceremonies.

(8) Units using Gammon Field fixed latrine are responsible for cleaning and restocking it.

(9) BNs and above are responsible for placing their COC/COR ceremonies on the Maneuver Support Center of Excellence Integrated Master Calendar (MIMC) once approved by the CS/MCSM. This includes updates to date/time after CS/MCSM approval of any change.

(10) All units using Gammon Field and NFH must contact the G6 help line (573-563-2527) for sound support and submit applicable work orders.

5. Requirements for the JSCG. Due to the number of requests for JSCG from off the installation, the following guidelines have been put into place for when and where a JSCG can be used.

a. All requests from off the installation for JSCG will be forwarded to the Central Tasking Office (CTO).

b. The SGS will make the decision if the request can be supported with a JSCG or a color guard consisting of the National Colors and two guards.

c. The JSCG will be used only if the Commanding General (CG) or his representative are participating in the event.

(1) The Noncommissioned Officer Academy (NCOA) will cover all requests for a JSCG. If ITRO units are unable to support, then NCOA will still support rather than changing the tasker.

(2) All requests for color guards will be locked in NLT 4 weeks out. Normal planning period is 6 to 8 weeks. The only exception is GO events.

(3) National holiday events off the installation will be a three-Soldier color guard.

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6. Requirements for the bi-monthly retirement ceremony.


a. The bi-monthly retirement ceremony will be conducted IAW with MSCoE Operations Order (OPORD) 15-057 and the recurring tasking matrix.

b. The narrator will come from a list of narrators maintained by DPTMS Ceremonies and the G-3 SGM.

c. Colonel and below and SGM and below will participate in the bi-monthly retirement ceremony. MEDDAC may have a monthly retirement ceremony in their footprint. Exceptions for an individual ceremony, to include MEDDAC, can only be approved by the MSCoE CS for officers and MCSM for NCOs on behalf of the CG; forward request for exception via FLW Form 1416 (MSCoE Staffing Paper) to the MSCoE SGS.

d. CDRs and CSMs may hold their retirement ceremony in conjunction with their COC/COR ceremony.

7. PROPONENT: The proponent for this MOI is the MSCoE G-3 NCOIC, 3-5501 and DPTMS Installation Ceremonies Section, 563-7138.


RICHARD J. BALL
Colonel, GS
Chief of Staff

Encl

Appendix A. Information on specific items

Appendix B. Support Services

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1. Soldier fallouts.

- a. Units will have an evacuation plan in place in the event a Soldier passes out.
- b. Medics/Aid Station will be positioned at the rear of Gammon Field out of sight. (behind a display vehicle or under camouflage).
- c. Soldiers that feel faint will not just walk out of the formation. Soldiers that feel faint will be instructed to stay in place and take a knee, then if able return to their original position.
- d. Unit 1SG/PLT SGT will identify individuals to carry/escort Soldiers to the Medic if necessary. A Soldier who passes out will be moved to the rear of the formation, accessed by a Combat Lifesaver or Medic, and then moved to the Aid Station by Fireman's Carry or on a litter if necessary.

2. Specific Instructions for COC/COR.

- a. The COT and Staff (COC only), Reviewing officer, incoming CDR and outgoing CDR will enter from the left side of the VIP seating when facing the field on Gammon Field. On MCP or NFH the COT and Staff will already be in place.
- b. The Adjutant will March into position, no fast walk/run.
- c. For the Pass and Review on Gammon Field, markings for "Eye's Right and Ready Front" will be the units choice.
- d. Any deviation from TC 3-21.5 will be approved by the MCSM.

3. Chapter 10 Reviews, from TC 3-21.5.

Appendix B; Support Services to the COC/COR MOI

All the below items will be placed in the MSCoE or Unit OPORD, in addition to calling the correct Directorate for help. The Unit needing the support is responsible for placing the work orders..

1. Sound support for Gammon Field and NFH can be made by calling the G-6, IT Support line, 563-2527.
2. Maintenance Support for Gammon Field is made by calling DPW Service Order Desk at 596-0333.
3. Bucket Truck Support on Gammon Field is also made by calling DPW Service Order Desk at 596-0333.
4. For Cannons and Ceremonial Jeep call LRC, 596-0874.