

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Circular 672-1

12 September 2003

Expires 30 September 2005

Decorations, Awards, and Honors

United States Army Alaska Ceremonies

Applicability. This circular applies to all units assigned or attached to the United States Army Alaska (USARAK).

Impact on New Manning System. This circular does not contain information that affects the New Manning System.

Interim changes. Interim changes to this circular are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. This circular's proponent agency is the USARAK Deputy Chief of Staff for Operations and Plans (DCSOPS), Exercises Branch. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPTM-PO.

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1. Purpose

This circular's purpose is to standardize policies and procedures for preparing and conducting ceremonies within USARAK. The objectives are:

- a. Standardizing ceremonies within USARAK per Field Manual (FM) 22-5 guidelines.
- b. Providing guidance and assigning responsibilities for conducting ceremonies.

2. References

- a. Related publications.

- (1) Army Regulation (AR) 600-25 (Salutes, Honors and Visits of Courtesy).
- (2) Common Table of Allowances (CTA) 50-900 (Clothing and Individual Equipment).
- (3) FM 22-5 (Drill and Ceremonies).
- (4) USARAK Regulation 350-1 (USARAK Training Directive).

- b. Referenced forms.

(1) DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.

(2) Defense Department (DD) Form 844 (Requisition for Local Duplicating Service). Cited in appendix A.

3. Explanation of abbreviations

- a. app.....appendix
- b. AR.....Army Regulation
- c. COTcommander of troops
- d. CTACommon Table of Allowances
- e. DA.....Department of the Army
- f. DDDefense Department
- g. DCSOPSDeputy Chief of Staff for Operations and Plans (USARAK G-3)
- h. FMField Manual
- i. MOI.....memorandum of instruction
- j. paraparagraph
- k. TA/50.....common reference for clothing/equipment issued per Common Table of Allowances (CTA) 50-900

I. USARAK.....United States Army Alaska

m. VIP.....very important person

4. Responsibilities

a. Unit commanders will—

- (1) Identify support requirements for ceremonies directed at brigade, battalion and company level.
- (2) Develop a memorandum of instruction (MOI) for ceremonies directed at brigade, battalion, and company level.
- (3) Request support for ceremonies and coordinate actions per appendix A.
- (4) Ensure that ceremonies are conducted according to the references in this circular.
- (5) Ensure that brief narratives stating the historical significance of the band, adjutant's call, inspection of troops, and pass in review are publicly read during ceremonies when included in the sequence of events. (Narratives are located in app B.)
- (6) Ensure that personnel participating in ceremonies are in the correct uniform.
- (7) Develop programs at least 10 working days before the ceremony (other than USARAK ceremonies).
- (8) Provide an information copy of MOIs for all battalion level and above ceremonies to the (USARAK G-3 Ceremonies), Exercises Branch. If requested, USARAK G-3 will provide a ceremony representative to review ceremony planning and preparation to ensure compliance with established standards.
- (9) Provide a narrator and back-up narrator for their unit change of command ceremonies and rehearsals.

b. The Adjutant General will—

- (1) Assist the unit by providing guidance on all administrative matters, i.e., awards, certificates.
- (2) Provide the Public Affairs Office with copies of biographical sketches of retirees at least 10 days before the ceremony.

c. The Protocol Officer will—

- (1) Advise on appropriate matters for all ceremonies.
- (2) Prepare invitations and make seating arrangements for USARAK level ceremonies.
- (3) Identify and mark reserved seats for USARAK level ceremonies.
- (4) Provide a representative to brief ushers in their duties when requested.
- (5) Provide general officer flags and briefings on their use (as needed).
- (6) Plan and execute receptions upon ceremony conclusion (if appropriate, USARAK level only).

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(7) Determine if high-ranking personnel require physical security. If so, coordinate with the Provost Marshals office.

d. The USARAK Deputy Chief of Staff for Operations and Plans, G-3 Exercise Branch will—

(1) Develop the MOI for USARAK level ceremonies.

(2) Identify support requirements for USARAK level ceremonies.

(3) Provide overall staff coordination and supervision of all USARAK-directed ceremonies.

(4) Provide a public address system and technician for rehearsals and actual ceremonies (USARAK level).

(5) Coordinate with the Airfield Commander to ensure a Notice to Airmen is issued for USARAK ceremonies. The Notice to Airmen will include the following restrictions:

(a) The minimum above ground level for over flight is 3000 feet.

(b) The restricted area radius is 2 kilometers from ceremony locations.

(c) The time period for the Notice to Airmen is 30 minutes before and 1 hour after ceremonies.

(6) Provide bunting and a reviewing stand when requested.

(7) Provide 50 state flags with stands.

(8) Provide technical assistance and evaluation as required.

(9) Brief participants on their actions during ceremonies when requested.

(10) Provide chairs and bleachers for ceremonies.

(11) Maintain a roster in order to task an O6 and CSM to support retirement ceremonies.

e. The Deputy Chief of Staff for Operations and Plans, Chief, Training Division will—

(1) Ensure the event is on the master training calendar.

(2) Task the support cycle unit to support all USARAK level ceremonies.

f. The Public Affairs Office will-

(1) Publicize newsworthy ceremonial events in the installation newspaper and with the local news media.

(2) Invite, accredit, support, and escort the local news media.

(3) Provide a narrator and back-up narrator for USARAK change of command ceremonies, USARAK retirement ceremonies, and rehearsals.

(4) Provide photography and video support for the event (when required).

g. The Directorate of Logistics will provide transportation to move soldiers and very important people (VIPs) (as required).

h. The Provost Marshals office will-

- (1) Provide traffic control (as required).
- (2) Provide physical security to visiting high-ranking personnel and VIPs (as per protocol guidance).
- (3) Mark and identify VIP parking areas.

i. The Directorate of Public Works will—

- (1) Ensure the ceremony sites present a neat and trim appearance.
- (2) Remove snow and ice from ceremony sites and parking areas when required.
- (3) Provide electrical power (when required).
- (4) Provide trash receptacles (when required).

j. The Director of Community Activities will provide an indoor facility for inclement weather rehearsals and ceremonies.

k. The commander of the support cycle unit in support of a USARAK ceremony will—

- (1) Provide a field grade officer as the commander of troops (COT).
- (2) Provide the battalion staff, a command sergeant major, and unit color guard (when required).
- (3) Provide, at a minimum, company commanders, first sergeants, and guidon bearers, platoons, platoon leaders and platoon sergeants.
- (4) Provide, at a minimum, an 11-soldier detail with a noncommissioned officer in charge and a truck and driver to set up, safeguard, and tear down any emplacements at the ceremony site.
- (5) Provide four ushers and one noncommissioned officer in charge. The noncommissioned officer in charge, once identified, will be responsible for contacting the Protocol Office to arrange a briefing.
- (6) Provide the color guard. The unit command sergeant major will be responsible for the organization and training of the color guard team.

l. The Civilian Personnel Advisory Center will—

- (1) Coordinate with each directorate/unit point of contact on all matters concerning civilian participation in the USARAK quarterly retirement ceremony.
- (2) Function as the liaison between the directorate/unit points of contact for retirees and the USARAK DCSOPS, Exercises Branch and attend all in-progress reviews.
- (3) Ensure that certificates for civilian retirees are staffed, signed, prepared and delivered to USARAK Protocol at each final in-progress review.

5. General

- a. All ceremonies conducted within USARAK will be conducted per FM 22-5 and this circular.
- b. Appendix D lists the standard sequence of events for changes of command. Appendix E lists the standard sequence of events for retirement ceremonies. Appendix F lists the standard sequence of event for activation ceremonies. Ceremonies not covered by appendixes D, E, or F should be conducted per FM 22-5. Provide an information copy of the MOI of all battalion level and above ceremonies to the USARAK DCSOPS, G-3 Exercises Branch.
- c. All brigade level and above ceremonies will be evaluated by a representative from the USARAK DCSOPS. Results of this evaluation will be passed to the Chief of Staff, participating command staff, and the commander of the unit conducting the ceremony.
- d. Suggested ceremony preparation milestones and rehearsal timelines are provided in appendix A.
- e. A list of narratives is provided in appendix B. Verbiage used in standardized narratives will be adjusted as required.

6. Uniform

- a. Participants will wear battle dress uniforms (BDUs) with the sleeves down; black leather boots (no green jungle boots); pistol belts, with one 1-quart canteen worn on the left hip; kevlar helmets, with camouflage cover and band (chin strap down and fastened); and M16 rifles at sling arms (no magazine). All excess webbing on TA/50 (common reference for clothing/equipment issued per Common Table of Allowances (CTA) 50-900) will be taped down (Uniform is the Commander/CSM discretions).
- b. Sunglasses, non-military issue glasses, watches, and rings (other than wedding rings) are not authorized for any participant.
- c. Commanders, staff, and command sergeants major will wear the same uniform as outlined in paragraph a above, minus the M16. Instead of an M16, a holstered 9-millimeter pistol, with a magazine inserted and no lanyard, will be worn on the right side.
- d. The band will wear battle dress uniforms, with the sleeves down, and black leather boots (no green jungle boots).
- e. Color guards will wear battle dress uniforms with the sleeves down, black leather boots (no green jungle boots), stripped pistol belts, and kevlar helmets. They will carry M16 rifles (without magazines) at right shoulder arms.
- f. Color bearers and organizational color bearers will wear battle dress uniforms with the sleeves down, black leather boots (no green jungle boots), stripped pistol belts, kevlar helmets, and subdued carrying harnesses. Color bearers will not be armed.
- g. Honorees and ushers will wear the Class A Army green uniform (complete) except for Change of Command Ceremonies.
- h. Changes to USARAK ceremonies are approved through the USARAK Command Sergeant Major by the USARAK Chief of Staff.

7. Point of contact

The point of contact for this circular is the USARAK DCSOPS, Exercises Branch, 384-6166.

FOR THE COMMANDER:

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Appendix A
Milestones and Planning Timelines

A-1. The following is a list of critical events to be done before conducting a ceremony:

- a. Inform the participants, color guard, and band of the uniform and equipment required.
- b. Provide supervision for all elements involved with the ceremony, including ceremony site set up and tear down.
- c. Request support six to eight weeks before the ceremony date.
- d. Request a public address system (with technician) for the rehearsal and the ceremony (contact the local training support center).
- e. Coordinate for the use of an indoor facility for inclement weather.
- f. Schedule and conduct an inclement weather rehearsal.
- g. Deliver the programs and three copies of Defense Department (DD) Form 844 (Requisition for Local Duplicating Service) to the Defense Automated Printing Service, Duplicating Facility (Building 984) no less than 10 working days before the ceremony.
- h. Reserve a field for outdoor rehearsals and the ceremony.
- i. Coordinate the following support with the Protocol Office:
 - (1) Advice on appropriate protocol.
 - (2) Invitations, seating arrangements, and charts.
 - (3) Name plates to mark reserved seats.
 - (4) Representative to brief and assist ushers in their duties.
 - (5) General officer flags and a briefing on their use (if appropriate).
 - (6) National and Army Colors.
 - (7) Reception after the ceremony (if appropriate).
- j. Coordinate the following support with the USARAK DCSOPS, G-3:
 - (1) Public address system (with technician) for rehearsals and the ceremony (contact the local training support center).
 - (2) Bunting and a reviewing stand (contact USARAK DCSOPS, Exercises Branch).
 - (3) Issue of Notice to Airmen, for quiet hours thirty minutes before and one hour after the ceremony, with the following restrictions:
 - (a) Minimum above ground level for over flight is 3000 feet.

Appendix A

(b) Restricted area radius is two kilometers from the ceremony location.

(4) Coordinate with USARAK DCSOPS G-3, Exercises Branch, Ceremonies NonCommissioned Officer, (384-6166) to ensure there is no conflict in ceremony location.

k. Coordinate the following support with the Public Affairs Office:

(1) A narrator and back-up narrator for rehearsals and the ceremony (USARAK ceremonies).

(2) A representative to control the media (if necessary).

(3) Publicity in the installation newspaper and with the local news media (if necessary).

(4) Invitations, accreditation, and support to the local news media (if necessary).

(5) Photography support. The request will be reviewed by the Public Affairs Office and support will be provided based on the event's news value. Photographic support is also available through the local training support center.

l. Coordinate with the Directorate of Logistics for appropriate transportation and to move any emplacements to and from the ceremony site.

m. Coordinate the following support with Arctic Military Police Battalion:

(1) Traffic control.

(2) Physical security to VIPs.

(3) Area sweep (if necessary).

n. Coordinate the following with the Directorate of Public Works:

(1) Ensuring the ceremony site presents a neat and trim appearance.

(2) Removal of ice and snow around the ceremony site (if necessary).

o. Coordinate an indoor facility for rehearsal and the ceremony in case of inclement weather with the Directorate of Community Activities.

p. Conduct a "chalk talk" with key personnel before the rehearsal.

q. Conduct a leader walk-through rehearsal before the full-dress rehearsal to reduce troop time.

r. Coordinate the following support with the Adjutant General:

(1) Awards, certificates, and orders.

(2) Biography preparation.

s. Provide a color guard and soldiers for the ceremony.

Appendix A

t. Provide details for setting up, securing, and tearing down the ceremony site.

u. Determine in-progress review (IPR) meeting dates for ceremony representatives.

v. Provide a copy of the MOI to the USARAK DCSOPS G-3, Exercises Branch, Ceremonies Noncommissioned Officer.

A-2. All deviations from FM 22--5 and this circular require the approval of the USARAK DCSOPS G-3, subject to command guidance.

A-3. Six weeks prior to the ceremony: Provide all support/tasking requests. Coordinate with USARAK DCSOPS, G-3 Tasking to request the Arctic Band.

A-4. Five weeks prior to the ceremony:

- (1) Completed MOI is approved and delivered to all units and agencies involved with the ceremony. Deliver approved MOI to USARAK DCSOPS G-3 and the Arctic Band.
- (2) Announce uniform/equipment to all participants.
- (3) Coordinate for facilities, equipment, transportation, and personnel.
- (4) Determine and publish IPR dates.
- (5) Ten days prior to the ceremony: Deliver programs and printing requests to the printing plant.
- (6) One or Two days prior to the ceremony: Conduct leaders walk through and rehearsals and conduct an inclement weather rehearsal.
- (7) One day prior to the ceremony: Put in all major emplacements, i.e., bleachers, reviewing stand, and conduct full dress rehearsal.

Appendix B (Narratives)

B-1. When included in the sequence of events, the statements listed below will be read by the narrator in the order they occur.

a. Band. "THE PRESENCE OF THE BAND REPRESENTS THE SIGNIFICANT ROLE THE FIFE AND DRUM AND OTHER MUSICAL INSTRUMENTS PLAYED THROUGHOUT OUR MILITARY HISTORY, FOR SIGNALING IN CAMP AND FOR SIGNALING ON THE BATTLEFIELD. THE PRESENCE OF THE COLORS AT THE CENTER OF THE FORMATION REPRESENTS THEIR POSITION AT THE FOREFRONT OF THE UNIT DURING THE 'HEAT OF BATTLE'."

b. Colors. "THE PRESENCE OF THE COLORS AT THE CENTER OF THE FORMATION REPRESENTS THEIR POSITION AT THE FOREFRONT OF THE COMMAND DURING THE HEAT OF BATTLE. AT THE BEGINNING OF THE 17TH CENTURY, ARMIES THROUGHOUT THE WORLD WERE ADOPTING THE REGIMENTAL SYSTEM. REGIMENTS WERE ASSIGNED A SPECIFIC COLOR OR NUMBER FOR EASE OF IDENTIFICATION AND POSITION ON THE BATTLEFIELD. IN BATTLE THE COLOR (OR FLAG) PARTY MARCHED AT THE FRONT AND CENTER OF ITS UNIT AS A POINT FOR THE UNIT TO DRESS ON. BY LEADING THE UNIT IN BATTLE, THE COLORS BECAME PRIME TARGETS, AS VICTORIES IN THOSE DAYS WERE EXPRESSED IN TERMS OF THE NUMBER OF ENEMY COLORS CAPTURED; CONSEQUENTLY, THE COLOR PARTY BORE THE BRUNT OF THE BATTLE AND SUFFERED HEAVY CASUALTIES."

c. Flowers. "RED ROSES ARE GIVEN TO (THE OUTGOING COMMANDER'S SPOUSE) REPRESENT THE COLOR OF THE HEART. IT IS APPROPRIATE CONSIDERING THE LOVING CONCERN SHE HAS SHOWN FOR OUR SOLDIERS AND THEIR FAMILIES FOR THE PAST TWO YEARS. SHE WILL ALWAYS HAVE A SPECIAL PLACE IN OUR HEARTS. HER ROSES ARE IN FULL BLOOM, SYMBOLIZING THE BEAUTY AND FULLFILLMENT OF HER TIME WITH US HERE. THE YELLOW ROSES ARE BEING PRESENTED TO (THE INCOMING COMMANDER'S SPOUSE) THEY ARE TRADITIONAL COLOR OF WELCOME. THE NEWNESS OF THE FLOWERS REPRESENTS THE ANTICIPATION OF THE WONDERFUL THINGS YET TO COME."

d. Adjutant's call. "SHORTLY, YOU WILL HEAR THE ADJUTANT DIRECT THE BAND TO SOUND ADJUTANT'S CALL. HE THEN WILL REPORT TO THE COMMANDER OF TROOPS 'SIR, THE COMMAND IS FORMED.' THIS CUSTOM IS BELIEVED TO HAVE ORIGINATED DURING THE TIME OF THE CRUSADES. AT THAT TIME, IT WAS CUSTOMARY TO ASSEMBLE THE GARRISON IN FORMATION, WITH UNITS SCHEDULED TO DEPART ON FAR AWAY CAMPAIGNS IN THE PLACE OF HONOR ON THE RIGHT."

e. Salute battery. "LADIES AND GENTLEMEN, BEFORE YOU ON THE PARADE FIELD, TO THE RIGHT REAR OF THE FORMATION AND STANDING BY TO PRESENT THE PRESCRIBED (number) GUN SALUTE, IS THE SALUTE BATTERY FROM (unit) FIELD ARTILLERY. ONCE THE FIRST GUN HAS FIRED, THE GUNS WILL FIRE AT 3-SECOND INTERVALS. THIS CUSTOM WAS TRACED TO THE DAYS WHEN IT TOOK A LONG TIME TO RELOAD THE GUNS. IF ALL WERE FIRED AT THE SAME TIME, YOU WOULD RENDER YOUR SHIP, FORT, OR BATTERY DEFENSELESS."

f. Inspection of troops. "THE COMMANDER OF TROOPS IS ABOUT TO ESCORT THE REVIEWING OFFICER ON AN INSPECTION OF TROOPS. ACCORDING TO HISTORY, ALEXANDER THE GREAT WAS THE FIRST MILITARY FIGURE TO USE THIS TECHNIQUE OF INSPECTION. IN MODERN TIMES, IT PROVIDED THE SENIOR COMMANDER AN OPPORTUNITY TO VIEW THE TROOPS AND FORM AN OVERALL IMPRESSION OF THEIR GENERAL FITNESS."

Appendix B (Narratives)

g. Passing of the color. "CHANGING OF COMMAND IS A TIME-HONORED CUSTOM DATING BACK TO THE ROMAN EMPIRE. THE UNITED STATES ARMY ADOPTED THE CUSTOM OF PASSING THE COLORS WHEN GENERAL GEORGE WASHINGTON ASSUMED COMMAND OF THE CONTINENTAL ARMY AT BOSTON ON JULY 3^D, 1775. THE HISTORY, TRADITIONS, AND ACCOMPLISHMENTS OF THE COMMAND ARE EMBODIED IN THESE COLORS. WITH THE TRANSFER, THE UNIT'S LEGACY IS SYMBOLICALLY PASSED ON, A BUILDING BLOCK FOR THE FUTURE PERFORMANCE AND ACHIEVEMENTS. HISTORICALLY, THESE COLORS SERVED AS A POINT AROUND WHICH THE SOLDIERS OF THE ORGANIZATION RALLIED AS THEY MOVED FORWARD IN COMBAT AND SIGNIFIED THE CONTINUITY OF THE ORGANIZATION—EVEN IF THE COMMANDER FELL IN BATTLE. THE PASSING OF THE UNIT COLORS EMPHASIZES THAT, EVEN THOUGH A COMMANDER MAY CHANGE, THE ORGANIZATION IS CONSTANT, AND CONTINUITY REMAINS. THE COMMAND SERGEANT MAJOR WILL NOW PASS THE COLORS TO THE OUTGOING COMMANDER FOR THE LAST TIME. THE OUTGOING COMMANDER WILL PASS THE COLORS TO THE REVIEWING OFFICER SIGNIFYING A SUCCESSFUL COMPLETION OF COMMAND. THE REVIEWING OFFICER WILL PASS THE COLORS TO THE NEW COMMANDER CHARGING HIM WITH THE RESPONSIBILITY FOR THE UNIT AS ITS NEW COMMANDER."

h. Pass in review. "THE MOST TRADITIONAL PART OF THE CEREMONY WILL BE THE PASS IN REVIEW. THE PASS IN REVIEW (HISTORICALLY CALLED THE MARCH IN REVIEW) HAS ITS ORIGIN AS FAR BACK AS THE EARLIEST DAYS OF THE ROMAN EMPIRE. IT SYMBOLIZES THE GLORY AND STRENGTH OF THE ASSEMBLED TROOPS."

B-2. If only one event is to be used in the ceremony, only that narrative will be read. This list is not all-inclusive and more narratives may be appropriate depending on the ceremony.

Appendix C (Overview of the Ceremony (Full compliment)).

Pre-Ceremony Concert

Troops formed on the final line

Opening narrative

Invocation

Flower presentation

Sound Attention

Sound Adjutants Call

Sound Off

Reviewing Party arrives

Presentation of Honors

Inspection of troops

Colors Forward

Honors to the Nation

Change of Command

Remarks

Pass and Review

USARAK March

Army Song

Completion of Ceremony

Appendix C (Overview of the Ceremony (Battalion Change of Command without Pass and Review)).

Pre-Ceremony Concert

Troops formed on the final line

Opening narrative

Invocation

Flower presentation

Sound Attention

Sound Adjutants Call

Reviewing Party arrives

Inspection of troops

Colors Forward

Honors to the Nation

Change of Command

Remarks

USARAK March

Army Song

Completion of Ceremony

Appendix C (Overview of the Ceremony (Battalion Change of Command with Pass and Review)).

Pre-Ceremony Concert

Troops formed on the final line

Opening narrative

Invocation

Flower presentation

Sound Attention

Sound Adjutants Call

Reviewing Party arrives

Inspection of troops

Colors Forward

Honors to the Nation

Change of Command

Remarks

Pass and Review

USARAK March

Army Song

Completion of Ceremony

Appendix D (Sequence of Events for United States Army Alaska Change of Command Ceremonies)

1. _____: Band in position (Pre ceremony concert).
2. _____: All participants in position at parade rest and on the final line
3. _____: The narrator announces: “GOOD AFTERNOON LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING GENERAL, UNITED STATES ARMY ALASKA, WELCOME TO THE UNITED STATES ARMY ALASKA CHANGE OF COMMAND CEREMONY BETWEEN _____. MILITARY MEMBERS OF THE AUDIENCE ARE ASKED TO REMAIN COVERED AND RENDER HONORS DURING THE CEREMONY. THE PRESENCE OF THE BAND REPRESENTS THE SIGNIFICANT ROLE THAT THE FIFE AND DRUM AND OTHER MUSICAL INSTRUMENTS HAVE PLAYED THROUGHOUT MILITARY HISTORY, FOR SIGNALING IN CAMP AND FOR SIGNALING ON THE BATTLEFIELD. THE PRESENCE OF THE COLORS AT THE CENTER OF THE FORMATION REPRESENTS THEIR POSITION AT THE FOREFRONT OF THE COMMAND DURING THE ‘HEAT OF BATTLE.’”
4. Upon completion of the above remarks the adjutant directs the band to “SOUND ATTENTION.” On the first note of the music, the brigade commanders in sequence come to attention, face about, and command their units to attention. (Supplementary commands are not given in mass formations.) The band waits for the directive to sound adjutant’s call.
5. When all units are at attention, the narrator announces the following units: (NAME ALL PARTICIPATING UNITS).
6. Upon completion of the above remarks, and when all units are at attention, the adjutant directs the band to “SOUND ADJUTANT’S CALL.”
7. The band immediately sounds adjutant’s call. The adjutant then moves to his post midway between the line of troops and the designated post of the COT and faces the reviewing stand.
8. While the Adjutant is moving to his position, the narrator will announce: “THE ADJUTANT HAS DIRECTED ADJUTANT’S CALL TO BE SOUNDED. HE THEN REPORTS TO THE COMMANDER OF TROOPS, SIR/MA’AM, THE COMMAND IS FORMED. THIS CUSTOM IS BELIEVED TO HAVE ORIGINATED IN THE TIME OF THE CRUSADES. AT THAT TIME, IT WAS CUSTOMARY TO ASSEMBLE GARRISONS IN FORMATION, WITH UNITS SCHEDULED TO DEPART ON FAR AWAY CAMPAIGNS IN THE PLACE OF HONOR ON THE RIGHT.”
9. When the adjutant halt that is the signal for the COT and his staff to move from their position near the reviewing stand to their post midway between the line of troops and the reviewing stand.
10. While the COT is moving into position: “ TODAY’S COMMANDER OF TROOPS IS THE DEPUTY COMMANDER, UNITED STATES ARMY ALASKA, COLONEL _____.”
11. When the COT is halted at his post, the adjutant faces about and directs “BRING YOUR UNITS TO PRESENT ARMS.”
12. In sequence starting with the right flank unit, the commanders face about and command, “ _____, (pause) PRESENT, ARMS.”
13. After all troops are at present arms; the adjutant faces about, salutes, and reports, “SIR/MA’AM, THE COMMAND IS FORMED.”

Appendix D (Sequence of Events for United States Army Alaska Change of Command Ceremonies)

14. The COT returns the salute of the adjutant and directs, "TAKE YOUR POST." (The members of the staff do not salute.) The adjutant takes his post by facing to the half left as in marching, step to a position on line with the rest of the staff, 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."

15. In sequence, starting with the right flank unit, each commander terminates his salute, faces about, and commands, "ORDER (pause) ARMS." When units are at order arms, the senior staff officer commands, right face, forward march, column left march (twice), staff halt, and left face. At this time, the staff is two steps in front of and centered on the COT. The COT then faces about.

16. When the COT and staff are in position, the Reviewing Party will move to their post. As the Reviewing Officer approaches the reviewing stand, the narrator announces: "TODAY'S REVIEWING OFFICER IS _____."

17. After the Reviewing Party is on the reviewing stand, the NCO of the Year moves toward Mrs. _____ and presents her with flowers. The narrator announces: "AT THIS TIME THE UNITED STATES ARMY ALASKA NONCOMMISSIONED OFFICER OF THE YEAR FOR _____, IS PRESENTING FLOWERS TO MRS. _____ WELCOMING HER ON BEHALF OF THE SOLDIERS OF THE UNITED STATES ARMY ALASKA."

18. After the reviewing party is on the reviewing stand the COT faces about and directs: "BRING YOUR UNITS TO PRESENT ARMS."

19. In sequence, starting with the right flank unit, each commander faces about and commands, "PRESENT, ARMS." Commanders then face about and salute. At this time the narrator will announce (if appropriate): "PLEASE STAND FOR THE RENDERING OF HONORS."

20. When all units are at present arms, the COT faces about, commands the staff and himself to present arms, and salutes. The battery will then fire the Presentation of Honors (IAW FM 22-5 pg 9-76). The band will honor the Reviewing Officer and play Ruffles and Flourishes. The COT's salute is the signal for the band. The COT will not give the command present arms (for his staff and himself) until the audience is standing.

21. Upon the completion of honors the narrator will announce "PLEASE BE SEATED." The COT then commands, "STAFF, ORDER ARMS," then faces about and directs: "BRING YOUR UNITS TO ORDER ARMS AND PARADE REST."

22. In sequence, starting with the right flank unit, each Bde Cdr commands, "ORDER (pause) ARMS (pause) PARADE (pause) REST."

23. When all troops are at parade rest, The COT directs (when appropriate): "SOUND OFF." The COT and his staff then go to parade rest. When sound off is completed, the COT and his staff come to attention.

24. The reviewing Party moves forward and halts three steps in front of the COT. The COT salutes and reports: "SIR, THE COMMAND IS PREPARED FOR INSPECTION" The band begins to play marching music on the salute of the COT, and continues to play until the reviewing officer has returned to his post (that is, throughout the inspection).

Appendix D (Sequence of Events for United States Army Alaska Change of Command Ceremonies)

25. As the COT guides the Reviewing Party on the inspection, the senior staff officer (COT Staff) commands, "STAFF PARADE REST." After the inspection is completed, the senior staff officer commands, "STAFF, ATTENTION," prior to the return of the COT.

26. When the reviewing party reaches the right flank of the band, the bandmaster faces about and renders a salute until the reviewing party clears the band. As the reviewing party approaches the right flank of each unit, the commander comes to the position of attention and over their right shoulder commands their staff (if present) to Attention and Eyes Right. The battalion commanders, and color guard, company commanders, and guidon bearers' salute and execute eyes right. After the reviewing officer has passed the left front of his staff, the commander faces about and commands his staff to "ORDER, ARMS and PARADE, REST", then assumes the position of parade rest himself/herself, and remains facing the unit. The left flank unit remains at attention until the reviewing party clears the right rear of the unit. Brigade commanders remain facing to the front at the position of parade rest. Other commanders remain facing to the rear of their units. As the reviewing party passes the rear of their unit, they command, "PARADE, REST," face to the front, and assume parade rest.

27. As the reviewing party approaches the colors, The COT inconspicuously commands, "PRESENT, ARMS" (six steps from the colors) and "ORDER ARMS" (six steps beyond the colors). They do not salute when passing the rear of the colors. The color guard and bearers execute eyes right. The USARAK colors dip.

28. After passing in front of the line of troops, the inspection continues along the rear of the troops and terminates at the right flank of the band. The COT Commands, "PARTY, HALT."

29. The bandmaster has the band play softly until the reviewing party begins marching back to their post. The COT faces to the half left in marching, takes two steps and faces about. The host commander repositions himself to the left of the reviewing officer. When the host commander is in position, the COT and the reviewing officer exchange salutes. Upon termination of the salutes, the reviewing party immediately faces to the half left as in marching and returns to their posts. The COT hesitates momentarily and then faces to the right in marching and returns to his post.

30. When the reviewing party has returned to their post, the COT faces about and commands: "BRING YOUR UNIT TO ATTENTION."

31. Bde commanders face about and command "_____ ATTENTION," then they face about. When all units are at attention the COT will command: "COLORS CENTER, (pause) MARCH."

a. On the preparatory command, "COLORS CENTER."

(1) The COT's staff executes a right face and stands fast.

b. On the command of execution, "MARCH."

(1) The band will begin to play softly and continue to play until the COT commands. "DETACHMENT, HALT."

(2) The staff of the COT will march an appropriate distance to provide clearance for the colors to pass, halt, and execute a left face.

(3) National colors march forward of the line of _____ commanders and halts.

32. When the colors are in position:

Appendix D (Sequence of Events for United States Army Alaska Change of Command Ceremonies)

- a. The COT moves forward to a position six steps in front of and centered on the colors and halts. The COT faces about and commands: "FORWARD, MARCH."
 - b. The COT, marches the colors forward to a position six steps in front of the reviewing stand and commands: "DETACHMENT HALT."
 - c. When the colors are in position the COT reports: "SIR, THE COLORS ARE PRESENT."
33. The Reviewing Officer returns the salute and directs: "PRESENT THE COMMAND."
34. The COT faces to the right as in marching and proceeds directly to his post, two steps in front of and centered on his staff and commands: "BRING YOUR UNIT TO PRESENT ARMS."
35. In sequence, starting with the right flank unit, commander's face about and command, "PRESENT, ARMS." At this time the narrator will announce: "PLEASE STAND FOR THE PLAYING OF THE NATIONAL ANTHEM."
36. When the audience is standing, the COT will command for himself, staff and colors: "DETACHMENT, PRESENT ARMS."
37. The band plays the National Anthem upon the execution of the hand salute of the COT. The Reviewing Party salutes during the National Anthem.
38. Upon completion of the National Anthem the COT will command: "DETACHMENT, ORDER, ARMS" for himself, staff and colors. At this time the narrator will announce: "PLEASE BE SEATED."
39. COT will face about and command: "BRING YOUR UNITS TO ORDER ARMS AND PARADE REST."
40. In sequence each commander terminates his salute, faces about and commands: "ORDER, ARMS AND PARADE REST."
41. After the units are at order arms, the COT faces about. The reviewing party will move forward. The CSM will move from his post by the most direct route and halt in front of the unit colors.
- a. (Out -going commander) positions himself/ herself four steps in front of the unit colors; the senior commander is directly to his/ her left.
 - b. The incoming and outgoing commanders will then take one step forward and execute facing movements so they are facing each other.
42. The CSM then removes the colors from the color bearer's sling (with right hand above his left), and faces about. At this time the narrator will read the following: "CHANGING OF COMMAND IS A TIME-HONORED CUSTOM DATING BACK TO THE ROMAN EMPIRE. THE UNITED STATES ARMY ADOPTED THE CUSTOM OF PASSING THE COLORS WHEN GENERAL GEORGE WASHINGTON ASSUMED COMMAND OF THE CONTINENTAL ARMY AT BOSTON ON JULY 3RD, 1775. THE HISTORY, TRADITIONS, AND ACCOMPLISHMENTS OF THE COMMAND ARE EMBODIED IN THESE COLORS. WITH THE TRANSFER, THE UNIT'S LEGACY IS SYMBOLICALLY PASSED ON A BUILDING BLOCK FOR THE FUTURE PERFORMANCE AND ACHIEVEMENTS. HISTORICALLY, THESE COLORS SERVED AS A POINT AROUND WHICH THE SOLDIERS OF THE ORGANIZATION RALLIED AS THEY MOVED FORWARD IN COMBAT, AND SIGNIFIED THE CONTINUITY OF THE ORGANIZATION EVEN IF THE COMMANDER FELL IN BATTLE. THE PASSING OF THE UNIT

Appendix D (Sequence of Events for United States Army Alaska Change of Command Ceremonies)

COLORS EMPHASIZES THAT, EVEN THOUGH A COMMANDER MAY CHANGE, THE ORGANIZATION IS CONSTANT, AND CONTINUITY REMAINS. At this time the narrator will read the assumption of command orders.

a. Upon completion of the reading, the CSM steps forward and present the colors to the outgoing commander who will grasp them with his/her left hand above his/her right. Simultaneously the narrator reads: "THE CSM WILL NOW PASS THE COLORS TO THE OUTGOING COMMANDER FOR THE LAST TIME."

b. The outgoing commander will pass the colors to the senior commander who will grasp them with his/her right hand above his/her left. Simultaneously, the narrator reads: "THE OUTGOING COMMANDER WILL PASS THE COLORS TO THE REVIEWING OFFICER SIGNIFYING A SUCCESSFUL COMPLETION OF COMMAND."

c. The senior commander will pass the colors to the incoming commander who will grasp them with his/her left hand above his/her right. Simultaneously, the narrator reads: "THE REVIEWING OFFICER WILL PASS THE COLORS TO THE NEW COMMANDER CHARGING HIM/HER WITH THE RESPONSIBILITY FOR THE UNIT AS IT'S NEW COMMANDER."

d. The incoming commander will pass the colors to the CSM who will grasp them with his/her right hand above his/her left. Simultaneously, the narrator reads: "THE NEW COMMANDER WILL PASS THE COLORS BACK TO THE CSM COMPLETING THE CHANGE OF COMMAND."

e. The CSM will face about and return the colors to the color bearer sling.

43. As the CSM faces about, the incoming and outgoing commanders will execute facing movements so that they are facing the reviewing stand/podium.

44. The CSM will give the command of forward march and all individuals will move back to the reviewing stand. *NOTE the incoming commander will now assume the role as Host Commander.

45. Once the reviewing party is in position. The Narrator will introduce the speakers in order for their remarks:

46. Upon completion of the remarks, the COT commands his/her staff to attention, faces about and commands: "BRING YOUR UNITS TO ATTENTION."

47. In sequence the commanders face about and command " BRIGADE, ATTENTION."

48. When all units are at attention, the COT faces about and commands: "DETACHMENT, POST, (pause), MARCH."

a. On the preparatory command "DETACHMENT POST."

(1) The COT and Staff face to the center.

(2) The Colors executes a reverse march and halts.

b. On the command of execution: "MARCH"

(1) The band begins to play

(2) The Colors march to their original position, execute a reverse march and halt.

Appendix D (Sequence of Events for United States Army Alaska Change of Command Ceremonies)

a. As the Colors pass, the COT and staff march back to their original post. He/She then faces his/her staff to the right and he/she faces to the left.

(3) After the Colors are in position the COT faces about.

49. Once the COT faces about the narrator will announce: "PLEASE STAND FOR THE PLAYING OF "THE USARAK MARCH AND THE ARMY SONG."

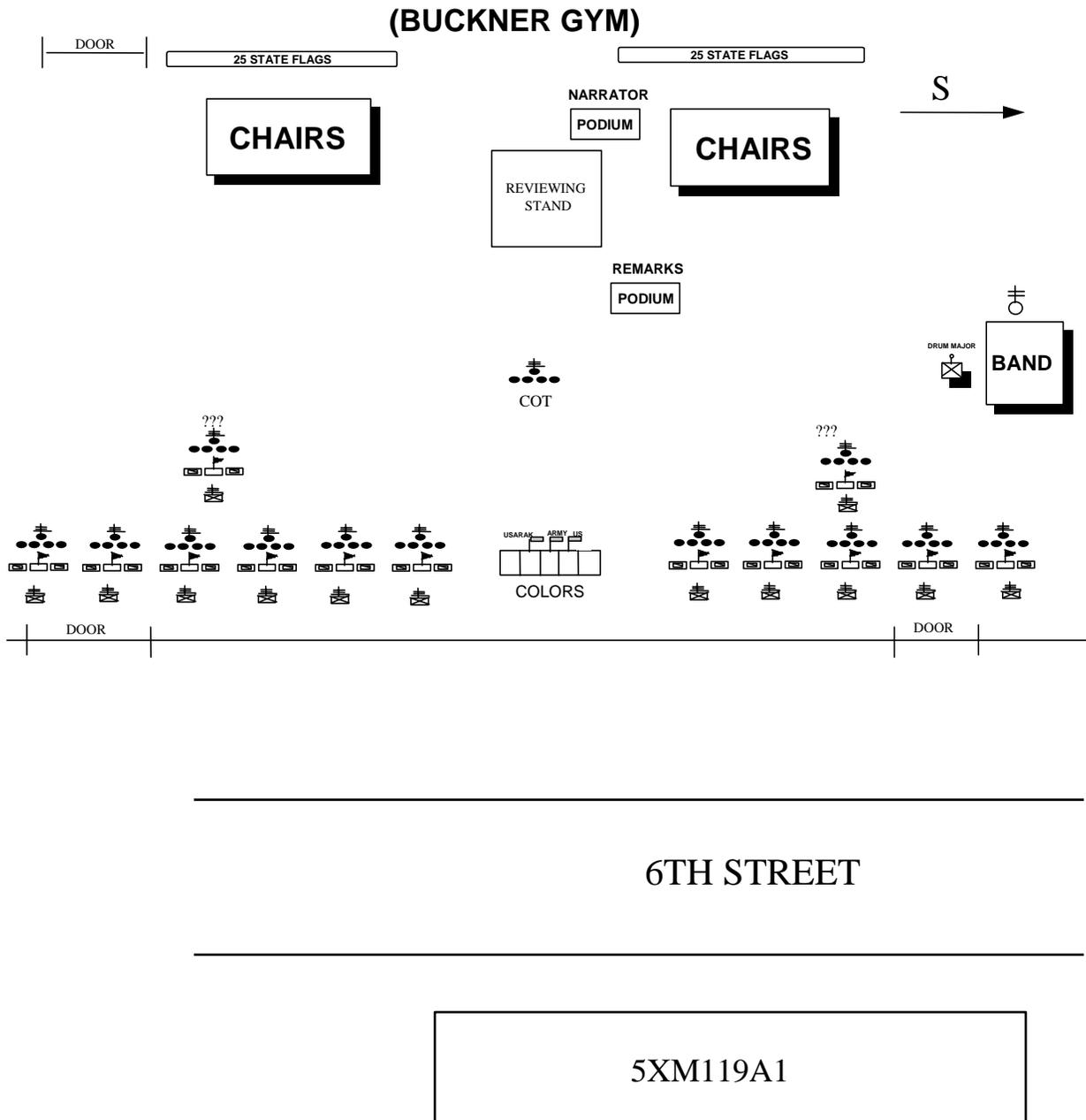
50. At the completion of the Army Song, the COT faces the reviewing officer and states:

"SIR/MA'AM, THIS CONCLUDES THE CEREMONY."

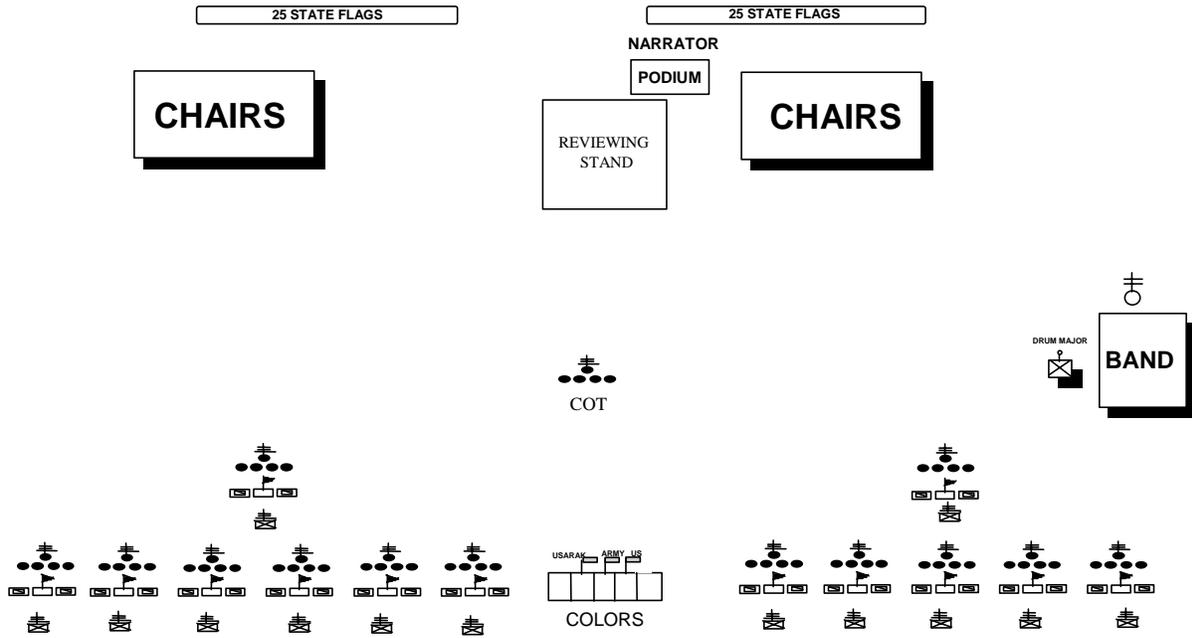
a. The COT exchanges salutes with the reviewing officer, thus officially terminating the ceremony. Once the Reviewing Party leaves the stand the COT will dismiss the troops.

b. NARRATOR: "THANK YOU, LADIES AND GENTLEMEN FOR ATTENDING TODAY'S CEREMONY."

Appendix D (Placement for indoors) for the Commander U.S. Army Alaska Change of Command.



Appendix D (Placement for outdoors) for the Commander U.S. Army Alaska Change of Command.



Appendix E (Sequence of events for the conduct of retirement ceremonies outdoors) to the USARAK Ceremonies Circular

1. _____ Band in position (Pre-ceremony Concert).
 2. _____ All participants in position at parade rest and on the final line.
 3. _____ The narrator announces: "GOOD AFTERNOON LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING GENERAL, UNITED STATES ARMY ALASKA, WELCOME TO THE QUARTERLY USARAK RETIREMENT CEREMONY. THIS CEREMONY IS HELD TO HONOR INDIVIDUALS WHO HAVE SERVED THEIR COUNTRY WITH DISTINCTION. I WOULD LIKE TO TAKE THIS OPPORTUNITY TO BRIEFLY EXPLAIN SOME OF THE MORE SIGNIFICANT HIGHLIGHTS OF TODAY'S CEREMONY. THE PRESENCE OF THE BAND REPRESENTS THE SIGNIFICANT ROLE THAT THE FIFE AND DRUM AND OTHER MUSICAL INSTRUMENTS PLAYED THROUGHOUT OUR MILITARY HISTORY, FOR SIGNALING IN CAMP AND FOR SIGNALING ON THE BATTLEFIELD. THE PRESENCE OF THE COLORS AT THE CENTER OF THE FORMATION REPRESENT THEIR POSITION AT THE FOREFRONT DURING THE HEAT OF BATTLE."
 4. After the narrator says "HEAT OF BATTLE" (completing the above remarks) the Adjutant directs the band to "SOUND ATTENTION." On the first note of the music, Company Commanders come to attention, face about, and in sequence, starting with the right flank unit, command "COMPANY, ATTENTION" and face about. The narrator reads the following:

5. "TODAY'S COMMANDER OF TROOPS IS _____ FROM _____. PARTICIPATING IN TODAY'S CEREMONY ARE THE SOLDIERS OF THE _____. ALSO PARTICIPATING IS THE NINTH ARMY BAND COMMANDED BY CHIEF WARRANT OFFICER _____. THE DRUM MAJOR IS _____."
 6. Upon completion of the above remarks, and when all units are at attention, the Adjutant directs the band to "SOUND ADJUTANT'S CALL."
 7. The band immediately sounds Adjutant's Call. On the first note of the music, the Adjutant moves in the most direct manner to his position midway between the line of troops and the designated post of the COT and faces the COT. When the Adjutant has halted at his post, the COT marches his staff to their post midway between the line of troops and the Reviewing Officer's post.
- Note: After the music has stopped and while the Adjutant is still marching toward his position, the narrator reads:
- "THE ADJUTANT HAS DIRECTED ADJUTANT'S CALL TO BE SOUNDED. HE THEN REPORTS TO THE COMMANDER OF TROOPS, "SIR/MA'AM, THE COMMAND IS FORMED." THIS CUSTOM IS BELIEVED TO HAVE ORIGINATED AT THE TIME OF THE CRUSADES. AT THAT TIME, IT WAS CUSTOMARY TO ASSEMBLE GARRISONS IN FORMATION, WITH UNITS SCHEDULED TO DEPART ON FAR AWAY CAMPAIGNS IN PLACE OF HONOR ON THE RIGHT."
8. When the COT has halted at his post, the Adjutant faces about and directs, "BRING YOUR UNITS TO PRESENT ARMS."
 9. In sequence, starting with the right flank company, Company Commanders face about and command, "PRESENT, ARMS." They then face about and salute.

Appendix E (Sequence of events for the conduct of retirement ceremonies outdoors) to the USARAK Ceremonies Circular

10. After all units are at present arms; the Adjutant faces about, salutes, and reports, "SIR, THE COMMAND IS FORMED."

11. The COT returns the salute of the Adjutant and directs, "TAKE YOUR POST." (The members of the staff do not salute.) The Adjutant takes his post by facing to the left as in marching, halts at normal interval to the right flank staff member, and faces about. When the Adjutant is in position, the COT directs, "BRING YOUR UNITS TO ORDER ARMS."

12. In sequence, starting with the right flank company, each Company Commander terminates his salute, faces about and commands, "ORDER, ARMS." When units are at order arms, the senior staff officer commands, "RIGHT FACE, FORWARD MARCH, COLUMN LEFT MARCH (TWICE), STAFF HALT, and LEFT FACE." At this time, the staff is two steps in front of the COT and centered. The COT then faces about.

13. When the COT and staff are in position, the Reviewing Party will move to their post. As the Reviewing Officer approaches the reviewing stand, the narrator announces: "THE REVIEWING OFFICER FOR TODAY'S CEREMONY IS _____ FROM THE _____." "LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION." (Pause until everyone is standing) "TODAY'S INVOCATION WILL BE GIVEN BY CHAPLAIN _____." At the conclusion of the invocation, the narrator announces "PLEASE BE SEATED."

14. Once everyone is seated, the COT faces about and directs, "BRING YOUR UNITS TO PRESENT ARMS." Company Commanders face about, and in sequence, command "PRESENT, ARMS", face to the front, and salute. When the units have completed this movement, the COT faces about and commands his staff and himself to "PRESENT, ARMS." The Reviewing Officer returns the salute of the COT.

15. The COT commands his staff to "ORDER, ARMS" faces about and directs, "BRING YOUR UNITS TO ORDER ARMS."

16. In sequence, starting with the right flank unit, each Company Commander will face about and command, "ORDER, ARMS." They then face to the front.

17. When all units are at attention, the COT commands, "COLORS, CENTER, MARCH."

18. On the preparatory command, "COLORS, CENTER", the COT's staff executes a right face and stands fast.

19. On the command of execution, "MARCH":

a. The Colors will march forward several steps so they are one step in front of the Company Commanders.

b. The staff of the COT will march forward to provide clearance for the colors to pass, halt (at the command of the senior staff officer), and execute a left face.

20. When the Colors have come to a halt, the COT moves forward to a position five steps in front of and centered on the colors and halts.

Appendix E (Sequence of events for the conduct of retirement ceremonies outdoors) to the USARAK Ceremonies Circular

21. The COT faces about and commands, "FORWARD, MARCH." The COT and colors march forward to a position six steps in front of the reviewing stand where the COT commands, "DETACHMENT, HALT."

22. Once the COT and the color guard team halts the COT salutes and reports, "SIR/MA'AM, THE COLORS ARE PRESENT." The Reviewing Officer returns the salute and directs, "PRESENT THE COMMAND."

23. The COT faces to the right and proceeds directly to his post, two steps in front of and centered on his staff. He then directs, "BRING YOUR UNITS TO PRESENT ARMS." Company Commanders face about and give the command, "PRESENT, ARMS", face about and salute.

24. When all units have completed these movements, the narrator announces: "PLEASE STAND FOR THE PLAYING OF THE NATIONAL ANTHEM." The COT faces about and commands, "DETACHMENT, PRESENT, ARMS", for himself, staff, Colors. The band begins to play the National Anthem upon execution of the hand salute by the COT.

25. The Reviewing Party will salute while the National Anthem is being played.

26. Upon completion of the National Anthem, the narrator will announce, "PLEASE BE SEATED." The COT will come to order arms and command, "DETACHMENT, ORDER, ARMS" to the staff, and Colors. The COT then faces about and directs, "BRING YOUR UNITS TO ORDER ARMS AND PARADE REST."

27. Company Commanders terminate their salutes, face about and give the commands, "ORDER, ARMS" and "PARADE, REST" to their units. After the units are at parade rest, the COT faces about and commands, "PARADE, REST" for his staff and himself.

28. The narrator announces: "AT THIS TIME _____ (REVIEWING OFFICER) WILL PRESENT CERTIFICATES OF RETIREMENT TO THE RETIREES AND CERTIFICATES OF APPRECIATION TO THEIR SPOUSES. LADIES AND GENTLEMEN PLEASE HOLD YOUR APPLAUSE UNTIL EACH RETIREE HAS BEEN RECOGNIZED." After the key words "AT THIS TIME" has been said, the Reviewing Officer will move from the reviewing stand to his position on the field in front of the colors facing the audience. The first retiree and spouse will move by the most direct route to a position in front of the colors facing the audience. As the retiree nears his position, the Reviewing Officer will execute an about face, so that the retiree and Reviewing Officer are facing each other.

a. If there are three retirees or less, they will be recognized one at a time. All certificates will be read for each retiree and spouse. In this situation, after the first retiree and spouse are recognized, the Reviewing Officer will execute an about face and stand fast. When the next retiree's name is announced by the narrator at the beginning of his/her biography, the retiree and spouse will move to and halt in front of the colors and face the audience. When the retiree nears his position, the Reviewing Officer will execute an about face so that the retiree and Reviewing Officer are facing each other. This process will be repeated until each retiree and spouses are recognized.

Appendix E (Sequence of events for the conduct of retirement ceremonies doors) to the USARAK Ceremonies Circular

35. On the command of execution "MARCH":

- a. The band begins to play.
- b. The colors march to their original position, execute reverse colors and halt.
- c. As the colors pass, the COT marches the staff backs to their original post. The COT then faces his staff to the right and he faces to the left.
- d. After the colors are in position, the COT faces about.

36. At that time the narrator will announce, "LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF THE USARAK MARCH AND THE ARMY SONG."

37. At the completion of the Army Song, the COT will announce, "SIR/ MA'AM, THIS CONCLUDES THE CEREMONY," thus officially terminating the ceremony.

38. The narrator announces: "THANK YOU, LADIES AND GENTLEMEN FOR YOUR ATTENDANCE. YOU ARE CORDIALLY INVITED TO REMAIN AND CONGRATULATE THE RETIREE (S) AND THEIR FAMILIES."

Appendix E (Sequence of events for the conduct of retirement ceremonies indoors) to the USARAK Ceremonies Circular

Pre-Ceremony Concert

Official Party Arrives

National Anthem

Invocation

Video Presentation

Special Presentation – 9th Army Band

Presentation of Certificates

Remarks

“Old Soldiers Never Die”/“Auld Lang Syne”

USARAK March and Army Song

Congratulations to Honorees and Families

Appendix E (Sequence of events for the conduct of retirement ceremonies indoors) to the USARAK Ceremonies Circular

BAND PLAYS PRE-CEREMONY CONCERT.

FIVE MINUTES PRIOR TO START OF CEREMONY, ANNOUNCE...

Ladies and Gentlemen, the ceremony will begin in five minutes. At this time, we ask that all beepers, cell phones and other communication devices be turned off.

TWO MINUTES PRIOR, ANNOUNCE...

Ladies and Gentlemen, the ceremony will begin in two minutes.

WHEN ALL VIPs AND OFFICIAL PARTY HAVE ARRIVED, G-3 CEREMONIES NCOIC WILL GIVE THE SIGNAL TO BEGIN THE CEREMONY.

Good afternoon, ladies and gentlemen. On behalf of the Commanding General, United States Army Alaska, welcome to the quarterly U.S. Army Alaska retirement ceremony. This ceremony is held to honor individuals who have served their country with distinction. Music for today's ceremony is provided by the 9th Army Band, conducted by _____. The Drum Major is _____. The host for today's ceremony is COL/CSM _____.

Ladies and gentlemen, please rise for the arrival of the official party and remain standing for the playing of the national anthem and the invocation.

OFFICIAL PARTY ENTERS AND TAKES THEIR APPROPRIATE POSITION, BAND PLAYS APPROPRIATE MUSIC UNTIL PARTY IS IN POSITION.

NATIONAL ANTHEM

Today's invocation will be given by Chaplain _____.

INVOCATION

Ladies and gentlemen, please be seated.

The individuals we are about to honor have dedicated their lives in service to the nation. They, along with their families, have made many sacrifices on the road to retirement—sacrifices in the name of freedom, honor and duty. For the past few years, that dedication to service has taken place right here in Alaska. They have lived, worked and played in America's premiere arctic training environment, making the Great Land an even greater place for the rest of us. They have been an integral part of U.S. Army Alaska and, as they close the final chapter on their Army career, they leave our command a richer and better place.

HOUSE LIGHTS GO DOWN. VIDEO PRESENTATION BEGINS TO PLAY. ONCE VIDEO IS COMPLETE, HOUSE LIGHTS COME BACK UP AND CURTAIN COMES ACROSS THE STAGE (FRA).

"At this time, the 9th Army Band will do a Special Presentation."

A REPRESENTATIVE FROM THE BAND WILL COME TO THE PODIUM AND NARRATE THE SPECIAL PRESENTATION ("DUTY, HONOR, COUNTRY" or "AMERICA, THE BEAUTIFUL"). PRIOR TO THE START OF THE NARRATION, THE CURTAIN WILL ONCE AGAIN OPEN, THIS REVEALING THE LARGE U.S. FLAG DISPLAYED

Appendix E (Sequence of events for the conduct of retirement ceremonies indoors) to the USARAK Ceremonies Circular

ACROSS THE REAR OF THE STAGE (FRA). WHEN SPECIAL PRESENTATION IS COMPLETE, THE BAND REPRESENTATIVE WILL RETURN TO THE BAND'S AREA.

At this time, COL/CSM _____ will present the certificates of retirement and appreciation to this month's retirees and their spouses.

HOST OFFICER MOVES TO CENTER STAGE. AWARDS BEARER TAKES THEIR POSITION.

Biography will be read...

THE FIRST MENTIONS OF HIS OR HER NAME, THE RETIREE AND SPOUSE MOVE TO THEIR APPROPRIATE POSITION.

AFTER THE BIOGRAPHY IS READ THE HOST OFFICER/CSM DOES AN ABOUT FACE, SO THAT HE/SHE IS FACING THE RETIREE AND THE SPOUSE. AWARDS BEARER MOVES TO HOST OFFICER'S LEFT.

Narrator will read:

Certificate of Retirement from the Armed Forces of the United States of America:

To all who shall see these presents, greeting:

This is to certify that _____, having served faithfully and honorably, was retired from the United States Army on the 1st day of (month and year).

Signed

Eric Shinseki, General, United States Army, Chief of Staff

AWARD IS PRESENTED

Certificate of Appreciation for Service in the Armed Forces of the United States, given to _____:

I extend to you my personal thanks and the sincere appreciation of our nation for your honorable service. You helped to maintain the security of the United States of America with a devotion to duty that is in keeping with the proud tradition of our Armed Forces. I honor your service and respect the commitment and loyalty you displayed over the years. My best wishes to you for happiness and success in the future.

Signed, George W. Bush, Commander-in-Chief

AWARD IS PRESENTED.

At this time, COL _____ will present _____ with the nation's colors as a symbol of his faithful service to the country. COL _____ will also present him with the retirement pin, in honor of his many years of service.

FLAG AND PIN ARE PRESENTED. HOST OFFICER SIDESTEPS TO BE IN FRONT OF SPOUSE.

The Department of the Army Certificate of Appreciation:

To all who shall see these presents, greeting:

Appendix E (Sequence of events for the conduct of retirement ceremonies indoors) to the USARAK Ceremonies Circular

This is to certify that Mr. or Mrs. _____, on the occasion of the retirement of his/her husband from active status with the United States Army, has earned grateful appreciation for his/her own unselfish, faithful and devoted service. His/Her unfailing support and understanding helped to make possible his/her wife/husband's lasting contribution to the nation.

Signed,

Eric Shinseki, General, United States Army, Chief of Staff

AWARD IS PRESENTED

AUDIENCE APPLAUDS (NARRATOR STARTS THE APPLAUSE IF NECESSARY)

RETIREE AND SPOUSE MOVE TO THEIR SEATS ON THE STAGE AND SIT DOWN

Next Bio is read

This will continue until all retiree's have received his or her awards.

Ladies and gentlemen, the retirees seated before you represent ___ years of federal service in defense of their country.

THE HOST OFFICER MOVES TO PODIUM.

At this time, COL _____ will make remarks on behalf of U.S. Army Alaska.

HOST OFFICER'S GIVES REMARKS.

After remarks;

HOUSE LIGHTS GO DOWN, SPOTLIGHT ILLUMINATES THE RETIREES AND THEIR SPOUSES. SINGER FROM 9TH ARMY BAND BEGINS SINGING "_____ OR, BAND PLAYS "OLD SOLDIERS NEVER DIE/AULD LANG SYNE." AT THE APPROPRIATE MOMENT, THE DRUM MAJOR AND A TRUMPETER COME FORWARD TO THE BASE OF THE STAGE, RENDER A SLOW-MOTION SALUTE TO THE HONOREES.

HOUSE LIGHTS COME BACK UP AND SPOTLIGHT IS TURNED OFF.

Ladies and gentlemen, please rise for the playing of the U.S. Army Alaska March and the Army Song and remain standing for the departure of the official party.

USARAK MARCH

ARMY SONG

OFFICIAL PARTY DEPARTS; RETIREES AND THEIR SPOUSES FOLLOW THE OFFICIAL PARTY TO THEIR APPROPRIATE POSITION.

Ladies and gentlemen, this concludes today's ceremony. Thank you for your attendance. You are cordially invited to come forward and congratulate the retirees and their families.

Appendix F (Sequence of event for Activation Ceremonies)

ACTIVATION CEREMONY

FORMATION OF TROOPS

PRESENTATION AND HONORS

HONORS TO THE NATION

CEREMONY

REMARKS

CONCLUSION

Appendix F (Sequence of event for Activation Ceremonies)

1. ____: All participants in position at parade rest and on the final line.

2. **Good morning, ladies and gentlemen. May I have your attention? If you will please be seated, the ceremony will begin in five minutes.**

Once guests are seated and at approximately ____:

Ladies and gentlemen, the ceremony will begin in one minute.

3. The narrator announces: **“GOOD MORNING LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING GENERAL, UNITED STATES ARMY ALASKA, WELCOME TO THE _____ ACTIVATION CEREMONY.**

(NARRATOR READS A BRIEF HISTORY ON _____)

4. LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL ANTHEM.”

(Pause until everyone is standing) “TODAYS INVOCATION WILL BE GIVEN BY CHAPLAIN _____.

Invocation.

The Official Party moves into position.

5. After the official party is in their position, the CSM/1SG faces about and bring his/her unit to **present arms** and faces to the front and salute. *When the unit has completed this movement...*

National Anthem is played.

Ladies and Gentlemen please be seated.

6. The CSM/1SG terminates his/her salute, faces about and gives his/her unit **Order Arms** and **Parade Rest**.

7. After the unit is at order arms and parade rest, the Official Party and flag representative will move forward.

The position of the senior commander is four steps in front of the Guidon bearer with the unit commander to his left.

CSM/1SG will move from his/her post by the most direct route to get the guidon from the representative and halt in front of the senior commander.

The narrator reads the activation order.

8. Upon completion of the reading, the CSM/1SG presents the cased organizational color to the senior commander and steps backward.

9. The senior commander lowers the cased organizational color to allow the CSM/1SG to uncase the organization color. *The CSM/1SG folds the case and places it inside the guidon bearer's cartridge belt (rear center).*

Appendix F (Sequence of event for Activation Ceremonies)

10. With the organizational color uncased, the senior commander rotates the staff to allow the organizational color to unfurl and drape freely. The senior commander presents the organizational color to the commander of the unit to be activated.
11. The CSM/1SG steps forward and accept the organizational color from the unit commander and give it to the guidon bearer. When the CSM/1SG faces about, the reviewing party faces about and returns to their position.
12. Once the Official Party is in position, the narrator will introduce the commanders in order, for their remarks:
13. Upon completion of the remarks, *the CSM/1SG brings his/her Battalion/Company to attention.*
14. At this time the narrator will announce, ***“LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF THE USARAK MARCH AND THE ARMY SONG.”***
15. At the completion of the Army Song, the CSM/1SG and Commander salute. *The CSM/1SG will announce, “SIR/MA’AM, THIS CONCLUDES THE CEREMONY,”* thus officially terminating the ceremony.
16. The narrator announces: ***“THANK YOU, LADIES AND GENTLEMEN FOR YOUR ATTENDANCE.***