

Personnel-General
USAREUR Ceremonies

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Summary. This pamphlet establishes responsibilities and procedures for executing Army ceremonies in the USAREUR area of responsibility (AOR).

Applicability. This pamphlet applies to all Army units in the USAREUR AOR.

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this pamphlet is the Sergeant Major, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR (mil 537-3713). Users may suggest improvements to this pamphlet by sending DA Form 2028 to the USAREUR G3/5/7 (AEOP-SM), Unit 29351, APO AE 09014-9351.

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Glossary

1. PURPOSE

This pamphlet establishes responsibilities, procedures, a standardized sequence of events (para 5), and a standard ceremony layout (fig 1) for executing Army ceremonies in the USAREUR area of responsibility (AOR).

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

The planning and execution of successful ceremonies is a command responsibility, which requires the hosting unit’s staff and key participants to carefully coordinate, plan, and rehearse.

a. Hosting Units.

(1) Planning. Hosting units will begin planning for a ceremony at least 60 days before the scheduled date of the event.

(2) Plan Approval. At least 30 days before the event, hosting units must brief their ceremony execution plans to the command sergeant major (CSM) of the next higher headquarters for approval.

(3) Rehearsals. As a minimum, unit preparation for a ceremony will include—

- (a) A key leaders’ rehearsal.
- (b) A full rehearsal.
- (c) A full dress rehearsal.

(4) Musical Support. Hosting units must use AE Form 220-90A to request musical support by the USAREUR Band and Chorus (USAREUR Band). The USAREUR Band Operations must receive the request at least 110 days before the date scheduled for the event (AE Reg 220-90, para 6a(1)). Units must also provide the USAREUR Band logistic support, pay select costs, or both (AE Reg 220-90, para 7). Appendix B provides USAREUR Band guidelines on what type of musical support is appropriate based on the unit level and the location of the ceremony.

(5) Casings and Gifts. For any proposed presentations of ceremonial casings, canisters, or Government-funded gifts, hosting units must obtain a legal review from the Office of the Judge Advocate, HQ USAREUR (OJA, HQ USAREUR), no later than 30 days before the ceremony to ensure the presentation is in compliance with DOD and Army policy.

b. Next Higher Headquarters CSM. The CSM of the hosting unit's next higher headquarters—

- (1) Will approve or disapprove the unit's ceremony execution plan.
- (2) Is the minimum required ceremony attendee from the next higher headquarters.
- (3) Should attend the full dress rehearsal in person.

c. OJA, HQ USAREUR. The OJA, HQ USAREUR, will provide a legal review of requests to present a ceremonial casing, canister, or Government-funded items as a gift to determine whether there is a legal objection to presenting the item.

d. USAREUR Band. The USAREUR Band will provide musical support to USAREUR ceremonies based on band availability, USAREUR priorities (established by the Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR), and the guidelines in AE Regulation 220-90. Music performance teams (MPTs) will be provided in accordance with appendix B.

5. SEQUENCE OF EVENTS

All USAREUR ceremonies will follow a standardized sequence of events. Paragraph 6 provides detailed information about each event. Units may omit specific events that are not applicable to their ceremony, but will not otherwise resequence the following standard events:

- a. Pre-ceremony activities (formation of troops).
- b. Welcome by the narrator.
- c. Invocation.
- d. Presentation of flowers.
- e. Arrival of the official party.
- f. Honors.
- g. Inspection of the troops.
- h. Honors to the Nation.

- i. Passing of the colors.
- j. Remarks.
- k. Pass in review.
- l. Army song.
- m. Conclusion.

6. EVENT DETAILS AND REQUIREMENTS

Units should physically arrange all USAREUR ceremonies as shown in figure 1. Units may deviate (as little as possible) from this arrangement to accommodate indoor events or outdoor locations under special circumstances. The following event details are based on a change-of-command ceremony.

a. Pre-ceremony Activities (Formation of Troops). The Adjutant's call, formation of the troops, and formation of the staff will be part of the pre-ceremony activities.

(1) Under normal circumstances, unit commanders will position their troop formations in a modified position of Parade Rest on the final line no later than 10 minutes before the ceremony starts. Commanders should use sound judgment and good risk-assessment practices to ensure that, in case of unexpected delays or adverse conditions (for example, heat, rain), Soldiers are not held at a rigid ceremonial position for an extended period.

(2) The color guard will be under the control of the host-unit CSM (or senior enlisted leader), who will be positioned behind the color guard on the field.

(3) The commander of troops (COT) and the host-unit staff will take their positions as part of the formation no later than 10 minutes before the ceremony starts unless delays occur or adverse conditions prevail ((1) above).

(4) The incoming commander and his or her spouse (if applicable) should be seated next to each other in the front row of the seating area.

(5) When the narrator provides the 5-minute warning, the entire formation including the COT and staff will be at the position of Parade Rest.

b. Welcome by the Narrator. Appendix C provides sample text for the narrator's welcome.

c. Invocation.

(1) The narrator will prompt the audience to stand for the invocation and remain standing.

(2) The invocation will be limited to 1 minute.

(3) In order to maintain a uniform appearance, the unit formations on the field will not bow their heads in prayer.

(4) After the invocation, the COT will bring the formation (by bugle call) and staff (by verbal command) to the position of Attention.

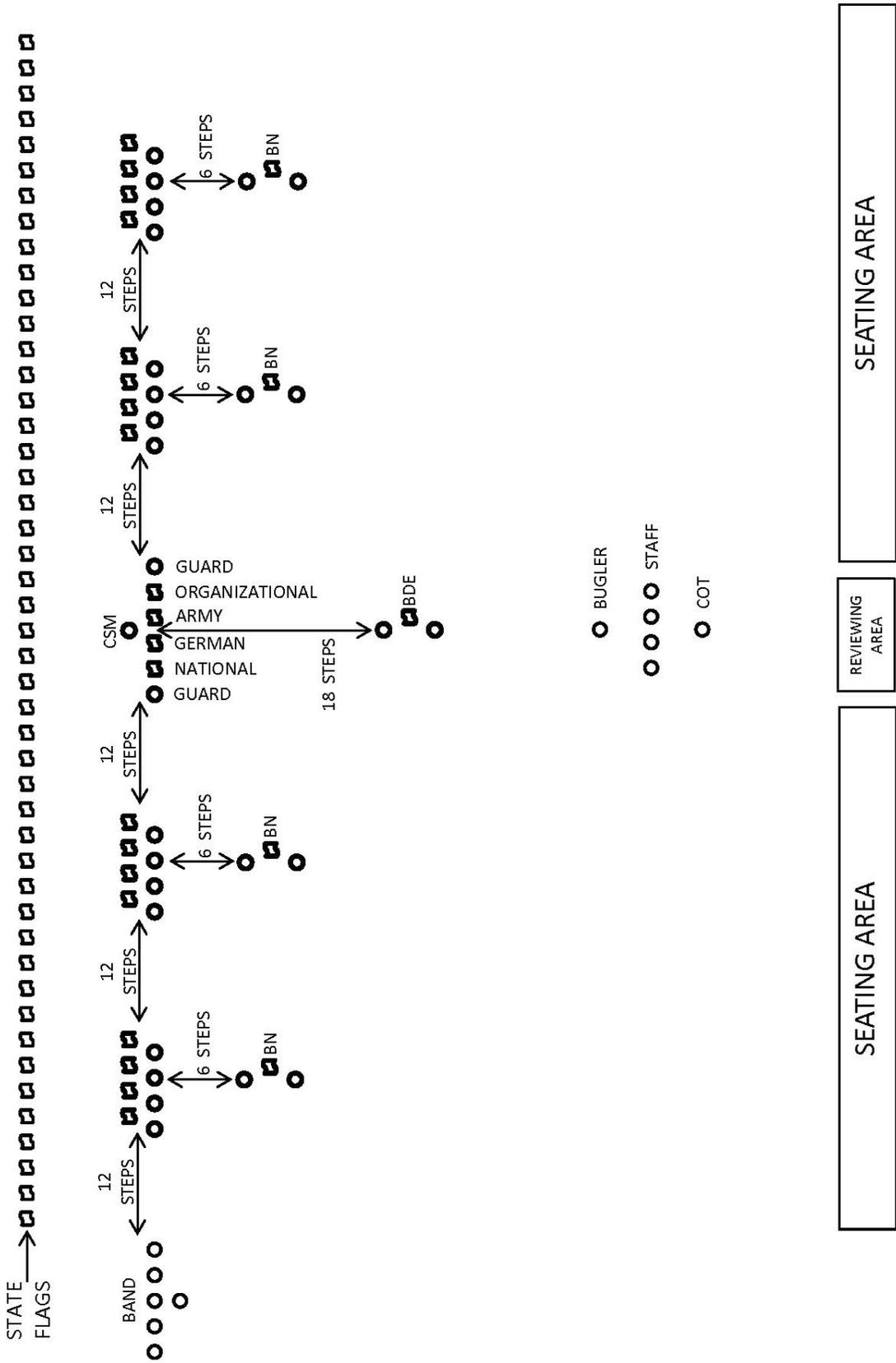


Figure 1. Ceremony Layout

d. Presentation of Flowers.

(1) If flowers will be presented, the unit will ensure that the recipients are informed in advance that they should stand to receive the flowers only immediately after the flower bearer stops in front of them.

(2) After the presentation of the flowers, the flower bearer will offer to secure the flowers until the ceremony is over.

(3) The standard bouquet for the outgoing commander's spouse is a dozen red roses in full bloom. The outgoing commander will pay for the cost of this bouquet.

(4) The standard bouquet for the incoming commander's spouse is a dozen yellow rose buds. The incoming commander will pay for this bouquet.

e. Arrival of the Official Party.

(1) After the formation has taken the position of Attention and flowers have been presented (if applicable), the narrator will announce the arrival of the official party. The official party consists of the current (hosting or outgoing) commander, the incoming commander, and the reviewing officer.

(2) After the reviewing officer has stopped at his or her post, with the hosting commander to his or her left, the COT will bring the formation (by bugle call) and staff (by verbal command) to Present Arms.

f. Honors.

(1) If the reviewing officer is entitled to honors, ruffles and flourishes and a cannon salute are appropriate.

(2) If honors are to be deferred to the outgoing commander, the hosting unit must coordinate deferral with the reviewing officer's staff before the ceremony. Units will not assume that honors will be deferred.

(3) If the reviewing officer defers honors to the outgoing commander and a ceremonial casing is to be presented, the casing bearer will move forward to present the casing to the outgoing commander immediately after the honors. After the casing is presented, the casing bearer will salute the outgoing commander and offer to secure the casing until the end of the ceremony.

g. Inspection of the Troops.

(1) The inspection party will consist of the reviewing officer, the outgoing commander, the incoming commander, and the COT.

(2) After the COT has informed the reviewing officer that the command is prepared for inspection, he or she will take his or her place between the reviewing officer and the outgoing commander.

(3) After the reviewing party moves out for the inspection, the senior staff member will move forward to take control of the staff and place them at Parade Rest.

(4) Before the return of the COT, the senior staff member will bring the staff to the position of Attention and return to his or her place as a member of the staff.

h. Honors to the Nation.

(1) The official party will consist of the outgoing commander to the reviewing officer's right, the reviewing officer in the center, and the incoming commander to the reviewing officer's left.

(2) The COT will bring the formation (by bugle call) and staff (by verbal command) to the position of Attention.

(3) The COT will assemble the command (by bugle call) and order the colors and unit command group to move forward. The host-unit CSM will move forward with the color guard.

(4) After the COT and colors have moved to their new positions, the COT will report to the outgoing commander that the colors are present. The outgoing commander will then direct the COT to present the command.

(5) When directed to present the command, the COT will move to a position in front of the staff and order the formation (by bugle call) and the detachment (by verbal command) to Present Arms.

(6) At the salute of the COT, the band will begin to play instrumental versions (no vocals) of the national anthems of both the host nation and the United States.

(7) After the national anthems, the COT will order the detachment (by verbal command) to the position of Order Arms and the formation (by bugle call) to the positions of Order Arms and Parade Rest. The COT will then bring the staff to Parade Rest (by verbal command).

i. Passing of the Colors.

(1) With the formation at Parade Rest, the outgoing commander will give the command "Forward March." The official party will march to the color guard while the host-unit CSM will move from a position behind the color guard to his position in front of the color guard.

(2) The hosting commander will order the official party to halt, and the host-unit CSM will give the command "Center Face." After executing an About Face at the Center Face command, the CSM will retrieve the unit colors right hand over left to ensure the colors are properly passed by each member of the official party.

(3) The host-unit CSM will then face about with the unit colors.

(4) The narrator will read a narrative about the importance of the unit colors.

(5) After the narration, the host-unit CSM will pass the colors to the outgoing commander. The outgoing commander will then pass the colors to the reviewing officer. The reviewing officer will pass the colors to the new commander, who will then pass them to the CSM.

(6) The host-unit CSM will give the Center Face command. The official party will now face the color guard. The CSM will then return the colors to or secure them with the color bearer.

(7) The CSM will give the About Face command. The official party will now face the audience. The CSM will then give the Forward March command, and the members of the official party will return to their previous positions on the reviewing stand.

(8) As the official party marches back to the reviewing stand, the incoming and outgoing commanders will reverse positions.

j. Remarks. The narrator will introduce—

(1) The reviewing officer who will give his or her remarks. The remarks will not exceed 5 minutes. A seat should be available to the reviewing officer for him or her to take after remarks are completed.

(2) The outgoing commander only by his or her rank and full name. The narrator will not refer to the outgoing commander as “the outgoing commander.” The outgoing commander will give his or her remarks, which will not exceed 5 minutes. A seat should be available to the outgoing commander for him or her to take after remarks are completed.

(3) The incoming commander as “The commander of [unit name], [rank, full name].” The incoming commander will give his or her remarks, which will not exceed 2 minutes.

k. Pass in Review.

(1) The new commander will remain on the reviewing stand. The COT will bring the units (by bugle call) and his or her staff (by verbal command) to the position of Attention.

(2) The COT will direct colors to Post March (by bugle call), and the unit colors, color guard, and staff will return to their positions on the parade field.

(3) The COT will face the parade field to ensure all unit colors and the color guards have returned to their positions. The COT will then execute an About Face command to face the audience.

(4) The new commander will direct the COT to pass in review. The reviewing officer and the outgoing commander will normally join the new commander on the reviewing stand.

(5) The COT will give the command “Pass in Review” (by bugle call).

(6) The COT and his or her staff, the USAREUR Band MPT (if present), and the units will pass in review. The reviewing officer will return only the salute of the COT.

(7) The reviewing party (that is, the reviewing officer, the outgoing commander, and the new commander) will salute the National Colors as they pass.

(8) After passing the ready-front marker—

(a) The COT and his or her staff will move to a position to the right of the reviewing stand and remain on the parade field.

(b) The USAREUR Band MPT (if marching) will move to a position in front of and facing the reviewing stand.

(c) The units and the color guards will continue marching off the parade field.

l. Army Song.

(1) After the last unit passes the eyes-right marker, the narrator will ask the audience to stand and join in the singing of the Army Song.

(2) The USAREUR Band MPT (if present) will play the complete Army Song as the audience sings and, if marching, will march off the parade field as the song concludes.

m. Conclusion.

(1) After the USAREUR Band has passed the COT and his or her staff, the COT will move his or her staff to a position on the parade field facing the reviewing stand.

(2) The COT will salute the new commander and officially conclude the ceremony.

(3) The narrator will provide information about the departure of the official party and any follow-on events.

7. COORDINATING DETAILS

a. Uniform.

(1) Headgear for everyone participating in a ceremony (for example, the COT, ushers, flower bearers, troop formations) will be the beret.

(2) Personnel participating in a ceremony will not wear jewelry (a wedding band is authorized), watches, sunglasses, or light-sensitive (self-darkening) vision glasses, or carry pens in their sleeves if wearing the Army combat uniform.

b. Formations.

(1) As a minimum, troop formations will consist of the unit commander, unit colors and the color bearer, and the unit CSM or senior enlisted leader.

(2) The host-unit staff formation will consist of the COT, the primary staff only, and a command bugler.

c. Signals and Honors.

(1) Bugle Calls. All commands that the COT gives to the formation will be given by bugle call. The COT will provide verbal commands to the bugler or use rehearsed audio cues to identify when to give the bugle calls, as appropriate. Bugle calls must be given at a low sound level that will not distract from the ceremony.

(2) Honors.

(a) Honors will be given to the reviewing officer (if honors are authorized), not to the highest ranking general officer (GO) or flag officer in attendance.

(b) Hosting units must coordinate with the reviewing officer's staff and the salute battery to determine if honors will be deferred. Units will not assume that honors are deferred. To defer honors, only the reviewing officer must defer. A deferral by other intermediate commanders or officers is not required; staff coordination with intermediate commands is however recommended.

(3) Anthems. The national anthems of the host nation and the United States will be played either by the USAREUR Band MPT or by using a digital recording (that is, an MP3-format recording). USAREUR units will not use a vocalist to sing the anthems.

(4) Flags. Units will display the flag of the senior participant on the reviewing stand (if authorized a flag). Units will not display the flag of every GO in attendance.

d. USAREUR Command Group Participation or Attendance. If the USAREUR CG or DCG will participate in or attend a ceremony, the ceremony must be approved by the USAREUR G3/5/7; the Executive Services Division (ESD), Office of the Chief of Staff, HQ USAREUR; and the Protocol Office, ESD, Office of the Chief of Staff, HQ USAREUR. Units must provide read-aheads to the USAREUR G3/5/7, the ESD, and the Protocol Office before any in-progress reviews.

e. Placement of Reviewing Stand or Area. Hosting units will ensure that the position of the reviewing stand or area is abreast of the position of the audience. The members of the official party, the narrator, and the translator will not be at a position in front of the audience when giving remarks.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

AR 220-90, Army Bands

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

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

AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

DA Pam 600-60, A Guide to Protocol and Etiquette for Official Entertainment

TC 3-21.5, Drill and Ceremonies

Message, HQDA, DACS-ZA, 082330Z May 2013, subject: ALARACT 124/2013, Performance of the Army Song

AE Regulation 220-90, USAREUR Band and Chorus

AE Regulation 840-10, Display and Presentation of U.S. Flags

SECTION II FORMS

DA Form 2028, Recommended Changes to Publications and Blank Forms

AE Form 220-90A, USAREUR Band and Chorus Performance Request/*Anforderung des Musikkorps und des Chores der US-Army in Europa*

**APPENDIX B
CEREMONY MUSICAL SUPPORT**

B-1. This appendix provides information on the musical support that the USAREUR Band and Chorus will provide for a ceremony based on the hosting unit’s level and the location of the ceremony. Units may use table B-1 to determine what music performance team is authorized for their planned ceremony.

Table B-1 USAREUR Band and Chorus Ceremonial Musical Support						
Music Performance Team	Ceremony at Battalion Level or Lower	Ceremony at Brigade Level or Higher	Command Sergeant Major Change of Responsibility	Indoors	Outdoors	50m x 100m Parade Field
Marching Band (MB)	No	Yes	No	No	Yes ¹	Yes ¹
Cut-Down Band (CDB)	No	Yes	No	Yes ²	Yes	Yes
Brass Quintet	No	Yes	Yes ³	Yes	Yes	Yes

NOTES: 1. Required for the MB to support the event.
 2. CDB can support indoor events only in a large room (for example, a gym).
 3. Command sergeants major at the general-officer level only.

B-2. The following commands are authorized only for events supported by the MB:

- a. Bugle commands.
- b. “Sound off.”
- c. “Pass in review.”

APPENDIX C

SAMPLE CHANGE-OF-COMMAND CEREMONY NARRATION

This appendix provides a sample narration for a change-of-command ceremony (fig C-1), which units may modify with individual ceremony data (for example, names, ranks, unit names) and use as speaking notes and cue sheets for the participants.

[Unit Name]
Change-of-Command Ceremony
Friday, [Date], 1100

NOTE: For clarity, all spoken text in this narration is in capital letters in 14-point font, the 13 phases of the ceremony are in 12-point bold font, and all remaining actions and instructions are in 11-point italicized font. Organizations or persons responsible for an action are identified in brackets in bold font before the action. Cues, pauses, and notes are enclosed by double angle quotes (<< >>).

1. Pre-ceremony Activities (Formation of Troops).

a. **[Unit Commanders (CDRs)]:** *Unit CDRs align their units and give the command "Parade Rest."*

b. **[Band]:** *The Band Performs pre-ceremony music.*

NOTE: In this sample, "Band" refers to the ceremony-appropriate, assigned music performance team (MPT) of the USAREUR Band and Chorus.

c. **[Adjutant (ADJ)]:** *The ADJ moves to the ADJ position and assumes the position of "Parade Rest."*

d. **[Narrator/Translator]:** *The narrator makes the following announcement:*

<<CUE: *5 minutes before the start of the ceremony, that is, at 1055 in this sample, after the ADJ is at "Parade Rest." >>*

NARRATOR: LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS. THE CHANGE-OF-COMMAND CEREMONY WILL BEGIN IN 5 MINUTES.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

e. **[Salute Battery (BTTY)]:** *The BTTY moves into position.*

2. Welcome by the Narrator.

a. **[Narrator/Translator]:** *The narrator provides the initial welcome.*

NARRATOR: LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN MOMENTARILY, PLEASE TAKE THE OPPORTUNITY TO TURN OFF OR SILENCE ALL ELECTRONIC DEVICES.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

Figure C-1. Sample Change-of-Command Ceremony Narration

<<**CUE:** As the above announcement is made, the general officers (GOs) will line up. If timed correctly, the time should be 1100 (for this sample).>>

b. **[Narrator/Translator]:** The narrator provides the official welcome.

NARRATOR:

GOOD MORNING, DISTINGUISHED GUESTS, SOLDIERS, FAMILIES, AND FRIENDS. WELCOME TO THE CHANGE OF COMMAND FOR [Unit Name]. TODAY, WE HONOR [Outgoing Commander's Rank and Full Name] AS [HE/SHE] RELINQUISHES COMMAND TO [Incoming Commander's Rank and Full Name].

THE REVIEWING OFFICER FOR TODAY'S CEREMONY IS [Rank and Full Name], THE [COMMANDING GENERAL/COMMANDING OFFICER/DIRECTOR] OF [Unit Name].

THE COMMANDER OF TROOPS IS THE [Title], [Unit], [Rank and Full Name].

PROVIDING THE MUSIC TODAY IS THE [MPT Name] OF THE UNITED STATES ARMY EUROPE BAND AND CHORUS, UNDER THE COMMAND OF [Rank and Full Name] AND LED BY DRUM MAJOR [Rank and Full Name].

THE FORMATION OF SOLDIERS AND COLORS STANDING PROUDLY BEFORE US REPRESENTS THE UNITS OF THE [Command Name]. THOSE UNITS THAT ARE CURRENTLY DEPLOYED HAVE THEIR COLORS CASSED.

THE SALUTE BATTERY IS FROM THE 529TH {pronounced Five Twenty-Ninth} MILITARY POLICE COMPANY AND IS LED BY [Rank and Full Name] AND [Rank and Full Name].

AT THE CONCLUSION OF THE CEREMONY, WE REQUEST THAT YOU REMAIN IN PLACE UNTIL THE OFFICIAL PARTY HAS DEPARTED.

<<**Pause**>>

<<**CUE:** The narrator waits for a short silent interval (approximately 3-5 seconds).>>

c. **[Narrator]:** The narrator introduces the special guests (that is, very important persons (VIPs) and distinguished visitors).

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

NARRATOR: SPECIAL GUESTS IN ATTENDANCE TODAY ARE

- 1 (VIP). [Rank or Title, Full Name]
- 2 (VIP). [Rank or Title, Full Name]
- 3 (Distinguished Guest). [Rank or Title, Full Name] AND
- 4 (Distinguished Guest). [Rank or Title, Full Name]

d. [Official Party/Spouses/Ushers]: *The reviewing officer and the outgoing and incoming CDRs and their spouses arrive at the rear of the reviewing stand. Unit-provided ushers escort the spouses to their seats in the reviewing area. The reviewing officer and the outgoing and incoming CDRs remain behind the reviewing stand.*

3. Invocation.

a. [Narrator/Translator]: *The narrator introduces the chaplain.*

<<**CUE:** *Wait until spouses are seated.* >>

NARRATOR: LADIES AND GENTLEMEN, PLEASE STAND FOR THE INVOCATION BY CHAPLAIN [Rank and Full Name], COMMAND CHAPLAIN OF [Unit Name].

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

b. [Chaplain]: *The chaplain gives the invocation.*

c. [Narrator/Translator]: *The narrator asks the audience to sit down.*

<<**CUE:** *As soon as the invocation is completed.*>>

NARRATOR: PLEASE BE SEATED.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

4. Presentation of Flowers.

a. [Narrator/Translator]: *The narrator reads the outgoing CDR's spouse presentation.*

NARRATOR: AT THIS TIME, [Rank and Full Name], THE [Unit Name] NONCOMMISSIONED OFFICER OF THE YEAR, WILL ESCORT [Title (Mr./Ms./Other) and Name of Reviewing Officer's Spouse] TO PRESENT A BOUQUET OF RED ROSES TO [Title (Mr./Ms./Other) and Name of Outgoing Commander's Spouse] FOR [HIS/HER] DEVOTION, DEDICATION, AND TIRELESS EFFORTS ON BEHALF OF THE SOLDIERS AND FAMILIES OF THE [Unit Name].

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

b. *[Narrator/Translator]: The narrator reads the incoming CDR's spouse presentation.*

NARRATOR: [Title (Mr./Ms./Other) and Name of Reviewing Officer's Spouse] WILL NOW PRESENT A BOUQUET OF YELLOW ROSE BUDS TO [Title (Mr./Ms./Other) and Name of Incoming Commander's Spouse], TO REPRESENT THE BEGINNING OF NEW RELATIONSHIPS THAT WILL SOON BE FORMED IN THE COMMAND AND IN THE COMMUNITY.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

5. Arrival of the Official Party.

a. *[Narrator/Translator]: The narrator reads the history of the bugle call.*

NARRATOR: BUGLE CALLS HAVE A MARKED PLACE IN MILITARY HISTORY. THEY HAVE BEEN USED FOR HUNDREDS OF YEARS IN ARMIES THROUGHOUT THE WORLD TO SIGNAL, ALERT, AND INFORM SOLDIERS AND UNITS. BUGLE CALLS WILL BE USED IN TODAY'S ASSUMPTION-OF-COMMAND CEREMONY IN PLACE OF VERBAL COMMANDS.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

<<**NOTE:** From this point forward, all COT commands are given by bugle call.>>

NARRATOR: YOUR ATTENTION IS INVITED TO THE LINE OF TROOPS WHERE THE ADJUTANT WILL PREPARE THE SOLDIERS OF [Unit Name] FOR REVIEW.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

b. *[ADJ]: The ADJ directs the bugler to sound "Attention."*

ADJ: SOUND ATTENTION.

c. *[Bugler]: The bugler sounds "Attention." On hearing the note of execution, all units take the position of "Attention" simultaneously.*

<<**NOTE:** All units execute bugle commands simultaneously on hearing the note of execution.>>

d. *[ADJ]: The ADJ directs the bugler to sound "Adjutant's Call."*

ADJ: SOUND ADJUTANT'S CALL.

e. *[Bugler]: The bugler sounds "Adjutant's Call."*

f. **[ADJ]:** *The ADJ moves to a post midway between the line of troops and the COT's position and executes a facing movement to face the line of troops.*

g. **[ADJ]:** *The ADJ directs the bugler to sound "Parade Rest."*

ADJ: SOUND PARADE REST.

h. **[Bugler]:** *The bugler sounds the call for "Parade Rest." At the note of execution, all troops move to the position of "Parade Rest."*

i. **[ADJ]:** *The ADJ gives the "Sound Off" command and then assumes the position of "Parade Rest."*

ADJ: SOUND OFF.

j. **[Band]:** *The Band takes the position of "Attention," begins to play marching music, and starts marching. The Band marches in front of the ADJ, unit CDRs, and their staffs, to the last unit in the line of troops. The Band then executes a "Reverse March" and returns to its original position. The Band terminates the "Sound Off" with 3 chords.*

k. **[Narrator/Translator]:** *The narrator reads the history of the "Sound Off" command.*

<<**CUE:** *As the Band starts marching, the Narrator will begin reading.>>*

NARRATOR: THE ADJUTANT'S CALL "SOUND OFF" IS SOUNDED ON A TRUMPET AND IS A CEREMONIAL TRADITION THAT HAS OPENED PARADES OF THE AMERICAN FORCES FOR OVER 150 YEARS. ON THE COMMAND OF "SOUND OFF," IT IS CUSTOMARY FOR THE BAND TO MARCH IN FRONT OF TROOPS AND THEN COUNTERMARCH AND HALT IN ITS ORIGINAL POSITION. THIS MARCH ACROSS THE FRONT LINE IS SAID TO HAVE ORIGINATED WITH THE CRUSADES WHEN THE TROOPS, OFFERING THEMSELVES FOR HOLY SERVICE, WERE DRAWN UP IN A LONG FORMATION AND THE BAND COUNTERMARCHED ONLY BEFORE THOSE CHOSEN TO SERVE.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

l. **[ADJ]:** *After the "Sound Off," the ADJ comes to the position of "Attention" and directs the bugler to sound "Attention."*

ADJ: SOUND ATTENTION.

m. **[Bugler]:** *The bugler sounds "Attention."*

n. **[ADJ]:** *After all units are at "Attention," the ADJ executes an "About Face" (to face the reviewing stand).*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

o. **[COT]:** After the ADJ faces about, the COT and his or her staff take the position of “Attention” and move from their positions near the reviewing stand to their post midway between the line of troops and the reviewing officer’s post (facing the troops).

p. **[ADJ]:** After the COT and staff halt at their post, the ADJ faces about (to face the troops) and directs the bugler to sound “Present Arms.”

ADJ: SOUND PRESENT ARMS.

q. **[Bugler]:** The bugler sounds “Present Arms.”

r. **[ADJ]:** The ADJ executes an “About Face” (to face the reviewing stand), salutes, and reports.

ADJ: SIR, THE COMMAND IS FORMED.

s. **[COT]:** The COT returns the salute of the ADJ and directs the ADJ to take his or her post. (The members of the staff do not salute.)

COT: TAKE YOUR POST.

t. **[ADJ]:** The ADJ moves to the ADJ post by facing to the half left in marching, marching forward, halting at normal interval to the right of the right-flank staff member, and executing an “About Face.”

u. **[COT]:** When the ADJ is in position, the COT directs the bugler to sound “Order Arms.”

COT: SOUND ORDER ARMS.

v. **[Bugler]:** The bugler sounds “Order Arms.”

w. **[Staff]:** After all units are at “Order Arms,” the left-flank host-unit staff officer commands (in sequence) “Right, Face; Forward, March; Column Left, March; Column Left, March; Staff, Halt; Left, Face.” At this time, the staff should be centered on, and 2 steps in front of, the COT.

x. **[COT]:** After the staff has reversed, the COT executes an “About Face” (to face the reviewing stand).

y. **[BTTY]:** The BTTY executes preparatory commands as the staff moves into position.

z. **[Narrator/Translator]:** The narrator reads the introduction of the official party.

NARRATOR: LADIES AND GENTLEMEN, PLEASE STAND FOR THE ARRIVAL OF THE OFFICIAL PARTY AND REMAIN STANDING FOR THE RENDERING OF HONORS TO [Rank and Full Name of Reviewing Officer]. [Rank and Full Name of Reviewing Officer] DEFERS [HIS/HER] HONORS TODAY TO [Rank and Full Name of Outgoing Commander] IN RECOGNITION OF [HIS/HER] SUCCESSFUL TIME AS THE COMMANDER OF THE [Unit Name].

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

<<**CUE:** *The narration is complete and the reviewing officer is at his or her post.*>>

aa. [Official Party]: *The members of the official party move to their positions on the reviewing stand.*

6. Honors.

<<**CUE:** *The official party is in place on the reviewing stand.*>>

a. [COT]: *The COT executes an “About Face” (to face the troops) and gives the commands “Sound Attention” and “Present Arms.”*

COT: SOUND ATTENTION, <<Pause>>, PRESENT ARMS.

b. [Bugler]: *The bugler sounds “Attention,” then “Present Arms.”*

c. [Unit CDRs/Units]: *Unit CDRs and their units come to “Attention” and “Present Arms” (simultaneously).*

d. [Colors]: *USAREUR colors dip.*

e. [COT]: *The COT faces about (to face the reviewing stand), directs his or her staff to “Present Arms,” and salutes.*

<<**CUE:** *When the COT salutes.*>>

f. [Band]: *The Band plays x ruffles and flourishes and the Admiral’s March.*

g. [BTTY]: *The BTTY fires a xx-gun salute at x-second intervals initiated on the first note of the music.*

h. [Official Party]: *The official party salutes on the first note of music.*

<<**CUE:** *At the completion of the music or gun salute (whichever finishes last).*>>

i. [COT]: *The COT orders the staff to “Order Arms” (and all terminate their salutes), faces about (to face the troops), and directs the bugler to sound “Order Arms” and “Parade Rest.”*

COT: SOUND ORDER ARMS AND PARADE REST.

j. [Bugler]: *The bugler sounds “Order Arms,” then “Parade Rest.”*

k. [Unit CDRs/Units]: *Unit CDRs and their units execute “Order Arms” and “Parade Rest.”*

<<**CUE:** *When all units are at “Parade Rest.”*>>

l. [COT]: *The COT executes an “About Face” (to face the reviewing stand) and remains at “Attention.”*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

<<**CUE:** *When the COT faces about.>>*

NARRATOR: LADIES AND GENTLEMEN, PLEASE BE SEATED.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

<<**CUE:** *The reviewing party departs the reviewing stand to take its position on the field.>>*

NARRATOR: AT THIS TIME [Rank and Full Name] OF THE 529TH (pronounced Five Twenty-Ninth) MILITARY POLICE SALUTE BATTERY PRESENTS [Rank and Full Name of Outgoing Commander] THE SHELL OF THE LAST ROUND OF SALUTE AS A MEMENTO OF THE CHANGE-OF-COMMAND CEREMONY.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

7. Inspection of the Troops.

<<**CUE:** *When the presenter has departed and after applause.>>*

a. **[Narrator/Translator]:** *The narrator introduces the inspection of the troops.*

NARRATOR: IN KEEPING WITH MILITARY TRADITION, THE REVIEWING PARTY AND COMMANDER OF TROOPS WILL NOW CONDUCT AN INSPECTION BY TROOPING THE LINE. IN DAYS PAST, TROOPING THE LINE ENABLED THE SOLDIERS TO PHYSICALLY IDENTIFY THEIR LEADER AND ALLOWED THE COMMANDER TO PERSONALLY OBSERVE AND EVALUATE HIS SOLDIERS AND EQUIPMENT TO JUDGE FOR HIM OR HERSELF THEIR CAPABILITY TO SUCCESSFULLY ENGAGE AND WIN IN COMBAT.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

<<**CUE:** *After the narration has been translated.>>*

b. **[Official Party]:** *The official party moves forward and halts 3 steps in front of the COT.*

c. **[COT]:** *The COT salutes and reports.*

COT: SIR, THE COMMAND IS PREPARED FOR INSPECTION.

d. **[Reviewing officer/COT/Outgoing and Incoming CDRs]:** *The reviewing officer returns the salute. The COT guides the reviewing officer, the outgoing CDR, and the incoming CDR to the right flank of the band. The COT takes his place to the right of the reviewing officer. The outgoing and incoming CDRs march behind the reviewing officer and the COT.*

e. **[Band]:** *The Band initiates marching music to accompany the inspection.*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

f. **[Inspection Party]:** *The inspection party inspects the formation.*

g. **[Narrator]:** *The narrator reads the unit history and the USAREUR history while the official party inspects the formation.*

<<**NOTE:** *A host-nation language translation will be provided only if time allows. The narration and the translation (if applicable) must have been finished by the time the inspection is completed.>>*

NARRATOR:

[Insert Unit History]

THE PRESENT UNITED STATES ARMY EUROPE IS A DESCENDANT OF GENERAL DWIGHT D. EISENHOWER'S WORLD WAR II COMMAND HEADQUARTERS, EUROPEAN THEATER OF OPERATIONS, U.S. ARMY, WHICH WAS FIRST ACTIVATED ON 8 JUNE 1942. WITH THE COMING OF PEACE, ETOUSA WAS REDESIGNATED ON 1 JULY 1945 AS U.S. FORCES EUROPEAN THEATER UNDER GENERAL EISENHOWER'S COMMAND, WITH ITS HEADQUARTERS AT FRANKFURT.

AS PART OF A WIDE-RANGING REALIGNMENT OF THE U.S. ARMED FORCES, ON 15 MARCH 1947, U.S. FORCES EUROPEAN THEATER WAS DESIGNATED AS THE EUROPEAN COMMAND UNDER GENERAL LUCIUS D. CLAY, WHO WAS ALSO THE U.S. MILITARY GOVERNOR OF THE U.S. ZONE OF OCCUPIED GERMANY. THE HEADQUARTERS MOVED TO HEIDELBERG IN THE SPRING OF 1948.

WITH THE HEIGHTENING OF COLD WAR TENSIONS IN EUROPE AND THE OUTBREAK OF WAR IN KOREA, THE OCCUPATION FORCE IN EUROPE WAS RESTRUCTURED AS A COMBAT FORMATION. ON 24 NOVEMBER 1950, EUCOM ACTIVATED THE U.S. SEVENTH ARMY HEADQUARTERS AT STUTTGART UNDER THE COMMAND OF LIEUTENANT GENERAL MANTON S. EDDY. ON 1 AUGUST 1952, THE JOINT U.S. EUROPEAN COMMAND WAS ACTIVATED AT FRANKFURT, AND THE HEIDELBERG HEADQUARTERS BECAME THE ARMY COMPONENT COMMAND OF THE UNITED STATES EUROPEAN COMMAND AND WAS DESIGNATED THE UNITED STATES ARMY EUROPE.

THE UNITED STATES ARMY EUROPE IS RESPONSIBLE FOR SUPPORTING ALL U.S. ARMY SOLDIERS, CIVILIAN EMPLOYEES, AND THEIR FAMILY MEMBERS AS WELL AS FOR TRAINING U.S. ARMY FORCES

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

IN THE EUROPEAN THEATER. THE UNITED STATES ARMY EUROPE'S PRESENCE IN EUROPE PROMOTES REGIONAL STABILITY WITH A VISIBLE DETERRENT FORCE WHILE MAINTAINING FORWARD-DEPLOYED FORCES CAPABLE OF SUPPORTING U.S. NATIONAL POLICY OBJECTIVES THROUGHOUT THE UNITED STATES EUROPEAN COMMAND AREA OF RESPONSIBILITY.

h. [Inspection Party]: *The inspection party passes immediately in front of the battalions and behind the brigade colors.*

(1) [Unit CDRs]: *As the party approaches the right flank of each unit, the unit CDR comes to "Attention," faces about, and commands (and remains facing his or her unit after the command):*

UNIT CDR: BRIGADE, ATTENTION, <<Pause>>, EYES, RIGHT.

(2) [Unit CDRs/Units]: *At the command "Eyes, Right," the unit CDRs will present arms, their organizational colors will dip, and each Soldier will turn his or her head to the right. As the inspection party enters their line of vision, the Soldiers will follow the inspection party with their eyes by turning their heads until they are looking directly forward again.*

(3) [COT]: *As the inspection party approaches the colors (6 steps from the colors), the COT commands "Present Arms" and (6 steps beyond the colors) "Order Arms."*

COT: PRESENT ARMS, <<Pause>>, ORDER ARMS.

(4) [Colors]: *The color guard and color bearers execute "Eyes, Right." The organizational colors will salute (dip) while the National (U.S.) Colors, the allied nation's colors, and the Army flag do not salute (dip).*

(5) [Brigade CDRs/CSMs]: *The brigade CDRs and CSMs do not salute or execute "Eyes Right," and organizational colors do not dip. As soon as the party has cleared a unit, the unit commander commands "Order Arms" and "Parade Rest." He or she remains facing the unit and assumes the position of "Parade Rest." The left-flank unit will remain at "Attention" until the inspection party has cleared the rear of the unit. Unit CDRs remain facing the rear of their units and command their units to "Attention" as the party passes to the rear of their units. Once the inspection party has passed the rear of their units, unit CDRs command "Parade Rest," face about, and assume the position of "Parade Rest."*

(6) [Inspection Party]: *After passing in front of the troops, the inspection party continues along the rear of the troops and terminates inspection at the right flank of the band. The COT commands "Party, Halt."*

COT: PARTY, HALT.

(7) [Band/COT]: *The bandmaster has the band play softly until the members of the reviewing party begin moving back to their posts. The COT faces to the half left in marching, takes 2 steps, halts, and faces about.*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

(8) [Incoming CDR/Outgoing CDRs/COT/Reviewing Officer]: *The incoming CDR takes the position to the left of the reviewing officer, and the outgoing CDR takes the position to the right of the reviewing officer. When the incoming CDR is in position, the COT and the reviewing officer exchange salutes. The reviewing officer, the incoming CDR, and the outgoing CDR immediately face to the half left in marching and return to their posts. The COT hesitates momentarily, then faces to the right in marching and returns to his post.*

8. Honors to the Nation.

<<CUE: *The reviewing party returns to the reviewing stand and the COT is in position.>>*

a. [Narrator/Translator]: *The narrator reads the history of the National Colors.*

NARRATOR: THE COMMANDER OF TROOPS IS RETRIEVING THE NATIONAL COLORS OF [Name of Host Nation (for example, THE FEDERAL REPUBLIC OF GERMANY)] AND THE UNITED STATES OF AMERICA. [HE/SHE] WILL MARCH THEM FORWARD TO RENDER HONORS TO BOTH NATIONS.

FOR MORE THAN TWO CENTURIES, THE STARS AND STRIPES HAS BEEN THE BANNER UNDER WHICH AMERICANS HAVE LIVED, FOUGHT, AND DIED. MORE THAN A SYMBOL, THE FLAG IS THE EMBODIMENT OF OUR GOVERNMENT, PEOPLE, IDEALS, AND VALUES. ALL MILITARY UNITS SERVING IN THIS HOST COUNTRY DISPLAY THE NATIONAL FLAG OF [Name of Host Nation (for example, GERMANY)] NEXT TO THE STARS AND STRIPES. TOGETHER THE TWO FLAGS SHOW THE COMMITMENT AND PARTNERSHIP OF THESE TWO NATIONS. THUS, AS THE FLAGS ARE PRESENTED TO THE REVIEWING OFFICER, RESPECT IS PAID TO BOTH NATIONS.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

b. [COT]: *The COT faces about and directs the bugler to sound “Attention.”*

COT: SOUND ATTENTION.

c. [Bugler]: *The bugler sounds “Attention” and plays a stinger.*

d. [COT]: *The COT directs the bugler to sound “Officers and Colors,” “Center, March.”*

COT: SOUND OFFICERS AND COLORS; CENTER, MARCH.

e. [Bugler]: *The bugler sounds “Officers and Colors” and “Center, March,” then plays a stinger after a long pause, then plays an additional stinger for the execution of “March.”*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

f. **[Staff]:** *On the first note of execution, the staff will execute “Right Face.” On the second note of execution, the staff begins marching forward to a position offset to the left front of the reviewing stand, halts, and faces left.*

g. **[Unit CDRS/Unit Colors]:** *On the first note of execution, the color guard takes 7 steps forward, then stops. Unit CDRs and unit colors execute “Center Face.” On the second note of execution, unit CDRs and colors march forward to a position allowing enough clearance for the officers and colors. Unit CDRs and colors march parallel to each other, allowing the colors to pass before closing the line behind the color formation. Simultaneously, the colors move forward, mark time, and halt. Unit commanders and colors, as they come on line, remain facing toward the center. When all unit CDRs and colors are closed, the center CDR commands “Detachment, Halt; Center Face.”*

h. **[COT]:** *Once the formation has come to a halt, the COT marches forward and takes his or her post 3 steps in front of and centered on the colors. The COT faces about and commands “Detachment, Forward March.”*

COT: DETACHMENT, FORWARD MARCH.

i. **[Band]:** *On the command “March,” the Band begins to play marching music and continues to play until the detachment is halted in front of the reviewing officer.*

j. **[COT]:** *The COT commands, “Mark Time, March” and “Detachment, Halt” when he or she is in front of the reviewing stand.*

COT: MARK TIME, MARCH; <<Pause>>; DETACHMENT, HALT.

k. **[COT]:** *The COT then salutes and reports:*

COT: SIR, THE OFFICERS AND COLORS ARE PRESENT.

l. **[Reviewing Officer]:** *The reviewing officer returns the salute and directs the COT to assume his or her post and present the command.*

REVIEWING OFFICER: ASSUME YOUR POST AND PRESENT THE COMMAND.

m. **[COT]:** *Facing to the right in marching, the COT marches by the most direct route to his or her post 2 steps in front of and centered on his or her staff, halts perpendicular to his or her staff, then faces to the right (to face the troops). The COT directs “Sound Present Arms,” then faces about (to the reviewing stand) and commands “Detachment, Present Arms,” then presents arms.*

COT: SOUND PRESENT ARMS; <<Pause>>; DETACHMENT, PRESENT ARMS.

n. **[Bugler]:** *Sounds “Present Arms.”*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

o. [Narrator/Translator]:

NARRATOR: LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF THE NATIONAL ANTHEMS OF [Host Nation (for example, THE FEDERAL REPUBLIC OF GERMANY)] AND THE UNITED STATES OF AMERICA.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

p. [Band]: *The Band plays the national anthems of the host nation and the United States.*

<<**CUE:** *After completion of both national anthems.>>*

q. [Narrator/Translator]:

NARRATOR: LADIES AND GENTLEMEN, PLEASE BE SEATED.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

r. [COT]: *On the last note of the U.S. national anthem, the COT drops his salute and commands the detachment to “Order Arms.”*

COT: DETACHMENT, ORDER ARMS.

s. [COT]: *The COT faces about and directs the bugler to sound “Order Arms” and “Parade Rest.”*

COT: SOUND ORDER ARMS AND PARADE REST.

t. [Bugler]: *The bugler sounds “Order Arms” and “Parade Rest.”*

u. [Unit CDRs/Units]: *Unit CDRs and their units execute “Order Arms” and “Parade Rest.”*

9. Passing of the Colors (Change of Command).

<<**CUE:** *All units are at Parade Rest. The official party starts to move toward the colors when the narrator begins reading.>>*

a. [Narrator/Translator]:

NARRATOR: THE VERY SOUL OF A MILITARY UNIT IS SYMBOLIZED IN THE COLORS UNDER WHICH IT FIGHTS, FOR THE COLORS RECORD THE GLORIES OF THE PAST, STAND GUARDIAN OVER THE UNIT’S PRESENT DESTINY, AND ENSURE INSPIRATION FOR ITS FUTURE. HISTORY DICTATES THAT THE COLORS LEAD THE UNIT INTO BATTLE.

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

b. [Reviewing Party]: *The reviewing party will move toward the colors. The outgoing CDR positions him or herself 4 steps in front of his or her organizational colors. The outgoing CDR is directly to the right of the reviewing officer, the incoming CDR is to the left of the reviewing officer. The outgoing and incoming CDRs then take 1 step forward and execute simultaneous facing movements to face each other. The reviewing officer or either of the CDRs (as chosen during rehearsal) may give softly spoken commands to synchronize movements.*

c. [CSM]: *The brigade CSM moves from his position behind the colors and removes the organizational colors from the color bearer's sling (with his right hand above his left hand) and faces about.*

<<CUE: *Immediately after the CSM secures the unit colors.>>*

d. [Narrator]: *The narrator reads the assumption-of-command order.*

NARRATOR (ENGLISH ONLY): BY AUTHORITY OF ARMY REGULATION 600-20, PARAGRAPH 2-5A, THE UNDERSIGNED ASSUMES COMMAND OF [Unit Name] EFFECTIVE [Date]. SIGNED [Name of the Undersigned], UNITED STATES ARMY, COMMANDING.

e. [CSM/Reviewing Officer/Incoming and Outgoing CDRs]: *After the reading, the CSM steps forward and presents the organizational colors to the outgoing CDR, who grasps the organizational colors with his left hand above his right hand. The outgoing (now previous) CDR passes the organizational colors to the reviewing officer (senior CDR), who grasps the colors with his or her right hand above his or her left hand. The reviewing officer passes the organizational colors to the new (former incoming) CDR, who grasps the colors with his or her left hand above his or her right hand. The new CDR passes the organizational colors to the CSM, who grasps the colors with his or her right hand above his or her left hand, faces about, and returns the organizational colors to the color bearer's sling.*

f. [Previous and New CDRs]: *As the CSM faces about, both CDRs execute facing movements back to their original direction facing the colors. The CSM and the reviewing party face about and return to their posts.*

g. [CSM]: *The CSM returns to his or her position behind the colors.*

h. [Reviewing Officer]: *The reviewing officer moves back to the reviewing stand.*

i. [Previous and New CDRs]: *The previous and new CDRs hesitate slightly and then cross behind the reviewing officer switching places.*

10. Remarks.

<<CUE: *The official party is now in position on the reviewing stand.>>*

a. [Narrator]: *The narrator introduces the reviewing officer.*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

NARRATOR: LADIES AND GENTLEMEN, THE [Unit] COMMANDER, [Rank and Full Name of Reviewing Officer].

b. *[Reviewing Officer]: The reviewing officer moves to the speaker position to give his or her remarks, then returns to the reviewing stand or takes the seat next to his or her spouse.*

c. *[Narrator]: The narrator introduces the previous CDR. No reference is made to him or her as the outgoing commander.*

NARRATOR: LADIES AND GENTLEMEN, [Rank and Full Name of Previous CDR].

d. *[Previous CDR]: The previous CDR moves to the speaker position to give his or her remarks, then returns to the reviewing stand or takes the seat next to his or her spouse.*

e. *[Narrator]: The narrator introduces the new CDR.*

NARRATOR: LADIES AND GENTLEMEN, THE COMMANDER OF [Unit Name], [Rank and Full Name of New CDR].

f. *[New CDR]: The new CDR moves to the speaker position to give his or her remarks, then returns to the reviewing stand.*

11. Pass in Review.

<<**CUE:** *The new commander is in his or her position on the reviewing stand.*>>

a. *[COT]: The COT comes to “Attention,” faces about, and directs the bugler to sound “Attention.”*

COT: SOUND ATTENTION.

b. *[Bugler]: The bugler sounds “Attention.”*

c. *[Units]: The units take the position of “Attention.”*

d. *[COT]: The COT directs the bugler to sound “Colors,” “Post,” and “March.”*

COT: SOUND COLORS, POST, <<Pause>>, MARCH.

e. *[Bugler]: The bugler sounds “Colors,” “Post,” and “March.”*

f. *[Unit CDRs/Colors]: On the first stinger, unit CDRs and colors execute “About Face.”*

g. *[Color Guard]: On the first stinger, the color guard executes “Reverse March.”*

h. *[Staff]: On the first stinger, the staff executes “Left Face.”*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

i. **[Unit CDRs and Colors]:** On the second stinger, unit CDRs and colors star-burst and march back to their units on the most direct route, halt, and execute a facing movement to face the reviewing stand.

j. **[CSM/Color Guard]:** On the second stinger, the CSM marches the color guard back to the formation of troops, executes “Colors, Reverse, March,” and halts in the original position.

k. **[COT]:** Once the colors have cleared, the COT returns the staff to its original position centered on the formation and then directs the staff to “Right Face.”

COT: RIGHT FACE.

[COT]: The COT executes “Left Face” and waits until all units and colors are in position, at which time he or she faces about.

<<**CUE:** The COT faces the hosting commander on the reviewing stand.>>

l. **[New CDR]:** The new CDR commands to “Pass in Review.”

NEW CDR: PASS IN REVIEW.

m. **[COT]:** The COT directs the units to “Pass in Review.”

COT: PASS IN REVIEW.

n. **[Unit CDRs/COT]:** Unit CDRs face to the right, the COT then faces to the left.

o. **[Band]:** The Band director raises his baton, and as the right-flank commander commands “Right Turn, March,” the Band begins to play and to march forward onto the line of march.

p. **[Formations]:** Formations move out in succession and follow the Band in columns. Organizational colors do a wheel to fall behind unit CDRs as they march forward. Formations execute a right turn on a parallel path with unit CDRs. Formations will be in line with and parallel to unit CDRs until the first left turn. After the first left turn, units will be centered on and behind unit commanders and their colors.

<<**NOTE:** There will be 6 steps between unit CDRs and organizational colors, and 12 steps between organizational colors and platoon formations.>>

q. **[Units]:** Units will execute two left turns before moving onto the reviewing line.

r. **[Band/Units]:** The Band and each following unit change direction at points indicated by markers. When a unit reaches the turn marker, the unit CDR commands “Left Turn, March.” As soon as the unit has completed the turn, the unit CDR commands “Forward March.”

s. **[COT/Staff]:** On the command “Right Turn”, (pause), “March” by the CDR of the unit next to the Band, the COT and his or her staff move to a marching position 12 steps in front of the drum major (on the reviewing line).

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

<<**CUE:** Before the units pass the reviewing stand.>>

NARRATOR: PLEASE STAND AND RENDER THE APPROPRIATE HONORS TO THE NATIONAL COLORS AS THEY PASS.

THE COMMANDER OF TROOPS FOR TODAY'S CEREMONY IS [Duty Position, Unit, Rank, and Full Name] FROM [City and State].
THE UNITED STATES ARMY EUROPE BAND IS UNDER THE COMMAND OF [Rank and Full Name] FROM [City and State] AND LED BY DRUM MAJOR [Rank and Full Name] FROM [City and State].

[Insert additional units as required.]

TODAY'S COLOR GUARD IS LED BY COMMAND SERGEANT MAJOR [Full Name] FROM [City and State].

t. [COT/Staff]: *The COT and his or her staff execute "Eyes Right" and salute when they are in a position 6 steps from the reviewing stand. They terminate "Eyes Right" and the salute at 6 steps beyond the reviewing stand.*

u. [Reviewing Officer/COT]: *The reviewing officer returns only the salute of the COT. (The return of the salute by the reviewing officer represents the salute of all subordinate commanders. This enables the reviewing officer to observe the review without being interrupted by frequent salutes.)*

v. [Reviewing Party]: *The reviewing party and all uniformed spectators salute the National Colors as they pass. All spectators rise as the National Colors pass the spectator area.*

w. [COT/Staff]: *After saluting the reviewing officer, the COT and his or her staff (without a command) execute three wheeling movements and take their posts so that the COT is in line with and to the right of the reviewing officer. (When executing wheeling movements, the members of the staff should lengthen or shorten their steps as necessary in order to remain aligned and abreast of each other while turning).*

x. [Band]: *When passing the reviewing officer, the Bandmaster salutes and continues to look straight forward. Simultaneously, the drum major executes "Eyes Right" and salutes. All other members of the Band continue to play marching music without interruption. When the Band has cleared the reviewing area, the drum major has the Band execute 3 left turns into a position in front of and facing the reviewing officer and at least 12 steps from the left flank of the marching troops. As the National Colors pass, the Bandmaster and the drum major salute while the Band continues to play marching music.*

y. [Unit CDRs/Units]: *Unit CDRs, staffs, and organizational colors will execute "Eyes Right" when directed by the unit CDRs. Unit CDRs will give the preparatory command "Eyes" over their right shoulder 2 steps from the "Eyes-Right" marker. The command of execution, "Right," is given when the right foot strikes the ground, in line with the marker. The unit CDR and his or her unit execute "Eyes Right" and salute. The organizational colors salute (dip) as well. The unit CSM or NCO executes "Eyes Right" and salutes. The right file of each element continues to look straight ahead; all other members execute "Eyes Right."*

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

z. [Unit CDRs]: *When the rear of a unit passes 6 steps beyond the reviewing stand, the unit CDR gives the unit and organizational colors the command “Ready-Front” (as the left foot strikes the ground). The CDR drops his or her salute and turns head and eyes to the front.*

aa. [Color Guard]: *As the color guard passes the reviewing officer, each member, except the right-flank Soldier, executes “Eyes-Right” on the CSM’s command.*

<<NOTE: *The unit colors are dipped, the National Colors and U.S. Army colors are not.>>*

ab. [Band]: *After the last unit has passed the reviewing stand, the Band will stop playing marching music.*

12. Army Song.

a. [Narrator/Translator]:

NARRATOR: LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING AND SINGING OF THE ARMY SONG.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

b. [Band]: *After the last troop element has passed the reviewing stand and has executed “Ready-Front,” the Band begins to play an eight-bar drum cadence. At the appropriate time, the Band begins playing (in place) the official version of “The Army Song.” The drum major marches the Band forward and executes a left turn onto the reviewing line while the Band continues to play until the completion of the chorus.*

13. Conclusion.

a. [COT/New CDR]: *After the Army Song, the COT and the new CDR face each other and salute. The COT announces the conclusion of the ceremony.*

COT: SIR, THIS CONCLUDES THE CEREMONY.

b. [COT/New CDR]: *The COT and the new CDR exchange salutes again.*

c. [Narrator/Translator]:

NARRATOR: LADIES AND GENTLEMEN, THIS CONCLUDES TODAY’S CEREMONY. PLEASE JOIN [New CDR’s Rank and Full Name] AT THE [Reception Location]. [Previous CDR’s Rank and Full Name] AND [Title (Mr./Mrs./Ms.) and Name of Previous CDR’s Spouse] WILL REMAIN ON THE FIELD FOR YOUR FINAL WELL WISHES. THANK YOU FOR JOINING US TODAY.

TRANSLATOR: [HOST-NATION LANGUAGE TRANSLATION].

Figure C-1. Sample Change-of-Command Ceremony Narration—Continued

GLOSSARY

SECTION I ABBREVIATIONS

ADJ	adjutant
AE	Army in Europe
ALARACT	all Army activities
AOR	area of responsibility
AR	Army regulation
CDB	cut-down band
CDR	commander
COT	commander of troops
CSM	command sergeant major
DA	Department of the Army
ESD	Executive Services Division, Office of the Chief of Staff, Headquarters, United States Army Europe
GO	general officer
HQ USAREUR	Headquarters, United States Army Europe
MB	marching band
MP3	Moving Picture Experts Group-2 Audio Layer III
MPT	music performance team
OJA	office of the judge advocate
SGM	sergeant major
TC	training circular
USAREUR	United States Army Europe
USAREUR Band	United States Army Europe Band and Chorus
USAREUR CG	Commanding General, United States Army Europe
USAREUR DCG	Deputy Commanding General, United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe

SECTION II TERMS

Band

In appendix C, the United States Army Europe Band and Chorus music performance team that is performing in the sample change-of-command ceremony narrative.

incoming commander

The designation for the officer who assumes command of a unit and undergoes a change of command until the unit colors are passed to him or her by the reviewing officer.

inspection party

The group that inspects the troops during a change-of-command ceremony and that consists of the reviewing officer, the outgoing commander, and the commander of troops.

new commander

The officer assuming command of a unit after accepting transfer of command during a change-of-command ceremony, symbolized by the passing of the unit colors from the reviewing officer.

official party

During a change-of-command ceremony, the group consisting of the outgoing commander, the reviewing officer, and, after the inspection of the troops, the incoming commander.

outgoing commander

The designation for the host or current commander of a unit undergoing a change of command at the time that the change-of-command ceremony begins until the relinquishment of command, symbolized by the passing of the unit colors to the reviewing officer.

previous commander

The officer relinquishing command of a unit undergoing a change of command after he or she relinquishes command, symbolized by the passing of the unit colors to the reviewing officer.

reviewing party

The group that reviews the troops during a change-of-command ceremony and that normally consists of the reviewing officer, the host commander, and the new commander.