

Headquarters
United States Army Europe
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Army in Europe
Regulation 600-25

Headquarters
United States Army Installation Management Command,
Europe Region
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Personnel—General

USAREUR Salute Battery

For the Commander:

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Summary. This regulation establishes policy and procedures for requesting and scheduling the USAREUR Salute Battery to support official ceremonies and other events.

Applicability. This regulation applies to NATO, all components of the United States European Command, tenant U.S. Forces units throughout the European theater, nonmilitary U.S. Government organizations in Europe (for example, U.S. embassies, elements of the American Battlefield Monuments Commission), and European nations that host any element of the U.S. Forces.

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

Supplementation. Organizations will not supplement this regulation without approval of the Central Taskings Branch, G3/3 Operations Division (G3/3 CTB), Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.

Forms. This regulation prescribes [AE Form 600-25A](#). AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is G3/3 CTB, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR (mil 537-3727). Users may send suggested improvements to this regulation by e-mail to the G3/3 CTB at usarmy.wiesbaden.usareur.mbx.salute-battery-requests@mail.mil.

Distribution. This regulation is available only electronically and is posted in AEPUBS at <https://aepubs.army.mil/>.

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1. PURPOSE

This regulation establishes policy and procedures for requesting, approving, and scheduling the USAREUR Salute Battery to support various ceremonies and other events.

2. REFERENCES

a. Publications.

- (1) AR 1-100, The Army Gift Program.
- (2) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (3) AR 600-25, Salutes, Honors, and Visits of Courtesy.
- (4) AR 710-2, Supply Policy Below the National Level.
- (5) [AE Regulation 1-10](#), Staff Procedures.
- (6) [AE Regulation 10-3](#), Taskings.

b. Forms.

- (1) [AE Form 1-10A](#), Staff Action Summary (SAS).
- (2) [AE Form 600-25A](#), Request for USAREUR Salute Battery Support.

3. EXPLANATION OF ABBREVIATIONS

21st TSC	21st Theater Sustainment Command
AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AR	Army regulation
CG, USAREUR	Commanding General, United States Army Europe
DCG, USAREUR	Deputy Commanding General, United States Army Europe
G3/3 CTB	Central Taskings Branch, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe

mil	military
NATO	North Atlantic Treaty Organization
OJA	Office of the Judge Advocate, Headquarters, United States Army Europe
SAS	staff action summary (AE Form 1-10A)
U.S.	United States
USAREUR	United States Army Europe

4. GENERAL

The USAREUR Salute Battery supports official ceremonies and special events approved by the CG, USAREUR, and provides ceremonial support for various U.S. Federal holidays.

5. RESPONSIBILITIES

a. Requesters. Requests for the USAREUR Salute Battery may be submitted by NATO, components of the United States European Command, tenant U.S. Forces units throughout the European theater, nonmilitary U.S. Government organizations in Europe (for example, U.S. embassies, elements of the American Battlefield Monuments Commission), and European nations that host any element of the U.S. Forces. Requesters will do the following:

(1) Complete and send AE Form 600-25A to the Central Taskings Branch, G3/3 Operations Division (G3/3 CTB), Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, by e-mail at *usarmy.wiesbaden.usareur.mbx.salute-battery-requests@mail.mil*.

(2) Submit the request no later than 60 days before the date of the event. Requests received less than 60 days from the date of the event must be accompanied by a “memorandum of lateness” that explains why the request is late. The memorandum must be signed by the first colonel (O6), or equivalent-grade officer or civilian, in the requester’s chain of command.

(3) Fund all costs associated with the request. Costs may include, but are not limited to, line-haul of cannons and temporary-duty (TDY) costs for salute-battery personnel.

(4) Provide adequate space for the salute battery to execute the mission.

(5) Provide exact directions, including maps or grid coordinates, to the ceremony site.

(6) If requested, provide a script or agenda so the salute battery knows when to fire the cannon or cannons.

(7) For outdoor events, establish an inclement-weather plan.

(8) Notify the salute battery of any changes to the original request immediately.

(9) Return the shell casing or casings presented at the ceremony to the salute battery ([para 7b](#)).

(10) Ensure the flag of the United States (or U.S. national colors) is displayed during the salute (AR 600-25, para 1-7d).

(11) Provide adequate secure storage of salute-battery equipment, including ammunition, if members of the salute battery need to stay overnight.

(12) Inform local host-nation officials of the date and time the cannon or cannons will be fired.

b. Chief, G3/3 CTB. On receipt of a request for salute-battery support, the Chief, G3/3 CTB, will do the following:

(1) Validate the eligibility of the intended recipient of the salute as follows:

(a) Ensure that the individual to be honored has not received honors more than once in the same calendar year and at the same location where the current salute would occur (AR 600-25, para 2-3b(4)). If, however, the individual has been promoted since the first salute, the individual may receive honors at the same location during the same calendar year.

(b) If the individual to be honored is in a grade lower than four stars (or civilian equivalent), ensure that a justification is attached. According to AR 600-25, paragraph 2-3a(1), officers and officials in a grade lower than four stars may receive a cannon salute on a special occasion when ordered by the senior commander or, in the case of foreign dignitaries, the salute is ordered by the Department of the Army at the request of the Department of State.

(c) Ensure that justification is provided when requesting the salute battery to honor a senior commander visiting his or her own installation or post (AR 600-25, para 2-3a(1)).

(2) Coordinate the request with the Office of the Judge Advocate (OJA), HQ USAREUR, to request a legal opinion of using the salute battery for the specified individual or event.

(3) Coordinate the request with the 21st Theater Sustainment Command (21st TSC) to verify that the 21st TSC can support the event on the date requested.

(4) If the OJA has no legal objection to supporting the request, and the 21st TSC is able to provide the salute battery on the date requested—

(a) Prepare a staff action summary (AE Form 1-10A) in accordance with [AE Regulation 1-10](#) to recommend CG, USAREUR, approval of the request.

(b) Use the Task Management Tool (TMT) to forward the request (with the SAS and the legal opinion) through the USAREUR G3/5/7, to the USAREUR Command Group to obtain CG, USAREUR, approval.

1. The CG, USAREUR, is the approval authority for requests for salute-battery support. The CG may delegate this authority to the DCG, USAREUR. In these cases, the 21st TSC will keep a copy of the delegation memorandum on file with the request.

2. The DCG, USAREUR, will review requests for salute-battery support before the requests are forwarded to the CG for approval, unless the CG delegates approval authority to the DCG.

(5) On receipt of CG, USAREUR, approval to support the request, issue an order in accordance with [AE Regulation 10-3](#) that tasks the 21st TSC to provide the USAREUR Salute Battery.

(6) Track salute-battery support by event, specifying who or what was honored.

c. 21st TSC. On receipt of the coordination request in [paragraph b\(3\)](#) above, the 21st TSC will verify availability of the USAREUR Salute Battery and inform the G3/3 CTB. If the battery is available, the G3/3 CTB will task the 21st TSC to support the event, and the 21st TSC will do the following:

(1) Task subordinate units to provide the salute battery.

(2) Provide ceremonial salute-battery support each year for the following U.S. Federal holidays:

(a) On Memorial Day, the national salute (21 guns) will be fired in support of the USAREUR Memorial Day Observance Ceremony.

(b) On Independence Day, a one-cannon salute will be fired in support of the USAREUR Independence Day Retreat Ceremony.

(c) On Veterans Day, a one-cannon salute will be fired in support of the USAREUR Veterans Day Retreat Ceremony.

(d) Provide a one-cannon salute for each CG, USAREUR, change-of-command ceremony.

6. SCHEDULING

The Chief of Operations, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, is the final authority for resolving salute-battery scheduling conflicts.

7. ADDITIONAL INFORMATION

a. The USAREUR salute battery will not be provided for changes of command at battalion level and lower.

b. Presentation of a spent artillery shell casing from the salute battery will be only a ceremonial presentation, after which the spent shell must be returned to the salute battery along with all other spent shells. If the requester wishes to present a shell casing after the salute, the requester may buy a blank artillery shell on the commercial market and offer it to the honoree in accordance with AR 1-100. As an alternative, the requester may also contact the Office of the Deputy Chief of Staff, G-4, HQDA, to request guidance on alternative methods for presenting a shell casing or to request an exception to the turn-in requirements of AR 710-2.