

Headquarters
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Army in Europe
Regulation 600-25*

Headquarters
United States Army Installation Management Command
Europe
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Personnel—General

USAREUR Salute Battery

*This regulation supersedes AE Regulation 600-25, 16 February 2016.

For the Commander:

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Document Management

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

Summary of Change. This revision—

- Adjusts the eligibility for salutes and honors cannons for officers and officials of four-star or equivalent or higher grade ([para 5b\(1\)\(a\)](#)).
- Assigns additional responsibilities to requesters of the USAREUR Salute Battery ([paras 5a\(13\) and \(14\)](#)).
- Includes administrative changes throughout.

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, 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://www.aepubs.eur.army.mil/>.

Suggested Improvements. The proponent of this regulation is G3/3 CTB, Office of the Deputy Chief of Staff, G3, HQ USAREUR (mil 537-3727/3751). Users may send suggested improvements to this regulation by email 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://www.aepubs.eur.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 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.
- (2) [AE Form 600-25A](#), Request for USAREUR Salute Battery Support.

3. EXPLANATION OF ABBREVIATIONS

21st SC	21st Sustainment Command
AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AR	Army regulation
CG, USAREUR	Commanding General, United States Army Europe
CSA	Chief of Staff of the Army
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, Headquarters, United States Army Europe
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
mil	military
MP	military police
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, HQ USAREUR, by email 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 will include, but are not limited to, line-haul of cannons (for requests outside of Clay Kaserne) 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 2-3d).

(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.

(13) No later than 90 days before the event, inform the local public affairs office of the event and of planned cannon firing.

(14) Inform any behavioral-health facility within the immediate area of the upcoming cannon firing.

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 is of a four-star equivalent or higher grade (AR 600-25, para 3-3b(3)).

(b) If the request is for an individual of a three-star equivalent or lower grade, ensure that a justification is submitted through the USAREUR G3/3 CTB to the Chief of Staff of the Army (CSA). The CSA reserves the authority to approve exception waivers. The justification will include—

1. A full analysis of the expected benefits of the use of the battery.

2. A formal review by the activity's senior legal officer.

3. The endorsement of the commander or senior leader of the requesting activity.

NOTE: Requests will be forwarded through the activity's higher headquarters to the USAREUR G3/3 CTB.

(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 3-3a(1)), as senior commanders visiting their own installations are not normally rendered honors.

(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 Sustainment Command (21st SC) to verify that the 21st SC can support the event on the date requested.

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

(a) Prepare a Staff Action Summary (SAS) (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, 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 SC 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 SC to provide the USAREUR Salute Battery.

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

c. 21st SC. On receipt of the coordination request in [b\(3\) above](#), the 21st SC 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 SC to support the event, and the 21st SC will do the following:

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

(2) Be prepared to provide ceremonial salute-battery support each year for the following U.S. Federal holidays upon request of the responsible organization:

(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.

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

(4) Render honors on the day after receipt of notification of the death of the President, a former President, President-elect, Vice President of the United States; and the Secretary of Defense, Deputy Secretary of Defense, and Secretary of the Army in accordance with AR 600-25, chapter 7.

(5) Render honors following the announcement of death of a general officer in active service in accordance with AR 600-25, chapter 7.

6. SCHEDULING

The Chief of Operations, G3/3 Operations Division, Office of the Deputy Chief of Staff, G3, HQ USAREUR, is the final authority for resolving salute-battery scheduling conflicts. Upon receiving a salute-battery request, the Chief of Operations will issue a warning order, via email, to the 18th Military Police (MP) Brigade S3, the 709th MP Brigade S3, and the 529th MP Company Commander to allow for necessary time for preparation and coordination.

7. ADDITIONAL INFORMATION

a. The USAREUR salute battery will be provided for changes of command at the brigade level or higher only when a four-star equivalent (or higher) is the reviewing officer ([para 5b\(1\)\(a\)](#)). In addition, honors cannot be delegated lower than four-star equivalent.

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. The ceremonial ammunition is part of the operational load and accounted for on the property book.

c. 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.