SUBJECT: Ceremonies Standard Operating Procedures (SOP) change 1

1. APPLICABILITY. This SOP applies to all units in the 20th CBRNE Command.

2. REFERENCES.
   a. AR 840-10 Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.
   b. Training Circular (TC) 3-21.5 Drill and Ceremonies.
   c. Applicable Installation Policies and Procedures for the conduct of ceremonies.

3. PURPOSE. To standardize the conduct and execution of change of command (COC) and responsibility (COR) ceremonies within the 20th CBRNE Command. The standards outlined in this SOP will also be used to conduct unit activations and deactivations at the Bde/Grp and Bn levels.

4. RESPONSIBILITY. Commanders and Command Sergeants Major (CSM) are responsible for the conduct and execution of ceremonies in their organization and those of their subordinate commands in accordance with the standards described in this SOP.

5. GENERAL BACKGROUND.
   a. Because the 20th CBRNE Command and subordinate units are located on 19 different installations across 16 different states, the potential for different standards and traditions may arise. In addition, the execution of ceremonies is sometimes planned and executed without the presence, experience and guidance of the next higher command or the availability of subordinate units on the same installation. As a result, decisions like the formation of troops may be limited to a small amount of Soldiers available to participate in the ceremony or none at all. Other decisions based on the lack of available troops such as Inspection of Troops and Pass and Review are often not conducted.

   b. Recent observations indicate a need to standardize the conduct of ceremonies to ensure they are properly executed and uphold our Army's time honored customs and traditions. Traditions that instill pride in Soldiers and their units and build on standards, unit discipline, cohesion and esprit de corps.

   c. Battalion level and above commanders hosting a ceremony will incorporate all sub-command elements of the 20th CBRNE Command, located on the same installation, into the ceremony with their respective guidons. If a sub-command is deployed a cased set of colors with guidon bearer and unit representative (Rear Detachment) will be present.

   d. This SOP focuses primarily on military reviews IAW TC 3-21.5, chapter 10. A change of command/responsibility and the activation/deactivation of a unit are typical of military reviews. Unit commanders may incorporate military parade actions IAW TC 3-21.5, chapter 11 (ie. sound off, officer's center march) into a military review to enhance the ceremony.

   e. All recommend deviations or changes to this SOP must be approved by the 20th CBRNE CSM. The only exception to this SOP are those units on an installation where an established standard for
the conduct of ceremonies has been established by the Senior Mission Commander (ie. Fort Carson & Fort Stewart).

6. STANDARDS APPLICABLE TO ALL CEREMONIES.

a. GENERAL.

1). Commanders and their CSM should determine if the use of a bugler is appropriate given the expected size of the formation. A good rule of thumb is to use a bugler if there are five or more subordinate commands and a military band present on the parade field. The use of verbal commands is more appropriate for smaller formations.

2). Commanders will conduct an “Inspection of Troops” and a “Pass and Review” at the Brigade/Grp and Battalion level. Inspection of troops is not required for CORs.

3). The CSM is the keeper of the colors and responsible for the training and maintenance of the Color Guard. For this reason it is strongly encouraged that the Organizational Colors be used to conduct CORs. However, because the NCO sword is also an historic item used by the NCOs of years past the NCO Sword may also be used.

4). A CSM or the most Sr. NCO, in the CSMs absence, will be present behind the color guard during all ceremonies where a color guard is present. CSM/1SG will not wear ascots as part of the color guard.

5). CORs for 1SGs. This event is optional. It is recommended that units conduct a recognition event without troops to farewell the outgoing 1SG and welcome the incoming. However, Commanders may conduct CORs for their incoming 1SG if time and resources allow.

6). Guests receiving flowers and or other gifts as part of the ceremony should be asked to stand as a courtesy if at all possible. This allows for other guests to better observe the presentation and acknowledgement of the honored guest.

7). Remarks given during a ceremony should be limited to a combined total of 15 minutes. 5 minutes for the reviewing officer, 7 minutes for the outgoing commander/CSM and 3 minutes for the incoming commander/CSM or any combination that does not exceed a total of 15 minutes.

8). Units are encouraged to display vehicles and other MTOE/COTS related equipment on the flanks of the parade field or behind the reviewing stand that show case the unit’s mission and capabilities. All equipment on display will be of an exceptionally high standard of appearance and cleanliness.

b. UNIFORM.

1). The Army Combat Uniform (ACU) with black beret is the uniform for all personnel participating in the ceremony, ie. troops on the field, reviewing party, narrator etc. This standard does not apply to military guests.

2). All pens will be removed when sleeves are down and all wrist watches will be removed when sleeves are rolled.

3). Headgear will be worn for all outdoor ceremonies conducted indoors.

4). The formation selected is determined by space available and other desires of the commander. Commanders may alter the formation or prescribed distances to meet local situations (ie, indoor vs. outdoor) but will make every attempt to adhere to TC 3-21.5 and this SOP.
5). Representative unit formations will be 6-8 Soldiers abreast and at least three ranks deep. Each unit should be sized uniformly with the tallest Soldiers in the front and to the right. Commanders should not cause the leaders to change their designated positions because of their size.

c. FLAGS AND GUIDONS.

1). General Officer (GO) flags should only be present for general officers who are part of the ceremony (ie. Reviewing Officer). GO flags are not required for general officers who are only present as a guest. When displayed, GO flags should be positioned to the left of the guest speaker podium or other appropriate viewing area near the guest seating so as not to obstruct the view of the ceremony and will not be displayed as part of the color guard. GO flags are displayed using an eight foot staff with the top point of the star(s) oriented upward.

2). The organizational colors of the next higher command are not required as part of the color guard.

3). Cords and Tassels of any kind will not be displayed on the National, Army and organizational Colors.

4). The 4-foot 4-inch hoist by 5-foot 6-inch fly are the standard sizes for all colors carried at the same time as part of a color guard. The only exception is that the National flag must be the same size or larger than other flags carried.

5). The length of the wooden flagstaffs are 9 feet 6 inches or eight feet. The flagstaff for all flags on display in or outdoors will be the same length and height when carried as part of a color guard. When in a fixed position on display and in line (ie. indoors) the National colors will be at the right; that is, to the left of an observer facing the display. Flagstaffs for company guidons are 8 feet.

d. COLOR GUARD.

1). The National colors must be carried by an NCO.

2). Color Guard flag bearers will secure flag staff with right hand over left hand.

3). Color Guard may wear ascots, pistol belt and white gloves. At a minimum flag bearers will wear a flag carrying harness. The only other Soldiers who will wear ascots are Ushers.

4). While moving, with colors, the color guards will not swing their arms.

7. PLANNING AND COORDINATION.

a. Ceremonies conducted during the warmer months of the year should start NLT 0900-0930. Ceremonies conducted during the cooler months of the year should start NET 1000.

b. Units will not position medical personnel and support vehicles behind the formation.

c. For assistance with ceremonial music, bugle calls and martial music, units may download MP3s from http://www.music.army.mil/music/.

d. The COT should be selected well in advance of the ceremony start date and immediately begin to rehears commands and movements.

e. At a minimum, units will conduct one key leader and one full dress rehearsal NLT 24hrs prior to day of execution.

JAMES E. BONNER
Brigadier General
Commanding

Enclosures:
Annex A Bde/Grp, Bn COC
Annex B Bde/Grp, Bn COR
Annex C Combined Bde/Grp, Bn COC & COR
Annex D Company Level COC
Annex E Unit Formation Template
This is a standard script for a combined Brigade/Group or Battalion Level Change of Command and Change of Responsibility ceremony if both the CDR and CSM are changing out during the same ceremony. For separate change of command or change of responsibility ceremonies, please refer to appropriate Annex to this SOP.

GENERAL INFORMATION.

a. The below sequence of events script contains three sections: 1) Narrator Cues, Commands & Movement 2) Narrator Comments 3) Call Outs. Narrator Cues, Commands & Movement are on the left edge of the page in small print. Narrator Comments are BOLD print in the middle of the page. Call Outs are located throughout this Annex in a text box with blue letters and used to emphasis clarity and understanding of a particular movement.

b. When a bugler is unavailable, all commands given to the units by the COT or Adjutant will be repeated by the subordinate commanders in sequence from right to left. In lieu of a band, band quintet, or bugler, units may play bugle calls and other martial music via digital audio recordings (ie. DVD, MP3).

The Commanders Bio’s will not be read during the Inspection of Troops, only the unit history.

See Annex E for Unit Formation Templates.

FORMATION OF TROOPS

Narrator Cues, Drill Commands & Movement

0910: Band moves on field

0915: Pre-Ceremony music starts
All units move from the ready line to their positions on the final line in the most convenient and orderly manner. They are aligned and given the command “PARADE, REST”.

0920: Narrator

LADIES AND GENTLEMEN THE CEREMONY WILL BEGIN IN 10 MINUTES.

0925: Narrator

LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN IN 5 MINUTES. PLEASE MOVE TOWARD YOUR SEATS. YOU ARE REMINDED THAT ONLY OFFICIAL PHOTOGRAPHERS ARE PERMITTED ON THE FIELD AND PLEASE SILENCE ALL CELL PHONES AT THIS TIME.

0928: Narrator

THE CEREMONY WILL BEGIN SHORTLY.

0930: verify reviewing party is ready ...

GOOD MORNING LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDER AND COMMAND SERGEANT MAJOR OF THE (48TH, 52D, 71ST BRIGADE/GROUP)
COMMAND TEAM, (COL, LTC) ____________________ AND COMMAND SERGEANT MAJOR__________________, WELCOME TO TODAY’S CHANGE OF COMMAND CEREMONY FOR THE ____ BDE, GRP, BN ____ OF THE ____ 20 TH, BDE, GRP ____. THIS MORNING WE BID FAREWELL TO (COL, LTC) ____________________, AND WELCOME (COL, LTC) ____________________.

TODAY’S CEREMONY IS A REFLECTION OF PROCEDURES PRACTICED SINCE THE BIRTH OF OUR ARMY IN 1775.

THE PRESENCE OF THE BAND REPRESENTS THE SIGNIFICANT ROLE MARTIAL MUSIC HAS PLAYED THROUGHOUT HISTORY BY INSTILLING PRIDE, LOYALTY AND COURAGE IN ARMY'S BEFORE BATTLE.

THE FORMATION OF TROOPS CENTERED ON OUR NATIONAL FLAG REPRESENTS THE UNIFIED PURPOSE OF OUR ARMY AND ITS WILLINGNESS TO MAKE THE ULTIMATE SACRIFICE IN THE DEFENSE OF OUR NATION. NEXT TO OUR NATIONAL FLAG ARE OUR UNIT COLORS. THIS CLOSINESS TO THE NATIONAL FLAG SYMBOLIZES THE TRUST PLACED IN US BY OUR NATION. BEFORE EACH UNIT IS THE COMPANY GUIDON, AND EACH IS A SYMBOL OF PRIDE, TRADITION AND HISTORY.

UNIT COLORS STILL SERVE TO MARK THE LOCATION OF AN ORGANIZATION'S HEADQUARTERS AND ITS COMMANDER.

WHEN A UNIT'S COLORS ARE REMOVED FROM THE HEADQUARTERS, SUCH AS FOR TODAY'S CEREMONY, THEY REMAIN UNDER GUARD. THIS IS MORE THAN TRADITION; IT IS SOLEMN RECOGNITION AND DEVOTION TO THE SACRIFICE AND GALLANTRY OF ALL WHO HAVE EVER SERVED UNDER THOSE COLORS. THE TASK OF GUARDING UNIT COLORS IS AN HONOR GIVEN TO ONLY THE FINEST OF SOLDIERS. (PAUSE)

LADIES AND GENTLEMEN, OUR SPECIAL GUESTS ATTENDING TODAY'S CEREMONY INCLUDE:

1.
2.
3.
4.
AS WELL AS FELLOW BRIGADE AND BATTALION COMMANDERS AND COMMAND SERGEANTS MAJOR.

THE REVIEWING OFFICER FOR TODAY’S CEREMONY IS THE COMMANDER OF 20TH, 48TH, 52D, 71ST, (BG, COL) ________________.

THE COMMANDER OF TROOPS IS (LTC, MAJ) NAME, TITLE AND UNIT.

Check with band to determine who it is commanded by and the Drum Major.

MUSIC FOR TODAY’S CEREMONY IS PROVIDED BY THE _______ INFANTRY DIVISION BAND, COMMANDED BY ___________________ THE DRUM MAJOR IS ________________.

THE COLOR GUARD IS PROVIDED BY THE UNIT, UNDER THE DIRECTION OF (BATTALION/BDE, GRP) COMMAND SERGEANT MAJOR_______________.

THE SOLDIERS ON THE FIELD REPRESENT ALL THE (CBRN/EOD) WARRIORS FROM EVERY (CO. /BN) ASSIGNED TO THE (BDE, GRP, BN),

“UNIT MOTTO”. (ie, “Liberty We Defend!!)

WE HOPE YOU ENJOY THIS SPECIAL EVENT. (PAUSE)

ON BEHALF OF THE SOLDIERS AND FAMILIES OF THE (UNIT), A BOUQUET OF RED ROSES IN FULL BLOOM ARE NOW BEING PRESENTED TO (OUTGOING CDR’S SPOUSE) IN A TRADITION SYMBOLIZING THE APPRECIATION FOR THEIR SUPPORT AND CONTRIBUTIONS TO THE SOLDIERS AND FAMILIES OF THE UNIT.

YELLOW ROSE BUDS ARE NOW BEING PRESENTED TO (INCOMING CDR SPOUSE) AS A TOKEN OF APPRECIATION FROM THE SOLDIERS OF THE UNIT AND TO WELCOME THEM TO THE (UNIT) COMMAND TEAM.

LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION GIVEN BY THE (UNIT) CHAPLAIN, CHAPLAIN (NAME).
PLEASE BE SEATED

THE (UNIT) ADJUTANT, (RANK & NAME), WILL NOW DIRECT “SOUND ATTENTION.”

Adjutant directs “SOUND ATTENTION.
The bugler, band or pre-recorded music immediately play “SOUND ATTENTION.” All units execute simultaneously on the stinger.

When all units are at attention, the Adjutant directs SOUND ADJUTANT’S CALL.
The bugler, band or pre-recorded music immediately plays “SOUND ADJUTANT’S CALL.”
Adjutant immediately marches to his/her post midway between the line of troops and the designated post of the Commander of Troops (COT) position. The Adjutant halts and faces to the right, facing the reviewing stand.

The Commander of Troops marches the staff to their post midway between the line of troops and the Reviewing Officer’s (RO) post. Halts the staff, faces his or herself and the staff to the right facing the Adjutant.

When the COT has halted at his/her post, the Adjutant faces about and directs “BRING YOUR UNITS TO PRESENT ARMS”.

Unit commanders face about and in sequence command Present, ARMS. They then face about and Salute.

After all units are at present arms, the Adjutant faces about, salutes and reports “SIR/MA’AM, THE COMMAND IS FORMED”.

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/her post by facing to the half left in marching, marches forward, halts at normal interval to the right of the right flank staff member and faces about. When the Adjutant is in position, the COT commands “BRING YOUR UNITS TO ORDER ARMS”.

Unit commanders drop their salute, face about and in sequence command ORDER, ARMS and face about.

When all units are at order arms, the senior staff officer (S3) commands “RIGHT, FACE; COLUMN LEFT, MARCH; COLUMN LEFT, MARCH; STAFF, HALT; LEFT, FACE”. At that time the staff should be centered on and two steps in front of the COT.

PRESENTATION AND HONORS (TO THE REVIEWING OFFICER)

Once the staff is in position the COT faces about.
The reviewing party move to their position on/near the reviewing stand (from left to right; outgoing CDR, incoming CDR, RO, when viewed from the reviewing stand).
Note: the RO will reposition to the center of the reviewing party upon return from inspection in preparation for the COC.

When the Reviewing Party is in position
the COT faces about and commands "**BRING YOUR UNITS TO PRESENT ARMS**".
Unit commanders face about and in sequence command **Present, ARMS**. They then face about and **Salute**.

The COT faces about, then directs the staff and himself to presents Arms (over right shoulder)

At this time the RO returns the salute.

Upon completion, the COT goes to order arms, commands the staff to order arms (over right shoulder) faces about and commands "**BRING YOUR UNITS TO ORDER ARMS AND PARADE REST**".
Unit commanders drop their salute, face about and in sequence command **ORDER, ARMS** (pause), "**PARADE REST**". They then face about and assume parade rest.

COT faces about. *(Signal for reviewing party to move forward)*

The Reviewing Party moves from their position near the reviewing stand and marches to within three paces of the COT.

The COT salutes RO and reports "**SIR, THE COMMAND IS PREPARED FOR INSPECTION**".

The RO steps off to the half left as in marching the COT moves to RO's left side from the rear, the commanders move to RO's right side.

The band begins to play marching music on the salute of the COT and continues to play until the Reviewing Party has returned to their post. The COT guides the Reviewing Party to the right flank of the band. The COT and Reviewing Party pass in front of the unit commanders.

Note: *Narrator will have to adjust the length and tempo of the unit history based on length of time to march around the formation during Inspection of Troops.*

THE REVIEWING PARTY WILL NOW CONDUCT AN INSPECTION OF TROOPS - "TROOPING OF THE LINE." THIS TIME-HONORED TRADITION ALLOWS A COMMANDER TO INSPECT THE FITNESS AND READINESS OF HIS SOLDIERS WHILE PROVIDING THE SOLDIERS THE OPPORTUNITY TO VIEW THEIR COMMANDER UP CLOSE. THE TROOPS SHOW THEIR COMMANDER THEIR HIGH STATE OF READINESS, DEVOTION TO DUTY, AND WILLINGNESS TO CARRY OUT THEIR MISSION.

**INSERT UNIT HISTORY HERE**

Upon the departure of the Reviewing Party, the Senior Staff Officer (S3) commands the staff to **PARADE REST**. After the inspection has been completed, the senior staff officer commands **STAFF, ATTENTION** *(Before the return of the COT).*
As the Reviewing party march off  
The CO CDR’s face about.

When the Reviewing Party approaches  
the right flank of each unit, the CO  
commander commands  
“COMPANY, ATTENTION”,  
the CO CDR faces about then  
Commands over his/her right shoulder  
“EYES, RIGHT”.

After Reviewing Party has passed the  
left front of the company, at which time he/she  
commands “ORDER, ARMS”, faces about  
and commands PARADE REST. Then remains  
facing the Company.

As the Reviewing Party approaches the rear  
of the right flank Company, the Commander  
commands “COMPANY, ATTENTION”.

Once the Reviewing Party has passed the Company,  
the commander commands “PARADE, REST”.  
The CDR then faces about and assumes Parade rest.

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). Only the  
Organizational Colors dip. The guards present arms,  
the color guard and bearers execute eyes right.

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

The RO and commanders move by the most  
direct route back to their original position at  
the reviewing stand. The COT moves back  
to his/her position with staff.

HONORS TO THE NATION (National Anthem)

When the reviewing party is in place  
and the band has ceased playing, the  
COT will execute an about face and command  
“BRING YOUR UNITS TO ATTENTION”. Unit  
commanders face about and in sequence command  
“BN/COMPANY, ATTENTION”. They then face about  
and assume the position of attention.

When all units are at attention the COT  
commands “COLORS, CENTER (pause), MARCH”

On the command CENTER of colors center march  
the staff of the COT executes a right face.

On the command MARCH of colors center march  
the staff begins marching forward to a position offset  
to the left front of the reviewing stand, halts, and  
faces to the left on command of the senior staff officer.  
In addition the Color Guard marches 7 steps forward  
in front of the line of CDRs and halts.

When the Color Guard and staff have halted,  
the COT marches forward and takes his  
“EYES RIGHT” at the halt.  
When the company commander  
commands eyes right at the halt, he/she  
does so over his/her right shoulder.

To execute the command, the  
commander, XO (or 1SG) execute eyes  
right and salute. The guidon bearer  
executes eyes right and present guidon.  
Each Soldier turns his head to the right  
and, as the reviewing officer comes into  
his line of vision, each Soldier follows the  
officer with his head and eyes until the  
reviewing officer reaches the front. At  
that point, the head and eyes of each  
Soldier remain to the front.

In lieu of “COLORS CENTER  
MARCH”, Commanders may choose to  
execute “OFFICERS CENTER MARCH” instead. OFFICERS CENTER MARCH  
is a maneuver normally conducted as part  
of a parade and not as a review, and  
requires all subordinate commanders and  
their unit guidons to position themselves  
behind the Color Guard and become part  
of the detachment. This maneuver takes  
up more time and synchronization and is  
outside the scope of this SOP. For more  
information on how to execute  
OFFICERS CENTER MARCH see TC 3- 
21.5, Chapter 11, page 11-3.

DETACHMENT:

Once the Colors are brought forward the  
Detachment consists of the COT, Staff,  
and Color Guard.
post three steps in front of and centered on the Color Guard. The COT then faces about and commands "COLORS FORWARD, MARCH".


The COT commands DETACHMENT, HALT when he/she has reached original post. The band ceases playing. The COT then salutes and reports, “SIR/MA’AM, THE COLORS ARE PRESENT”. The RO salutes and directs “PRESENT THE COMMAND”.

The COT faces to the right as in marching and marches until he/she is centered on the staff, halts and faces to the right facing the staff. COT commands “BRING YOUR UNITS TO PRESENT ARMS”. Unit commanders face about and in sequence command “PRESENT, ARMS”. They then face about and salute.

The COT then faces about and commands DETACHMENT, PRESENT, ARMS. (COT, staff and color guard present arms. only the organizational colors dip).

LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF THE NATIONAL ANTHEM.

COT then executes present arms, (Signal for band to play the National Anthem)

Anthem Played

Anthem Complete

PLEASE BE SEATED.

After the last note of the National Anthem, the COT goes to order arms, Commands DETACHMENT, ORDER ARMS (detachment will not go to parade rest).

Faces about and commands "BRING YOUR UNITS TO ORDER ARMS AND PARADE REST".

Unit commanders drop salute, face about and in sequence command “ORDER, ARMS” (PAUSE), PARADE, REST".

A - 7
Commanders then face about and go to parade rest.

COT then faces about facing the reviewing stand.

After the COT has faced about, the RO and both commanders move forward to their designated positions to execute the COC with the unit colors.

At this time the COT may put himself and the staff at parade rest. However, the colors will remain at the position of attention.

The outgoing CSM moves from his/her post (at the rear of the Color Guard) around the left flank of the color guard and halts directly in front of and facing the Organizational Colors.

After the outgoing CSM has secured the Organizational Colors from the bearers sling. The CSM will give the command “CENTER, FACE” (CSM does about face, outgoing CDR does a left face, new CDR does right face so as to create a box formation.

THE CHANGE OF COMMAND IS A SIMPLE EVENT THAT IS RICH WITH TRADITION, SYMBOLISM AND HERITAGE. KEY TO THE CEREMONY IS THE PASSING OF THE UNITS COLORS. THE COLORS ARE THE COMMANDER’S SYMBOL OF AUTHORITY, REPRESENTING HIS RESPONSIBILITIES TO THE ORGANIZATION. WHEREVER THE COMMANDER IS, THERE ALSO ARE HIS COLORS.


INSERT CSMS RANK & NAME NOW PASSES THE COLORS TO INSERT NAME RANK OF OUTGOING CDR.
20TH CBRNE Command Standard Script for a Change of Command
for Brigade/Group and Battalion Level

INSERT OUTGOING CDR’S RANK & NAME NOW PASSES THE COLORS TO INSERT NAME OF REVIEWING OFFICER SIGNIFYING HIS RELINQUISHMENT OF COMMAND AND COMPLETION OF ## MONTHS AS THE COMMANDER OF INSERT UNIT NAME.

INSERT NAME OF REVIEWING OFFICER PASSES THE COLORS TO INSERT RANK & NAME OF INCOMING CDR CHARGING HIM WITH THE RESPONSIBILITY FOR THE INSERT UNIT NAME AS ITS NEW COMMANDER.

INSERT INCOMING CDR RANK AND NAME, PASSES THE COLORS TO THE BATTALION COMMAND SERGEANT MAJOR, INSERT CSM NAME, HIS SENIOR ENLISTED LEADER AND THE NEW KEEPER OF THE COLORS.

Once the CSM has been given
The colors he/she commands “CENTER, FACE”. The CSM does about face, two CDR’s conduct left or right face, to face Colors.
Once colors are back in harness the CSM commands “ABOUT, FACE” and all execute an about face.

The CSM then commands “FORWARD, MARCH”. The RO and two CDRs march forward. The two CDRs switch positions while marching and the CSM returns to his position behind Color Guard.

Once the Reviewing Party have returned to their position at the reviewing stand the New CDR commands Group, Halt; About, Face; Parade, Rest.

Remarks:

LADIES AND GENTLEMAN, THE COMMANDER OF REVIEWING OFFICER UNIT, REVIEWING OFFICER RANK AND NAME.

3 min Remarks Complete

LADIES AND GENTLEMEN THE FORMER COMMANDER OF UNIT NAME, OUTGOING COMMANDER RANK AND NAME.

5 min Remarks Complete

LADIES AND GENTLEMEN, THE COMMANDER OF UNIT NAME, NEW COMMANDER RANK AND NAME.

2 min Remarks Complete

NOTE: At the completion of their remarks

PASSING OF THE COLORS:

CSM grasps the colors with the right hand above his left hand and presents the Colors to the outgoing CDR by stepping with his left foot as his paragraph is read.

Outgoing CDR grasps the colors with his left hand above his right hand and presents colors to RO by stepping with his left foot as his paragraph is read.

RO grasps the colors with his right hand above his left hand and presents colors to new CDR by stepping with his left foot as his paragraph is read.

Incoming CDR grasps the colors with the left hand above his right hand and presents colors to the incoming CSM by stepping with his left foot as his paragraph is read.

Note: all will receive the colors from the position of attention and pass by stepping with the left foot.
RO/Outgoing CDR return to their seats. The new CDR assumes position at the Reviewing Stand and is joined by the RO.

As the new commander and RO are taking their position The COT comes to the position of attention and commands the staff to attention and commands “BRING YOUR UNITS TO ATTENTION”.

Unit commanders face about and in sequence command “BN/COMPANY, ATTENTION”. They then face about and assume the position of attention.

The COT then commands “DETACHMENT, POST (pause) MARCH”.

On the command POST of detachment post march, the Color Guard executes colors reverse march and halts. The staff faces left and the COT faces to the right.

On the command MARCH of detachment post march the Color Guard march back to the final line and reverse march again. The COT and staff march back to their original position centered on the parade field. When the staff and COT return to their position the COT faces the staff to the right. The COT faces to the left. When the colors are in position and at the halt, the COT executes an about face, facing the reviewing stand.

The RO or Host (new commander) command “PASS IN REVIEW”. The COT faces about and directs “PASS IN REVIEW”.

LADIES AND GENTLEMEN, THE UNIT NAME WILL NOW PASS AND REVIEW. YOU ARE REMINDED TO PLEASE RISE AND PAY RESPECT TO THE NATIONAL COLORS AS THEY PASS.

Unit commanders face to the right when the COT directs “PASS IN REVIEW”.

The commander next to the band waits until the band moves. He then commands “RIGHT TURN, (pause for Drum Major to echo ‘forward’) MARCH”, loud enough for the band to hear. This is the signal for the band to begin playing and to march forward.

Other units move out in procession in the same manner and follow at the prescribed distance. CDR’s should be 12 paces from the unit in front of them, front rank of troops should be 6 paces from CDR. The units change directions at points indicated by markers. The commander commands, “LEFT TURN, MARCH”.

The COT and his staff move forward and execute turning movements to arrive at a position 12 steps in front of the drum major.

NOTE: For an example of this movement see TC 3-21.5, Chapter 10, pg 10-16.
LADIES AND GENTLEMEN, LEADING THE UNIT IS THE COMMANDER OF TROOPS

THE UNIT NAME INFANTRY DIVISION BAND UNDER THE DIRECTION RANK & NAME, THE BUGLER IS RANK & NAME.

HEADQUARTERS, HEADQUARTERS COMPANY IS COMMANDED BY RANK & NAME; AND FIRST SERGEANT NAME.

continue using this same address
for all units to include the Color Guard

THE INSERT UNIT COLOR GUARD TEAM UNDER THE DIRECTION OF BATTALION COMMAND SERGEANT MAJOR NAME.

**INSERT ADDITIONAL UNITS AS NEEDED IN ORDER OF MARCH**

Units are announced well before eyes right marker in order of March.

The COT, Company commanders command “EYES RIGHT”, as they pass the eyes right marker. (All CDR’s, 1SG’s and Guidon bearers salute, Soldiers in formation turn head and eyes to right with the exception of the right file who keep head and eyes to the front).

The COT and Company commanders will terminate their salute and command, “READY FRONT” when they have reached the ready front marker. Unit personnel terminate their salutes and turn their heads and eyes to the front.

After terminating the Salute, the COT and his staff (without command) execute three wheeling movements and take their post with the commander of troops on line with and to the right of the reviewing officer.

As the Brn/Co. Commanders approach the reviewing stand, they give the preparatory command “EYES” over their shoulder two steps from the marker as their right foot strikes the marching surface. As the commanders approach the second marker they command “READY, FRONT”.

As the colors pass, the Bandmaster and Drum Major salute while the band continues to play music without interruption.

When the last unit has passed the reviewing stand and has executed ready front, the band goes into an eight-bar drum cadence.

**EYES RIGHT AND READY FRONT.**

Commanders give the preparatory command “EYES” over their shoulder two steps from the marker as their right foot strikes the marching surface. The command of execution “RIGHT” is given when the right foot strikes the marching surface again and on line with the marker. When the unit has passed the next marker, commanders command “READY” as the left foot strikes the marching surface and “FRONT” the next time the left foot strikes the marching surface.

The appropriate place for the below narration is immediately after the Pass-in-Review march is finished, and during the 8-bar drum cadence.
LADIES AND GENTLEMEN, PLEASE RISE AND JOIN IN THE SINGING OF THE ARMY SONG.

On the first beat following the 8-bar drum cadence, the band begins playing the Army Song.

At the completion of the Army Song, and departure of the band, the COT and RO face each other and exchange salutes.

The COT states “SIR THIS CONCLUDES THE CEREMONY”, thus officially terminating the ceremony.

ON BEHALF OF THE COMMANDER AND COMMAND SERGEANT MAJOR OF THE UNIT NAME, WE WISH TO THANK YOU FOR YOUR ATTENDANCE AT TODAY’S CEREMONY. OUTGOING COMMANDER & SPOUSE WILL RECEIVE FRIENDS AND WELL-WISHERS IN FRONT OF THE REVIEWING STAND. PLEASE JOIN THE SOLDIERS OF THE UNIT NAME AT A RECEPTION HOSTED BY INCOMING COMMANDER & SPOUSE IMMEDIATELY FOLLOWING AT NAME OF LOCATION. THANK YOU FOR JOINING US ON THIS HISTORIC OCCASION.

“UNIT MOTTO”
This is a standard script for a Brigade/Group or Battalion Level Change Responsibility ceremony. For separate change of command or change of responsibility ceremonies, please refer to appropriate Annex to this SOP.

**GENERAL INFORMATION.**

a. The below sequence of events script contains three sections: 1) Narrator Cues, Commands & Movement 2) Narrator Comments 3) Call Outs. Narrator Cues, Commands & Movement are on the left edge of the page in small print. Narrator Comments are BOLD print in the middle of the page. Call Outs are located throughout this Annex in a text box with blue letters and used to emphasis clarity and understanding of a particular movement.

b. When a bugler is unavailable, all commands given to the units by the COT or Adjutant will be repeated by the subordinate commanders in sequence from right to left. In lieu of a band, band quintet, or bugler, units may play bugle calls and other martial music via digital audio recordings (ie. DVD, MP3).

See Annex E for Unit Formation Templates.

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**FORMATION OF TROOPS**

**Narrator Cues, Drill Commands & Movement**

0910: Band moves on field

0915: Pre-Ceremony music starts
All units move from the ready line to their positions on the final line in the most convenient and orderly manner. They are aligned and given the command “PARADE, REST”.

0920: Narrator

LADIES AND GENTLEMEN THE CEREMONY WILL BEGIN IN 10 MINUTES.

0925: Narrator

LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN IN 5 MINUTES. PLEASE MOVE TOWARD YOUR SEATS. YOU ARE REMINDED THAT ONLY OFFICIAL PHOTOGRAPHERS ARE PERMITTED ON THE FIELD AND PLEASE SILENCE ALL CELL PHONES AT THIS TIME.

0928: Narrator

THE CEREMONY WILL BEGIN SHORTLY.

0930: verify reviewing party is ready ...

GOOD MORNING LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDER AND COMMAND SERGEANT MAJOR OF THE (48TH, 52D, 71ST BRIGADE/GROUP) COMMAND TEAM, (COL, LTC) ____________________ AND COMMAND SERGEANT MAJOR ____________________, WELCOME TO TODAY’S CHANGE OF

---
RESPONSIBILITY CEREMONY FOR THE _____ BDE, GRP, BN _____ OF THE _____
20TH, BDE, GRP. THIS MORNING WE BID FAREWELL TO CSM _______________
AND WELCOME CSM ________________.

TODAY’S CEREMONY IS A REFLECTION OF PROCEDURES PRACTICED SINCE THE
BIRTH OF OUR ARMY IN 1775.

THE PRESENCE OF THE BAND REPRESENTS THE SIGNIFICANT ROLE MARTIAL
MUSIC HAS PLAYED THROUGHOUT HISTORY BY INSTILLING PRIDE, LOYALTY
AND COURAGE IN ARMIES BEFORE BATTLE.

THE FORMATION OF TROOPS CENTERED ON OUR NATIONAL FLAG REPRESENTS
THE UNIFIED PURPOSE OF OUR ARMY AND ITS WILLINGNESS TO MAKE THE
ULTIMATE SACRIFICE IN THE DEFENSE OF OUR NATION. NEXT TO OUR
NATIONAL FLAG ARE OUR UNIT COLORS. THIS CLOSENESS TO THE NATIONAL
FLAG SYMBOLIZES THE TRUST PLACED IN US BY OUR NATION. BEFORE EACH
UNIT IS THE COMPANY GUIDON, AND EACH IS A SYMBOL OF PRIDE, TRADITION
AND HISTORY.

UNIT COLORS STILL SERVE TO MARK THE LOCATION OF AN ORGANIZATION’S
HEADQUARTERS AND ITS COMMANDER.

WHEN A UNIT’S COLORS ARE REMOVED FROM THE HEADQUARTERS, SUCH AS
FOR TODAY’S CEREMONY, THEY REMAIN UNDER GUARD. THIS IS MORE THAN
TRADITION; IT IS SOLEMN RECOGNITION AND DEVOTION TO THE SACRIFICE AND
GALLANTRY OF ALL WHO HAVE EVER SERVED UNDER THOSE COLORS. THE
TASK OF GUARDING UNIT COLORS IS AN HONOR GIVEN TO ONLY THE FINEST OF
SOLDIERS.

(PAUSE)

LADIES AND GENTLEMEN, OUR SPECIAL GUESTS ATTENDING TODAY’S
CEREMONY INCLUDE:

1.
2.
3.
4.
AS WELL AS FELLOW BRIGADE AND BATTALION COMMANDERS AND COMMAND SERGEANTS MAJOR.

THE REVIEWING OFFICER FOR TODAY’S CEREMONY IS THE COMMANDER OF 20TH, 48TH, 52D, 71ST, (COL, LTC) ________________.

THE COMMANDER OF TROOPS IS (SGM, MSG) ________________.

Check with band to determine who it is commanded by and the Drum Major

MUSIC FOR TODAY’S CEREMONY IS PROVIDED BY THE _______ INFANTRY DIVISION BAND, COMMANDED BY _________________ THE DRUM MAJOR IS ________________.

THE COLOR GUARD IS PROVIDED BY THE _______. UNDER THE DIRECTION OF (BATTALION/BDE, GRP) ________________ NCOIC OF THE COLOR GUARD.

THE SOLDIERS ON THE FIELD REPRESENT ALL THE (CBRN/EOD) WARRIORS FROM EVERY (CO. /BN) ASSIGNED TO THE (BDE, GRP, BN),

“UNIT MOTTO”. (ie, “Liberty We Defend!!)

WE HOPE YOU ENJOY THIS SPECIAL EVENT. (PAUSE)

ON BEHALF OF THE SOLDIERS AND FAMILIES OF THE (UNIT), A BOUQUET OF RED ROSES IN FULL BLOOM ARE NOW BEING PRESENTED TO (OUTGOING CSM’S SPOUSE) AND IN A TRADITION SYMBOLIZING THE APPRECIATION FOR THEIR SUPPORT AND CONTRIBUTIONS TO THE SOLDIERS AND FAMILIES OF THE (UNIT).

YELLOW ROSE BUDS ARE NOW BEING PRESENTED TO (INCOMING CSM SPOUSE) AS A TOKEN OF APPRECIATION FROM THE SOLDIERS OF THE (UNIT) AND TO WELCOME HIM/HER TO THE (UNIT) COMMAND TEAM.

LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION GIVEN BY THE (UNIT) CHAPLAIN, CHAPLAIN (NAME).

Invocation by Chaplain

PLEASE BE SEATED
THE (UNIT) ADJUTANT, (RANK & NAME), WILL NOW DIRECT “SOUND ATTENTION.”

Adjutant directs “SOUND ATTENTION.
The bugler, band or pre-recorded music immediately play “SOUND ATTENTION.” All units execute simultaneously on the stinger.

When all units are at attention, the Adjutant directs SOUND ADJUTANT’S CALL.
The bugler, band or pre-recorded music immediately plays “SOUND ADJUTANT’S CALL.”
Adjutant immediately marches to his/her post midway between the line of troops and the designated post of the Commander of Troops (COT) position.
The Adjutant halts and faces to the right, facing the reviewing stand.

The Commander of Troops marches the staff to their post midway between the line of troops and the Reviewing Officer’s (RO) post. Halts the staff, faces his or herself and the staff to the right facing the Adjutant.

When the COT has halted at his/her post, the Adjutant salutes and reports “SGM/MSG, THE COMMAND IS FORMED”.

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/her post by facing to the half left in marching, marches forward, halts at normal interval to the right of the right flank staff member and faces about. The senior staff NCO (S3) commands “RIGHT, FACE; COLUMN LEFT, MARCH; COLUMN LEFT, MARCH; STAFF, HALT; LEFT, FACE”. At that time the staff should be centered on and two steps in front of the COT.

PRESENTATION AND HONORS (TO THE REVIEWING OFFICER)

Once the staff is in position the COT faces about.
The reviewing party move to their position on/near the reviewing stand (from left to right: outgoing CSM, RO, incoming CSM, when viewed from the reviewing stand).

When the Reviewing Party is in position the COT faces about and commands “BRING YOUR UNITS TO PRESENT ARMS”.
Unit CSMS/1SGS face about and in sequence command Present, ARMS. They then face about and Salute.

The COT faces about, then directs the staff and himself to presents Arms (over right shoulder)

At this time the RO returns the salute.

Upon completion, the COT goes to order arms, commands the staff to order arms (over right shoulder) faces about and commands “BRING YOUR UNITS TO ORDER ARMS”.
Unit CSMs/1SGs drop their salute, face about and in sequence command “ORDER, ARMS”
They then face about and assume parade rest.
HONORS TO THE NATION (National Anthem)

When all units are at attention the COT commands “COLORS, CENTER (pause), MARCH”.

On the command CENTER of colors center march the staff of the COT executes a right face.

On the command MARCH of colors center march the staff begins marching forward to a position offset to the left front of the reviewing stand, halts, and faces to the left on command of the senior staff officer. In addition the Color Guard marches 7 steps forward in front of the line of CDRs and halts.

When the Color Guard and staff have halted, the COT marches forward and takes his post three steps in front of and centered on the Color Guard. The COT then faces about and commands “COLORS FORWARD, MARCH”.

In lieu of “COLORS CENTER MARCH”, Commanders may choose to execute “OFFICERS CENTER MARCH” instead. OFFICERS CENTER MARCH is a maneuver normally conducted as part of a parade and not as a review, and requires all subordinate commanders and their unit guidons to position themselves behind the Color Guard and become part of the detachment. This maneuver takes up more time and synchronization and is outside the scope of this SOP. For more information on how to execute OFFICERS CENTER MARCH see TC 3-21.5, Chapter 11, page 11-3.


The COT commands DETACHMENT, HALT when he/she has reached original post. The band ceases playing. The COT then salutes and reports, “SIR/MA'AM, THE COLORS ARE PRESENT”. The RO salutes and directs “ASSUME YOUR POST AND PRESENT THE COMMAND”.

The COT faces to the right as in marching and marches until he/she is centered on the staff, halts and faces to the right facing the staff. COT commands “BRING YOUR UNITS TO PRESENT ARMS”. Unit commanders face about and in sequence command “PRESENT, ARMS”. They then face about and salute.

The COT then faces about and commands DETACHMENT, PRESENT, ARMS. (COT, staff and color guard present arms. only the organizational colors dip).

LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF THE NATIONAL ANTHEM.

COT then executes present arms, (Signal for band to play the National Anthem)
Anthem Played

Anthem Complete

PLEASE BE SEATED.

After the last note of the National Anthem, the COT goes to order arms. Commands DETACHMENT, ORDER ARMS (detachment will not go to parade rest).

Faces about and commands "BRING YOUR UNITS TO ORDER ARMS AND PARADE REST".

Unit CSMs/1SGs drop salute, face about and in sequence command "ORDER, ARMS" (PAUSE), PARADE, REST". CSMs/1SGs then face about and go to parade rest.

COT then faces about facing the reviewing stand.

After the COT has faced about, the RO and both CSMs move forward to their designated positions to execute the COR with the unit colors.

At this time the COT may put himself and the staff at parade rest. However, the colors will remain at the position of attention.

The Color guard NCOIC moves from his/her post (at the rear of the Color Guard) around the left flank of the color guard and halts directly in front of and facing the Organizational Colors.

After the Color guard NCOIC has secured the Organizational Colors from the bearers sling. The CSM will give the command "CENTER, FACE" (Color Guard NCOIC does about face, outgoing CSM does a left face, new CSM does right face so as to create a box formation.

THE CHANGE OF RESPONSIBILITY IS A SIMPLE EVENT THAT IS RICH WITH TRADITION, SYMBOLISM AND HERITAGE. KEY TO THE CEREMONY IS THE PASSING OF THE UNITS COLORS.


PASS THE LOYALTY OF THE SOLDIERS TO THEIR NEW COMMAND SERGEANT MAJOR.


THE COLOR GUARD NCOIC (INSERT NAME) WILL NOW PASS THE COLORS TO CSM’s RANK & NAME IN HIS FINAL DUTY AS THE BDE/GRP or BN COMMAND SERGEANT MAJOR.

INSERT CSM’S RANK & NAME NOW PASSES THE COLORS TO INSERT NAME OF REVIEWING OFFICER SIGNIFYING HIS/HER RELINQUISHMENT OF RESPONSIBILITY AND COMPLETION OF ## MONTHS AS THE COMMAND SERGEANT MAJOR OF INSERT UNIT NAME.

INSERT NAME OF REVIEWING OFFICER PASSES THE COLORS TO INSERT RANK & NAME OF INCOMING CSM CHARGING HIM/HER WITH THE RESPONSIBILITY FOR THE INSERT UNIT NAME AS ITS NEW COMMAND SERGEANT MAJOR.

INSERT INCOMING CSM RANK AND NAME, PASSES THE COLORS TO, INSERT NCOIC RANK NAME.

Once the NCOIC has been given the colors he/she commands “CENTER, FACE”. The NCOIC does an about face, two CSM’s conduct left or right face, to face Colors. Once colors are back in harness the NCOIC commands “ABOUT, FACE” and all execute an about face

The new CSM then commands “FORWARD, MARCH”. The RO and the CSMs march forward. The two CSMs switch positions while marching. The NCOIC return to the rear of the color guard.

Once the Reviewing Party have returned to their position at the reviewing stand the New CSM commands Group, Halt; About, Face; Parade, Rest.

PASSING OF THE COLORS:

Color guard NCOIC grasps the colors with the right hand above his left hand and presents the Colors to the outgoing CSM by stepping with his left foot as his paragraph is read.

Outgoing CSM grasps the colors with his left hand above his right hand and presents colors to RO by stepping with his left foot as his paragraph is read.

RO grasps the colors with his right hand above his left hand and presents colors to new CSM by stepping with his left foot as his paragraph is read.

Incoming CSM grasps the colors with the left hand above his right hand and passes the colors to the Color guard NCOIC by stepping with his left foot as his paragraph is read.

Note: all will receive the colors from the position of attention and pass by stepping with the left foot.
Remarks:

LADIES AND GENTLEMAN, THE COMMANDER OF REVIEWING OFFICER UNIT,
REVIEWING OFFICER RANK AND NAME.

3 min Remarks Complete

LADIES AND GENTLEMEN THE FORMER CSM OF, UNIT: OUTGOING CSM NAME.

5 min Remarks Complete

LADIES AND GENTLEMEN, UNIT: INCOMING CSM NAME.

2 min Remarks Complete

NOTE: At the completion of their remarks
RO/Outgoing CSM return to their seats.
The new CSM assumes position at the
Reviewing Stand and is joined by the RO.

As the new commander and RO are taking their position
The COT comes to the position of attention
and commands the staff to attention and commands
“BRING YOUR UNITS TO ATTENTION”.

Unit commanders face about and in sequence command
“BN/COMPANY, ATTENTION”. They then face about
and assume the position of attention.

The COT then commands “DETACHMENT, POST (pause)
MARCH”.

On the command POST of detachment post march,
the Color Guard executes colors reverse march
and halts. The staff faces left and the COT faces
to the right.

On the command MARCH of detachment post march
the Color Guard march back to the final line and
reverse march again. The COT and staff march back
to their original position centered on the parade
field. When the staff and COT return to their
position the COT faces the staff to the right.
The COT faces to the left. When the colors are
in position and at the halt, the COT executes an about
face, facing the reviewing stand.

LADIES AND GENTLEMEN, PLEASE RISE AND JOIN IN THE SINGING OF THE ARMY
SONG.

On the first beat following the 8-bar drum
cadence, the band begins playing the
Army Song.

At the completion of the Army Song,
and departure of the band, the COT
and RO face each other and exchange
salutes.
20TH CBRNE Command Standard Script for a Change of Responsibility
for Brigade/Group and Battalion Level

The COT states “SIR THIS CONCLUDES THE CEREMONY”, thus officially terminating the ceremony.

ON BEHALF OF THE COMMANDER AND COMMAND SERGEANT MAJOR OF THE UNIT NAME, WE WISH TO THANK YOU FOR YOUR ATTENDANCE AT TODAY’S CEREMONY. OUTGOING CSM & SPOUSE WILL RECEIVE FRIENDS AND WELL-WISHERS IN FRONT OF THE REVIEWING STAND. PLEASE JOIN THE SOLDIERS OF THE UNIT NAME AT A RECEPTION HOSTED BY INCOMING CSM & SPOUSE IMMEDIATELY FOLLOWING AT NAME OF LOCATION. THANK YOU FOR JOINING US ON THIS HISTORIC OCCASION.

“UNIT MOTTO”
ANNEX C- 20TH CBRNE Command Standard Script for a Combined Change of Command & Responsibility for Brigade/Group and Battalion Level

This is a standard script for a combined Brigade/Group or Battalion Level Change of Command and Change of Responsibility ceremony if both the CDR and CSM are changing out during the same ceremony. For separate change of command or change of responsibility ceremonies, please refer to appropriate Annex to this SOP.

GENERAL INFORMATION.

a. The below sequence of events script contains three sections: 1) Narrator Cues, Commands & Movement 2) Narrator Comments 3) Call Outs. Narrator Cues, Commands & Movement are on the left edge of the page in small print. Narrator Comments are BOLD print in the middle of the page. Call Outs are located throughout this Annex in a text box with blue letters and used to emphasis clarity and understanding of a particular movement.

b. When a bugler is unavailable, all commands given to the units by the COT or Adjutant will be repeated by the subordinate commanders in sequence from right to left. In lieu of a band, band quintet, or bugler, units may play bugle calls and other martial music via digital audio recordings (ie. DVD, MP3).

The Commanders Bio’s will not be read during the Inspection of Troops, only the unit history.

See Annex E for Unit Formation Templates.

FORMATION OF TROOPS

Narrator Cues, Drill Commands & Movement

0910: Band moves on field

0915: Pre-Ceremony music starts
All units move from the ready line to their positions on the final line in the most convenient and orderly manner. They are aligned and given the command “PARADE, REST”.

0920: Narrator
LADIES AND GENTLEMEN THE CEREMONY WILL BEGIN IN 10 MINUTES.

0925: Narrator
LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN IN 5 MINUTES. PLEASE MOVE TOWARD YOUR SEATS. YOU ARE REMINDED THAT ONLY OFFICIAL PHOTOGRAPHERS ARE PERMITTED ON THE FIELD AND PLEASE SILENCE ALL CELL PHONES AT THIS TIME.

0928: Narrator
THE CEREMONY WILL BEGIN SHORTLY.

0930: verify reviewing party is ready ...

GOOD MORNING LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDER AND COMMAND SERGEANT MAJOR OF THE (48TH, 52D, 71ST BRIGADE/GROUP)
COMMAND TEAM, (COL, LTC)______________________ AND COMMAND SERGEANT MAJOR______________________, WELCOME TO TODAY’S CHANGE OF COMMAND AND CHANGE OF RESPONSIBILITY CEREMONY FOR THE _____ BDE, GRP, BN _____ OF THE _____ 20TH BDE, GRP ___. THIS MORNING WE BID FAREWELL TO (COL, LTC)______________________, AND CSM ___________________ AND WELCOME (COL, LTC)______________________, AND CSM ___________________.

TODAY’S CEREMONY IS A REFLECTION OF PROCEDURES PRACTICED SINCE THE BIRTH OF OUR ARMY IN 1775.

THE PRESENCE OF THE BAND REPRESENTS THE SIGNIFICANT ROLE MARTIAL MUSIC HAS PLAYED THROUGHOUT HISTORY BY INSTILLING PRIDE, LOYALTY AND COURAGE IN ARMIES BEFORE BATTLE.

THE FORMATION OF TROOPS CENTERED ON OUR NATIONAL FLAG REPRESENTS THE UNIFIED PURPOSE OF OUR ARMY AND ITS WILLINGNESS TO MAKE THE ULTIMATE SACRIFICE IN THE DEFENSE OF OUR NATION. NEXT TO OUR NATIONAL FLAG ARE OUR UNIT COLORS. THIS CLOSENESS TO THE NATIONAL FLAG SYMBOLIZES THE TRUST PLACED IN US BY OUR NATION. BEFORE EACH UNIT IS THE COMPANY GUIDON, AND EACH IS A SYMBOL OF PRIDE, TRADITION AND HISTORY.

UNIT COLORS STILL SERVE TO MARK THE LOCATION OF AN ORGANIZATION’S HEADQUARTERS AND ITS COMMANDER.

WHEN A UNIT’S COLORS ARE REMOVED FROM THE HEADQUARTERS, SUCH AS FOR TODAY’S CEREMONY, THEY REMAIN UNDER GUARD. THIS IS MORE THAN TRADITION; IT IS SOLEMN RECOGNITION AND DEVOTION TO THE SACRIFICE AND GALLANTRY OF ALL WHO HAVE EVER SERVED UNDER THOSE COLORS. THE TASK OF GUARDING UNIT COLORS IS AN HONOR GIVEN TO ONLY THE FINEST OF SOLDIERS.

(PAUSE)

LADIES AND GENTLEMEN, OUR SPECIAL GUESTS ATTENDING TODAY’S CEREMONY INCLUDE:

1.

2.
3.

4.

AS WELL AS FELLOW BRIGADE AND BATTALION COMMANDERS AND COMMAND SERGEANTS MAJOR.

THE REVIEWING OFFICER FOR TODAY’S CEREMONY IS THE COMMANDER OF 20\textsuperscript{TH}, 48\textsuperscript{TH}, 52\textsuperscript{D}, 71\textsuperscript{ST}, (BG, COL) ________________.

THE COMMANDER OF TROOPS IS (LTC, MAJ) NAME, TITLE AND UNIT.

Check with band to determine who it is commanded by and the Drum Major

MUSIC FOR TODAY’S CEREMONY IS PROVIDED BY THE ________ INFANTRY DIVISION BAND, COMMANDED BY _________________ THE DRUM MAJOR IS ________________.

THE COLOR GUARD IS PROVIDED BY THE UNIT, UNDER THE DIRECTION OF (BATTALION/BDE, GRP) COMMAND SERGEANT MAJOR (OUTGOING CSM)

THE SOLDIERS ON THE FIELD REPRESENT ALL THE (CBRN/EOD) WARRIORS FROM EVERY (CO. /BN) ASSIGNED TO THE (BDE, GRP, BN),

"UNIT MOTTO". (ie, “Liberty We Defend!!)

WE HOPE YOU ENJOY THIS SPECIAL EVENT. (PAUSE)

ON BEHALF OF THE SOLDIERS AND FAMILIES OF THE UNIT, A BOUQUET OF RED ROSES IN FULL BLOOM ARE NOW BEING PRESENTED TO (OUTGOING CDR’S SPOUSE) AND (OUTGOING CSM SPOUSE) IN A TRADITION SYMBOLIZING THE APPRECIATION FOR THEIR SUPPORT AND CONTRIBUTIONS TO THE SOLDIERS AND FAMILIES OF THE UNIT.

YELLOW ROSE BUDS ARE NOW BEING PRESENTED TO (INCOMING CDR SPOUSE) AND (INCOMING CSM SPOUSE) AS A TOKEN OF APPRECIATION FROM THE SOLDIERS OF THE UNIT AND TO WELCOME THEM TO THE UNIT COMMAND TEAM.
Invocation by Chaplain

PLEASE BE SEATED

THE (UNIT) ADJUTANT, (RANK & NAME), WILL NOW DIRECT “SOUND ATTENTION.”

Adjutant directs “SOUND ATTENTION.

The bugler, band or pre-recorded music immediately play “SOUND ATTENTION.” All units execute simultaneously on the stinger.

When all units are at attention, the Adjutant directs SOUND ADJUTANT’S CALL.

The bugler, band or pre-recorded music immediately plays “SOUND ADJUTANT’S CALL.”

Adjutant immediately marches to his/her post midway between the line of troops and the designated post of the Commander of Troops (COT) position.

The Adjutant halts and faces to the right, facing the reviewing stand.

The Commander of Troops marches the staff to their post midway between the line of troops and the Reviewing Officer’s (RO) post. Halts the staff, faces his or herself and the staff to the right facing the Adjutant.

When the COT has halted at his/her post, the Adjutant faces about and directs “BRING YOUR UNITS TO PRESENT ARMS”.

Unit commanders face about and in sequence command Present, ARMS. They then face about and Salute.

After all units are at present arms, the Adjutant faces about, salutes and reports “SIR/MA’AM, THE COMMAND IS FORMED”.

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/her post by facing to the half left in marching, marches forward, halts at normal interval to the right of the right flank staff member and faces about. When the Adjutant is in position, the COT commands “BRING YOUR UNITS TO ORDER ARMS”.

Unit commanders drop their salute, face about and in sequence command ORDER, ARMS and face about.

When all units are at order arms, the senior staff officer (S3) commands “RIGHT, FACE; COLUMN LEFT, MARCH; COLUMN LEFT, MARCH; STAFF, HALT; LEFT, FACE”. At that time the staff should be centered on and two steps in front of the COT.

PRESENTATION AND HONORS (TO THE REVIEWING OFFICER)

Once the staff is in position the COT faces about.

The reviewing party move to their position on/near the
reviewing stand (from left to right: outgoing CDR, incoming CDR, RO, when viewed from the reviewing stand).

Note: the RO will reposition to the center of the reviewing party upon return from inspection in preparation for the COC.

When the Reviewing Party is in position the COT faces about and commands "BRING YOUR UNITS TO PRESENT ARMS". Unit commanders face about and in sequence command Present, ARMS. They then face about and Salute.

The COT faces about, then directs the staff and himself to presents Arms (over right shoulder)

At this time the RO returns the salute.

Upon completion, the COT goes to order arms, commands the staff to order arms (over right shoulder) faces about and commands "BRING YOUR UNITS TO ORDER ARMS AND PARADE REST". Unit commanders drop their salute, face about and in sequence command "ORDER, ARMS" (pause), "PARADE REST". They then face about and assume parade rest.

COT faces about. (Signal for reviewing party to move forward)

The Reviewing Party moves from their position near the reviewing stand and marches to within three paces of the COT.

The COT salutes RO and reports "SIR, THE COMMAND IS PREPARED FOR INSPECTION".

The RO steps off to the half left as in marching the COT moves to RO’s left side from the rear, the commanders move to RO’s right side.

The band begins to play marching music on the salute of the COT and continues to play until the Reviewing Party has returned to their post. The COT guides the Reviewing Party to the right flank of the band. The COT and Reviewing Party pass in front of the unit commanders.

Note: Narrator will have to adjust the length and tempo of the unit history based on length of time to march around the formation during Inspection of Troops.

THE REVIEWING PARTY WILL NOW CONDUCT AN INSPECTION OF TROOPS - "TROOPING OF THE LINE." THIS TIME-HONORED TRADITION ALLOWS A COMMANDER TO INSPECT THE FITNESS AND READINESS OF HIS SOLDIERS WHILE PROVIDING THE SOLDIERS THE OPPORTUNITY TO VIEW THEIR COMMANDER UP CLOSE. THE TROOPS SHOW THEIR COMMANDER THEIR HIGH STATE OF READINESS, DEVOTION TO DUTY, AND WILLINGNESS TO CARRY OUT THEIR MISSION.

INSERT UNIT HISTORY HERE

Upon the departure of the Reviewing Party, the Senior Staff Officer (S3) commands the staff to PARADE REST. After the
inspection has been completed, the senior staff officer commands **STAFF, ATTENTION**  
(_before the return of the COT).

As the reviewing party march off  
The CO CDR’s face about.

When the reviewing party approaches  
the right flank of each unit, the CO commander commands  
"**COMPANY, ATTENTION**",  
the CO CDR faces about then  
commands over his/her right shoulder  
"**EYES, RIGHT**".

After reviewing party has passed the  
left front of the company, at which time he/she commands  
"**ORDER, ARMS**", faces about  
and commands **PARADE REST**. Then remains facing the Company.

As the reviewing party approaches the rear  
of the right flank company, the Commander  
commands **"COMPANY, ATTENTION"**.

Once the reviewing party has passed the Company,  
the commander commands  
"**PARADE, REST**".  
The CDR then faces about and assumes parade rest.

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). Only the Organizational Colors dip. The guards present arms,  
the color guard and bearers execute eyes right.

After passing in front of the troops, the inspection continues along the rear of  
the troops and terminates at the right flank of the band. The COT commands  
**PARTY HALT**.

The RO and commanders move by the most direct route back to their original position at  
the reviewing stand. The COT moves back to his/her position with staff.

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**HONORS TO THE NATION (National Anthem)**

When the reviewing party is in place  
and the band has ceased playing, the COT will execute an about face and command  
"**BRING YOUR UNITS TO ATTENTION**". Unit commanders face about and in sequence command  
"**BN/COMPANY, ATTENTION**". They then face about and assume the position of attention.

When all units are at attention the COT  
commands **"COLORS, CENTER (pause), MARCH"**

On the command CENTER of colors center march  
the staff of the COT executes a right face.

On the command MARCH of colors center march  
the staff begins marching forward to a position offset to the left front of the reviewing stand, halts, and faces to the left on command of the senior staff officer.

In lieu of “**COLORS CENTER MARCH**”, Commanders may choose to execute “**OFFICERS CENTER MARCH**” instead. OFFICERS CENTER MARCH is a maneuver normally conducted as part of a parade and not as a review, and requires all subordinate commanders and their unit guidons to position themselves behind the Color Guard and become part of the detachment. This maneuver takes up more time and synchronization and is outside the scope of this SOP. For more information on how to execute OFFICERS CENTER MARCH see TC 3-21.5, Chapter 11, page 11-3.
In addition the Color Guard marches 7 steps forward in front of the line of CDRs and halts.

When the Color Guard and staff have halted, the COT marches forward and takes his post three steps in front of and centered on the Color Guard. The COT then faces about and commands "COLORS FORWARD, MARCH".


The COT commands DETACHMENT, HALT when he/she has reached original post.
The band ceases playing. The COT then salutes and reports, "SIR/MA'AM, THE COLORS ARE PRESENT".
The RO salutes and directs "PRESENT THE COMMAND".

The COT faces to the right as in marching and marches until he/she is centered on the staff, halts and faces to the right facing the staff.

COT commands "BRING YOUR UNITS TO PRESENT ARMS".
Unit commanders face about and in sequence command "PRESENT, ARMS". They then face about and salute.

The COT then faces about and commands DETACHMENT, PRESENT, ARMS. (COT, staff and color guard present arms. only the organizational colors dip).

LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF THE NATIONAL ANTHEM.

COT then executes present arms, (Signal for band to play the National Anthem)

Anthem Played

Anthem Complete

PLEASE BE SEATED.

After the last note of the National Anthem, the COT goes to order arms, Commands DETACHMENT, ORDER ARMS (detachment will not go to parade rest).
Faces about and commands “BRING YOUR UNITS TO ORDER ARMS AND PARADE REST”.

Unit commanders drop salute, face about and in sequence command “ORDER, ARMS” (PAUSE), PARADE, REST”.

Commanders then face about and go to parade rest.

COT then faces about facing the reviewing stand.

After the COT has faced about, the RO and both commanders move forward to their designated positions to execute the COC with the unit colors.

At this time the COT may put himself and the staff at parade rest. However, the colors will remain at the position of attention.

The outgoing CSM moves from his/her post (at the rear of the Color Guard) around the left flank of the color guard and halts directly in front of and facing the Organizational Colors.

After the outgoing CSM has secured the Organizational Colors from the bearers sling, the CSM will give the command “CENTER, FACE” (CSM does about face, outgoing CDR does a left face, new CDR does right face so as to create a box formation.

THE CHANGE OF COMMAND IS A SIMPLE EVENT THAT IS RICH WITH TRADITION, SYMBOLISM AND HERITAGE. KEY TO THE CEREMONY IS THE PASSING OF THE UNITS COLORS. THE COLORS ARE THE COMMANDER’S SYMBOL OF AUTHORITY, REPRESENTING HIS RESPONSIBILITIES TO THE ORGANIZATION. WHEREVER THE COMMANDER IS, THERE ALSO ARE HIS COLORS.


COMMAND SERGEANT MAJOR (INSERT NAME) WILL NOW PASS THE COLORS TO OUTGOING CDR’s RANK & NAME IN HIS FINAL DUTY AS THE BDE/GRP or BN COMMAND SERGEANT MAJOR.

INSERT OUTGOING CDR’S RANK & NAME NOW PASSES THE COLORS TO INSERT NAME OF REVIEWING OFFICER SIGNIFYING HIS RELINQUISHMENT OF COMMAND AND COMPLETION OF ## MONTHS AS THE COMMANDER OF INSERT UNIT NAME.

Once the outgoing CDR passes the colors to the RO the outgoing CSM faces to the left as in marching and marches to the left flank of the Color guard halts and executes an about face.

Simultaneously the incoming CSM moves around the right flank of the color guard and halts in front of the organizational color bear facing the RO.

The RO should pause until this Transition is complete.

INSERT NAME OF REVIEWING OFFICER PASSES THE COLORS TO INSERT RANK & NAME OF INCOMING CDR CHARGING HIM WITH THE RESPONSIBILITY FOR THE INSERT UNIT NAME AS ITS NEW COMMANDER.

INSERT INCOMING CDR RANK AND NAME, PASSES THE COLORS TO THE NEW BATTALION COMMAND SERGEANT MAJOR, INSERT INCOMING CSM NAME, HIS SENIOR ENLISTED LEADER AND THE NEW KEEPER OF THE COLORS.

Once the incoming CSM has been given The colors he/she commands “CENTER, FACE”. The CSM does about face, two CDR’s conduct left or right face, to face Colors. Once colors are back in harness the CSM commands “ABOUT, FACE” and all execute an about face. (during this movement the outgoing CSM stands fast on the left flank of the Color Guard.

The new CSM then commands “FORWARD, MARCH”. The RO, two CDRs and the outgoing CSM march forward. The two CDRs switch positions while marching and the new CSM returns to his position behind Color Guard. The outgoing CSM steps of at the half right and moves to the right of the outgoing commander.

Once the Reviewing Party have returned to their position at the reviewing stand the New CDR commands Group, Halt; About, Face; Parade, Rest.

PASSING OF THE COLORS:

Outgoing CSM grasps the colors with the right hand above his left hand and presents the Colors to the outgoing CDR by stepping with his left foot as his paragraph is read.

Outgoing CDR grasps the colors with his left hand above his right hand and presents colors to RO by stepping with his left foot as his paragraph is read.

RO grasps the colors with his right hand above his left hand and presents colors to new CDR by stepping with his left foot as his paragraph is read.

Incoming CDR grasps the colors with the left hand above his right hand and the colors to the incoming CSM by stepping with his left foot as his paragraph is read.

Note: all will receive the colors from the position of attention and pass by stepping with the left foot.
Remarks:

LADIES AND GENTLEMAN, THE COMMANDER OF REVIEWING OFFICER UNIT,
REVIEWING OFFICER RANK AND NAME.

3 min Remarks Complete

LADIES AND GENTLEMEN, OUTGOING COMMANDER RANK AND NAME.

5 min Remarks Complete

LADIES AND GENTLEMEN, OUTGOING CSM NAME.

5 min Remarks Complete

LADIES AND GENTLEMEN, THE COMMANDER OF UNIT NAME, NEW COMMANDER
RANK AND NAME.

2 min Remarks Complete

NOTE: At the completion of their remarks
RO/Outgoing CDR/CSM return to their seats.
The new CDR assumes position at the
Reviewing Stand and is joined by the RO.

As the new commander and RO are taking their position
The COT comes to the position of attention
and commands the staff to attention and commands
"BRING YOUR UNITS TO ATTENTION".

Unit commanders face about and in sequence command
"BN/COMPANY, ATTENTION". They then face about
and assume the position of attention.

The COT then commands "DETACHMENT, POST (pause)
MARCH".

On the command POST of detachment post march,
the Color Guard executes colors reverse march
and halts. The staff faces left and the COT faces
to the right.

On the command MARCH of detachment post march
the Color Guard march back to the final line and
reverse march again. The COT and staff march back
to their original position centered on the parade
field. When the staff and COT return to their
position the COT faces the staff to the right.
The COT faces to the left. When the colors are
in position and at the halt, the COT executes an about
face, facing the reviewing stand.

The RO or Host (new commander)
command "PASS IN REVIEW".
The COT faces about and directs "PASS IN REVIEW".

LADIES AND GENTLEMEN, THE UNIT NAME WILL NOW PASS AND REVIEW. YOU
ARE REMINDED TO PLEASE RISE AND PAY RESPECT TO THE NATIONAL COLORS
AS THEY PASS.
Unit commanders face to the right when the COT directs “PASS IN REVIEW”.

The commander next to the band waits until the band moves. He then commands “RIGHT TURN, (pause for Drum Major to echo ‘forward’) MARCH”, loud enough for the band to hear. This is the signal for the band to begin playing and to march forward.

Other units move out in procession in the same manner and follow at the prescribed distance. CDR’s should be 12 paces from the unit in front of them, front rank of troops should be 6 paces from CDR. The units change directions at points indicated by markers. The commander commands, “LEFT TURN, MARCH”.

The COT and his staff move forward and execute turning movements to arrive at a position 12 steps in front of the drum major.

**NOTE: For an example of this movement see TC 3-21.5, Chapter 10, pg 10-16.**


THE UNIT NAME INfanTRY DIVISION BAND UNDER THE DIRECTION RANK & NAME, THE BUGLER IS RANK & NAME.

HEADQUARTERS, HEADQUARTERS COMPANY IS COMMANDED BY RANK & NAME; AND FIRST SERGEANT NAME.

continue using this same address for all units to include the Color Guard

THE INSERT UNIT COLOR GUARD TEAM UNDER THE DIRECTION OF BATTALION COMMAND SERGEANT MAJOR NAME.

**INSERT ADDITIONAL UNITS AS NEEDED IN ORDER OF MARCH**

Units are announced well before eyes right marker in order of March.

The COT, Company commanders command “EYES RIGHT”, as they pass the eyes right marker. (All CDR’s, 1SG’s and Guidon bearers salute, Soldiers in formation turn head and eyes to right with the exception of the right file who keep head and eyes to the front).
The COT and Company commanders will terminate their salute and command, “READY FRONT” when they have reached the ready front marker. Unit personnel terminate their salutes and turn their heads and eyes to the front.

After terminating the Salute, the COT and his staff (without command) execute three wheeling movements and take their post with the commander of troops on line with and to the right of the reviewing officer.

As the Bn/Co. Commanders approach the reviewing stand, they give the preparatory command “EYES” over their shoulder two steps from the marker as their right foot strikes the marching surface. As the commanders approach the second marker they command “READY, FRONT”.

As the colors pass, the Bandmaster and Drum Major salute while the band continues to play music without interruption.

When the last unit has passed the reviewing stand and has executed ready front, the band goes into an eight-bar drum cadence.

EYES RIGHT AND READY FRONT.

Commanders give the preparatory command “EYES” over their shoulder two steps from the marker as their right foot strikes the marching surface. The command of execution “RIGHT” is given when the right foot strikes the marching surface again and on line with the marker. When the unit has passed the next marker, commanders command “READY” as the left foot strikes the marching surface and “FRONT” the next time the left foot strikes the marching surface.

The appropriate place for the below narration is immediately after the Pass-in-Review march is finished, and during the 8-bar drum cadence.

LADIES AND GENTLEMEN, PLEASE RISE AND JOIN IN THE SINGING OF THE ARMY SONG.

On the first beat following the 8-bar drum cadence, the band begins playing the Army Song.

At the completion of the Army Song, and departure of the band, the COT and RO face each other and exchange salutes.

The COT states “SIR THIS CONCLUDES THE CEREMONY”, thus officially terminating the ceremony.

ON BEHALF OF THE COMMANDER AND COMMAND SERGEANT MAJOR OF THE UNIT NAME, WE WISH TO THANK YOU FOR YOUR ATTENDANCE AT TODAY’S CEREMONY. OUTGOING COMMANDER & SPOUSE WILL RECEIVE FRIENDS AND WELL-WISHERS IN FRONT OF THE REVIEWING STAND. PLEASE JOIN THE SOLDIERS OF THE UNIT NAME AT A RECEPTION HOSTED BY INCOMING COMMANDER & SPOUSE IMMEDIATELY FOLLOWING AT NAME OF LOCATION. THANK YOU FOR JOINING US ON THIS HISTORIC OCCASION.

“UNIT MOTTO”
This is a standard script for a Company Level Change of Command ceremony.

GENERAL INFORMATION.

a. The below sequence of events script contains step by step cues, narrator comments, commands and actions taken by participants. Narrator Comments are BOLD print preceded by red font. Cues throughout this Annex are indicated by blue font and used to emphasis clarity and understanding of a particular movement.

b. Units may play bugle calls and other martial music via digital audio recordings (ie. DVD, MP3).

c. It is recommended that company level changes of command use a podium positioned at a 45 degree angle on the parade field to right of the guests (or left flank of formation of troops) with National colors on static display to the right side of the podium. See diagram below (pg. D6-D7) for example.

See Annex E for Unit Formation Templates.

FORMATION OF TROOPS:

Because this a Company COC the formation of troops will be one mass formation. The Unit should form at parade rest and on the final line prior to the start of the ceremony. Indoor Ceremony is the same.

(H-20 minutes) Pre-Ceremony music starts 1SG takes his/her position and gives the command “PARADE, REST”.

(H-10 minutes)

NARRATOR: LADIES AND GENTLEMEN THE CEREMONY WILL BEGIN IN 10 MINUTES.

(H-5 minutes)

NARRATOR: LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN IN 5 MINUTES. PLEASE MOVE TOWARD YOUR SEATS AND SILENCE ALL CELL PHONES AT THIS TIME.

(H-2 minutes)

NARRATOR: THE CEREMONY WILL BEGIN SHORTLY.

(H-Hour) verify reviewing party is ready. The Ceremony begins.

NARRATOR: GOOD MORNING LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDER AND COMMAND SERGEANT MAJOR OF THE (BATTALION UNIT) COMMAND TEAM, (LTC) __________________________ AND COMMAND SERGEANT MAJOR __________________________, WELCOME TO TODAY’S CHANGE OF COMMAND CEREMONY FOR THE UNIT NAME OF THE BATTALION NAME. THIS MORNING WE BID FAREWELL TO (CPT) __________________________, AND WELCOME (CPT) __________________________.
NARRATOR: LADIES AND GENTLEMEN, OUR SPECIAL GUESTS ATTENDING TODAY’S CEREMONY INCLUDE:
1. 
2. 
3. 
4. 
AS WELL AS FELLOW BRIGADE AND BATTALION COMMANDERS AND COMMAND SERGEANTS MAJOR.
THE REVIEWING OFFICER FOR TODAY’S CEREMONY IS THE COMMANDER OF ____________
(LTC) ________________.
THE SOLDIERS STANDING BEFORE YOU REPRESENT ALL THE (CBRN/EOD) WARRIORS FROM (CO) ASSIGNED TO THE (BN). “UNIT MOTTO”. (ie, “Liberty We Defend!!)
WE HOPE YOU ENJOY THIS SPECIAL EVENT. (PAUSE)
LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION GIVEN BY CHAPLAIN (NAME)
Chaplain: Delivers the Invocation.
(Invocation Complete)
NARRATOR: PLEASE BE SEATED

PRESENTATION AND HONORS (TO THE REVIEWING OFFICER)

1SG: Executes an about face and commands “COMPANY, ATTENTION” faces about and assumes the position of attention
REVIEWING PARTY: positions themselves in front of reviewing stand.
(Reviewing Party is in Position)
1SG: Executes an about face and Commands “PRESENT, ARMS” He/She faces about and salutes the reviewing officer.
REVIEWING OFFICER: returns salute.
1SG: Goes to order arms, executes an about face and commands “ORDER ARMS”, (pause) “PARADE REST”.

ON BEHALF OF THE SOLDIERS AND FAMILIES OF THE (UNIT), A BOUQUET OF RED ROSES IN FULL BLOOM ARE NOW BEING PRESENTED TO (OUTGOING CDR’S SPOUSE) IN A TRADITION SYMBOLIZING THE APPRECIATION FOR THEIR SUPPORT AND CONTRIBUTIONS TO THE SOLDIERS AND FAMILIES OF THE UNIT. (PAUSE)

YELLOW ROSE BUDS ARE NOW BEING PRESENTED TO (INCOMING CDR SPOUSE) AS A TOKEN OF APPRECIATION FROM THE SOLDIERS OF THE (UNIT) AND TO WELCOME THEM TO THE (UNIT) COMMAND TEAM. (PAUSE)

If there is no Spouse. Replace with a parent, child or other at the request of the Commanders.
HONORS TO THE NATION (National Anthem)

The National Colors (mandatory) and Battalion Colors (optional) will be on static display on the left (National) and right (Bn Colors) located behind the podium of the Reviewing party.

1SG: Executes an about face and commands “COMPANY, ATTENTION” (pause) “PRESENT ARMS” faces about and executes present arms

NARRATOR: LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF OUR NATIONAL ANTHEM.

(Anthem Played)

REVIEWING PARTY: Salute on the first note of the National Anthem. Execute “Order Arms” upon completion.

(Anthem Complete)

1SG: Executes order arms, an about face and commands “ORDER ARMS” then faces about facing the reviewing stand. (FORMATION WILL REMAIN AT ATTENTION).

NARRATOR: PLEASE BE SEATED.

NARRATOR: LADIES AND GENTLEMEN PLEASE DIRECT YOUR ATTENTION TO THE CENTER OF THE FORMATION, WHERE THE BATTALION COMMANDER LTC (BN CDR) WILL OVERSEE THE TRANSFER OF THE GUIDON SIGNIFYING THE CHANGE OF COMMAND FROM (OUTGOING CDR RANK AND NAME) TO (INCOMING CDR, RANK AND NAME).

REVIEWING PARTY: (Outgoing Commander) commands “FORWARD MARCH”. The reviewing party marches Forward until the outgoing CDR is four steps in front of the Company Guidon. (Outgoing Commander) commands “MARKTIME, MARCH and “GROUP HALT”.

OUTGOING CDR: Commands “ONE STEP FORWARD MARCH” (PAUSE) “CENTER FACE” the outgoing and incoming commander’s take one step forward and then face one another. Simultaneously

1SG: Executes and about face and secures the guidon with his/her right hand over the left and then faces about.

(REVIEWING PARTY IN POSITION)

NARRATOR: THE CHANGE OF COMMAND IS A SIMPLE EVENT THAT IS RICH WITH TRADITION, SYMBOLISM AND HERITAGE. KEY TO THE CEREMONY IS THE PASSING OF THE UNITS COLORS. THE COLORS ARE THE COMMANDER’S SYMBOL OF AUTHORITY, REPRESENTING HIS RESPONSIBILITIES TO THE ORGANIZATION. WHEREVER THE COMMANDER IS, THERE ALSO ARE HIS COLORS.

THE CUSTODIAN OF THE COLORS IS THE SENIOR ENLISTED SOLDIER IN THE UNIT AND THE PRINCIPAL ADVISOR TO THE COMMANDER.

**ANNEX D- 20TH CBRNE Command Standard Script for a Company Change of Command**


**(1SG RANK & NAME)** NOW PASSES THE COLORS TO **(OUTGOING CDR RANK AND NAME)**.

1SG: Steps forward with his left foot and passes the guidon with his/her right hand over the left.

OUTGOING CDR: Grasps the Company Guidon with his/her left hand over the right. (DOES NOT STEP)

**(OUTGOING CDR RANK AND NAME)** NOW PASSES THE COLORS TO **(NAME OF REVIEWING OFFICER)** SIGNIFYING HIS RELINQUISHMENT OF COMMAND AND COMPLETION OF ## MONTHS AS THE COMMANDER OF **(UNIT NAME)**.

OUTGOING CDR: Steps to the left and passes the Guidon to the Reviewing Officer.

REVIEWING OFFICER: Grasps the Guidon with his/her right hand over the left. (DOES NOT STEP)

**(NAME OF REVIEWING OFFICER)** PASSES THE COLORS TO **(INCOMING CDR RANK AND NAME)** CHARGING HIM WITH THE RESPONSIBILITY FOR THE **(UNIT NAME)** AS ITS NEW COMMANDER.

REVIEWING OFFICER: Steps to the left and passes the Guidon to the Incoming CDR.

INCOMING CDR: Grasps the Guidon with his/her left hand over the right. (DOES NOT STEP)

**(INCOMING CDR RANK AND NAME)**, PASSES THE COLORS TO THE COMPANY FIRST SERGEANT, **(1SG NAME)**, HIS SENIOR ENLISTED LEADER AND THE NEW KEEPER OF THE COLORS.

INCOMING CDR: Steps forward with his left foot and passes the guidon with his/her left hand over the right.

1SG: Grasps the Company Guidon with his/her left hand over the right. (DOES NOT STEP).

1SG: Commands **"CENTER FACE"** The 1SG does about face, the two CDR’s conduct left or right face, to face Guidon. Once the guidon is secured by the guidon bearer.

1SG: Commands **"ABOUT FACE"** The Reviewing Officer, Both CDR’s, and the 1SG execute an about face.

1SG: Commands **"FORWARD, MARCH"** The RO and two CDRs march forward. The two CDRs switch positions while marching and the 1SG remains in position and commands **"Parade Rest"** only for the Guidon Bearer. 1SG then assumes parade rest.

INCOMING COMMANDER: Commands **"Group, Halt; About, Face; Parade, Rest.***

(REVIEWING PARTY BACK AT THE REVIEWING STAND)

**REMARKS**

*NARRATOR:* LADIES AND GENTLEMAN, THE COMMANDER OF **(REVIEWING OFFICER UNIT)**, **(REVIEWING OFFICER RANK AND NAME)**.

(3-5 min) (Remarks Complete) (Reviewing Officer Returns to his/her seat).

LADIES AND GENTLEMEN THE FORMER COMMANDER OF **(UNIT NAME, OUTGOING COMMANDER RANK AND NAME)**.
(5 min) (Remarks Complete) (Outgoing Commander returns to his/her seat).

LADIES AND GENTLEMEN, THE COMMANDER OF (UNIT NAME), (NEW COMMANDER RANK AND NAME).

(2 min) (Remarks Complete) (Incoming Commander returns to his/her seat).

1SG: Assumes the position of attention, executes an about face andCommands “COMPANY ATTENTION” he then executes an about face.

_**Narrator:**_ LADIES AND GENTLEMEN, PLEASE RISE AND JOIN IN THE SINGING OF THE ARMY SONG.  
(Army Song Complete)

_INCOMING COMMANDER:_ Marches to the front of the formation and takes charge from the 1SG. 1SG and Incoming Commander exchange salutes. 1SG takes his/her post at the back of the formation.

_REVIEWING OFFICER:_ Takes his/her post in front of the formation.  
(REVIEWING OFFICER IN POSITION)

_INCOMING COMMANDER:_ Salutes and states “SIR/MA’AM, THIS CONCLUDES TODAY’S CEREMONY.”

_REVIEWING OFFICER:_ Returns his/her salute and states, “TAKE CHARGE OF THE COMPANY.”

_NARRATOR:_ ON BEHALF OF THE COMMANDER AND COMMAND SERGEANT MAJOR OF THE (UNIT NAME), WE WISH TO THANK YOU FOR YOUR ATTENDANCE AT TODAY’S CEREMONY. (OUTGOING COMMANDER & SPOUSE) WILL RECEIVE FRIENDS AND WELL-WISHERS IN FRONT OF THE REVIEWING STAND. PLEASE JOIN THE SOLDIERS OF THE (UNIT NAME) AT A RECEPTION HOSTED BY (INCOMING COMMANDER & SPOUSE) IMMEDIATELY FOLLOWING AT (NAME OF LOCATION). THANK YOU FOR JOINING US ON THIS HISTORIC OCCASION.

“UNIT MOTTO”
1) The flag of the United States, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag’s own right, and its staff should be in front of the staff of the other flag (see fig D-1)

![Figure D-1. U.S. flag displayed crossed with another flag](image1)

2) When displayed on the wall of a stage, it will be placed above and behind the speaker’s stand (see fig D-2)

![Figure D-2. U.S. flag displayed on the wall of a rostrum and on a staff in an auditorium](image2)
3) In an auditorium, meeting hall, or chapel. When the U.S. flag is displayed from a staff in an auditorium meeting hall, or chapel, whether on the same floor level or on a platform, it should be in the position of honor at the speaker’s or chaplain’s right facing the audience or congregation in accordance with 4 USC 7. Other flags should be placed on the left of the speaker or chaplain; that is, to the right of the audience (see fig D-2 and D-3).

Figure D-3. U.S. flag displayed with chancel
ANNEX E- Unit Formation Template

SYMBOLS

This appendix contains an explanation of the symbols used in the figures in this manual.

*NOTE: ALL DASH LINE SYMBOLS INDICATE ALTERNATE POSITIONS.*
Unit Formation Template

Battalion in line with companies in mass

 Brigade in line with battalions in mass
Movement of the reviewing party

1. Commander of troops reports to the reviewing officer and forms reviewing party.
2. Reviewing party begins inspection of troops.
3. Reviewing party terminates inspection; host/host commander positions himself to the left of reviewing officer and they return to reviewing stand; commander of troops moves into position to return to his post in front of the formation.

**LEGEND**
- R: Reviewing officer
- H: Host/host commander
- C: Commander of troops

**NOTE:**
- The host/host commander and commander of troops will hesitate when necessary to allow the reviewing officer to precede them.
- When a distinguished guest participates, he marches on the right of the host/host commander during the inspection; or the host/host commander and distinguished guest may march to the rear of the reviewing officer and commander of troops.
unit formation template

TROOPS

INCOMING COMMANDER  OUTGOING COMMANDER  REVIEWING OFFICER/SENIOR COMMANDER

Reviewing party for a change of command

Reviewing party after the inspection or if inspection is omitted
Passing of organizational Color for change of command and change of responsibility.
March in review in column with units in mass
Unit Formation Template

Battalion in column with companies in mass
Brigade in column with battalions in mass