



**DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD
WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation
No 600-20

17 July 2006

Personnel-General
STANDARDIZED CEREMONIES

Summary. This regulation provides guidance and implementing instructions for the conduct of all ceremonies, presentations and dedications.

Applicability. This regulation is applicable to all units assigned or attached for which the United States Army Maneuver Support Center, Fort Leonard Wood has training responsibility.

Administrative Notes. Unless this publication states otherwise, masculine nouns or pronouns do not refer exclusively to men.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center, Fort Leonard Wood.

Suggested Improvements. The proponent agency of this regulation is the Directorate of Plans, Training, & Mobilization (DPTM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, United States Army Maneuver Support Center, ATTN: IMNW-LNW-PL0, Fort Leonard Wood, MO 65473-5000.

FOR THE COMMANDER:



Daniel G. Grey
Colonel, GS
Chief of Staff

KATHLEEN KERNS
Director, Information
Management

DISTRIBUTION:
A

Contents	Page
Paragraph 1 Purpose	2
Paragraph 2 References	2
Paragraph 3 Explanation of Acronyms	2
Paragraph 4 Commander of troops	2
Paragraph 5 Retirement Ceremonies	2
Paragraph 6 Changes of Command	3
Paragraph 7 Changes of Responsibilities	3
Paragraph 8 Color Guard	3
Paragraph 9 Cancellation of Ceremonies	3

*This regulation replaces FLW Reg 1-201, 9 June 2000.

1. Purpose. This regulation provides guidance and implementing instructions for the conduct of all ceremonies, presentations, and dedications.

a. All military ceremonies at this Installation will be conducted in accordance with the appropriate procedures outlined in FM 3-21.5, dated July 03. Anything not specifically covered in FM 3-21.5 will be thoroughly explained in an operations order. Standard ceremonies will be coordinated at 35 working days prior to execution within the DPTM tasking windows.

b. For installation-level ceremonies, and operations order will be prepared by DPTM, designating the sponsoring organization and other organizations that will be involved in the ceremony, presentation, or dedication. Operations orders will include references, situation, mission, execution, service and support, command and signal, and attached annexes for the risk analysis, ceremony sequence of events, primary and inclement weather layouts, and any other pertinent information.

c. DPTM will retain overall general staff responsibility for the conduct of all installation-level ceremonies, presentations, and dedications. Specific responsibilities of DPTM and major subordinate commanders or directors are stated in this regulation.

d. Ceremonies that are not at the installation level, such as unit inactivation ceremonies, but require command group involvement or interest, will be planned and coordinated through the DPTM Installation Ceremonies Section and Executive Services Office.

e. When the Commanding General, Assistant Commandant, or Chief of Staff participates in a ceremony, presentation, or dedication, coordination will be made with the 399th Army Band for support. The request should be submitted in writing or via electronic mail no later than 45 days prior to the scheduled event.

f. Uniforms for both participants and spectators will be listed in the operations order.

g. Weapons involved will be listed in the operations order.

2. Required References.

a. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia). Cited in paragraph 4d.

b. FM 3-21.5, dated 7 July 03, Drill and Ceremony, cited on page 2-1, Section 1, Instructional Methods.

3. Explanation of Acronyms.

DPTM: Directorate of Plans, Training, and Mobilization.

MANSCEN: Maneuver Support Center.

COT: Commander of Troops.

4. Commander of Troops. The noncommissioned officer or officer designated as the Commander of Troops (COT) for military ceremonies is responsible for the preparation of troops. The COT will:

a. Coordinate the movement of all troops to and from the ceremony location.

b. Ensure the ceremony conforms to appropriate procedures outlined in the applicable annex sequence of events.

c. Ensure the ceremony site is properly laid out and marked in accordance with the applicable annex.

d. Ensure all ceremony participants meet wear and appearance standards prescribed in AR 670-1.

e. Ensure all participants are rehearsed and knowledgeable in the sequence of events prior to the rehearsal date and time.

5. Retirement Ceremonies. A retirement ceremony will be conducted monthly, as outlined below:

a. The MANSCEN Monthly Retirement Ceremony will be held at either Lincoln Hall Auditorium (LHA) or at Baker Theater, based on the number of retirees for that month. During the month of September, the ceremony will be held at Gammon Field in conjunction with the annual Retiree weekend. Call the DPTM Ceremonies Section to verify location. For the monthly retirement ceremony, the sponsoring unit will provide the following at a minimum: One NCOIC, one narrator (narrator must be chosen by the tasked units CSM), two award bearers (SGT or above), four ushers (any rank), and one Chaplain to provide an invocation.

Note: The NCOIC/narrator can be the same person.

b. The Annual Retirement Ceremony will be held on Gammon Field during the month of September in conjunction with the annual Retiree weekend. The sponsoring unit will provide the following at a minimum: one Battalion Commander with Colors, one Battalion Command Sergeant Major, Battalion Staff, all Company Commanders with guidon bearer and guidons, all First Sergeants, a seven by seven formation of all companies within the battalion, a Commander of Troops (O-5 or higher), one narrator (narrator must be chosen by the Battalion CSM), one NCOIC in charge of the setup detail consisting of

eight soldiers, and one Chaplain to provide either a benediction, an invocation, or both.

Note. For the MANSCEN Monthly Retirement Ceremony and the Annual Retirement Ceremony, the Official Party, retirees, narrator, NCOIC for the setup detail, the detail, and the Chaplain will wear the Class "A" uniform. The uniform will be checked for proper fit and all appropriate awards no later than one week prior to the ceremony date.

- d. The NCOIC of the setup detail will coordinate with the DPTM Ceremonies Section for proper guidance in setting up gammon field.
- e. The tasked Unit will be responsible for any and all In Progress Reviews (IPRs) for the Annual Retirement Ceremony.
- f. The sponsoring unit for the MANSCEN Monthly Retirement Ceremony will be rotated each month among the 1st Engineer Brigade, the 14th Military Police Brigade, the 3rd Chemical Brigade, 3rd BCT, and the Garrison Command, using the MANSCEN reoccurring tasking matrix.
- g. The sponsoring unit for the MANSCEN Annual Retirement Ceremony will be rotated each year among the 1st Engineer Brigade, the 14th Military Police Brigade, the 3rd Chemical Brigade, 3rd BCT, and the Garrison Command, using the MANSCEN reoccurring tasking matrix.
- h. For further information regarding which Brigade is sponsoring the MANSCEN Monthly Retirement Ceremony, refer to the MANSCEN reoccurring tasking matrix.

6. Changes of Commands. All Brigade-level and higher change of command ceremonies will be planned and coordinated through the DPTM Installation Ceremonies Section.

7. Changes of Responsibilities. All Brigade-level and higher change of responsibility ceremonies will be planned and coordinated through the DPTM Installation Ceremonies Section.

Note. For Change of Command and Change of Responsibility Ceremonies, the Outgoing Commander/Command Sergeant Major will be the COT for that ceremony. Once the posting of orders has been completed, the Incoming Commander/Command Sergeant Major will resume the duties of the COT.

8. Color Guard. For all MANSCEN-level ceremonies, the responsibility of the Color Guard falls under the MANSCEN Noncommissioned Officers Academy (MNCOA). For all other ceremonies, the responsible unit for that ceremony, as described in the MANSCEN reoccurring tasking matrix, will provide the Color Guard.

9. Cancellation of Ceremonies.

- a. The Chief of Staff will make the decision to cancel installation-level ceremonies.
- b. Organizational ceremonies may be cancelled at the discretion of the organizational commander.
- c. In the event of cancellation, the sponsoring command is responsible for expeditious notification to DPTM and all personnel participating in or supporting the ceremony.