

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART I: DRILL

CHAPTER 13

INSPECTIONS

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PART I: DRILL

CHAPTER 13

INSPECTIONS

13000. GENERAL. The company is the basic unit for inspection. Battalion, regimental, and higher commanders or inspecting officers inspect each company in its own area, or have it march to a specified place at a designated time for inspection. Under special conditions, an entire battalion or regiment may be inspected in one large formation.

13001. COMPANY FORMATIONS

1. General. The company forms in line or in column of platoons in line as prescribed in chapter 10. If transportation is included, it forms 12 paces in rear of the troops. Drivers remain with their vehicles. (See figure 13-1.)

2. Procedure

a. When ready to inspect, the company commander commands "**PREPARE FOR INSPECTION.**" At this command, the platoon commanders open ranks by platoons. The right platoon executes the initial movement. The second platoon, as described in paragraph 9016, opens ranks when the front rank of the first platoon has been aligned. The third and subsequent platoons do not begin to open ranks until the front squad of the platoon to its right has been aligned. All platoon commanders align their squads on the corresponding squad of the platoon to their right. (See figure 13-1.) When the formation is a column of platoons in line, platoon commanders open ranks successively from front to rear without awaiting the alignment of the platoon to their front. They cause their units to cover the corresponding files to their front. (See figure 13-2.) In opening ranks and aligning their platoons, platoon commanders comply with the procedures prescribed for platoon drill. After verifying the alignment of the rear rank, each platoon commander faces to the right in marching, moves 3 paces beyond the front rank, faces the left, and commands "**Ready, FRONT**" and "**COVER.**" After giving the command "**COVER,**" each platoon commander takes one step forward and faces to the front, thereby being in a position 3 paces in front of the right file of the front rank of their respective platoon. It is at this post that the platoon commander receives the inspecting officer.

b. When all ranks have been opened, the company commander commands "**AT EASE.**" He/she then inspects the company. During the inspection, officers, staff noncommissioned officers, and guidon bearers, not in ranks, come to attention at order arms as the company commander approaches. After being inspected, they resume at ease. The company commander may direct the first sergeant to accompany him/her for the purpose of taking notes. The inspection begins at the head of the column or the right of the line. The company commander inspects the arms, equipment, dress, and appearance of the personnel. As he/she approaches each platoon, its commander brings his/her unit to attention and salutes. After being personally inspected, the platoon commander returns sword (if so armed) and places himself/herself on the right of the company commander. He/she precedes the company commander during the entire inspection, down the front and rear of each squad. The company commander may direct that squads having been or not yet inspected be given at ease while he/she inspects others. In this case, the platoon commander complies and brings them to attention for inspection at the proper time.

c. The inspection is made from right to left in the front and from left to right in the rear of each rank. After inspecting the platoon commander, the company commander moves around the platoon commander's left to a position in front of the right flank Marine in the first rank. He/she moves from Marine to Marine by stepping off to the right in marching, taking one and one half steps, halting, and executing a left face. The platoon commander must move in the same manner so as not to be in the company commander's way.

d. Each Marine executes the movements to inspection arms for his/her weapon immediately after the company commander has completed the left face movement and is facing him/her.

e. The company commander takes all individual weapons from the individual being inspected. He/she takes the rifle by grasping the handguard with his/her right hand. The Marine whose rifle is being inspected immediately drops his/her hands to the sides. After inspecting the weapon, the company commander hands it back with his/her right hand in the same position. The Marine smartly takes his/her weapon by grasping the center of the handguard just forward of the slipring with his/her left hand, closes the bolt, pulls the trigger, and returns the weapon to order arms as soon as he/she receives it. The company commander takes and returns other weapons in the most convenient manner. A detailed inspection will include bayonets and other equipment carried.

f. Bayonets will be inspected when the company commander is in the rear of the rank. He/she will take and replace them without assistance from the Marine being inspected. The Marine will merely raise his/her left arm when the company commander takes and replaces the bayonet.

g. Upon completion of the inspection of his/her platoon, the platoon commander, having led the company commander down the rear of the last squad, executes column left and halts when 3 paces beyond the right flank member of the first rank. He/she faces left, calls the entire platoon to attention, and then resumes his/her post, (see paragraph 13001.2a) the company commander passes to his/her right, faces to the left in marching, halts, and executes a left face. He/she then gives the platoon commander any instructions necessary. The platoon and company commanders exchange salutes and the latter proceeds to the next platoon.

h. Upon completion of the inspection of each platoon, its commander faces to the left and orders **"Close Ranks, MARCH."** At the command **"MARCH,"** the platoon commander moves by the most direct route and takes his/her post 6 paces in front of and centered on his/her platoon.

i. The company commander may direct the platoon commanders to make the detailed inspection by ordering **"Platoon Commanders, INSPECT YOUR PLATOONS."** In this case, each platoon commander complies. They may direct their platoon sergeants to accompany them for the purpose of taking notes. The company commander will normally spot check individuals while platoon commanders are inspecting their platoons. In this case, Marines at ease will automatically come to attention upon the company commander's approach, and to inspection arms if the company commander stops in front of them, regardless of whether they have been previously inspected.

13002. INSPECTION OF PERSONAL FIELD EQUIPMENT IN RANKS

1. The company forms in company column of platoons in line at open ranks, for a preliminary rifle inspection. After the inspection of the first platoon, the

company commander directs the platoon commander to prepare for inspection of equipment. Upon the company commander's departure to inspect the arms of the next platoon, the platoon commander orders, "**First Squad, 2 Paces Forward, MARCH;**" "**Second Squad, 1 Pace Forward, MARCH;**" and "**Fourth Squad, 2 Paces Backward, MARCH.**" (See figures 13-3 and 13-4.) The platoon commander then causes the platoon to take interval to the left, after which the Marine commands "**UNSLING EQUIPMENT.**" Upon the completion of this, the Marine orders "**DISPLAY EQUIPMENT.**"

2. At the command "**UNSLING EQUIPMENT,**" each Marine draws their bayonet and thrusts it into the ground, with their left hand, outside and against the left instep. The bayonet ring is to the front. Marines not armed with the bayonet mark the place with their left heels. This is to mark the rear right corner of the individual's equipment layout. Each member armed with a shoulder weapon lays it on the ground with muzzle to the front, barrel to the left, and butt near the toe of their right foot. The Marines then unslings their equipment and places it on the ground 1 foot in front of their feet. The top of the pack should be to the front and the side that faces rear when worn should be up. All Marines resume attention when finished.

3. At the command "**DISPLAY EQUIPMENT,**" packs are opened and equipment displayed as in current directives. The equipment is displayed in the interval to the left of each Marine. As Marines finishes arranging their equipment, each Marine resumes attention in their original position in ranks.

4. The company commander returns to the first platoon after inspecting the arms of the last. The company commander passes along the ranks from right to left as before. When, finished inspecting the platoon, the Marine directs the platoon commander to have the packs rolled and proceeds to the platoon commander of the next platoon to be inspected. The post and his/her action of the platoon commander during the company commander's arrival and departure is the same as described in paragraph 13001.2.

5. The platoon commander then commands "**ROLL PACKS.**" Each Marine assembles their equipment and rolls their pack. The member places it in front of themselves, as described in paragraph 13002.2 and comes to attention.

6. After all equipment is assembled and packs are rolled, the platoon commander commands "**SLING EQUIPMENT.**" All Marines sling packs, fasten belts, and take arms. They then assume their original place in formation, at attention and order arms.

7. The platoon commander then causes the platoon to close interval and then close ranks, after which the Marine gives "**REST**" or "**AT EASE.**"

8. In units such as weapons or headquarters and service companies, which have special combat equipment, the company commander, after packs have been opened, or after individual inspection, directs "**DISPLAY MACHINE-GUN, MORTAR, or other EQUIPMENT.**" Gun teams/squads under the direction of their leaders break ranks and lay out their weapons and accessories for inspection as described in the gun drill for that particular weapon. Headquarters personnel lay out their fire control, communication, or other equipment in a similar manner. Such equipment will be displayed 3 paces from the right of the squad's flank. The rear of the equipment is placed on line with the rear of the individual field equipment.

13003. INSPECTING OFFICER OTHER THAN COMPANY COMMANDER. Should the inspecting officer be other than the company commander, the latter will face the original front of Marine's company after commanding "**AT EASE.**" Upon the approach of the inspecting officer, the inspection proceeds as previously explained. The company commander follows the inspecting officer.

13004. BATTALION INSPECTIONS

1. The battalion is formed in column of companies with companies in line or battalion in line with companies in line, as prescribed in chapter 11. Before the inspection, the battalion commander indicates whether crew-served weapons and special equipment are to be displayed. They may be laid out at the armory or left on their transportation for subsequent inspection.
2. When the companies are in position, the battalion commander commands "**PREPARE FOR INSPECTION.**" At this command, all companies prepare as described in paragraph 13001. The color guard proceeds to a position 3 paces to the rear of the battalion staff.
3. The battalion commander then commands "**REST,**" returns sword if so armed, and inspects battalion staff and color guard. The staff members come to attention without command, upon the battalion commander's approach, and execute order sword. When the battalion commander approaches the color guard, after inspecting the staff, the staff members return sword and accompanies the battalion commander. The senior color bearer brings the color guard to attention. The battalion commander may dismiss the color guard as soon as inspected.
4. The battalion commander, beginning at the right of the line or at the head of the column, inspects the arms, equipment, dress, and appearance of the personnel in each company.
5. As the battalion commander approaches each company, its commander calls it to attention, faces the front, and salutes. As soon as the company commander has been inspected, the company commander gives the unit "**REST,**" returns sword if so armed, and accompanies the battalion commander during the inspection. The inspection proceeds as described in paragraph 13001.
6. The battalion commander may direct the company commanders to make the detailed inspections of their own companies, in which case the battalion commander will usually spot check individuals throughout the battalion. In such a case, all Marines react as described in paragraph 13001.2 upon the approach of the battalion commander. The battalion commander may also direct members of the battalion staff to inspect individual companies, in which case company commanders react as described in paragraph 13001.
7. After a company has been inspected, unless otherwise directed it may be marched from the field and dismissed.
8. When desired, the battalion commander may direct companies not being inspected to stack arms, fall out, and wait their turn in the immediate vicinity. In this case, company commanders so instructed must fall their Marines in and prepare for inspection in time so as not to delay the entire inspection.

9. If the inspecting officer is other than the battalion commander, the latter prepares the battalion for inspection in the same manner. Upon the approach of the inspecting officer, the battalion commander brings the battalion to attention, faces the front, and salutes. After being personally inspected, the commander gives the battalion "REST," returns sword if so armed, and accompanies the inspecting officer. The inspecting officer proceeds as previously prescribed for the battalion commander.

13005. REGIMENTAL INSPECTION. Only in an exceptional situation will an entire regiment be inspected in one formation. However, when held, the principles are the same as for the battalion. The regiment may be formed in any manner suitable to the available space and ground. Battalions are prepared for inspection as described in paragraph 13004. Upon the approach of the inspecting officer, each battalion commander brings their unit to attention and salutes. Battalion inspections then follow.

13006. INSPECTION OF QUARTERS OR CAMP

1. General. In quarters, the Marines stand near their respective bunks uncovered and without equipment or arms. In camp or bivouac, they stand outside their tents covered but without equipment or arms. If the inspection of individual equipment and/or clothing has been ordered, each Marine arranges the required articles as described in current directives.

2. Battalion. During the inspection of the quarters or camp of a company, the battalion commander is accompanied by the company commander and preceded by the first sergeant and field music. The first sergeant causes the field music to sound "*Attention*" as the inspecting party approaches. In the absence of field music, the first sergeant uses the voice command. Such other officers as may be designated accompany the battalion commander on the inspection.

3. Regimental. The procedure is the same as outlined in paragraph 13006.2 above. The regimental commander is accompanied by the battalion commander and commander of the company being inspected.

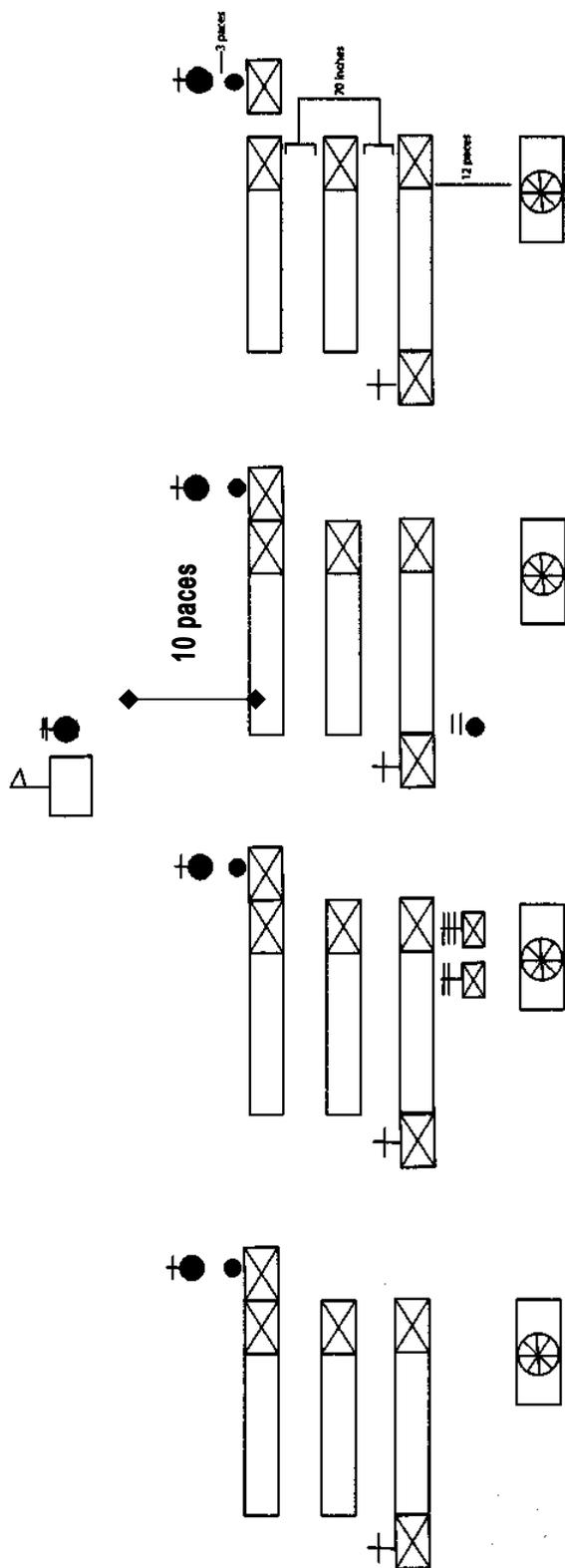


Figure 13-1.--Company Formed for Inspection, Company in Line.

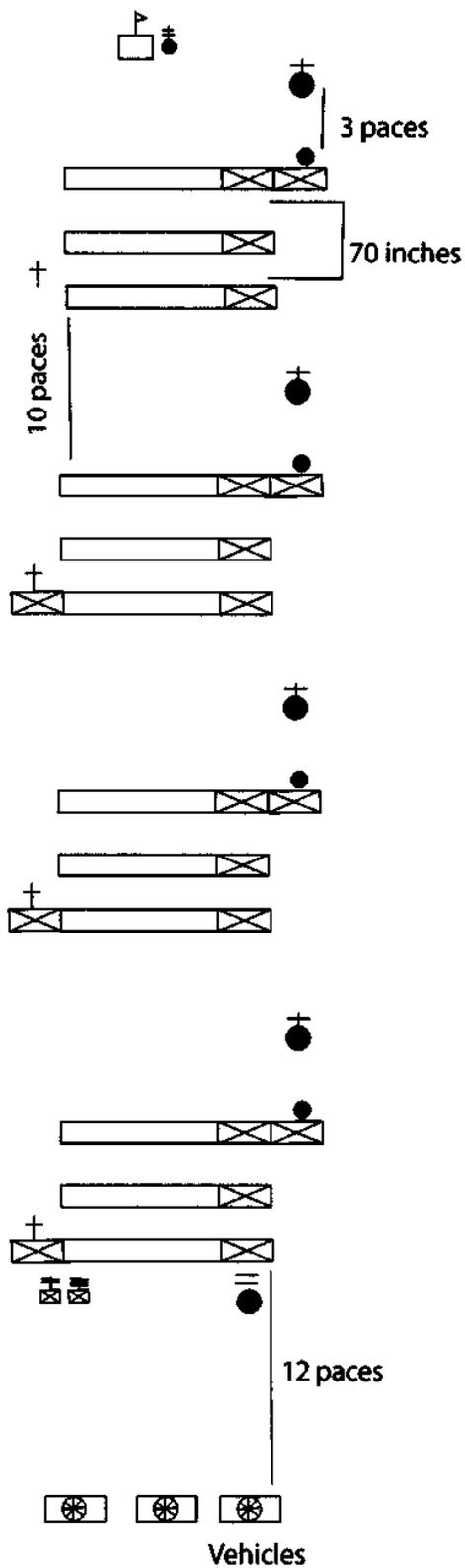


Figure 13-2.--Company Formed for Inspection, Company Column of Platoons in Line.

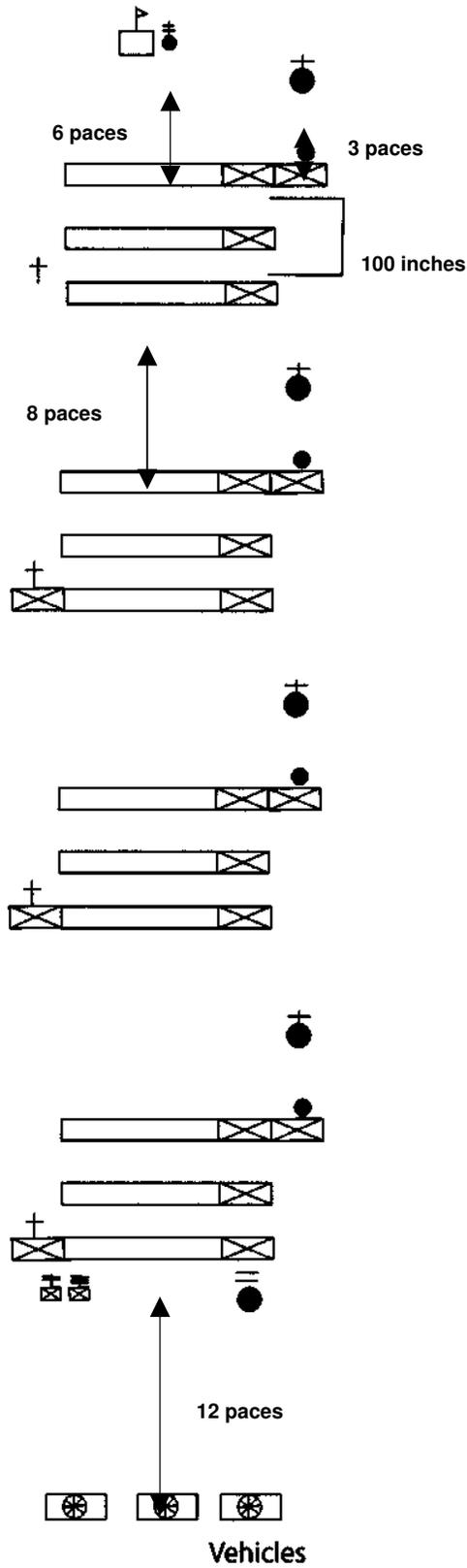


Figure 13-3.--Inspection of Personal Field Equipment in Ranks.

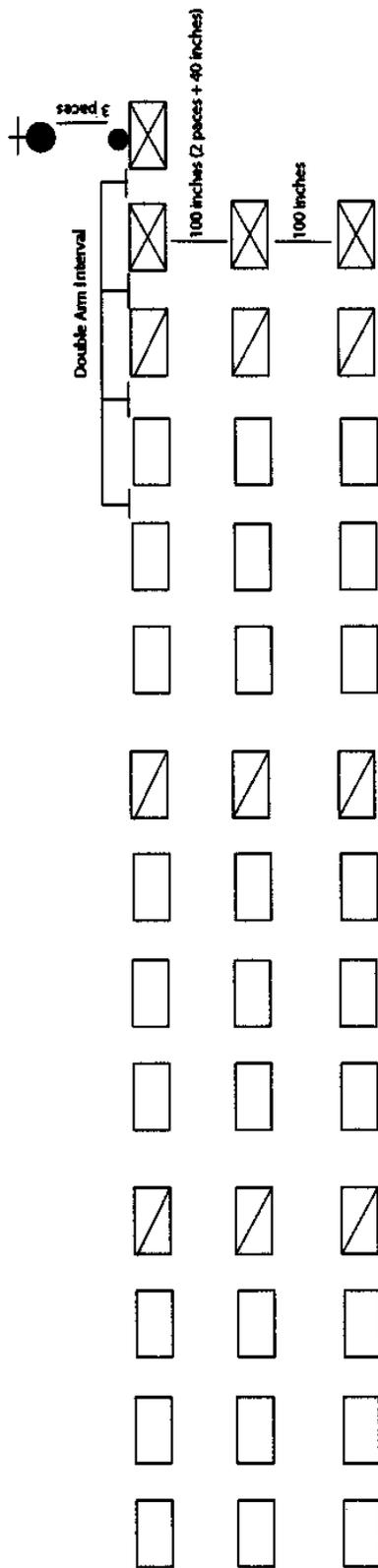


Figure 13-3a.--Inspection of Personal Field Equipment in Ranks, Platoon Spacing.

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PART I: DRILL

CHAPTER 14

ORGANIZATIONAL AND PARADE STAFF

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PART I: DRILL

CHAPTER 14

ORGANIZATIONAL AND PARADE STAFF

14000. GENERAL

1. The staff officers of a commander form 2 paces to the commander's rear in one rank, at normal interval. Enlisted personnel form 2 paces to the rear of the commissioned officers in one rank, at normal interval. If only one staff officer is present, the Marine he is posted 1 pace to the right and 2 paces to the rear of the commander. Staff officers are arranged with the adjutant on the right and the S-2, S-3 and S-4 to the left in that order, but the commander may arrange them in any order. Enlisted personnel forming with the staff ordinarily are posted by seniority of grade from right to left. (See figure 14-1.) When enlisted personnel, e.g., a staff noncommissioned officers or noncommissioned officers, conduct a parade or ceremony the staff will consist only of enlisted.

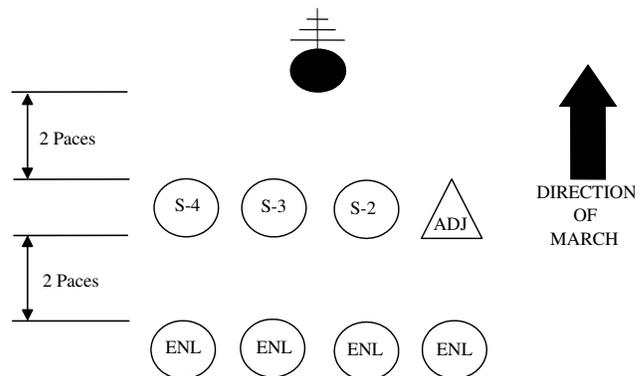


Figure 14-1.--The Staff.

2. All commands for the staff is preceded by the word **"Staff"** (e.g., **"Staff, Draw, SWORD"** and **"Staff, Eyes, RIGHT"**). Commands for the staff are given only loudly enough for the staff to hear in order to prevent the formation from prematurely executing a command.

14001. FORMING THE STAFF

1. To form the staff for a parade or other ceremony, the commander moves to a position in front of the reviewing stand and centered between the dress guidons, halts facing the reviewing stand and command **"Staff, FALL IN."** The members of the staff move from their positions on the left and right sides of the reviewing stand and form in front of, centered on and facing the commander. When the staff falls in they do not raise their arms nor turn their heads and eyes to the right for alignment. Once the staff is in position the commander does an about face and faces the line of troops. (See figure 14-2.)

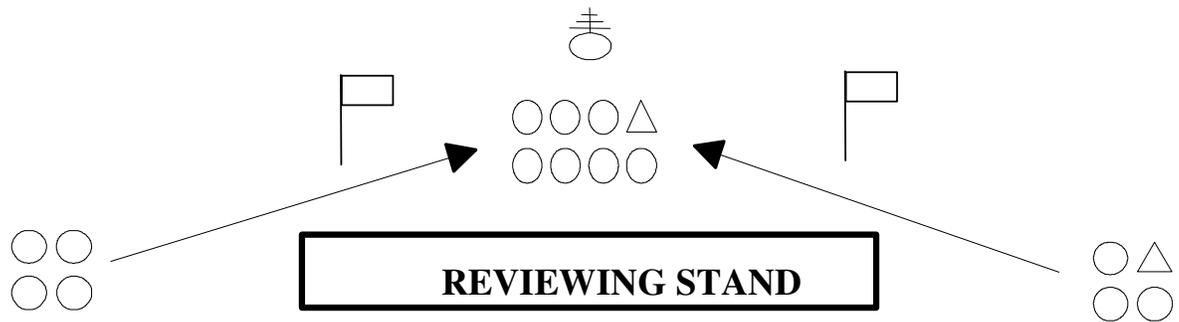


Figure 14-2.--Staff Fall In.

2. The staff, on the first note of the music following "Adjutant's Call," march forward on command of the commander of troops from their position in front of the reviewing area to a post midway between the reviewing area and the line of troops and halt facing the line of troops. (See figure 14-3.) If armed with swords they remain in the scabbards.

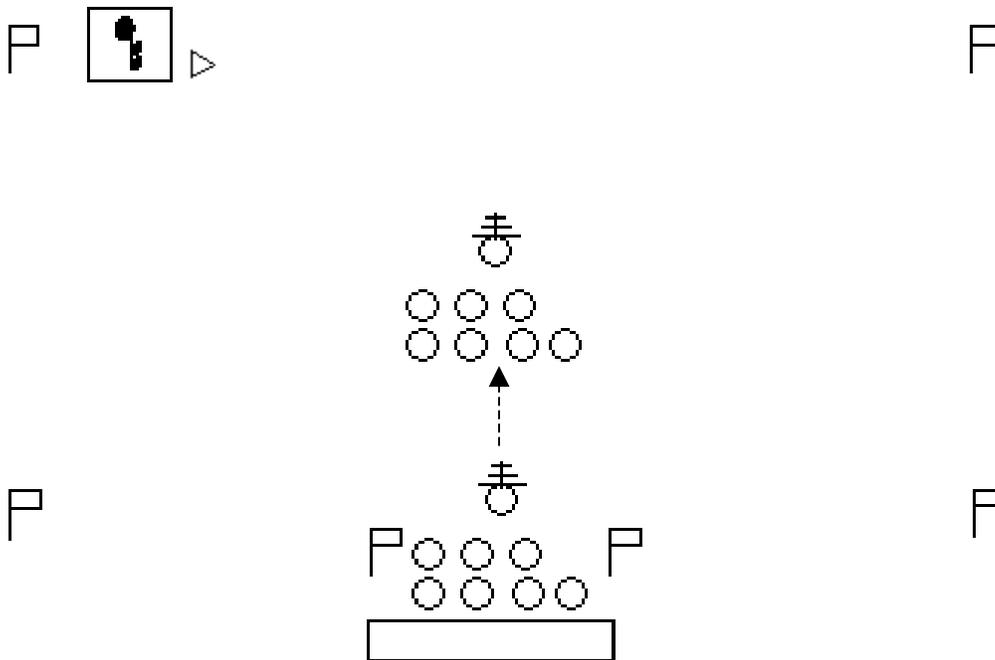


Figure 14-3.--March on the Staff.

3. The staff draws sword on the command of the commander. For the senior staff of a formation or parade this is done after the adjutant has formed the parade, reported to the commander and taken his/her post in the staff. When the adjutant post in the staff the adjutant *automatically goes to order sword*. The commander then commands "**Staff, Draw, SWORD.**" The staff draws sword, and as a third count, goes to the order without command. The commander remains at the carry. The staffs of subordinate commanders draw swords prior to marching the unit onto the field. The staff(s) remains at order sword except when:

- a. Boxing the Staff.
- b. Moving to clear a path for the colors to be brought forward.
- c. When at present, parade rest, at ease or rest.
- d. Passing in review or any other marching or facing movements that require the staff to move.
- e. The staff, including the staffs of subordinate commanders, remains at the order during the manual of arms.

4. During regimental/group parades, at officers center all battalion/squadron commanders and their staff's close center on the original line of battalion/squadron commanders. Additionally, during division/wing parades the regimental/group commanders and their staffs, in addition to the battalion/squadron commanders and their staffs, close center on the original line of regimental/group commanders.

14002. STAFF SALUTES. Members of the staff salute with the commander, on the commander's separate command to the staff at the following times:

1. When passing in review.
2. When rendering honors.
3. When passing the national colors or the national colors pass to its front.
4. While the "*National Anthem*," "*To The Colors*," "*Hail to the Chief*," "*Taps*," (when played for memorials) and other musical salutes that require a salute is played. Salutes are also rendered when "*Retreat*" is played during reviews and all ceremonies, except at evening parade. At evening parade, "*Retreat*" is played immediately after "*Sound Off*" while the troops are at parade rest, and is therefore not saluted. In this case, after "*Retreat*," troops are brought to attention and salutes are rendered while the "*National Anthem*" is played to lower the national ensign.
5. At any other time the troops are brought to present arms.

14003. MOVEMENTS OF THE STAFF

1. The staff marches 2 paces to the rear of the commander in two ranks. The staff changes direction by making turning movements vice column movements. The staff only marches in column when boxing the staff and when moving to the side in order to allow the color guard to march forward. The staff aligns to the right, except when making a turn, when the alignment shifts to the direction of the turn.
2. When the battalion commander faces to the right (left) and marches off, the staff follows by making a turning movement. The command is "**Staff, Right (Left) Turn, MARCH.**" (See figure 14-4.)

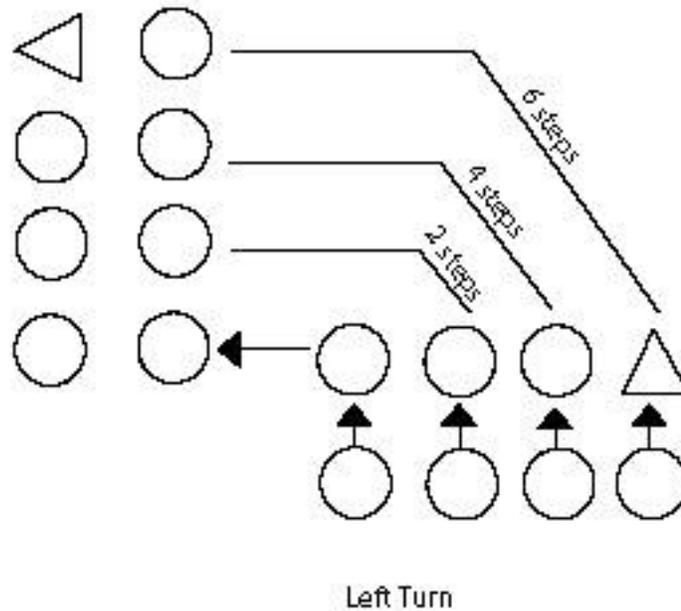
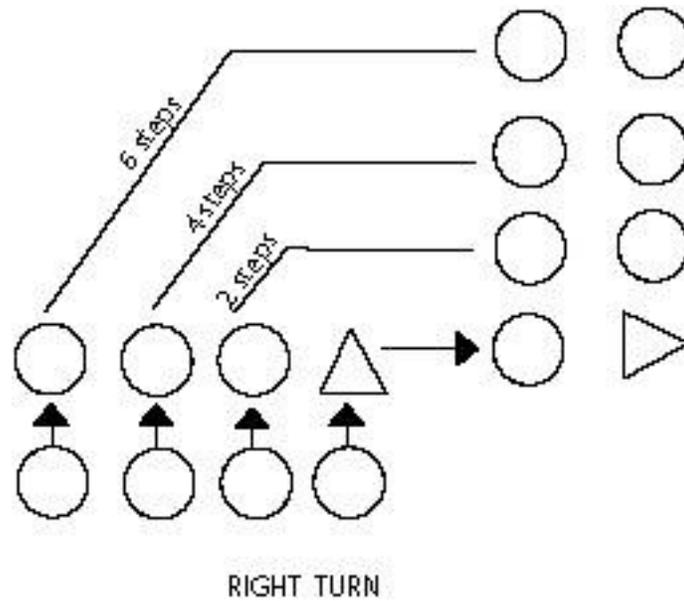


Figure 14-4.--Turning Movements.

3. During parades and other ceremonies when it is prescribed for the staff to change its position in order to place itself in the rear of the battalion commander (who has faced about, as when the battalion commander has formed the battalion and now faces the reviewing officer) the commander will order the adjutant (or senior staff officer) to **"BOX THE STAFF."** The adjutant would then give the following commands to the staff in order to place them to the rear of the commander. (See figure 14-5.)

- a. **"Staff, Carry, SWORD"** (if armed with swords).
- b. **"Staff, Left, FACE."**
- c. **"Staff, Column Right, MARCH."** (Second column right is executed without command. Once each staff member has reached their new position they automatically mark time.)
- d. **"Staff, HALT."**
- e. **"Staff, Right, FACE."**
- f. **"Staff, Order, SWORD"** (if armed with swords).

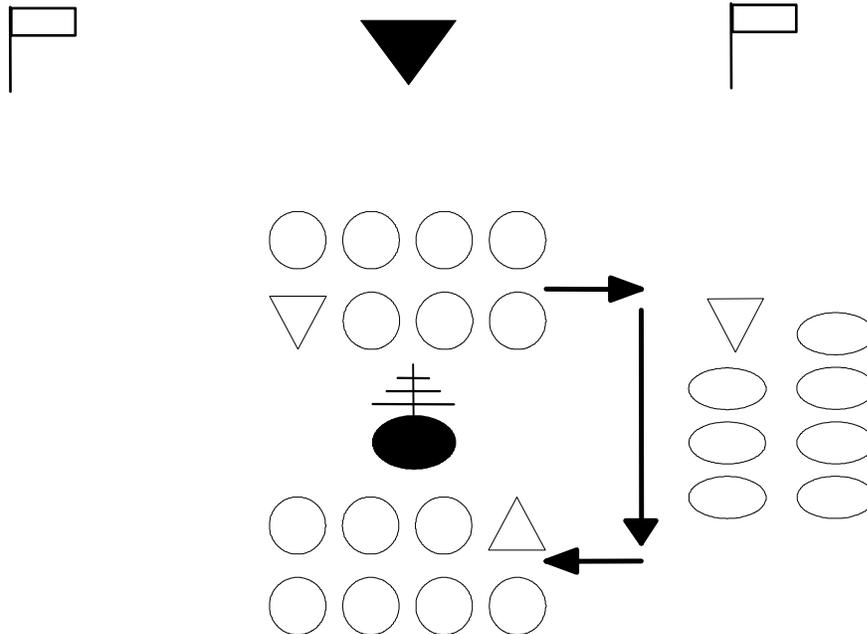


Figure 14-5.--Boxing the Staff.

4. During a parade or ceremony that requires the colors are brought forward the staff moves to one side (see figure 14-6, left side) on the commanders command of **"Personnel to Receive Awards, be Retired, etc., and All Colors, Center, MARCH"** in the following sequence:

- a. On the commander's command of **"Colors,"** the staff executes carry swords (if armed with swords).
- b. On the commander's command of **"Center,"** the staff executes a right face.
- c. On the commander's command of **"MARCH,"** the staff steps off and marches forward 8-10 paces. (The commander steps off towards the color guard after the staff have cleared.) The adjutant would then command:
 - d. **"Staff, HALT."**

- e. **"Staff, Left, FACE."**
- f. **"Staff, Order, SWORD"** (if armed with swords).

Note: The staff does not salute the colors when they pass their position since the colors are passing the staff's flank and not the staff's front.

5. The commander marches forward to the color guard, halts, and salutes the colors and faces about. The commander then marches the color guard forward to the reviewing stand and halts. The Marines to be recognized then move to their position between the commander and color guard, unless marched forward with the color guard. (See chapter 18.)

6. The staff returns to its original position (see figure 14-6, right side) after the color guard has halted using the following commands:

- a. **"Staff, Carry, SWORD"** (if armed with swords).
- b. **"Staff, Left, FACE."**
- c. **"Staff, Forward, MARCH"** (8-10 paces).
- d. **"Staff, HALT."**
- e. **"Staff, Right, FACE."**
- f. **"Staff, Order, SWORD"** (if armed with swords).

7. Once the Marines to be recognized are present (see chapter 18) and the staff is back in its position, the commander salutes the reviewing officer and states, "Sir/Ma'am, Personnel to _____ and all Colors are Present."

a. The reviewing officer returns the salute and directs the commander to **"Present the Command."**

b. The commander, goes to carry sword, steps right in marching and moves to a position between the staff and color guard (saluting the colors as he/she passes them) and halts facing the line of troops and commands the unit to **"Present, ARMS."** (See figure 14-6, right side.)

c. The commander then faces the reviewing officer and gives the command **"Staff, Present, SWORD (ARMS)."** The staff, color guard and Marines being recognized salute.

d. After the last note of the music the commander would command **"Staff, Order, SWORD (ARMS)."** The staff, color guard and Marines being recognized terminate their salutes.

e. The commander then faces about and gives the command of **"Order, ARMS"** to the formation.

f. The next command would depend on the particular sequence of events for that particular ceremony.

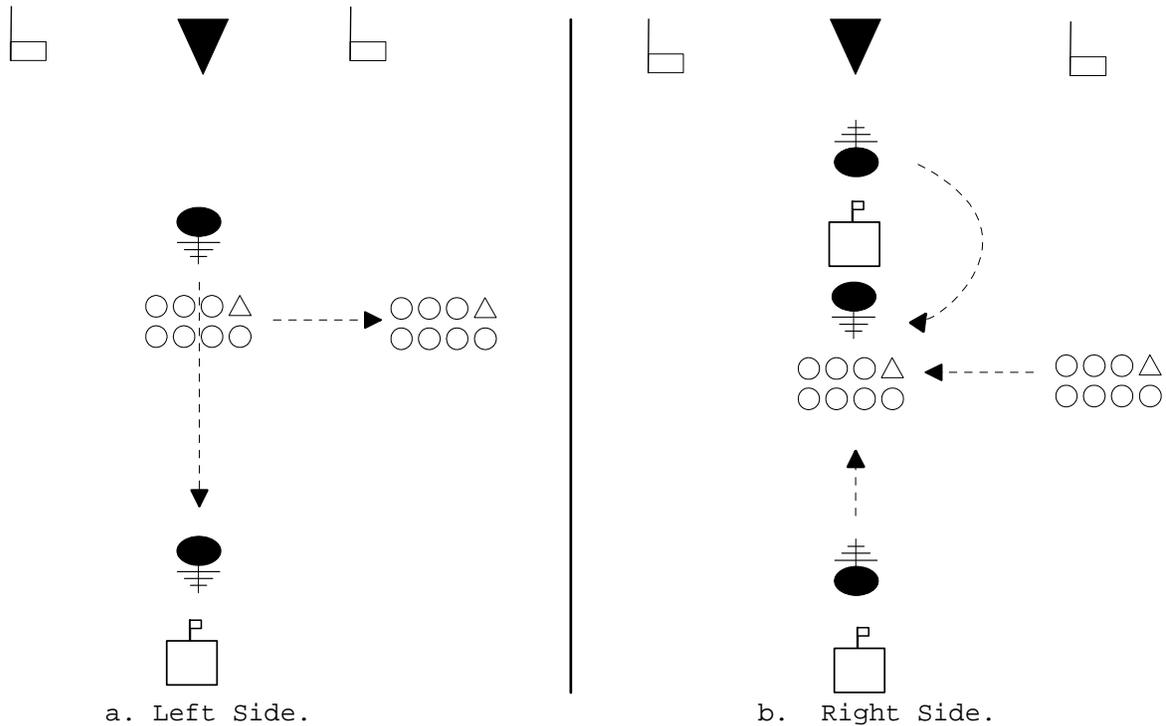


Figure 14-6.--Movements of the Staff When Colors are Brought Forward.

8. Once the awards ceremony is completed the commander causes the color guard to return to the line of troops (see figure 14-7, left side), and Marines being recognized to move to their next position by giving the following commands:

- a. **"Staff, Carry, SWORD,"** (if armed with swords) the staff goes to carry swords; the color guard goes to carry color.
- b. **"Staff, Right, FACE,"** the staff executes a right face the award recipients execute a left face.
- c. **"Staff, Forward, MARCH,"** the commander and staff march forward 8-10 paces. The color guard executes a countermarch and returns to its position in the line of troops. The Marines being recognized move to their designated position. (See chapter 17.)
- d. **"Staff, HALT."**
- e. **"Staff, Left, FACE."**
- f. **"Staff, Order, SWORD."**

9. The commander returns the staff to its original position after the color guard has cleared that position (see figure 14-7, right side) using the following commands:

- a. "Staff, Carry, SWORD."
- b. "Staff, Left, FACE."
- c. "Staff, Forward, MARCH" (8-10 paces).
- d. "Staff, HALT."
- e. "Staff, Right, FACE," the commander executes a left face to observe the color guard returning to its position.
- f. "Staff, Order, SWORD," (if armed with swords). When the color guard is in position, and at the order, the commander faces the reviewing officer and awaits the next command. (Normally to "MARCH THE COMMAND IN REVIEW.")

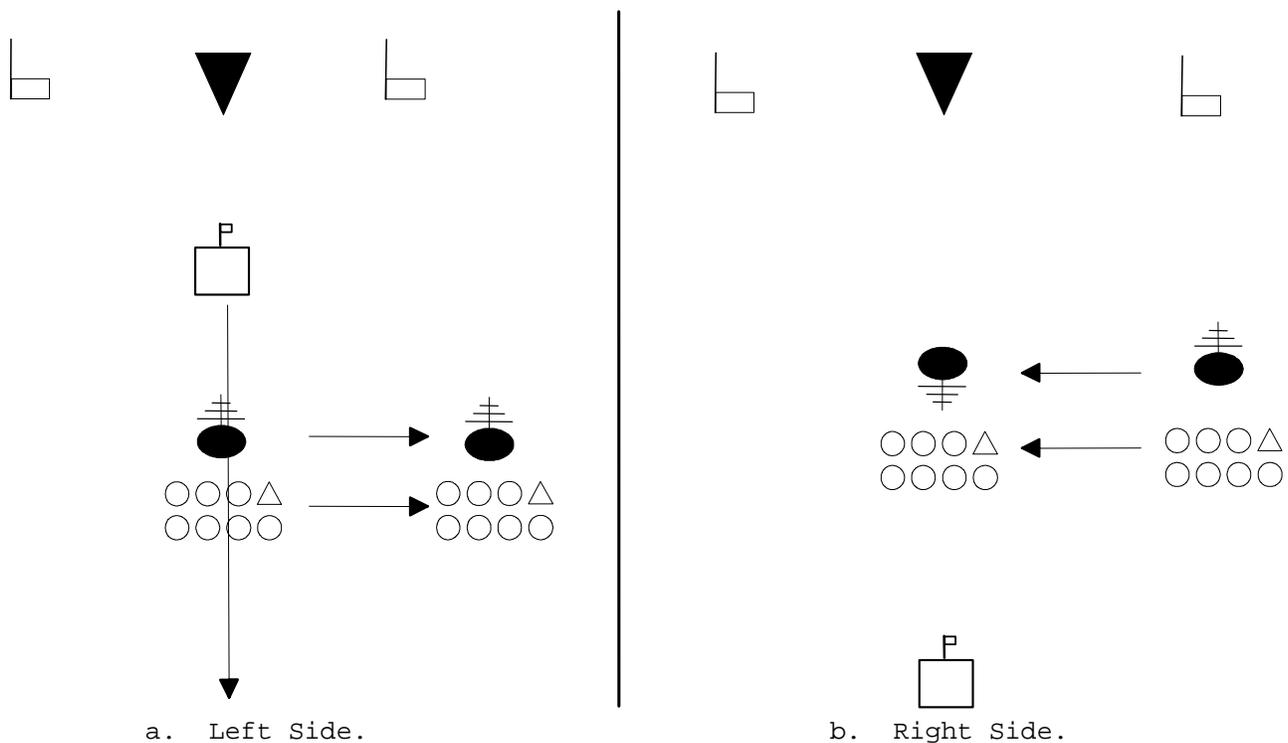


Figure 14-7.--Movements of the Staff for Posting the Colors.

10. When the commander receives the command to "MARCH THE COMMAND IN REVIEW," the commander faces the line of troops (Note: No salute is exchanged with the reviewing officer) and gives the command to "PASS IN REVIEW."

- a. The command is prepared to pass in review per the selected sequence of events.
- b. The commander and staff step off when the command of execution "MARCH" is given by the commander of the lead element in the parade.

c. The commander and staff marches down the line and execute two left turns in order to be positioned in front of the band. However, subordinate commanders and staffs that are part of a larger parade unit (e.g., regimental parade) would march parallel to the line of troops and execute a left turn in order to be positioned at the head of their command.

d. As commanders and staffs approach the reviewing area each commander gives the command of **"Staff, Eyes, RIGHT (LEFT),"** and as the reviewing area is cleared **"Staff, Ready, FRONT."** When executing eyes right when either armed with a sword or unarmed all members on the command **"Staff, Eyes, RIGHT (LEFT),"** execute either present sword or a hand salute. All members of the staff turn their heads and eyes to the right (left) except the extreme right (left) file.

e. The senior commander and staff continue to march down the line of troops to the end of the reviewing area, or other designated point, where three right turns are executed in order to place the staff in position to observe the march in review. (See figure 14-8.)

f. Subordinate commanders and their staffs, after marching in review, would lead their command from the field.

g. The senior commander, after the staff is halted, commands the staff to **"Staff, Return, SWORD."** The senior commander gives the commands of **"Hand, SALUTE"** and **"Ready, TWO"** as the color guard(s) pass their position.

h. After the rear element of the command (normally the band) has passed the staff's position and exited the field, the commander faces the reviewing officer and salutes. After the salute is returned the commander may:

(1) The commander and the staff draw swords and follow the command from the field.

(2) Dismiss the staff.

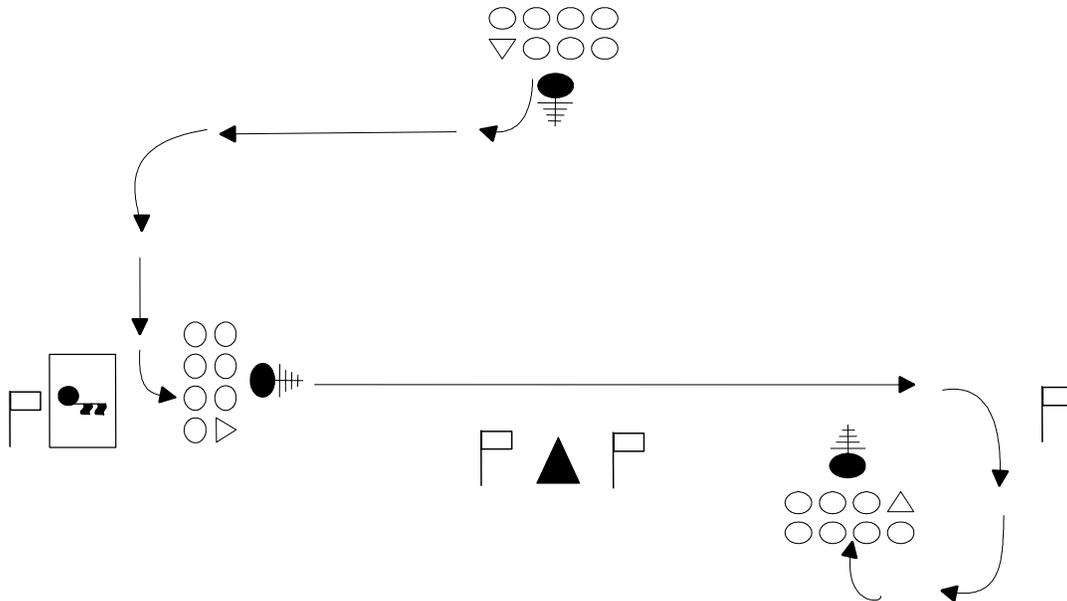


Figure 14-8.--Marching in Review.

14004. DISMISSING THE STAFF. When the commander dismisses the staff, the staff must be at attention and swords returned. The commander, facing the staff, commands "**Staff, DISMISSED.**" The staff would take one step to the rear with the left foot, halt and execute a hand salute. The commander would return the salute. The staff would terminate the hand salute, face about and depart.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 15

GENERAL INFORMATION

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 15

GENERAL INFORMATION

15000. GENERAL

1. There are numerous occasions for the conduct of a ceremony but all are special events to celebrate or honor units or deserving individuals. These ceremonies will normally be conducted as a review, parade or indoor ceremony as outlined in chapters 16 and 17. The following are specific occasions for a ceremony and details for each can be found in chapters 18 through 21, and chapters 23 and 24.

- a. Presentation of decorations and individual retirements.
- b. Change of command ceremony
- c. Relief and appointment of the Sergeant Major.
- d. Activation and/or deactivation of a unit.
- e. Marine Corps birthday cake cutting ceremony.
- f. Unit mess night or dining-in.

2. Military funerals and memorial services are ceremonies conducted per the provisions of chapter 25 with the procedures for firing details outlined in chapter 26.

15001. ARRANGEMENT OF UNITS IN FORMATION

1. In ceremonies involving the U.S. Marine Corps and U.S. Navy units, the Marine unit shall be on the right of line or head of the column. The senior line officer, regardless of service, functions as the commander of troops.

2. In ceremonies involving other services of the United States, the order of formation from right to left in line and front to rear in column is as indicated below. The senior line officer, regardless of service, functions as the commander of troops.

- a. Cadets, United States Military Academy.
- b. Midshipmen, United States Naval Academy.
- c. Cadets, United States Air Force Academy.
- d. Cadets, United States Coast Guard Academy.
- e. United States Army.
- f. United States Marine Corps.
- g. United States Navy.

- h. United States Air Force.
 - i. United States Coast Guard.
 - j. Army National Guard of the United States.
 - k. Army Reserve.
 - l. Marine Corps Reserve.
 - m. Naval Reserve.
 - n. Air National Guard of the United States.
 - o. Air Force Reserve.
 - p. Coast Guard Reserve.
 - q. Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard in that order, respectively.
 - r. During any period when the United States Coast Guard shall operate as part of the United States Navy, the Cadets, United States Coast Guard Academy, the United States Coast Guard, and the Coast Guard Reserve shall take precedence, respectively, next after the Midshipmen, United States Naval Academy, The United States Navy; and the Naval Reserve.
3. When foreign troops are invited to participate in ceremonies within the territorial jurisdiction of the United States, they will be assigned a position of honor ahead of United States troops. A small detachment of United States troops will immediately precede the foreign troops as a guard of honor.
4. When troops of two or more foreign nations participate, the order of precedence among them will be determined, except for the provisions of paragraph 15001.3 above, by the commander of troops per one of the following methods, whichever is deemed most appropriate:
- a. The relative ranks of the commanders of the forces from which the ceremonial detachments are drawn.
 - b. The relative ranks of the commanders of the ceremonial detachments.
 - c. The alphabetical order in the English language of the names of the nations concerned.
5. After troops are formed, subordinate commanders and their staffs face front. The commander of troops and the staff face the command. The commander of troops and the staff face front to present the command to the reviewing officer.

15002. PLACE OF FORMATIONS

1. At "Assembly," companies are formed and inspected by their company commanders at their designated assembly area.

2. At "Adjutant's Call," for a ceremony involving a single battalion, the battalion forms in its assembly area and conducts the ceremony. For a regimental ceremony, at the first "Adjutant's Call," each battalion forms in its assembly area and the battalion reports to its commander. At the second sounding of "Adjutant's Call," the regiment is formed and the ceremony is conducted.

3. For ceremonies conducted by organizations larger than a regiment, such as a division, at the second "Adjutant's Call," each regiment is formed and is reported to its commander. At the third "Adjutant's Call," the command is formed and the ceremony is conducted.

15003. ORGANIZATIONS AND STRENGTH OF UNITS

1. For formations, reviews, and parades when maximum troop participation is desired, units are organized, in as much as practicable, according to their actual tables of organization. Size of units will vary according to actual strengths as will the number of companies in each battalion and platoons in each company. Similarly, the number of ranks in each platoon will vary according to the number of squads. For units not organized by table of organization into squads, they should be formed so that platoons are in three ranks in line and three files in column.

2. When the appearance of troops in formation is of primary concern, the organization and strength of participating units should be standardized. Each platoon should be organized so as to form in three ranks in line and three files in column. The strength of each platoon should be the same so that, when in line, all platoons occupy the same frontage.

15004. COMMANDS, DRILL MOVEMENTS, AND UNIT FORMATIONS

1. During ceremonies, unit commanders give commands, units execute drill movements, and units employ formations as prescribed for squad, platoon, company, battalion and regimental drill.

2. Commanders may modify formations for ceremonies when the nature of the ground or exceptional circumstances requires such changes. Normally, modifications are generally limited to adjusting the paces specified for intervals and distances in a given formation to fit the ground used for conduct of the ceremony.

15005. UNIFORM AND EQUIPMENT. The organization, uniform, arms and equipment of units participating in ceremonies, along with any other necessary administrative information, are prescribed by the commander of troops, or may be prescribed by unit standing operation procedure to preclude the necessity of frequent repetition in individual ceremony orders. Commanders will not designate any of the above when it will be in direct violation of other applicable Marine Corps orders, i.e., Marine Corps Uniform Regulations.

15006. CEREMONIES CONDUCTED INDOORS

1. In addition to reviews and parades conducted per chapters 16 and 17, there will be occasions when an indoor ceremony would be more appropriate or necessary, as is the case during inclement weather. Indoor ceremonies can be conducted for change of command, relief and appointment of the sergeant major, awards, retirement, activation and deactivation of units, honors, promotions, and the graduation of

formal schools. If the ceremony is conducted in a large structure such as a gymnasium or hanger, many of the elements of a review or parade may be used. However, if the location for the indoor ceremony is a banquet hall, theater, auditorium, or classroom and space is limited, then the ceremony will be modified using the following guidelines.

a. At a minimum the indoor ceremony may contain the following elements in the order shown.

- (1) Pre-ceremony music (optional).
- (2) Invocation (optional).
- (3) "*National Anthem*" (see paragraph 15006.2).
- (4) Honors (as required).

(5) At this point the ceremony will proceed depending on the occasion. Colors are passed for a change of command; the sergeants major are relieved and appointed; awards, retirements and promotions are effected; diplomas or certificates for graduations are delivered.

(6) Remarks if appropriate (remarks may also be done prior to the procedures outlined in paragraph 15006.1a above for graduation ceremonies).

- (7) Benediction (optional).
- (8) "*Anchors Away*" and "*Marines' Hymn*."

2. Color Guard. For indoor ceremonies the color guard may be omitted and colors pre-staged in flag stands per the procedures in chapter 7. If colors are used the procedures outlined in paragraph 7307 will be followed.

3. When special circumstances, such as the use of gymnasiums, hangars, and hangar bays dictate, the commander may direct that participants remain covered and render appropriate salutes as required for the particular ceremony. In such instances, commanders will detail the specific requirements for remaining covered and rendering appropriate salutes.

15007. MARKING PARADE FIELDS

1. Parade fields may be marked using paint, chalk, circular markers (coffee can lid) or any other means at the unit's disposal. Conditions and type of surface of the parade field must also be taken into consideration prior to marking. For instance, if a grass field is used, and it is to be mowed prior to the ceremony, then paint would be a better choice than circular markers, which may damage mowing equipment. Additionally, if more than one unit of a different size uses the parade field, chalk may be a better option than paint.

2. The line on which troops are to form and along which they are to march is marked out or otherwise designated by the unit's sergeant major or senior enlisted assisted by the unit's G/S-3. The post of the reviewing officer, opposite the center of the line of troops, is marked on each flank with a dress guidon that is 6 paces from the line of march. The corners of the parade field are also marked with dress guidons. Additionally, the posts of the commander of troops, adjutant(s), subordinate unit commanders, guides, the color guard, officers center and turning points should be marked.

3. To begin marking a field for a ceremony, first determine the location of the reviewing officer; this becomes the centerline for the field. From the reviewing officer's location, move approximately 100 paces directly to the front. This spot is the location of the color guard that should always be centered on the reviewing officer's spot. Begin marking the line of troops from the color guard's spot outboard to ensure the formation is symmetrical. (See figure 15-1.)

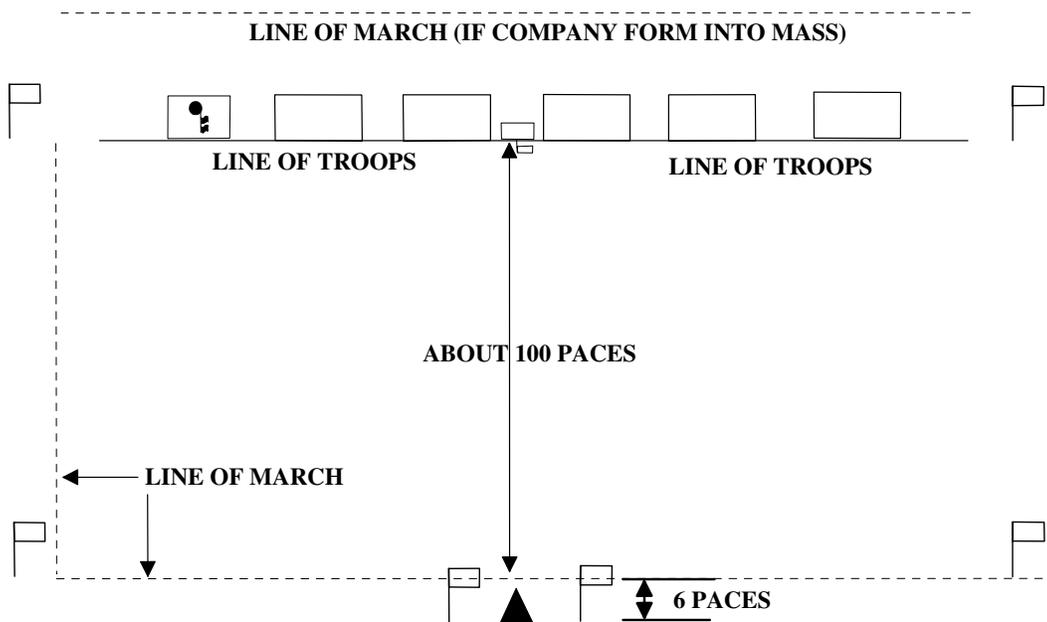


Figure 15-1.--Finding the Center of the Field.

4. The next positions to be marked are where the subordinate units are to come to rest on the line of troops. For a battalion size unit the minimum markings are, guide on line, squad leaders, platoon commanders, company guides and company commanders. Examples of markings for a company in line, platoons on line are shown in figure 15-2. Examples of markings for forming a company in mass from a company in column are shown in figure 15-3.

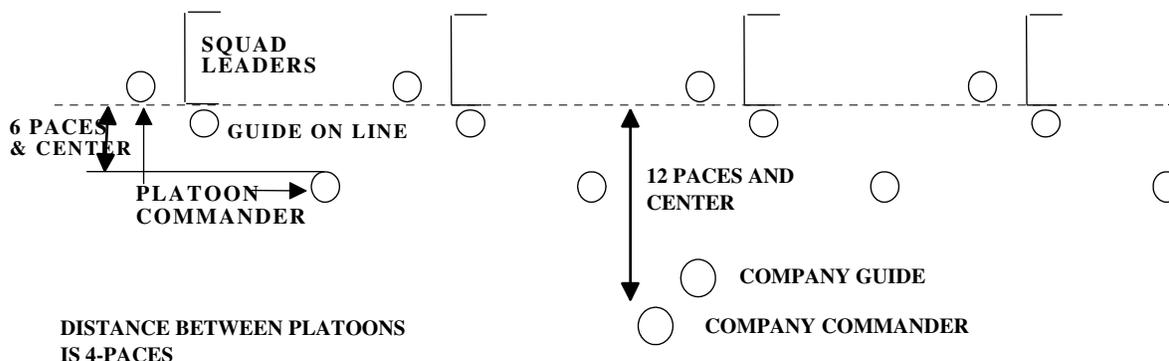


Figure 15-2.--Sample Marking for Company in Line.

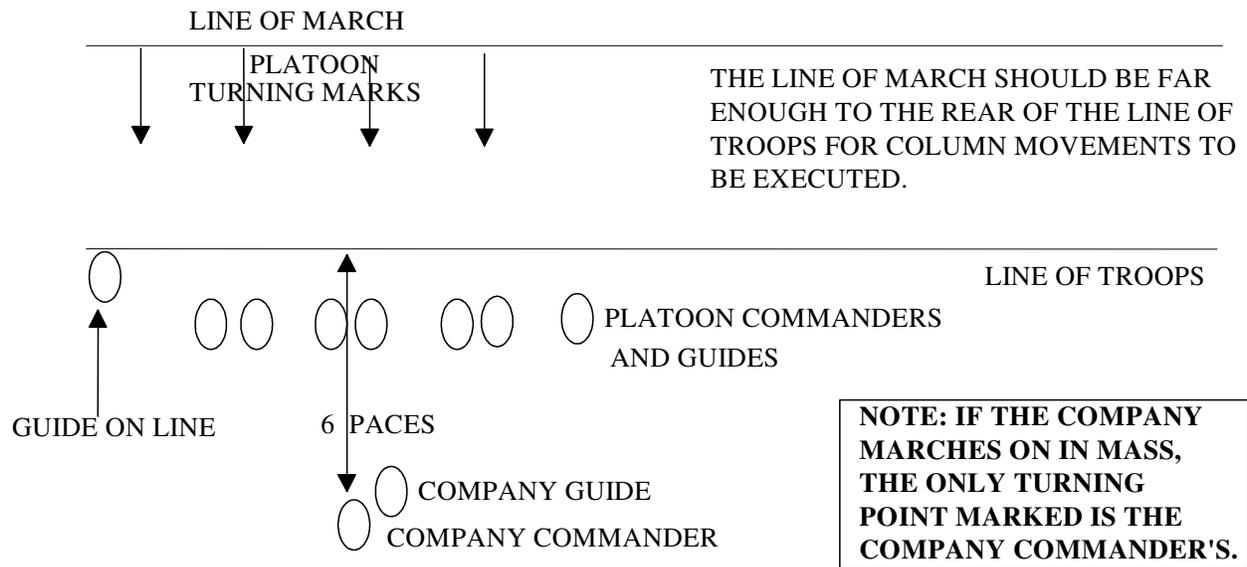


Figure 15-3.--Sample Marking to Form a Company Mass from a Company Column.

5. After the positions for all marching elements of the ceremony are marked the positions of the adjutant, commander of troops and staff to include subordinate commanders and staffs. (See figure 15-4.)

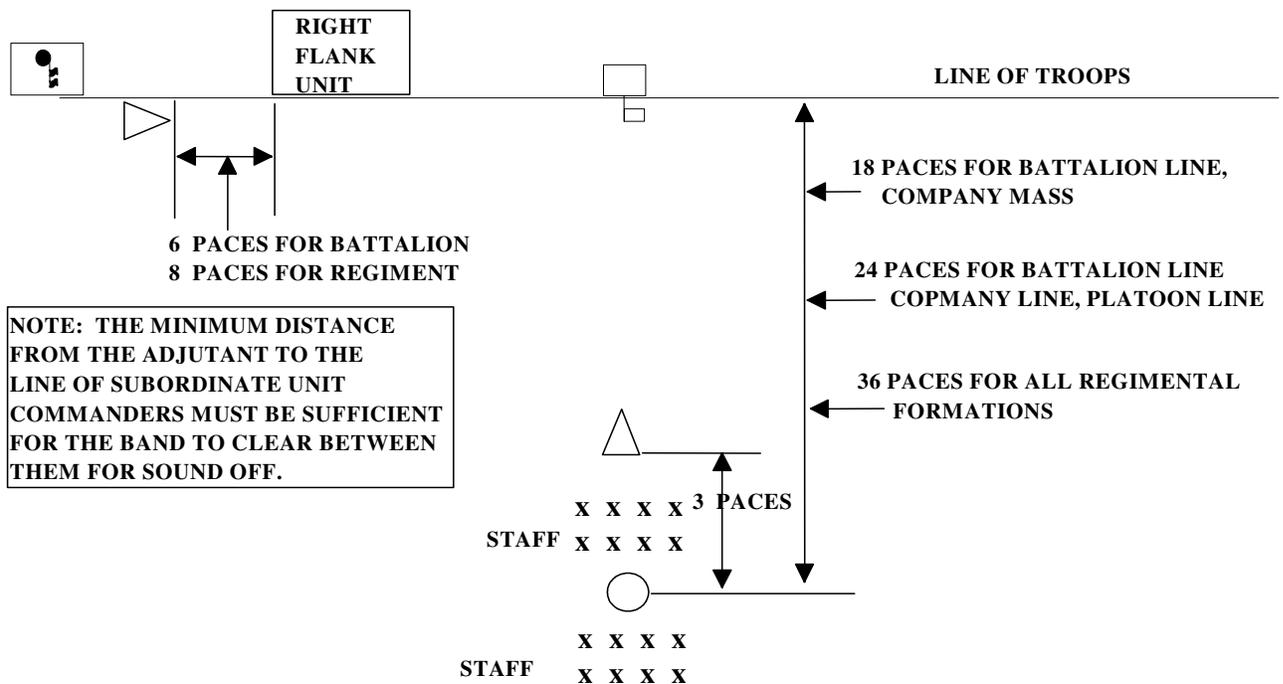


Figure 15-4.--Sample Marking for the Adjutant, Commander of Troops and Staff.

6. The final marking would be for officer's center. During officer's center, battalion commanders, and their staffs, company commanders, company guides and platoon commanders march directly to the center from their position in formation at the command march. Company commanders oblique slightly forward so that they are 4 paces ahead of the line of company guides. Usually a single long line (with Xs where the officers/guides halt) for each rank is marked on the field.

7. The minimum personnel needed to assist marking the field is the same as the number of Marines that comprise the "front" of each unit in the formation, plus two. For example to mark a company in line, platoons in line, 15 Marines are needed, 13 to mark the squad front, 1 for the platoon commander's position, and 1 for the platoon sergeant's position, in order to get the appropriate 4 paces between the platoons.

15008. KEY PERSONNEL AND REHEARSALS

1. While not inclusive the key personnel for parade rehearsals normally consist of the following:

- a. Commander of troops and staff.
- b. Adjutant(s).
- c. Subordinate commanders and staffs.
- d. Color guard.
- e. Company commanders.
- f. Company guides.
- g. Platoon commanders.
- h. Platoon sergeants.
- i. Platoon guides.
- j. Squad leaders.
- k. Award recipients/retirees etc.
- l. Narrator.

2. In order to conduct a successful parade or ceremony sufficient rehearsals must be conducted. Normally, due to transportation; time spent drawing weapons; etc., only one all hands rehearsal is needed. The Marines participating in formation should be drilled in the manual of arms, marching in review, etc., in their company area in order to preclude excessively long or multiple all hand rehearsals. Key personnel are rehearsed exhaustively since they will make or break a parade or ceremony.

3. Key personnel rehearsals are usually scheduled in 2-hour blocks. The reason is that most parade sequence of events, less awards, speeches, etc., last from 35-45 minutes, depending on the size of the unit. Scheduling 2-hour blocks for rehearsals allows sufficient time to go over the sequence at least twice per rehearsal period. Normally key personnel rehearsals are conducted as follows:

a. The initial key personnel rehearsal is more of a class or "chalk talk" than an actual rehearsal. This chalk talk should clear up any fine points of the ceremony as well as clearly establishing who is in charge of the parade. The key personnel are briefed by senior enlisted concerning all aspects of the sequence of events for the parade as well as refresher training on the following:

- (1) The movements of the adjutant.
- (2) The movements of the commander of troops and staff.
- (3) The movements of the platoon commanders on dress right.
- (4) The movements of the guides on guides post.
- (5) The sword manual if so armed.

(6) If armed with swords, the officers and company guides are shown how to do a four-count halt at officer's center.

(a) On the first two counts, the officers and guides execute a halt.

(b) On the third count the officers execute the first count of present swords.

(c) For the fourth count the officers execute the second count of present swords and the company guides present guidons.

(7) If not armed with swords, the officers and company guides are shown how to do a four-count halt at officer's center.

(a) On the first two counts, the officers and guides execute a halt.

(b) On the third count all members will pause.

(c) On the fourth count the officers execute a hand salute and the company guides present guidons.

(8) The officers and company guides are shown the movements to return from officers center.

(9) Passing in review.

b. The second key personnel rehearsal should be a walk through of the sequence of events without repeating movements incorrectly executed. This rehearsal's sole purpose is to establish the sequence of events in the minds of all key personnel.

c. Third and subsequent key personnel rehearsals work on the polish of each movement made during the parade and ceremony. (e.g., officers center, dress right, box the staff, etc.)

15009. CEREMONIAL ATMOSPHERE. On the day of the ceremony it is appropriate to create something called "Ceremonial Atmosphere." This should be done approximately 45 minutes prior to the ceremony. At this time all fixed installations should be

in place to include, dress guidons, the firing battery, tentage, seating, etc. If there are buildings adjacent to the ceremony area then care must be taken to place windows, blinds, and curtains in the same position for uniformity. Excess gear should be removed. Sentries should be posted to prevent persons from entering the ceremonial area during the period when the ceremony is being conducted.

15010. CEREMONIAL CHECKLIST. Figure 15-5 is a sample ceremony execution checklist that can be used when planning various types of ceremonies. It is based on a 60-day reverse planning timeline. This sample can be modified to fit local requirements and timelines.

<u>DATE</u>	<u>SECTION</u>	<u>ACTION REQUIRED</u>	<u>REMARKS</u>
C-60	CG/CO	Identify type of ceremony and date of event	_____
C-58	G/S-3	Request band for ceremony and to provide taped music for rehearsals. Ensure band support includes one rehearsal and a 20-minute concert prior to the start of ceremony.	_____
C-45	G/S-3	Publish 5060 bulletin or LOI.	_____
C-45	G/S-1	Request guest lists as appropriate for those being honored.	_____
C-40	G/S-3	Chair parade coordination meeting.	_____
C-30	G/S-1	Consolidate guest list and mail all invitations. Prepare RSVP roster for use by phone watches.	_____
C-30	G/S-1	Acquire biographies and photographs for those being honored for inclusion in the program.	_____
C-30	G/S-1	Submit proposed program for review.	_____
C-30	G/S-3	Request photographic coverage, still and video from local CVIC.	_____
C-30	G/S-3	Request "Quiet Hours" from appropriate agencies.	_____
C-30	G/S-1	Prepare a "Narration" for the ceremony, include copies of orders, award citations, retirement certificates, and spouse LOAs as required.	_____

Figure 15-5.--Ceremonial Checklist.

<u>DATE</u>	<u>SECTION</u>	<u>ACTION REQUIRED</u>	<u>REMARKS</u>
C-30	G/S-4	Request tentage, seating and other requirements identified in the Bulletin/LOI.	_____
C-30	G/S-4	Request "Quiet Hours" from civilian contractors.	_____
C-20	G/S-3	Ensure final coordination has been made with all units to deconflict scheduling problems.	_____
C-15	G/S-1	Coordinate with chaplain's office to identify who will provide invocation for ceremony.	_____
C-15	Comdrs	Provide G/S-3 with a by name list of key personnel.	_____
C-15	G/S-1	Deliver program to Defense Printing Service ensure pickup.	_____
C-15	G/S-3	Pick up copy of rehearsal tape with ceremony music from band.	_____
C-15	G/S-1	Request PAO coverage, provide copy of "Narration" to PAO.	_____
C-15	G/S-3	Coordinate traffic and force protection measures with military police.	_____
C-15	G/S-1	Identify if a reception is being held.	_____
C-14	G/S-4	Request mowing of parade field and surrounding areas.	_____
C-14	G/S-4	Develop parking plan and coordinate with G/S-3.	_____
C-10	G/S-6	Provide a public address system for the rehearsals and ceremony, to include a cassette player for rehearsal music.	_____
TBD	G/S-3	Brief CG/CO on conduct of the ceremony.	_____
C-10	G/S-1	Provide a copy of the "Narration" to the narrator.	_____
C-10	G/S-3	Ensure parade field is marked, coordinate with SgtMaj.	_____

Figure 15-5.--Ceremonial Checklist--Continued.

<u>DATE</u>	<u>SECTION</u>	<u>ACTION REQUIRED</u>	<u>REMARKS</u>
C-10	Supply	Complete issue of parade gear, i.e., swords, frogs, belts as required.	_____
C-10	G/S-4	Coordinate with Armory and Comdrs for drawing weapons for the ceremony and final rehearsal.	_____
C-7	G/S-1	Begin preparation of VIP seating chart.	_____
C-7 to C-1	G/S-3 SgtMaj	Conduct key personnel rehearsal.	_____
C-5	G/S-1	Ensure completion and pick up program from the Defense Printing Service.	_____
C-3	Designated Units	Provide a working party to prepare parade field.	_____
C-3	G/S-4	Set up fly tents, chairs, and bleachers.	_____
C-3	Designated Units	Provide escorts and ushers.	_____
C-3	G/S-1	Coordinate purchase and delivery of flowers by COs, SgtMajs, or retiree.	_____
TBD	Arty	Coordinate with SgtMaj for final placement of saluting battery.	_____
C-1	G/S-3 SgtMaj	Conduct an all hands rehearsal without band.	_____
C-1	G/S-3 SgtMaj	Conduct an inclement weather with key personnel if required.	_____
C-1	G/S-4	Ensure completion of mowing, trimming, police of area, and conduct an inspection.	_____
C-1	G/S-3 G/S-4	1500 rehearse traffic control plan with road guard detail and VIP parking escorts.	_____
C-1	G/S-1	Coordinate last minute changes to the seating chart.	_____
C-1	G/S-4	Make final coordination with civilian contractors for "Quiet Hours."	_____

Figure 15-5.--Ceremonial Checklist--Continued.

<u>DATE</u>	<u>SECTION</u>	<u>ACTION REQUIRED</u>	<u>REMARKS</u>
C-Day	G/S-4	Wipe down bleachers, setup cold water dispensers w/cups behind each seating area, and check police of area. Ensure parking lots are marked.	_____
C-Day	G/S-1	Take delivery of flowers for spouses.	_____
C-Day	G/S-4	Post traffic signs at designated intersections and road guards at appropriate time.	_____
C-Day	G/S-3	Ensure corpsman and ambulance are in place.	_____
C-Day	G/S-1	Label VIP seating area and brief ushers on duties to include those designated to deliver flowers, and tasked with VIP parking duties.	_____
C-Day	G/S-3	Make final decision on implementing weather plan. Make frost calls as required if implemented.	_____
C-Day	G/S-1	Have Marine designated for break-out briefed and standing by.	_____
C-Day	G/S-4	Ensure windows and shades in the buildings around the ceremony area are closed.	_____
H-30	Band	Pre-ceremony concert begins.	_____
H-15	COT/Staff	In position near the reviewing area.	_____
H-Hour	CG/CO	Ceremony begins.	_____

Figure 15-5.--Ceremonial Checklist--Continued.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 16

REVIEWS

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 16

REVIEWS

16000. GENERAL. Reviews, when practicable, are held on the following occasions:

1. The presentation of United States or foreign decorations.
2. The decoration of organizational colors.
3. The retirement of an individual or group of any rank. Local commanders should consider it appropriate, when only one distinguished individual is retiring, to allow that individual to participate as the reviewing officer.

16001. ELEMENTS OF A REVIEW. A review consists of four parts:

1. Formation of troops.
2. Presentation of the command to the reviewing official. This includes an inspection of the troop formation (trooping the line).
3. Presentation of decorations and retirements.
4. March in review.

16002. DIFFERENCES BETWEEN A PARADE AND REVIEW

1. The sequence of events for a parade contains the following elements that a review does not contain.
 - a. March on of troops (optional for a review).
 - b. "Sound Off."
 - c. Manual of arms.
 - d. Receive the report.
 - e. Officers center.
2. The sequence of events for a review contains an inspection (trooping the line) and a parade does not.

16003. COMMAND OF TROOPS. The senior officer taking part in a ceremony is designated as the commander of troops. The commander of troops is responsible for the formation, presentation, and march in review. When a commander reviews the troops, the commander designates another officer as commander of troops. When the review is given for an important visitor or senior commander, the local commander designates another officer as commander of troops so the local commander may accompany the visitor or senior officer during the review.

16004. PREPARATIONS. The line on which troops are to form and along which they are to march is marked out or otherwise designated by the sergeant major or senior enlisted of the unit. The post of the reviewing officer, opposite the center of the line of troops, is marked on each flank with a dress guidon. Chapter 15 shows examples of the minimum marking for parades and reviews.

16005. FORMATIONS

1. The troops may be formed prior to the start of a review or marched on at the beginning of the review. Troops form in line for a review. Battalions and regiments may form in line with companies in line or with companies in mass formation. (See chapters 11 and 12.) When space is limited, for reviews conducted by regiments and larger organizations, the formation may be in line with battalions and independent companies in mass formation. Such formations may be modified when necessary because of space available or other exceptional circumstances. The initial formation will also influence the formation in which troops are to march in review. (See figure 16-1.)

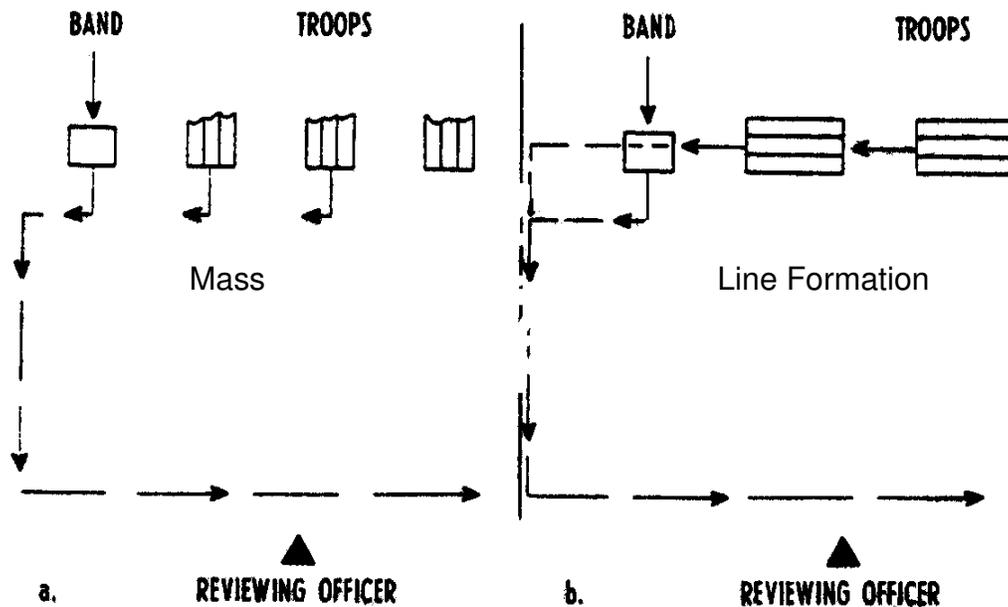


Figure 16-1.--Troop Formations.

2. In reviews involving two or more arms or types of organizations, troops are arranged as directed by the commander of troops. The following order, from right to left in line, may be used as a guide: infantry units, artillery, tanks, and motorized or service units. The provisions of paragraph 15001 also apply in reviews consisting of units from different services of the United States or foreign nations.

3. Arrangements should be made to provide for forming normal march columns after passing in review. An area should be designated where this can be accomplished without blocking the line of march of units that have not yet passed in review. Unless otherwise directed by the commander of troops, after passing in review, units revert to the control of their respective commanders.

16006. FORMING FOR THE REVIEW

1. Forming for a Battalion or Regimental Review. Initial forming for a review for a battalion or regiment with a march on is conducted per provisions of chapters 11 and 12.

a. If the unit is marched on at the beginning of the review, the sequence of events is the same as for a parade up to and including the adjutant's command of guide's post. The next step in the sequence would be for the adjutant to present the command to the commander of troops. The sequence would continue as in paragraph 16008.1.

b. If the unit is formed prior to the start of a review use the sequence of events in paragraph 16008.2.

c. Prior to presenting the command to the commander of troops the colors may be trooped as described in paragraph 7306.

d. If not at an evening review including "Retreat," after the command has been presented to the commander of troops and the staff boxed the reviewing officer will assume the designated position.

e. If at an evening review including "Retreat," after the command has been presented to the commander of troops and returned to order arms, the staff is not boxed. Instead, the command of troops commands "**Present, ARMS,**" then when all troops are at present arms, commands "**SOUND RETREAT**" (or gives a prearranged signal to the band or field music) at the time prescribed for evening colors. The bugle plays retreat and the band plays the "National Anthem" immediately afterwards. The flag is lowered during the "National Anthem" as prescribed in 7003. The commander of troops and the staff face the formation throughout this portion of the sequence. After the last note of the "National Anthem" the commander of troops and staff terminate their salutes and the commander of troops commands "**Order, ARMS.**" The staff is then boxed and the review continues as outlined in paragraph 16008.

Note: To conduct retreat as part of an evening review, troops must be formed in sufficient time prior to sunset to permit the command to be presented and evening colors to be conducted at the proper time.

2. Forming for Large Reviews

a. For reviews conducted by organizations larger than a regiment, such as a division, the same basic commands, procedures, and sequence of events prescribed above for a battalion or regimental review apply.

b. Normally, in large reviews battalions and independent companies are in mass formation. Troop units take their positions on the line of troops prior to the third "Adjutant's Call" being sounded to form for the review. In this regard, at the second "Adjutant's Call," regiments may be formed, presented to their commanders, and reports received at their designated locations, or the second "Adjutant's Call" may be conducted so that the regiments are formed at their positions on the line of troops for the review. Regardless, in large reviews, the commander of troops should prescribe the routes of march and arrival and departure times. If the frontage of the unit has been measured and marked, they may arrive

independently in any convenient order to occupy their places on line. If this is not done, units must form in succession from the right. Because of the time consumption involved in the latter method, the former is preferred.

c. The commander of troops and adjutant of reviews conducted by organizations larger than a regiment give commands in the same manner as prescribed for a regiment in chapter 12, i.e., in a manner which does not require execution by the troops. In formations consisting of two or more regiments, the regimental commander repeats those commands requiring execution by the troops. Within each regiment, battalions and independent companies execute movements on the command of execution of their respective commanders. Independent battalions not part of a regiment, execute movements on the command of their respective commanders. Movements are executed successively by units from right to left.

16007. REVIEWING PARTY

1. After the staff has been boxed and the commander of troops has faced the reviewing area (see paragraph 16008.3k), the reviewing officer, with the staff (if applicable), moves into position to receive the review.
2. The local commander, distinguished civilians, and the officer and enlisted staff take positions at their posts (see figure 16-2) facing the troops. The officer, who is senior, with the staff, will take position on the right.
3. An officer from the local commander's staff is designated to escort distinguished civilians to their positions. If a civilian is to receive the review, the civilian takes position on the right of the local commander. If necessary, the civilian is given an explanation of the ceremony by an escort or the local commander.

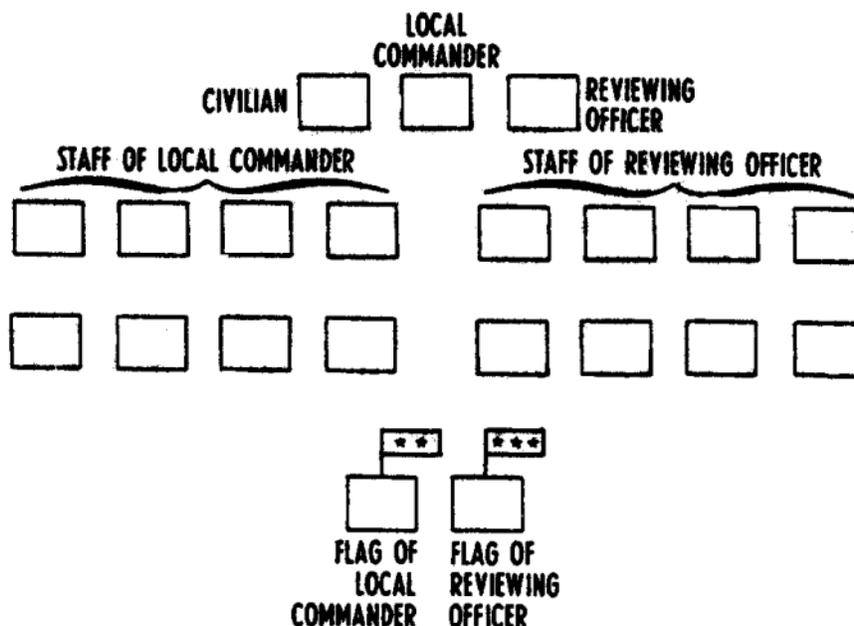


Figure 16-2.--Reviewing Party.

16008. SEQUENCE OF EVENTS FOR A REVIEW

1. March on for a Review. The organization is formed in the staging area. Troops are at parade rest; officers and noncommissioned officers have swords drawn, if so armed.

a. The organizational/review staff is in position near the reviewing stand.

b. For regimental reviews, battalion adjutants take their position behind the line of troops, swords drawn and at parade rest.

c. At H Hour-15 the narrator introduces the band. The band begins pre-review concert.

NARRATOR: "LADIES AND GENTLEMEN, TODAY'S MUSIC IS PROVIDED BY THE _____ BAND UNDER THE DIRECTION OF _____. THE DRUM MAJOR IS _____."

d. At H Hour-5 the band moves to its position on the right of line, countermarches and halts as shown in figure 17-1.

e. The commander of troops forms the staff per chapter 14.

f. At H-Hour the narrator makes opening remarks.

NARRATOR: "GOOD MORNING (EVENING), LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING OFFICER (GENERAL), _____, WELCOME TO THE _____ CEREMONY. TODAY'S REVIEW IS BEING EXECUTED BY THE OFFICERS AND MARINES OF _____."

(Optional) "LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION BY COMMAND CHAPLAIN _____, UNITED STATES NAVY."

g. Invocation is given.

(Note: After the invocation) **"LADIES AND GENTLEMEN PLEASE BE SEATED."**

h. Commander of troops commands **"TAKE YOUR POST."**

i. The adjutant moves by the most direct route to position on the line of troops. (See figure 17-2.)

NARRATOR: (AS THE ADJUTANT MOVES INTO POSITION) "PRESENT DAY REVIEWS IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION, THE MASSED FORMATION OF TROOPS ON ONE LONG LINE AT CLOSE INTERVAL, MADE POSSIBLE THE MASSING OF FIREPOWER FROM MUZZLE LOADED MUSKETS OF YESTERDAY. IN THOSE EARLY DAYS, THE LINE OF BATTLE WAS JUST THAT, A LINE OF TWO OR THREE RANKS, AND LOOKED MUCH LIKE THE PARADE FORMATION YOU WILL SEE TODAY. THE ADJUTANT FORMS THE LINE FOR BATTLE."

j. At this point follow the procedures to form a battalion for march on see chapter 11 and to form a regiment see chapter 12.

k. After the unit is formed the guides post. The procedures for a review in paragraph 16008.3 are followed.

2. Units Formed on the Line of Troops Prior to the Start of the Review. The battalion is formed on the line of troops. Alignment is obtained and the unit is placed at parade rest. (See figure 16-3.)

a. At H Hour-15 the battalion staff is in position near the reviewing stand. The narrator introduces the band. The band begins pre-review concert.

b. At H Hour-5 the band moves to its position 10 paces to the right of the extreme right unit on the line of troops. (See figure 16-3.)

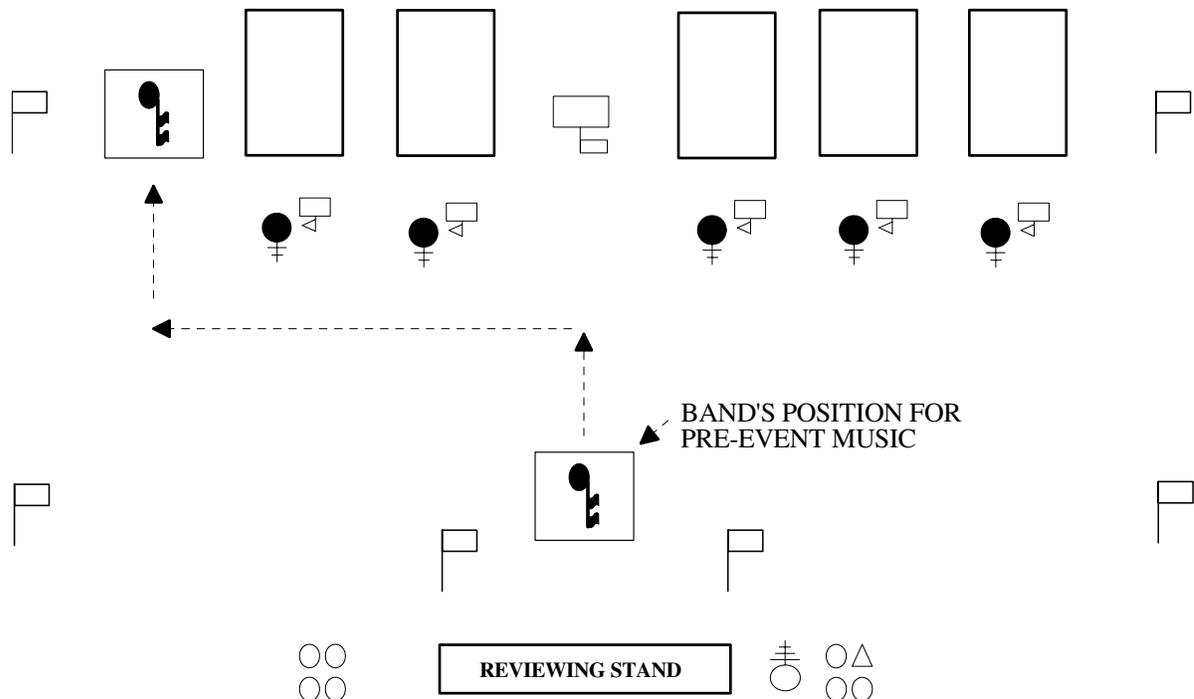


Figure 16-3.--Formation on the Line of Troops and Band Movement.

c. The commander of troops moves to a position centered between the dress guidons, halts, faces the reviewing stands and commands "**Staff, FALL IN.**" The staff moves smartly to their positions. (See figure 14-2.) Once the staff is in position the commander of troops faces about towards the line of troops.

NARRATOR: "GOOD MORNING (EVENING), LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING OFFICER (GENERAL), _____, WELCOME TO THE _____ CEREMONY. TODAY'S REVIEW IS BEING EXECUTED BY THE OFFICERS AND MARINES OF _____."

(Optional) "LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION BY COMMAND CHAPLAIN _____, UNITED STATES NAVY."

d. Invocation is given.

(Note: After the invocation) "**LADIES AND GENTLEMEN PLEASE BE SEATED.**"

e. Commander of troops commands "**TAKE YOUR POST.**"

f. The adjutant moves by the most direct route to position on the line of troops. Once in position the adjutant faces down the line of troops, draws sword and commands. (See figure 16-4.)

NARRATOR: (AS THE ADJUTANT MOVES INTO POSITION) "PRESENT DAY REVIEWS IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION, THE MASSES FORMATION OF TROOPS ON ONE LONG LINE AT CLOSE INTERVAL, MADE POSSIBLE THE MASSING OF FIREPOWER FROM MUZZLE LOADED MUSKETS OF YESTERDAY. IN THOSE EARLY DAYS, THE LINE OF BATTLE WAS JUST THAT, A LINE OF TWO OR THREE RANKS, AND LOOKED MUCH LIKE THE PARADE FORMATION YOU WILL SEE TODAY. THE ADJUTANT FORMS THE LINE FOR BATTLE."

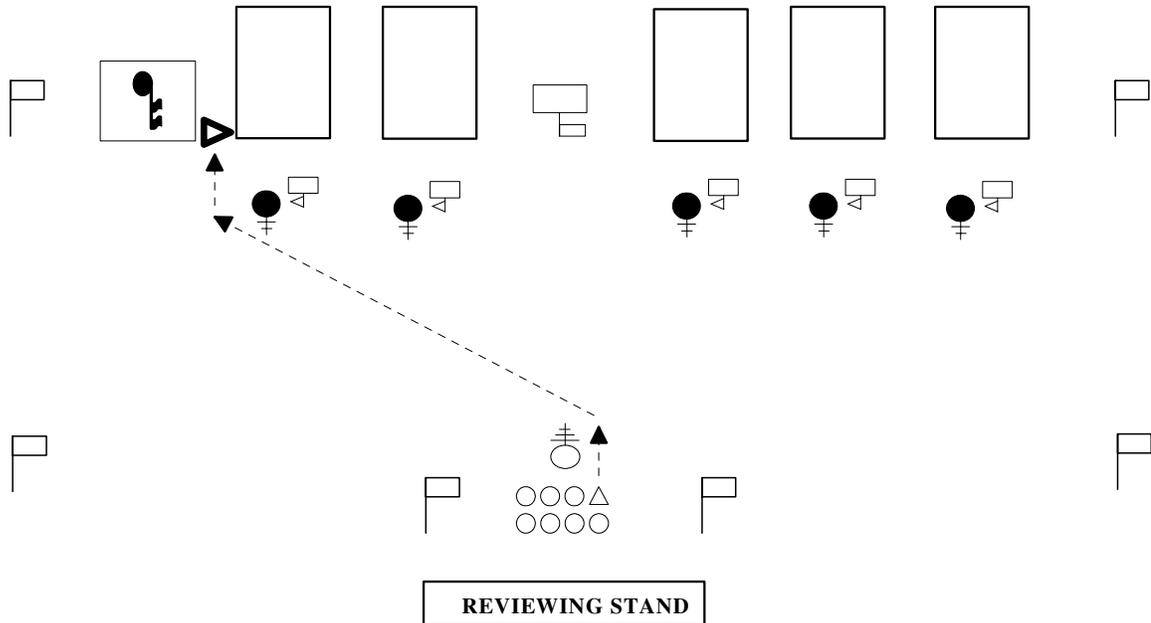


Figure 16-4.--Adjutant Takes Post.

- g. Adjutant commands "**SOUND ATTENTION.**"
- h. The company commanders execute attention, face their companies and in sequence command.
- i. Company commander commands "**Company, ATTENTION.**"
- j. The companies execute the commands. When all companies are at attention the adjutant commands.
- k. Adjutant commands "**SOUND ADJUTANT'S CALL.**"
- l. On the first beat of the music after "*Adjutant's Call*" the commander of troops and staff march to their position on the parade field and halt facing the line of troops. (See figure 16-5.) Once the units have been formed on the line of troops and the command "**Guides, POST,**" has been given (see chapter 11) the adjutant moves to a position 3 paces and centered on the commander of troops and facing the line of troops.

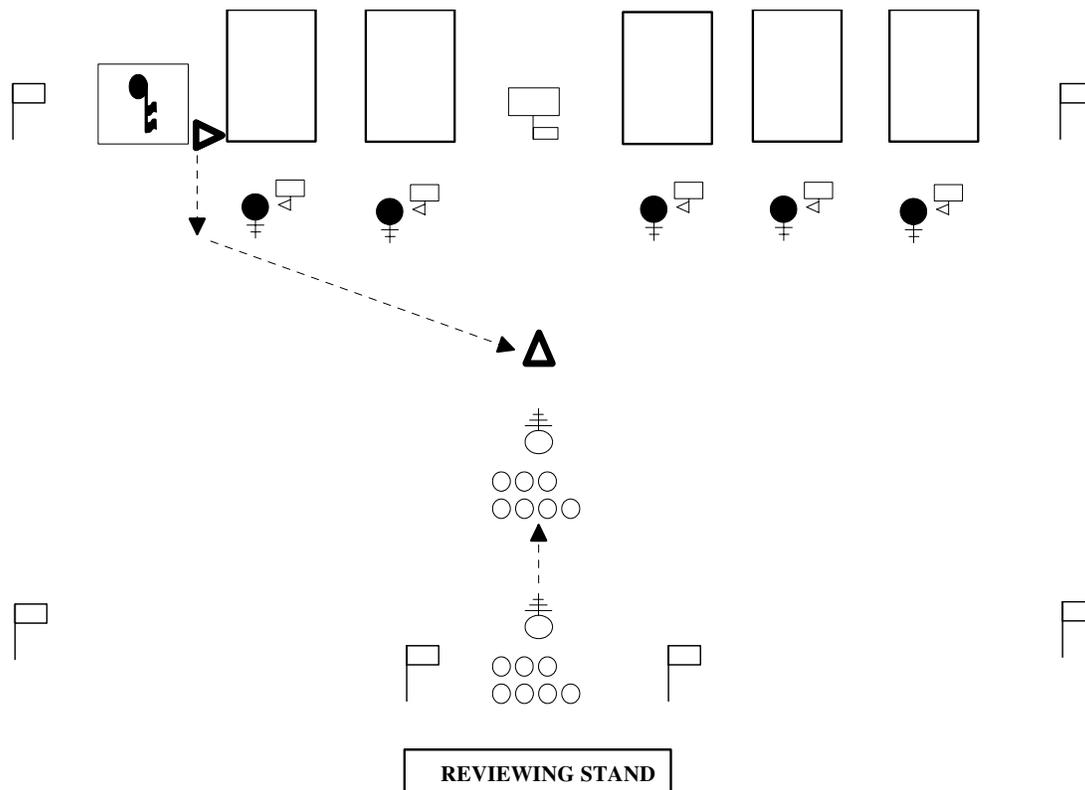


Figure 16-5.--Adjutant, Commander of Troops and Staff Move to Center of Field.

Note: The sequence of events is continued in paragraph 16008.3. It is at this point in time that the sequence of events, whether the troops are pre-staged or marched on is the same.)

3. Presentation and Honors

- a. Adjutant commands **"Present, ARMS."**
- b. Battalion executes. The color guard riflemen execute present arms, however, the organizational color does not present to the commander of troops. The adjutant then faces the commander of troops, presents sword and reports;
- c. Adjutant commands **"SIR/MA'AM THE REVIEW IS FORMED."**
- d. The commander of troops returns the adjutant's salute and directs the adjutant.
- e. Commander of troops commands **"TAKE YOUR POST SIR."**
- f. The adjutant executes carry sword, moves to position in the staff, halts, faces the line of troops and goes to order sword. Once the adjutant has halted, the commander of troops commands **"Staff, Draw, SWORD."**

g. Staff executes and, as the third count of draw swords goes to the order. The commander of troops then commands the battalion to **"Order, ARMS."**

h. The battalion executes.

i. Commander of troops commands **"BOX THE STAFF."**

j. The adjutant moves the staff to its new position using the following commands: **"Staff, Carry, SWORD;" "Staff, Left, FACE;" "Column Right, MARCH;" "Staff, HALT;" "Staff, Right, FACE;"** and **"Staff, Order, SWORD."**

k. After the staff is in position the unit commander and/or reviewing officer takes position in the reviewing area. The commander of troops then commands **"Present, ARMS."**

l. The battalion executes. The color guard riflemen execute **"Present, ARMS."** The organizational color bearer presents colors when and if appropriate. The commander of troops then faces the reviewing area and commands **"Staff, Present, SWORD."**

m. Staff and commander of troops execute. Musical honors and/or gun salutes are fired if appropriate. The unit commander and/or reviewing officer return the salute. After the last note of musical honors, or the final gun salute, the commander of troops commands **"Staff, Order, SWORD."**

n. Staff executes. Commander of troops returns to the carry. The commander of troops then faces the line of troops and commands **"Order, ARMS."**

4. Inspection

a. Battalion and colors execute. The commander of troops then commands **"Parade, REST."**

b. Battalion and colors execute. The band remains at attention. The commander of troops then faces the reviewing area and goes to order sword. The unit commander and/or reviewing officer (inspecting party) then move forward to the commander of troops.

c. The commander of troops presents sword and reports **"SIR/MA'AM, THE BATTALION IS FORMED FOR INSPECTION."**

d. The unit commander and/or reviewing officer returns the salute. The commander of troops terminates the salute and then executes return sword.

e. The inspecting party and commander of troops step off towards the extreme right flank (normally the band) of the formation. They march as one rank with the senior member of the inspecting party on the right and the commander of troops on the left.

f. If the inspection is to be made in vehicles, the reviewing party embarks at the post of the reviewing officer. The reviewing officer enters first and occupies the left rear position. The unit commander occupies the right rear position. The

vehicle then moves to the commander of troops position, approaching from the left, and stops. The commander of troops then salutes, reports, returns sword, and enters the vehicle in the right front position. The adjutant would then command the staff, **"Staff, Parade, REST."** (Figure 16-6 shows the route of march for the inspecting party.)

g. Band plays martial music during the inspection.

h. When the inspecting party reaches the right flank of the formation they change order of precedence from left to right (reviewing officer, unit commander, commander of troops).

i. The inspecting party marches down the line of company commanders.

Note: If the formation is a company line formation the inspecting party would march down the line of platoon commanders.

j. As the inspecting party approaches the left flank of the company the company commander goes to carry sword, faces the company and commands **"Company, ATTENTION."**

k. Company executes. The company commander then commands **"Eyes, RIGHT."**

l. Company executes. The company commander then faces front and quietly commands the guide to **"Eyes, RIGHT."** The company commander presents sword, the guide presents guidon and both execute eyes right. Except for the commander, other officers and noncommissioned officers in the formation who are armed with swords remain at the order during eyes right.

(1) As the inspecting party moves across the member's front, each Marine turns their head and eyes to the left, following the inspecting party, until their head and eyes are to the front. Each Marine then stops the movement of their head and eyes and remains at attention.

(2) After the inspecting party has cleared the left flank of the company the company commander quietly gives the command of **"Order, ARMS"** to the guide.

(3) The company commander then executes carry sword, faces the company and commands **"Parade, REST."**

m. Company executes. Guide and company commander executes. The company commander remains facing the company.

(1) This process is repeated by each subsequent company commander.

(2) The inspecting party continues to move down the line of company commanders, saluting each company commander as they pass.

(3) The inspecting party salutes the colors as they pass in front of (but not behind) the colors.

(4) The color guard executes eyes right on the command of eyes right by the color company's company commander, however, only the organizational color bearer and left rifleman turn their head and eyes.

(5) After passing the left flank of the formation the inspecting party turns left and marches behind the formation. The last company commander does not give the command of parade rest until the inspecting party has passed behind his/her company.

n. As the inspecting party approaches the rear of each company the company commander commands **"Company, ATTENTION."**

o. The company executes. Once the inspecting party has cleared the companies rear the company commander commands **"Parade, REST."**

p. The company executes. The company commander then faces the reviewing area and goes to order sword and parade rest. This process is repeated by each subsequent company commander.

q. After the inspecting party completes passing around the rear of the formation the commander of troops moves to a position 3 paces in front of and 1 pace to the right of the band, draws sword and waits for the inspecting party to critique the inspection.

r. When the commander of troops is in position the reviewing officer and/or unit commander moves to a position 3 paces in front of and facing the commander of troops. The reviewing officer and/or unit commander and commander of troops exchange salutes.

s. The reviewing officer and/or unit commander then moves back to their position in the reviewing area. The commander of troops returns to a position in front of the staff.

t. The adjutant, seeing the commander of troops returning to position calls the staff to attention.

u. When the commander of troops arrives at the position in front of the staff, halts and faces the line of troops waits for the band to stop playing and commands **"Battalion, ATTENTION."**

v. Band stops playing.

w. The battalion executes. The commander and/or reviewing officer moves to their position in the reviewing area. The commander of troops then commands;

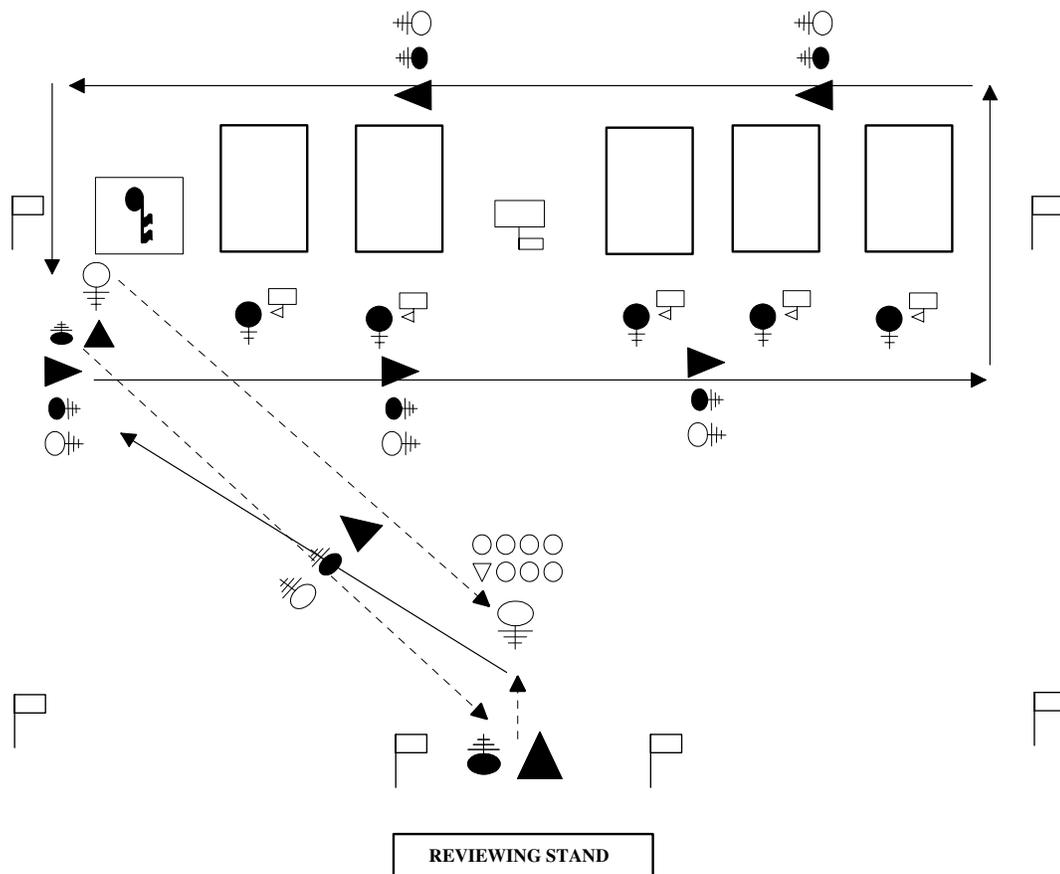


Figure 16-6.--Route of March for the Inspecting Party.

5. Note. At this time if:

a. The review is being held as an awards/retirement ceremony, go to chapter 18 and follow the sequence of events specified for the presentation of awards/retirement.

b. The review is being held for a change of command ceremony go to chapter 19 and follow the sequence of events specified for a change of command.

c. The review is being held for a relief and appointment of the sergeants major go to chapter 20 and follow the sequence of events specified for the relief and appointment of the sergeant major.

d. The review is being held for an activation or deactivation go to chapter 21 and follow the sequence of events specified for the activation or deactivation of a unit.

e. After completing one of the above sequences of events return to this Chapter and continue as follows.

6. March in Review

a. Unit commander/reviewing officer commands "MARCH THE COMMAND IN REVIEW."

b. The commander of troops faces the line of troops and commands "PASS IN REVIEW."

c. The unit marches in review as described in chapter 17, paragraphs 17007, 17008, 17009, and 17010. After the last element has marched in review, and the band and parade staff have cleared the field the narrator has announced the conclusion of the parade.

NARRATOR: "LADIES AND GENTLEMEN THIS CONCLUDES THIS EVENING'S REVIEW. ON BEHALF OF THE COMMANDING OFFICER (GENERAL) AND THE OFFICERS AND MARINES OF THE _____, THANK YOU FOR YOUR ATTENDANCE."

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PART II: CEREMONIES

CHAPTER 17

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CHAPTER 17

PARADES

17000. GENERAL. The appearance and movement of troops in formation are the primary considerations of a ceremonial parade. The preparation, organization of troops, and the conduct of a ceremonial parade require familiarity with those chapters for platoon, company, battalion, and regimental drill as well as organizational and parade staff. Normally a parade consists of the following elements:

1. Pre-parade serenade by the band.
2. Forming the staff, and posting the adjutant.
3. March on and formation of the command (forming without a march on is optional).
4. Trooping the colors if appropriate for the type of ceremony.
5. "Sound Off" and trooping the line by the band.
6. The manual of arms.
7. Receiving reports and publishing orders by the adjutant.
8. Officer's center.
9. Presentation of the command and honors to the reviewing officer.
10. Presentation of awards, promotions, retirements, changes of command, relief and appointment of the sergeant major, etc.
11. March in review.
12. Additionally, bayonets may be fixed, if desired, and, at evening parade, retreat may be included as part of the ceremony.

17001. FORMATIONS

1. The battalion is formed per the procedures prescribed in chapter 11 and the regiment is formed per the procedures in chapter 12. The unit commander designates the formation for the parade.
2. The basic formations a commander may choose for battalion parades are:
 - a. Battalion line, company line. Used when space is available or when a larger front is desired for the line of troops.
 - b. Battalion line, company mass (extended mass). Used when the space available for the "front" for the line of troops is limited.

3. The basic formations a commander may choose for regimental parades are:
 - a. Regiment in line, battalions in line with companies in line or mass (extended mass) formation.
 - b. Regiment in line, battalions in mass (extended mass).

17002. COMMANDER OF TROOPS. The senior officer taking part in a ceremony is designated as the commander of troops. The commander of troops is responsible for the formation, presentation, and march in review. When a commander acts as the reviewing officer for the parade, the commander designates another officer as commander of troops.

17003. PREPARATION. The line on which troops are to form and along which they are to march is marked out or otherwise designated by the sergeant major or senior enlisted of the unit. The post of the reviewing officer, opposite the center of the line of troops, is marked on each flank with a dress guidon. Additionally, commander's posts, unit guide's posts, and turning points for the approaching the line of troops may also be marked. Paragraph 15007 of this Manual provides details for marking a parade field.

17004. SEQUENCE OF EVENTS, PRE-PARADE SERENADE THROUGH THE ADJUTANT TAKING POST

1. The sequence of events in this paragraph is the same for all parades, regardless of the size of the units participating. The sample LOI on the Marine Corps Drill website will include a sample narration woven into the sequence. Experience has proven this is the best way to keep the commander of troops, adjutant, narrator, etc., synchronized for the parade.

2. H-Hour-15 Minutes

- a. The organization is formed in the assembly area. Troops are at parade rest; officers and noncommissioned officers have swords drawn, if so armed. There will be occasions when it will be desired or necessary to form the unit without a march on. In this case the battalion is formed at H-15 on the line of troops, alignment is obtained and the unit is placed at parade rest at which time the sequence continues as outlined in this Chapter.

- b. The organizational/parade staff is in position near the reviewing stand.

- c. For regimental parades, battalion adjutants take their position behind the line of troops, swords drawn and at parade rest.

- d. Narrator introduces the band. The band begins pre-parade serenade.

NARRATOR: "LADIES AND GENTLEMEN, THE MUSIC FOR TODAY'S PRE-PARADE SERENADE IS PROVIDED BY THE MARINE _____ BAND UNDER THE DIRECTION OF _____ . THE DRUM MAJOR IS _____."

3. H-Hour-5 Minutes

- a. The band moves to its position on the right of line, countermarches and halts. (See figure 17-1.)

- b. The commander of troops forms the staff per chapter 13.

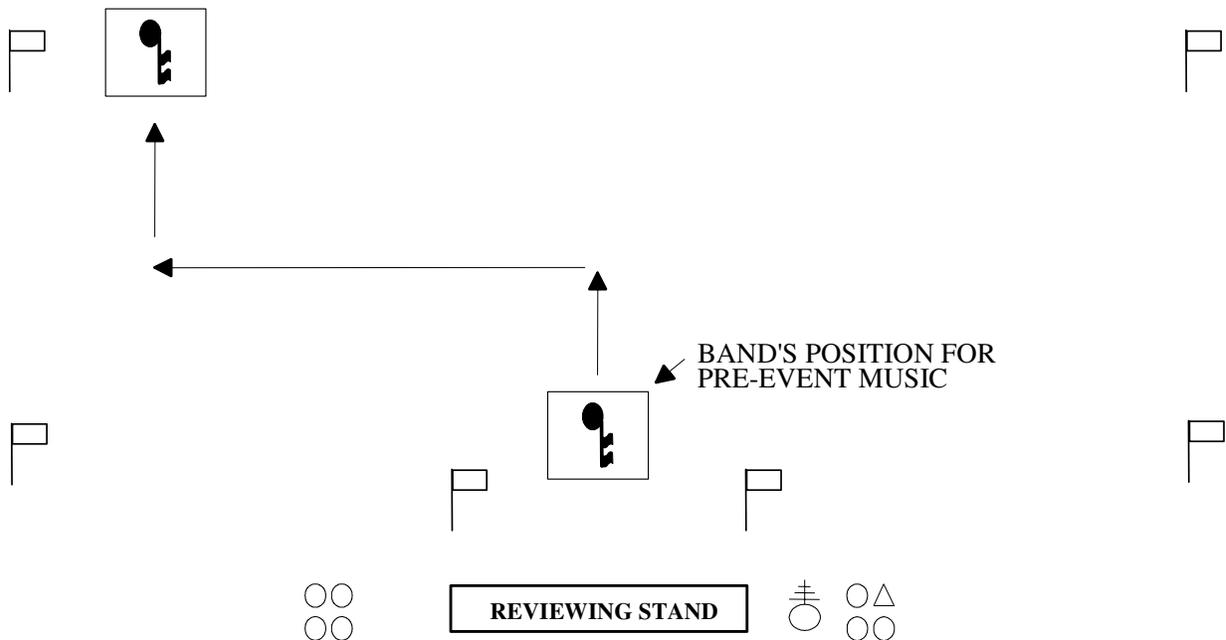


Figure 17-1.--Movement of the Band.

4. H-Hour

- a. Narrator makes opening remarks.

NARRATOR: "GOOD MORNING (EVENING), LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING OFFICER (GENERAL), _____, WELCOME TO THE _____ CEREMONY. TODAY'S PARADE IS BEING EXECUTED BY THE OFFICERS AND MARINES OF _____."

(Optional) "LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION BY COMMAND CHAPLAIN _____, UNITED STATES NAVY."

- b. Invocation is given.

(Note: After the invocation) "LADIES AND GENTLEMEN PLEASE BE SEATED."

- c. Commander of troops commands "TAKE YOUR POST."

d. The adjutant moves by the most direct route to a position on the line of march. (See figure 17-2.)

NARRATOR: (AS THE ADJUTANT MOVES INTO POSITION) "PRESENT DAY PARADES IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION, THE MASSED FORMATION OF TROOPS ON ONE LONG LINE AT CLOSE INTERVAL, MADE POSSIBLE THE MASSING OF FIREPOWER FROM MUZZLE LOADED MUSKETS OF YESTERDAY. IN THOSE EARLY DAYS, THE LINE OF BATTLE WAS JUST THAT, A LINE OF TWO OR THREE RANKS, AND LOOKED MUCH LIKE THE PARADE FORMATION YOU WILL SEE TODAY. THE ADJUTANT FORMS THE LINE FOR BATTLE."

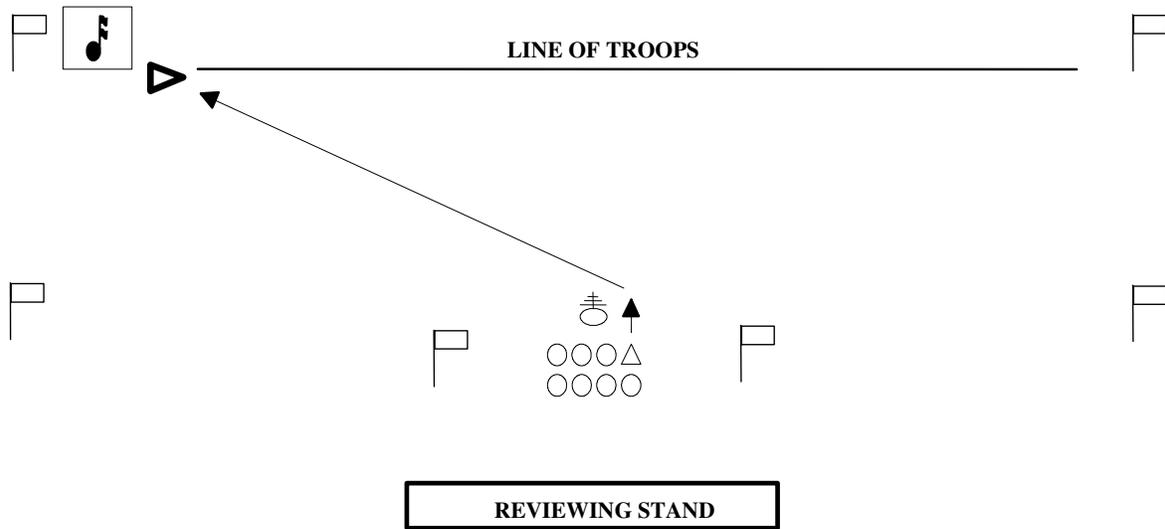


Figure 17-2.--Adjutant Moves to Post.

17005. SEQUENCE OF EVENTS FOR FORMING A BATTALION AND LARGER UNITS

1. To form a battalion for march on see chapter 11.
2. To form a regiment see chapter 12
3. Color Guard

a. If awards, retirements, etc., are a part of the parade the color guard will march onto the parade field with the battalion, when approaching its position on the line of march the color guard will execute a left turn, march forward to their position in the line of troops, mark time, halt and go to order colors. The color guard will execute all commands with the color company except that it will remain at the order during the manual of arms.

b. If no awards, retirements, etc., are a part of the parade and the commander wants to "troop the colors" the color guard would execute a left turn at the extreme left edge of the parade field. It then marches to a position on the left flank of the field, half way between the line of company commanders and the adjutant's position. The color guard executes a right turn and goes to order colors. (See paragraph 7306.)

4. Upon completion of forming the unit and if prescribed for the ceremony, the adjutant next commands "**Fix, BAYONETS.**" After fixing bayonets, or after posting the guide if bayonets are not fixed, the adjutant continues the sequence from paragraph 17005.5 or 17005.9 below as appropriate.

Note: If colors are to be marched on continue the sequence with paragraph 17005.5 below. If colors are not to be marched on skip to paragraph 17005.9.

5. Adjutant commands "**MARCH ON THE COLORS.**" The band plays appropriate music while the color guard, goes to the carry, marches from its position on the left flank, across the front of the battalion along a line parallel to the line of troops and midway between the adjutant and line of company commanders. Company

commanders and the company guide salute the colors as they pass their front. On reaching a point in front of the adjutant, the color guard executes a left turn to face the adjutant and halts, remaining at the carry.

6. Adjutant commands **"Present, ARMS."** The battalion executes present arms. The adjutant salutes the colors.

a. The color guard executes present arms from the carry.

b. The band plays either *"To the Colors"* or the *"National Anthem."* The commander of troops, the staff and the organizational colors salute on the first note of the music and terminate the salute on the last note.

7. Adjutant commands **"Order, ARMS."** The command executes order arms. The color guard returns to carry colors.

8. Adjutant commands **"POST THE COLORS."** The color guard countermarches, moves to the line of troops on the left of the color company, countermarches to face the front, halts, and goes to order colors.

9. Adjutant commands **"Parade, REST"** and **"SOUND OFF."** The battalion, except for the commander of troops, the staff and adjutant go to parade rest. The band sounds off, marches down the line of troops, countermarches, marches back down the line of troops and returns to its position in formation. Once the band is back in position and has stopped playing; (Figure 17-3 depicts the movement of the band during sound off.)

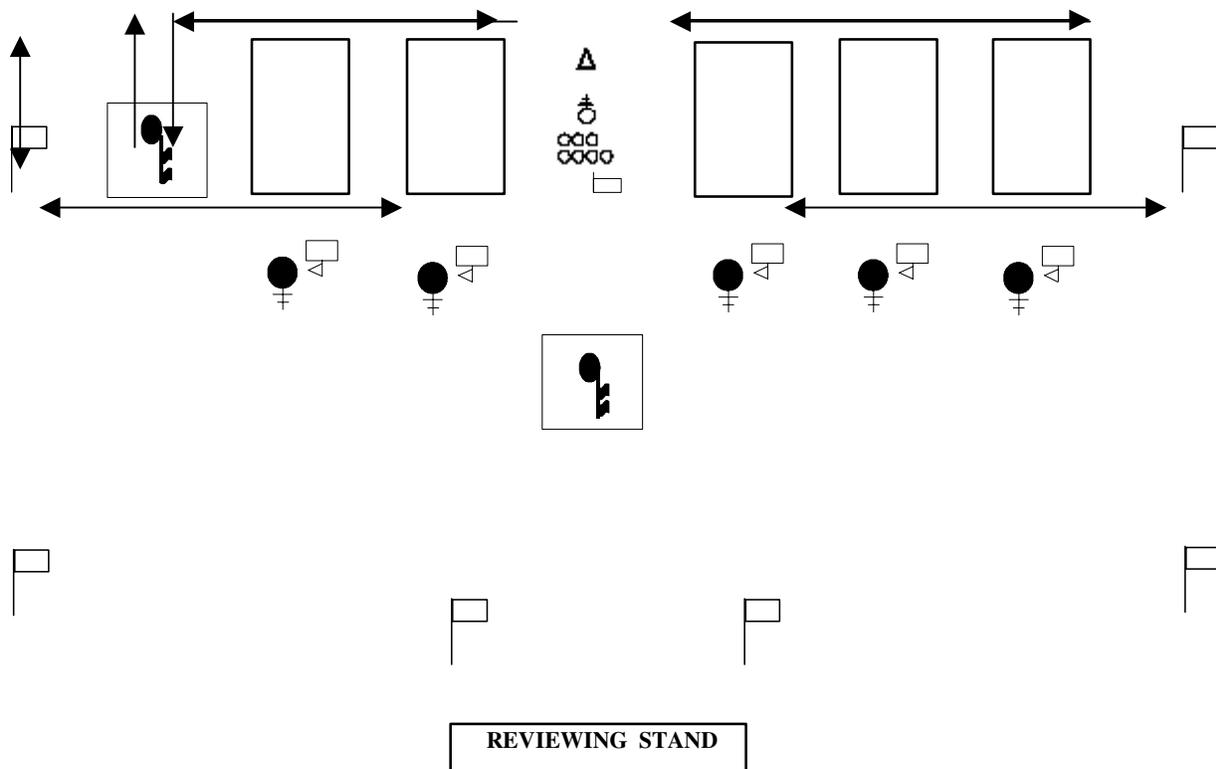


Figure 17-3.--Sound Off.

10. Adjutant commands **"Battalion, ATTENTION"** and **"Present, ARMS."** The battalion executes attention and present arms. The color guard riflemen execute present arms and the colors go to the carry. However, the commander of troops does not receive a salute from the organizational colors unless the commander of troops is the battalion commander or officer of higher rank. Once the battalion is at present arms the adjutant faces the commander of troops and reports.

17006. SEQUENCE OF EVENTS FOR PRESENTATION OF THE COMMAND

1. Adjutant reports **"SIR/MA'AM, THE PARADE IS FORMED."** The commander of troops returns the adjutant's salute.
2. Commander of troops commands **"TAKE YOUR POST."** The adjutant returns to carry swords and marches by the most direct route to the designated post in the staff, halts, faces the line of troops and goes to order sword.
3. Commander of troops commands (only loud enough for the staff to hear) **"Staff, Draw, SWORD"** (omitted if not armed with swords). The commander of troops and staff draw sword, and as the third count of the movement the staff goes to order sword. The commander of troops remains at carry sword. The commander of troops then exercises the battalion in the manual of arms.
4. Commander of troops commands **"Order, ARMS;" "Port, ARMS;" "Right Shoulder, ARMS;" "Port, ARMS;" "Left Shoulder, ARMS;" "Port, ARMS;"** and **"Order, ARMS."** The battalion executes the manual of arms on the orders of the commander of troops.
 - a. Company officers and noncommissioned officers execute carry swords of the first command of port arms and return to order swords on the final command of order arms.
 - b. The color guard remains at the order during the manual of arms.
5. After the manual of arms is completed the commander of troops directs the adjutant to **"RECEIVE THE REPORT, SIR/MA'AM."** The adjutant goes to carry sword and moves to a position 3 paces in front of the commander of troops, facing the line of troops.
6. Adjutant commands **"REPORT."** Company commanders, in succession, from right to left, salute the adjutant with their head and eyes to the front and report, **"___Company, All Present or Accounted For."** The adjutant turns his/her head towards the company commander reporting, but returns the head to the front when returning each company commander's salute. After the last company has reported, the adjutant faces the commander of troops and reports **"Sir/Ma'am, All Present or Accounted For."** The commander of troops returns the adjutant salute, returns to carry sword (the commander of troops remains at carry sword, except when saluting, during the execution of officers center and officers posts).
7. Commander of troops commands **"PUBLISH THE ORDERS."** The adjutant terminates the salute, faces the line of troops and publishes the orders.
8. Adjutant commands **"ATTENTION TO ORDERS."** (Most commands use the following "orders." However, they may be modified to retirement, change of command, relief and appointment orders, etc., at the desire of the commander.)

Note: "Headquarters, ___ Battalion ___ Marines, (date), (month), (year), The Officer of the day today is (rank and name), The Officer of the day tomorrow is (rank and name). By order of (battalion commander's rank and name), United States Marine Corps (Reserve), Commanding."

9. Adjutant commands "**OFFICERS**"--"**CENTER**"--"**MARCH.**" (A sufficient pause between the above command is necessary for the officers and guides to execute the movements.) Figure 17-4 depicts movement for officers center. On the command "**OFFICERS**" the company commanders and platoon commanders go to carry sword, if so armed. The company guide goes to carry guidon.

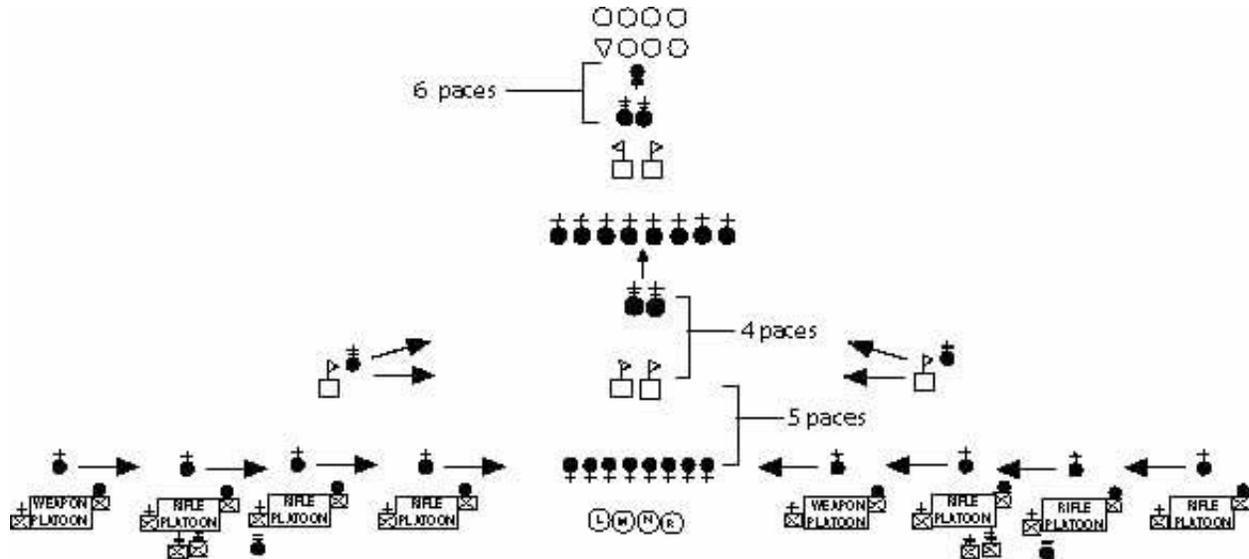


Figure 17-4.--Officers Center.

Note: If the parade is being conducted in conjunction with a review then officers center is omitted.

a. On the command "**CENTER.**"

(1) If in battalion line, company line, company commanders, platoon commanders and company guides face left/right towards the center of the parade field.

(2) If in a battalion line, company mass formation, company commanders and guides face left/right towards the center of the parade field. Platoon commanders take one step forward, halt and then face left/right towards the center of the parade field.

(3) Platoon guides stand fast.

b. On the command "**MARCH.**"

(1) The band starts playing.

(2) The adjutant returns by the most direct route to the designated position in the staff and goes to order sword.

(3) The platoon commanders and guides march directly to their positions in the center of the parade field halt and face left/right towards the commander of troops at close interval.

(4) The company commander's oblique slightly forward in order to form on a line approximately 4 paces in front of the line of guides.

10. Once all officers and guides have halted and faced the commander of troops, the senior company commander commands, "**Forward, MARCH.**" As the ranks of officers and guides advance towards the commander of troops, alignment is maintained towards the center, with the officer in the center of the leading rank setting the step and direction.

11. As they approach the commander of troops the senior company commander commands "**Officers, HALT.**" The ranks of officers and guides are halted approximately 6 paces from the commander of troops and salute.

a. If armed with swords the officers and guides execute a four-count halt. On the first two counts, the officers and guides execute a halt. On the third count the officers execute the first count of present swords. For the fourth count the officers execute the second count of present swords and the company guides present guidons.

b. If not armed with swords, the officers and company guides execute a four-count halt. On the first two counts, the officers and guides execute a halt. On the third count all pause, and on the fourth count the officers execute a hand salute and the company guides present guidons.

c. The commander of troops returns the salute, returns to carry sword and commands.

12. Commander of troops commands "**Carry, SWORD**" (If armed with swords) or "**Ready, TWO**" (If not armed with swords).

a. On the command "**Carry,**" the officers execute order swords, if so armed. The guides re-grasp the guidon as the first count of carry guidon. When not armed with swords on the command "**Ready,**" the officers stand-fast and guides re-grasp the guidon as the first count of carry guidon.

b. On the command "**SWORD (TWO)**" the officers go to carry swords, if so armed, and the guides go to carry guidon. If not armed with swords the officers cut their salute. The commander of troops then commands.

13. Commander of troops commands "**POST**"-"**MARCH.**" Figure 17-5 depicts post march.

a. On the command of "**POST,**" all officers and guides execute an about face.

b. On the command of "**MARCH,**" officers and guides step off and march back towards the battalion formation. Alignment is maintained towards the center, with the officer in the center of the leading rank setting the step and direction.

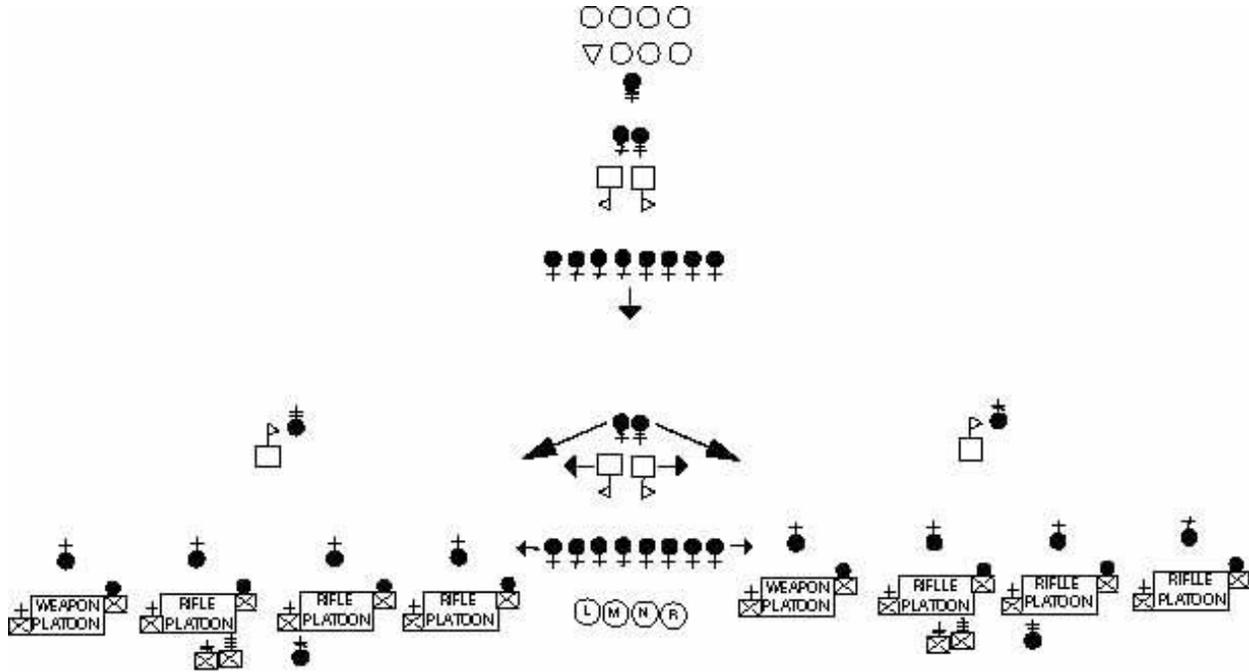


Figure 17-5.--Post March.

14. When the officers are nearing the battalion formation the senior company commander commands "**Officers, HALT;**" and "**POST**"--"**MARCH.**" The officers are halted so that:

a. When in a battalion line, company line, and the rank of platoon commanders are 6 paces from the line of troops.

b. When in a battalion line, company mass, the rank of platoon commanders are 2 paces from the line of troops.

c. On the command of "**POST,**" all officers and guides face left/right in the direction of their companies.

d. On the command of "**MARCH,**" officers and guides step off in succession at 4-pace intervals. (The Marine at the head of each file steps off, then every fourth step the next Marine steps off so as to be in step with the music.) Then, by the most direct route, return to their posts, halt, face front and execute order swords.

(1) If in a company mass the platoon commanders oblique into their positions, halt from the oblique, face front and go to order swords.

(2) Guidon bearers step off with their company commander and when reaching their post, halt, face front and go to order guidon.

(3) Company commanders oblique inboard so that they are 1 pace in front of their guidon bearer upon reaching their post. They halt, face front and go to order swords.

e. When all officers and guides have returned to their posts, and gone to the order, the band stops playing. The commander of troops then, so only the staff can hear, commands.

15. Commander of troops commands **"BOX THE STAFF."** (See paragraph 14002.3.)

a. The adjutant boxes the staff by giving the following commands;

(1) **"Staff, Carry, SWORD"** (if armed with swords).

(2) **"Staff, Left, FACE."**

(3) **"Staff, Column Right, MARCH"** (second column right is executed without command. Once each staff member has reached their new position they automatically mark time).

(4) **"Staff, HALT."**

(5) **"Staff, Right, FACE."**

(6) **"Staff, Order, SWORD"** (if armed with swords).

b. Once the staff is in its new position the commander of troops faces the reviewing area. The reviewing officer then takes position centered between the dress guidons at attention. The commander of troops, seeing the reviewing officer in position, faces the battalion.

Note: If the reviewing officer is a general or flag officer, or civilian that rates "honors" the following sequence will be used beginning with paragraph 17006.16. The procedures for honors and gun salutes are contained in chapter 22. If no musical or gun salutes are due to the reviewing officer skip to paragraph 17006.20.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO (TITLE/RANK AND NAME OF THE PERSON TO RECEIVE HONORS)."

16. Commander of troops commands **"Present, ARMS."** The command executes present arms.

a. The color guard executes present arms from the order. If no musical or gun salute is fired the organizational colors salutes if appropriate. If musical or gun salutes are utilized the organizational colors salutes on the first note of music and returns to the carry on the last note of the music or last gun is fired.

b. Once the battalion is at present arms the commander of troops faces the reviewing area.

17. Commander of troops commands **"Staff, Present, SWORD (ARMS)."** The staff and commander of troops present swords. After honors, if any, the reviewing officer returns the salute of the commander of troops.

18. Commander of troops commands **"Staff, Order, SWORD (ARMS)."** The commander of troops and staff go to order swords. The commander of troops returns to carry sword and faces the battalion.

19. Commander of troops commands **"Order, ARMS."** The battalion executes order arms. The commander of troops then faces the reviewing area.

20. Note. At this time if:

a. The parade is being held as part of a review, refer to chapter 16 and follow that sequence of events.

b. The parade is being held as an awards/retirement ceremony, refer to chapter 18 and follow the sequence of events specified for the presentation of awards/retirement.

c. The parade is being held for a change of command ceremony refer to chapter 19 and follow the sequence of events specified for a change of command.

d. The parade is being held for a relief and appointment of the sergeants major refer to chapter 20 and follow the sequence of events specified for the relief and appointment of the sergeant major.

e. If the parade is being held for an activation/deactivation, or a joint activation/deactivation ceremony refer to chapter 21 and follow the sequence of events for the specific ceremony outlined there.

21. After completing one of the above sequences of events return to this Chapter and continue with the sequence of events for marching in review.

17007. SEQUENCE OF EVENTS TO MARCH IN REVIEW IN COLUMN FROM A BATTALION LINE, COMPANY LINE FORMATION

1. After completing the presentation of awards, retirements, etc., and the battalion is at attention, the commander of troops faces the reviewing officer.

2. Reviewing officer commands "MARCH THE COMMAND IN REVIEW." The commander or troops faces the line of troops.

3. Commander of troops commands "PASS IN REVIEW" and "Right, FACE." While the battalion is being prepared to march in review band moves to its position on the line of march.

a. On the command "PASS IN REVIEW," all personnel armed with sword will execute carry sword.

b. On the command of execution "FACE," all hands face to the right. The platoon guides move to their position in front of the right squad. The platoon commanders move to their position at the head of their platoons. The company commanders and company guides then move to their positions at the head of their companies. (See figure 17-6.)

c. The color guard, on the command "Right, FACE," goes to carry colors, executes a right turn, halts and remains at the carry.

4. Commander of troops commands "Right Shoulder, ARMS." The battalion executes right shoulder arms. The commander of troops then glances in the direction of the band to ensure it is ready to march in review. The drum major signifies the band is ready by having halted the band and raising the mace in a high carry position.

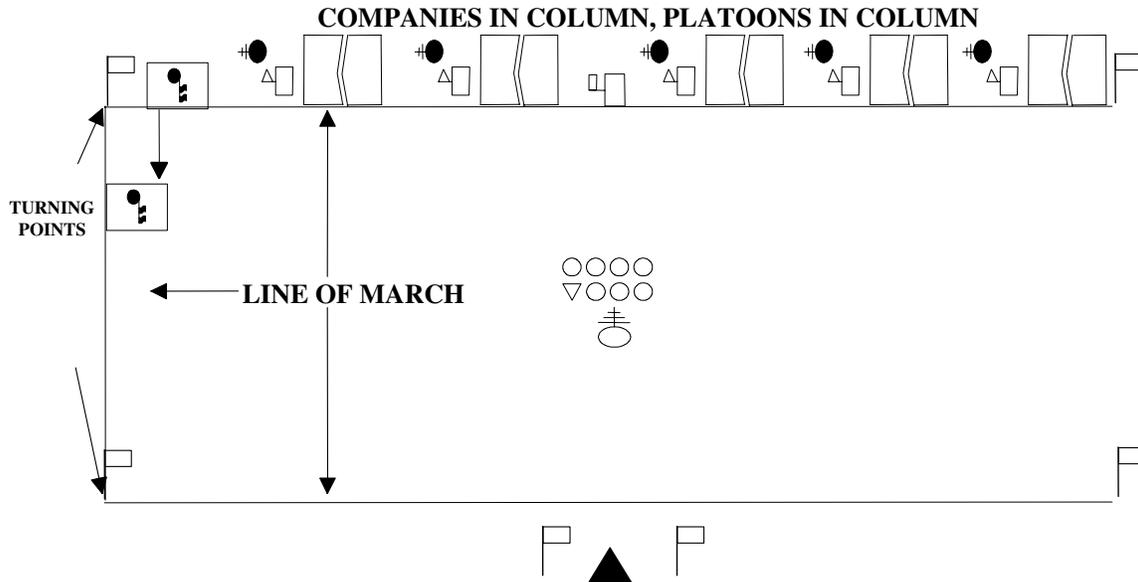


Figure 17-6.--Right Face.

5. Commander of troops commands **"Staff, Carry, SWORD"** and **"Forward, MARCH."** The entire battalion steps off and the band plays a quick march. The formation quickly adjusts its step so that the left foot strikes the deck in time with the heavy beat of the drum.

a. The commander of troops and staff step off when the command of execution **"MARCH"** is given by the commander of troops. The commander of troops steps to the left in marching and picks up the half step. The staff executes a right turn from the halt, covers on the commander of troops and picks up the half step. When the staff has completed the turn the commander of troops commands **"Staff, Forward, MARCH."**

b. The commander of troops and staff marches down the line and execute two left turns in order to be positioned at the head of the column in front of the band. (See figure 17-7.)

c. The company commanders, as they approach each turning point give the command of **"Column Left, MARCH"** for themselves and the company guide. Platoon commanders give their platoons **"Column Left, MARCH"** in order to maintain their positions in the company column. (See figure 17-7.)

d. The color guard executes left turns at the turning points.

e. All column movements are made "inside" the line formed by the dress guidon. The platoon guides use the dress guidons as markers to set the direction of march for the platoon.

6. As the commander of troops, band, company commanders, platoon commanders and the color guard approach the reviewing area the command of eyes right will be given.

a. As commander of troops and the staff approach the reviewing area the commander commands **"Staff, Eyes, RIGHT,"** as the reviewing area is cleared, **"Staff, Ready, FRONT."**

(1) The commander of troops and the staff continue to march down the line of troops to the end of the reviewing area, or other designated point, where three right turns are executed in order to place the staff in position to observe the march in review. (See figure 14-8.)

(2) The commander of troops, after the staff is halted, commands **"Staff, Return, SWORD,"** if so armed. The commander of troops gives the commands of **"Hand, SALUTE,"** and **"Ready, TWO,"** as the color guard passes the staff's position.

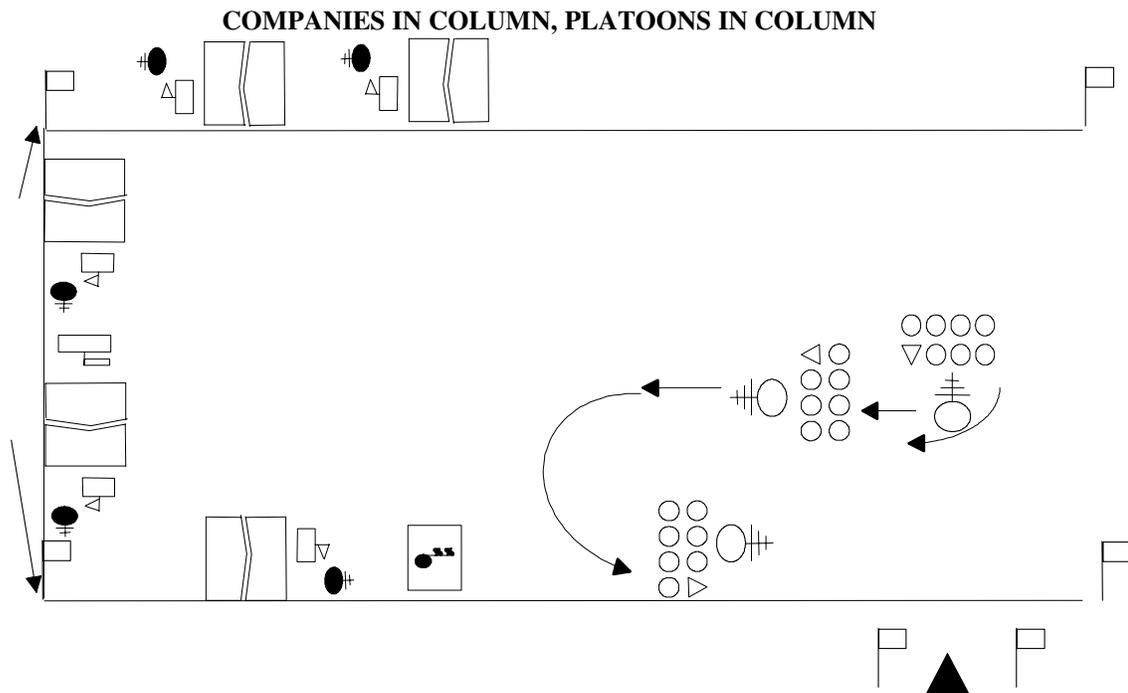


Figure 17-7.--March in Review, Companies in Column.

b. As the band passes the reviewing area the drum major executes an eyes right and salutes for the band. After clearing the reviewing area, the band is marched to a position approximately 30 paces from the reviewing area, centered on and facing the reviewing officer. The band continues to play march music during the march in review.

c. As each company commander approaches the reviewing area the commander gives the command of **"Eyes, RIGHT"** for themselves and the company guide. After passing the second dress guidon the company commander commands **"Ready, FRONT."** The company continues to march down the line of march and from the field.

d. Platoons execute **"Eyes, RIGHT"** on the command of their platoon commander. After the rear of the platoon has cleared the reviewing area the platoon commander then commands **"Ready, FRONT."**

e. The color guard executes eyes right and ready front on command of the senior color bearer per paragraph 7109. The organizational colors salutes during eyes right if the reviewing officer rates such a salute.

7. If armed with swords, only the company commanders and platoon commanders execute a sword salute at eyes right. All other officers and enlisted personnel armed with swords, in the company/platoon formation, continue to march at carry sword.

8. As the last company begins executing eyes right the band plays "*Anchors Aweigh*" followed by the "*Marine's Hymn*." As the "*Marine's Hymn*" is being played the drum major faces the reviewing officer and salutes. The reviewing officer returns the salute. The band then picks up march music, marches forward, executes a left turn and marches from the field.

9. After the rear element of the command (normally the band) has passed the staff's position and exited the field, the commander of troops faces the reviewing officer, salutes and reports "Sir/Ma'am, The parade is concluded." After the salute is returned the commander of troops may:

- a. Draws sword with the staff and follow the battalion from the field.
- b. Dismiss the staff.

NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. ON BEHALF OF THE COMMANDING OFFICER (GENERAL), OFFICERS AND MARINES OF _____, THANK YOU FOR YOUR ATTENDANCE."

10. After marching off of the parade ground following the march in review, the color guard and color company return the colors as prescribed in chapter 7. Companies march to their respective areas and are dismissed.

17008. SEQUENCE OF EVENTS TO MARCH IN REVIEW IN COLUMN FROM A BATTALION LINE, COMPANY MASS FORMATION

1. After completing the presentation of awards, retirements, etc., and the battalion is at attention, the commander of troops faces the reviewing officer.

2. Reviewing officer commands "**MARCH THE COMMAND IN REVIEW.**" The commander or troops faces the line of troops.

3. Commander of troops commands "**PASS IN REVIEW,**" all personnel armed with swords will execute carry sword.

a. While the battalion is being prepared to march in review the band moves to its position on the line of march.

b. Company commanders, on the command to pass in review, go to carry sword and face their companies. The company commander of the right company in line begins the pass in review.

4. Company Commander commands "**Right Shoulder, ARMS.**"

- a. The company goes to right shoulder arms.

b. When the company is at right shoulder arms the lead company commander glances in the direction of the band to ensure it is ready to march in review. The drum major signifies the band is ready by having halted the band and raising the mace in a high carry position. The company commander of the right company then commands;

5. Company Commander commands **"Column of Threes (Fours), Right Platoon, Column Right, MARCH."**

a. On the command of execution **"MARCH,"** by the company commander of the right company;

(1) The platoon on the right flank of the company executes a column right from the halt.

(2) The band steps off and plays a quick march. The formation quickly adjusts its step so that the left foot strikes the deck in time with the heavy beat of the drum.

(3) The company commander and company guide step off and march parallel to the line of troops. They execute a column left at the second change of direction to position themselves in front of the lead platoon of the company at the proper interval.

(4) The commander of troops steps to the left in marching and picks up the half step. The staff executes a right turn from the halt, covers on the commander of troops and picks up the half step. When the staff has completed the turn the commander of troops commands **"Staff, Forward, MARCH."** The commander of troops and staff marches down the line and execute two left turns in order to be positioned at the head of the column in front of the band. (See figure 17-7.)

b. The second and subsequent platoon commanders, seeing their platoons about to be uncovered by the platoon on the right command **"Column Right, MARCH"** so that the platoon is in step with and at the proper interval from the platoon to its front in the column. (See figure 17-8.)

c. Subsequent company commanders give the commands of **"Right Shoulder, ARMS"** and **"Column of Threes (Fours), Right Platoon, Column Right, MARCH"** in order to march their companies in review in step with and at the proper interval from the company to its front in the column.

d. The color guard executes carry colors when the company commander of the color company commands **"Right Shoulder, ARMS."** The color guard then makes those movements necessary to march in review at the proper interval from the color company.

e. The platoon commanders as they approach the first turning point give their platoons **"Column Left, MARCH."** (See figure 17-7.)

f. The color guard executes left turns at the turning points.

g. All column movements are made "inside" the line formed by the dress guidons. The platoon guides use the dress guidons as markers to set the direction of march for the platoon.

h. The company commanders as they approach the second turning point give the command of "**Column Left, MARCH**" for themselves and the company guides. Platoon commanders give their platoons "**Column Left, MARCH**" in order to maintain their positions in the company column. (See figure 17-7.)

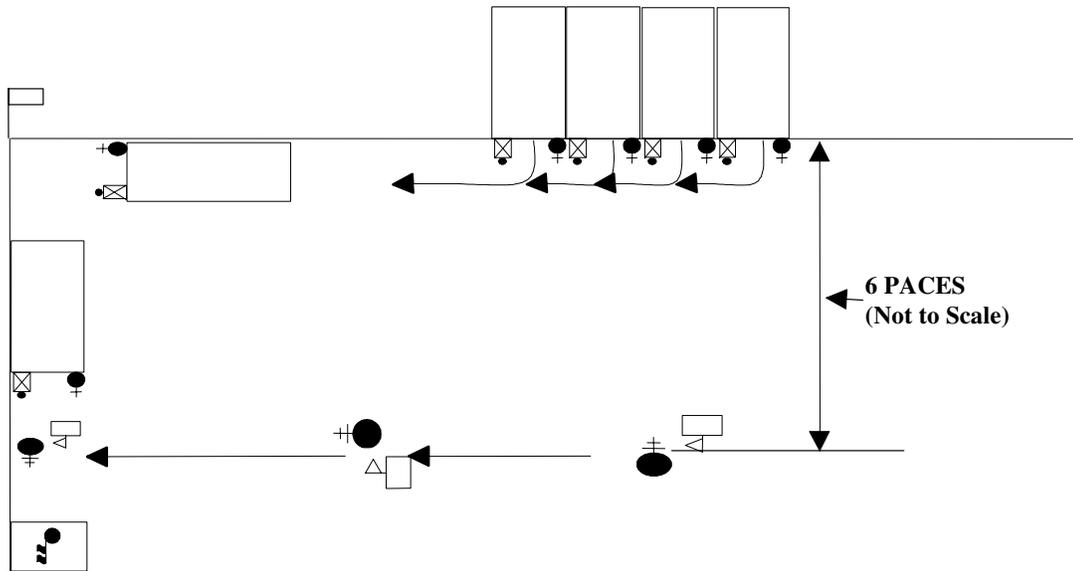


Figure 17-8.--Column of Threes, From the Right.

6. Refer to paragraph 17007.6 for the remainder of the sequence of events for the pass in review.

17009. SEQUENCE OF EVENTS TO MARCH IN REVIEW IN BATTALION COLUMN, COMPANIES IN MASS

1. After completing the presentation of awards, retirements, etc., and the battalion is at attention, the commander of troops faces the reviewing officer.
2. Reviewing Officer commands "**MARCH THE COMMAND IN REVIEW.**" The commander of troops faces the line of troops.
3. Commander of troops commands "**PASS IN REVIEW**" and "**Right Shoulder, ARMS.**" The battalion executes right shoulder arms. While the battalion is being prepared to march in review band moves to its position on the line of march.
 - a. On the command of "**PASS IN REVIEW**" all personnel armed with swords will execute carry sword.
 - b. The color guard, on the command of execution "**ARMS,**" goes to carry colors, executes a right turn, halts and remains at the carry.

c. The commander of troops then glances in the direction of the band to ensure it is ready to march in review. The drum major signifies the band is ready by having halted the band and raising the mace in a high carry position. When the band and the battalion is prepared to march in review;

4. Commander of troops commands "**Column of Companies, Right Company, Right Turn-MARCH.**" The right company executes a right turn from the halt and picks up the half step. After the company has completed making the turn the company commander commands "**Forward, MARCH.**"

a. The band steps off and plays a quick march. The formation quickly adjusts its step so that the left foot strikes the deck in time with the heavy beat of the drum.

b. The commander of troops and staff step off on the command of execution "**MARCH.**" The commander of troops steps to the left in marching and picks up the half step. The staff executes a right turn from the halt, covers on the commander of troops and picks up the half step. When the staff has completed the turn the commander of troops commands "**Staff, Forward, MARCH.**"

c. The commander of troops and staff marches down the line and execute two left turns in order to be positioned at the head of the column in front of the band. (See figure 17-7.)

d. The company commanders, as they approach each turning point give the command of "**Left Turn, MARCH**" and "**Forward, MARCH**" to march the company in review. All turning movements are made "inside" the line formed by the dress guidon. The guide of the right platoon of the companies use the dress guidons as markers to set the direction of march for the platoon. (See figure 17-9.)

e. The color guard executes left turns at the turning points.

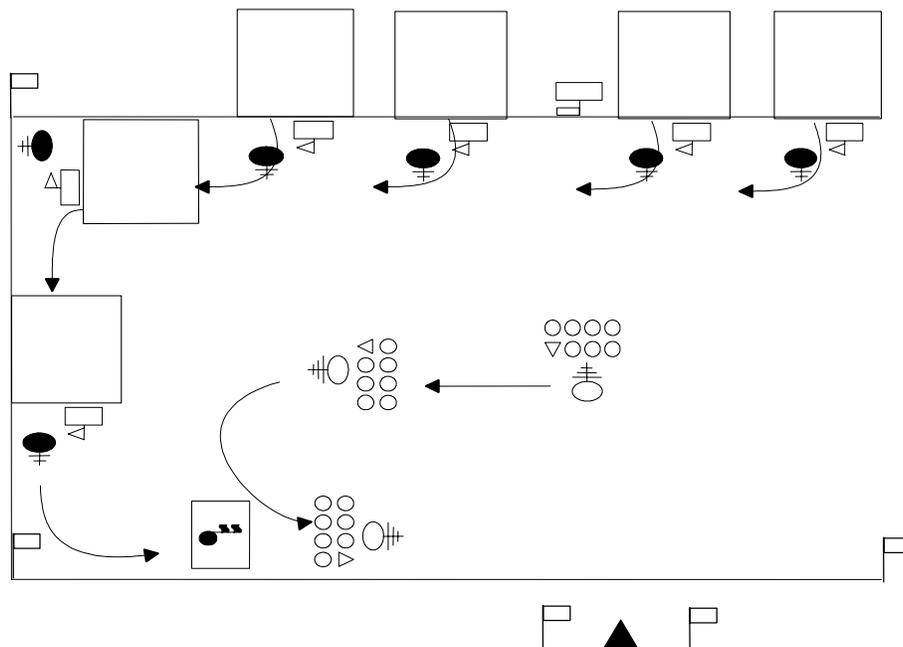


Figure 17-9.--March in Review, Companies in Mass.

5. As the commander of troops, band, company commanders and the color guard approach the reviewing area the command of eyes right will be given;

a. As commander of troops and the staff approach the reviewing area the commander commands **"Staff, Eyes, RIGHT,"** as the reviewing area is cleared, **"Staff, Ready, FRONT."**

(1) The commander of troops and the staff continue to march down the line of troops to the end of the reviewing area, or other designated point, where three right turns are executed in order to place the staff in position to observe the march in review. (See figure 14-8.)

(2) The commander of troops, after the staff is halted, commands the staff to **"Staff, Return, SWORD,"** if so armed. The commander of troops gives the commands of **"Hand, SALUTE,"** and **"Ready, TWO,"** as the color guard passes the staff's position.

b. As the band passes the reviewing area the drum major executes an eyes right and salutes for the band. After clearing the reviewing area, the band is marched to a position approximately 30 paces from the reviewing area, centered on and facing the reviewing officer. The band continues to play march music during the march in review.

c. As each company commander approaches the reviewing area the Marine gives the command of **"Eyes, RIGHT."** The company executes eyes right on the command of the company commander. After the rear of the company has cleared the reviewing area the company commander commands **"Ready, FRONT."** The company continues to march down the line of march and from the field.

d. The color guard executes eyes right and ready front on command of the senior color bearer. The organizational colors salutes during eyes right if the reviewing officer rates such a salute.

e. If armed with swords, only the company commanders and the officers in the front rank of the company execute a sword salute at eyes right. All other officers and noncommissioned officers armed with swords, in the company/platoon formation, continue to march at carry sword.

6. As the last company begins executing eyes right the band plays *"Anchors Aweigh"* followed by the *"Marine's Hymn."* As the *"Marine's Hymn"* is being played the drum major faces the reviewing officer and salutes. The reviewing officer returns the salute. The band then picks up march music, marches forward, executes a left turn and marches from the field.

7. After the rear element of the command (normally the band) has passed the staff's position and exited the field, the commander of troops faces the reviewing officer, salutes and reports "Sir/Ma'am, The parade is concluded." After the salute is returned the commander of troops may:

a. Draw sword with the staff and follow the battalion from the field.

b. Dismiss the staff.

NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. ON BEHALF OF THE COMMANDING OFFICER (GENERAL), OFFICERS AND MARINES OF _____ THANK YOU FOR YOUR ATTENDANCE."

8. After marching off of the parade ground following the march in review, the color guard and color company returns the colors as prescribed in chapter 7. Companies march to their respective areas and are dismissed.

17010. TO MARCH IN REVIEW, COMPANIES IN A COLUMN OF PLATOONS IN LINE

1. The sequence of events to march in review in company column, platoons in line (see figure 17-10) is the same as specified in paragraphs 17008 and 17009 up through the first column left.
2. After making the initial column left, platoon commanders step to the left of the column and position themselves 6 paces front and centered on their platoons.
3. The company commander and company guide execute a left flank approximately 10 paces short of the second turn marker so as to be centered in front of the platoon in line.
4. The platoon commanders give their platoons the command of **"By the Left Flank, MARCH"** so that the platoon guide is marching down the line of march. The guide, after executing the flanking movement moves up to a position beside the first squad leader.
5. When passing the reviewing area the company commander gives the commands **"Eyes, RIGHT"** and **"Ready, FRONT"** for himself/herself and the company guide only.
6. Platoon commanders will give the commands **"Eyes, RIGHT"** and **"Ready, FRONT"** to their platoons.
7. After passing in review, and when reaching the designated spot (far enough away from the reviewing area so as not to interfere with following companies passing in review) the company returns to column formation, by executing a right flank and then executing a column left to depart the field.

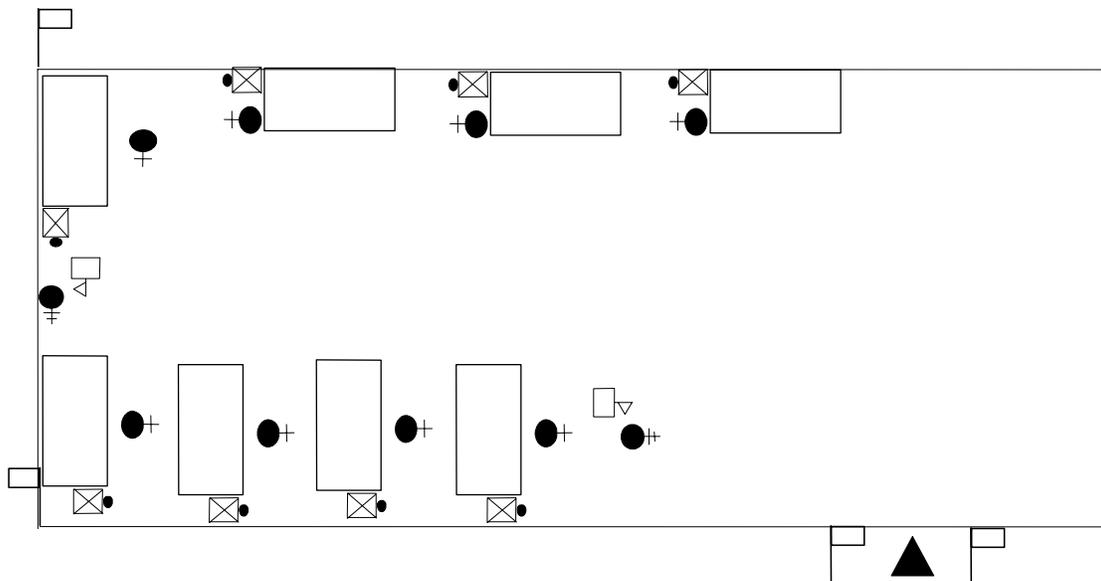


Figure 17-10.--Marching in Review, Companies in Column of Platoons on Line.

17011. REGIMENTAL PARADES. The regiment normally forms in line of battalions with companies in line or in mass formation to conduct ceremonial parades. The parade proceeds as for the battalion with the following exceptions:

1. Regiment is substituted for battalion in description.
2. Battalions and independent companies form the regiment as prescribed in chapter 10 and 11.
3. Battalions and independent companies execute movements on the command of their respective commanders. The battalion and independent company commanders make reports to the regimental adjutant.
4. When trooping the line, after "*Sound Off*," the band passes midway between the line of battalion commanders and the regimental adjutant.
5. During officers center, battalion commanders and staffs close to the center on the original line of battalion commanders. (See figure 17-11.) The battalion commanders remain centered on their staffs. Company commanders oblique forward to close on a line 4 paces behind the line of battalion commanders (and staffs if directed). Guidon bearers oblique forward to close on a line 4 paces behind the line of company commanders. Platoon commanders oblique forward to close on a line 4 paces behind the line of guidon bearers. After officers center, while posting, the staff moves as a unit with their battalion commander.
6. During the march in review, if the parade is being conducted with companies in line formation and after the band has repositioned, the commander of the right battalion or independent company commands "**Right, FACE**" and "**Right Shoulder, ARMS,**" and column of threes is formed. Remaining battalions and independent companies form column of threes and come to right shoulder arms on commands from their respective commanders in succession from right to left. When all units are at right shoulder arms, the commander of the right unit commands "**Forward, MARCH.**" The band steps off playing on this command. Commanders of succeeding units give similar commands to set their units in motion so as to follow at the prescribed distances.
7. During the march in review, if the companies are in mass formation and after the band has repositioned, the commander of the right battalion commands "**Right Shoulder, ARMS;**" and "**Column of Companies, Right Company, Right Turn, MARCH.**" Should an independent company be on the right, its commander commands "**Right Shoulder, ARMS;**" and "**Right Turn, MARCH.**" The band steps off playing with the right unit. Commanders of succeeding units give similar commands to set their units in motion so as to follow at the prescribed distances.
8. During the march in review, battalion commanders and their staffs initially march parallel to the line of troops and take position at the head of their battalions after the first change of direction. The commander of troops and the staff take position at the head of the band after the second change of direction. (See figure 17-12.)

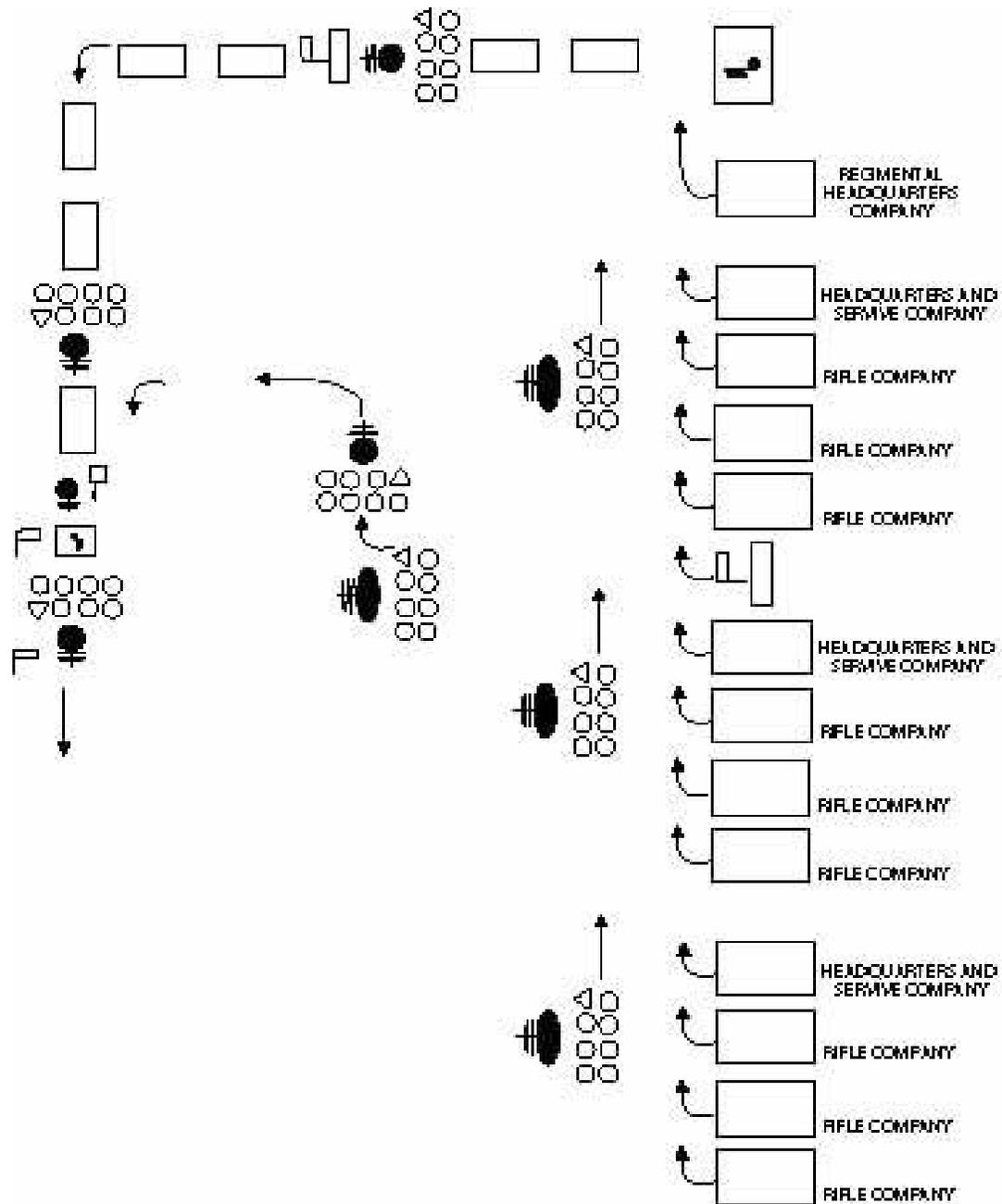


Figure 17-12.--Regimental March in Review.

9. Battalion commanders and their staffs execute eyes right in the same manner as the commander of troops and the staff. Companies march in review in mass formation, column of threes, or column of platoons in line executing changes in direction, flanking movements, and eyes right as appropriate in the same manner as in a battalion parade. After passing in review, only the regimental staff halts near the reviewing area and returns swords. The battalion commanders and their staffs continue to march down the line of march and lead their battalions from the parade field.

17012. BATTALION AND REGIMENTAL FORMATIONS

1. For occasions in which ceremony is desired, but the situation does not provide the opportunity or necessary space for maneuvering units as in a review or a parade, a battalion or regimental ceremonial formation may be conducted. One of several variations may be used according to the situation and type of ceremony desired.

2. One type of battalion (regimental) ceremonial formation is similar to that of a review except that the march in review is omitted. The battalion (regimental) commander acts as the reviewing officer and the executive officer (or other officer so appointed) acts as the commander of troops. Basically, the battalion or regiment forms in line with companies in line or companies in mass formation at "*Adjutant's Call*" for the formation in the same manner as for a review.

a. For an evening formation including retreat, after the battalion (regiment) is presented to the commander of troops, the troops may be presented, "*Retreat*" sounded, and the flag lowered while the "*National Anthem*" is played. A morning ceremonial formation may also be conducted in a manner similar to "*Retreat*" and evening colors. To conduct morning colors as part of the formation, after presenting the command, the commander of troops commands "**SOUND FIRST CALL TO COLORS;**" the field music sounds "*First Call*," followed immediately by the band playing the "*National Anthem*" to which colors are raised.

b. After the command is presented to the commander of troops, if morning/evening colors are not conducted, the commander of troops presents the command to the reviewing officer. If morning/evening colors are part of the ceremony, the commander of troops presents the command to the reviewing officer following the conduct of morning/evening colors.

c. Presentation of decorations, promotions, retirements, etc., may then be conducted. The commander of troops then dismisses the battalion (regiment). The color guard and color company (battalion) return the colors.

3. Another type of formation is conducted in the same manner as a ceremonial parade, except that the march in review is omitted. The following additional modifications may be made:

a. The band may "*Sound Off*" in place instead of marching. If evening colors is part of the formation, "*Retreat*" is sounded after the bands second "*Sound Off*," and the adjutant brings the command to attention and to present arms. The flag is lowered while the "*National Anthem*" is played. For a formation at morning colors, the procedure is similar, except after the second "*Sound Off*," the field music sounds "*First Call*," then the adjutant brings the command to attention and present arms for the flag to be raised while the "*National Anthem*" is played. After colors, the adjutant may bring the troops to order arms and then dismiss the command, or while troops are still at present arms following colors, the adjutant presents the command to the commander of troops.

b. The commander of troops presents the command to the battalion (regimental) commander. Then decorations, promotions, retirements, etc., may be presented.

c. On completion of the ceremony, the command is dismissed. The color guard and color company return the colors.

4. In any of the above ceremonial formations, the battalion (regimental) commander may act as both the commander of troops and the reviewing officer. In this case the following modifications are made:

- a. The adjutant presents the command to the battalion (regimental) commander after the troops are formed. The presentation normally made to the reviewing officer is omitted.
- b. During the presentation of decorations, promotions, retirements, etc., the adjutant performs those duties normally required of the commander of troops.

17013. STREET PARADES

1. A person designated as the Grand Marshal commands street parades. The grand marshal appoints a chief of staff and aides, and issues an order concerning the formation, movement and dismissal of the parade. This order includes:

- a. The names of the staff officers and when and where they are to report to the marshal.
- b. The assignment of organizations and their order in battalions and larger units, and the names and assignment of battalion commanders and marshals of larger units.
- c. The streets upon which the battalions and larger units are to form, the direction their lines or columns face, where the right of line or head of column rests, and the width of the fronts of the subdivisions in column.
- d. The times for each unit to complete it's forming and be ready to march.
- e. The time and place at, and from, which the head of the parade will move, the line of march and the direction of guide.
- f. Honors to be paid during the march.
- g. Instructions for dismissal of the parade.
- h. Instructions regarding uniform and equipment.

2. The grand marshal may review the parade at some point beyond the reviewing stand before its dismissed.

3. The order of precedence of units in street parades involving two or more services of the United States or of a foreign nation are the same as prescribed in paragraph 15001. Veterans and patriotic organizations parade in the order prescribed by the grand marshal.

4. The grand marshal marches at the head of the parade. The staff, chief of staff on the right, marches 1 1/2 paces to the rear in one or more ranks. Mounted police and a platoon of dismounted police who clear the way usually precede the grand marshal. The marshal of the first unit marches 24 paces to the rear of the staff of the grand marshal.

a. Odd-numbered units are usually formed in streets to the right of the line of march, the first unit nearest the starting point. Even-numbered units are similarly formed on streets to the left of the line of march. Among formations which may be used for street parades are columns of threes (fours) abreast and mass formation. Transportation marches in single column or columns of twos, threes, or fours depending on the width of the street.

b. In long parades, rifles may be carried at sling arms with fixed bayonets.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 18

PRESENTATION OF DECORATIONS AND INDIVIDUAL RETIREMENT

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 18

PRESENTATION OF DECORATIONS AND INDIVIDUAL RETIREMENT

18000. GENERAL

1. Ceremonies for the presentation of decorations and individual retirement shall be conducted as prescribed in this Chapter. They will include the following:

- a. The presentation of United States decorations.
- b. The decoration of organizational colors.
- c. The presentation of foreign decorations.
- d. The re-dedication of a unit's battle colors.
- e. The retirement of an individual or a group of any rank.

f. Throughout this Chapter, the term "sergeant major" will be used to reflect the actual billet of the unit sergeant major, or the senior enlisted representative present.

2. When practicable, the ceremony set forth below will be held when presenting individual and unit awards and decorations or upon retirement of individuals. The ceremony may be as simple as a formation of the unit affected, a review or a parade depending on the desires of the commander.

18001. FORMATION

1. The command is formed for the appropriate ceremony (e.g., unit formation, parade or review) per this Manual.

2. The color guard is not trooped, but marches on with the formation since the colors are brought forward for the ceremony.

3. Marines, Sailors and other service members receiving awards and decorations are formed as the last rank of the company to the color guard's left and march on with the unit. (See figure 18-1). They fall in according the rank of the decoration to be conferred, the highest ranking decoration on the right.

4. Marines, Sailors and other service members who are retiring sit in the reviewing stand with their families, since this parade is being held in their honor. (See figure 18-1.) When the time comes to effect their retirement, the retirees form to the left of the reviewing stand in a column, from front to rear as listed below, so that they are arranged by seniority, from right to left, when presented to the reviewing officer. They march on when the colors have halted and prior to the commander of troops reporting **"Person(s) to be Retired All Present."** (See figure 18-5.)

a. Junior retiree, by grade, not receiving an award to senior retiree, by grade, not receiving an award.

b. Junior retiree, by grade, by award, not by rank for award only.

5. The sequence for the presentation of awards, effecting retirements and battle colors re-dedication begins after the commander of troops has presented the command to the unit commander and the command is back at order arms if a parade, or after trooping the line if a review. The commander of troops, having placed the command at attention and order arms, faces the reviewing area. Seeing that the reviewing officer is in position the commander of troops faces the command and begins the sequence of events to present awards per paragraph 18002, effect retirements per paragraph 18003, to decorate unit colors per paragraph 18004, conduct a combined ceremony per paragraph 18005, or re-dedicate a units battle colors per paragraph 18006.

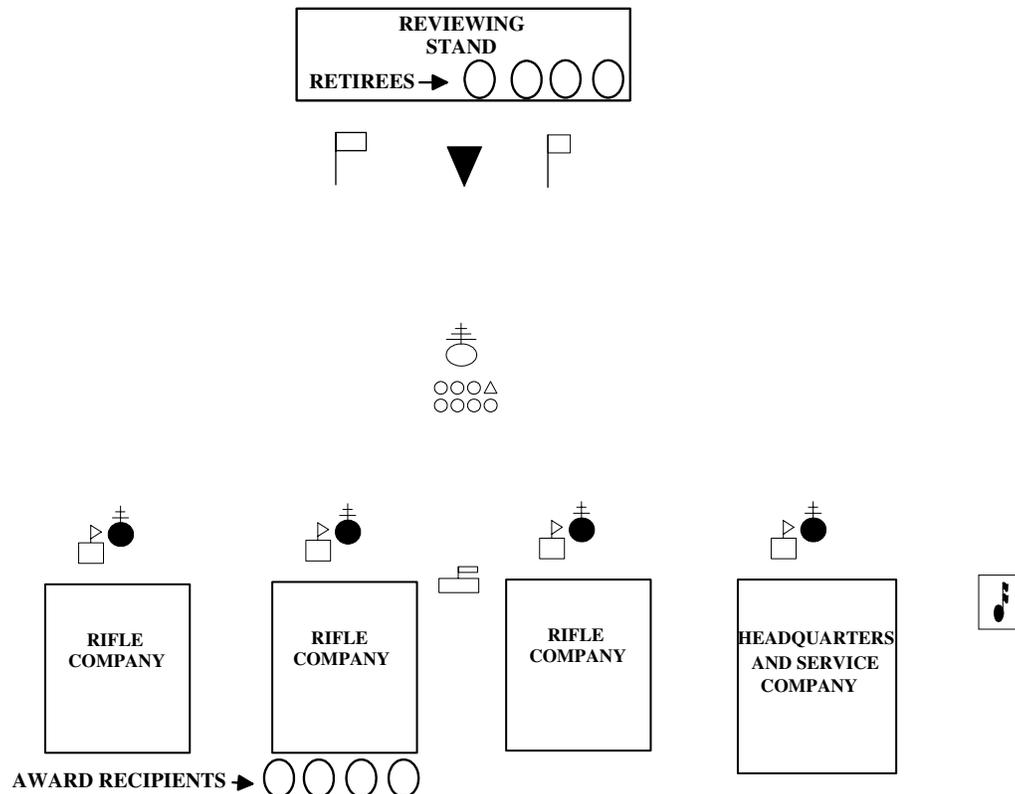


Figure 18-1.--Positions of Retirees and Award Recipients.

18002. SEQUENCE OF EVENTS FOR THE PRESENTATION OF AWARDS

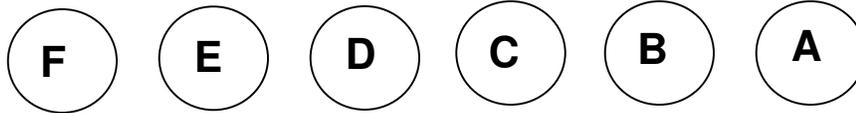
1. Commander of troops commands **"Person(s) to be Decorated and All Colors, Center, MARCH."** On the command **"Colors,"** the color guard goes to carry colors and the staff goes to carry sword.

a. On the command **"Center,"** person(s) to receive awards and the staff execute a right face.

b. On the command **"MARCH,"** the staff steps off and moves forward approximately 8-10 paces, halts, executes a left face and goes to order sword.

c. The award recipients step off and march to a position 5 paces in front of and centered on the colors. (See figure 18-2.)

REVIEWING STANDS



- A. Personal Decoration by order of precedence (senior recipient)
- B. Personal Decoration by order of precedence (junior recipient)
- C. Service Award by order of precedence (senior recipient)
- D. Service Award by order of precedence (junior recipient)
- E. Other Awards by order of precedence (senior recipient)
- F. Other Awards by order of precedence (junior recipient)

Figure 18-2.--Precedence of Award Recipients.

d. The commander of troops, once the staff has cleared, marches forward to the line of award recipients, halts 5 paces in front of them, salutes the colors, and faces about. (See figure 18-3.)

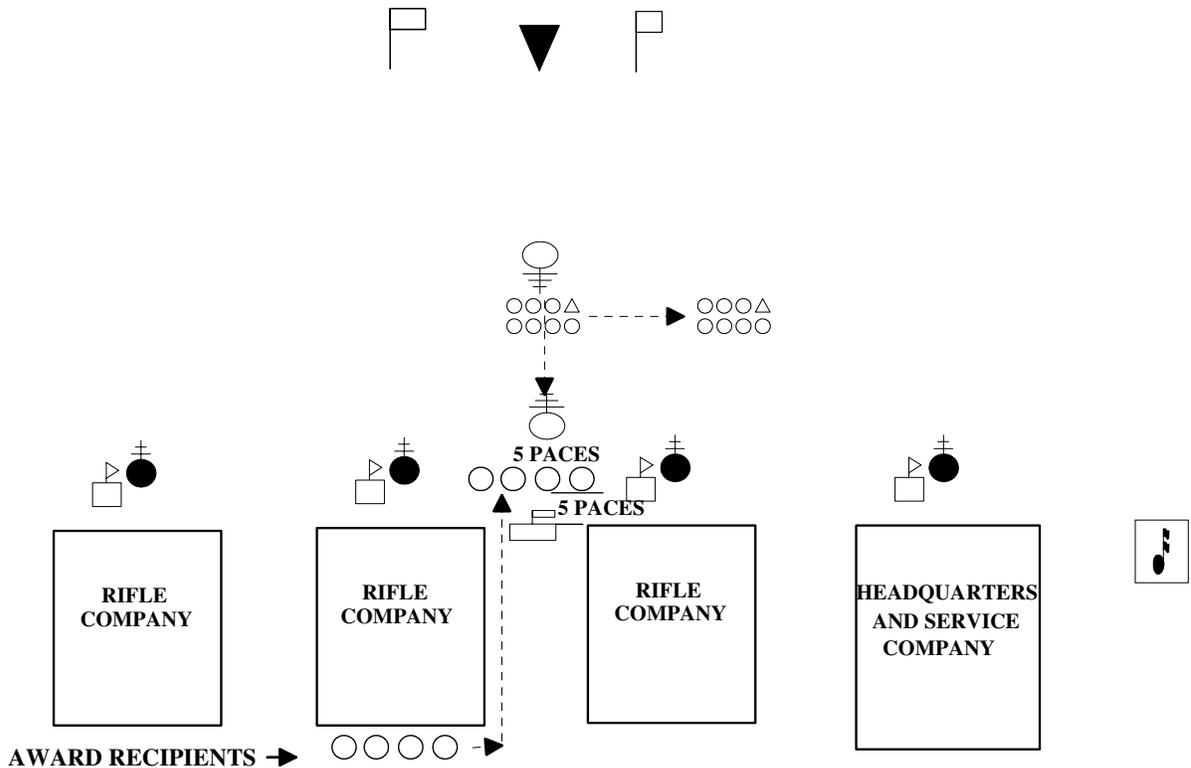


Figure 18-3.--Commander of Troops Moves to Get Colors and Award Recipients.

2. Commander of troops commands **"Forward, MARCH."**

a. The commander of troops, award recipients and color guard march forward towards the reviewing area. The commander of troops commands **"Detachment, HALT"** so that the detail is halted with the commander of troops approximately 10 paces in front of and centered on the reviewing officer. (See figure 18-4.) The color guard remains at the carry.

b. The adjutant commands the staff to carry swords, left face and marches the staff back to its position, where the staff halts, faces the reviewing area and goes to order sword on command of the adjutant. The commander of troops then salutes the reviewing officer and reports, **"Sir/Ma'am, Person(s) to be Decorated and All Colors are Present."** The commander returns the commander of troops' salute.

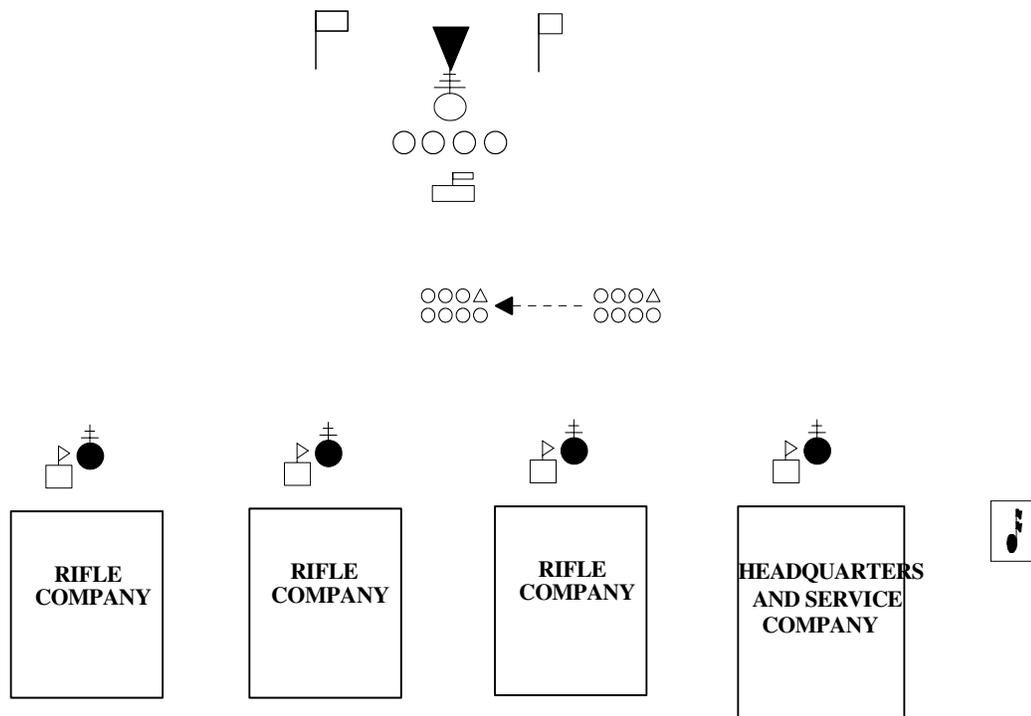


Figure 18-4.--Colors and Award Recipients Brought Forward.

3. Reviewing Officer commands **"PRESENT THE COMMAND."** The commander of troops returns to the carry, steps right in marching and moves to a position in front of the staff, saluting the colors as the Marine passes them, halts facing the line of troops.

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR HONORS TO OUR NATIONAL COLORS."

4. Commander of troops commands **"Present, ARMS."** The unit executes. The commander of troops faces the reviewing area.

5. Commander of troops then commands **"Staff, Present, ARMS."** The commander of troops and staff execute present sword.

a. The color guard riflemen execute present arms, from the carry upon command of the staff.

b. On the first note of the "National Anthem" or "To The Colors" the award recipients and reviewing officer executes a hand salute and the organizational color bearer presents colors.

c. After the last note of the "National Anthem" or "To The Colors" the organizational color bearer returns to the carry position. The award recipients and reviewing officer terminates their salute.

6. Commander of troops commands "**Staff, Order, SWORD.**" The commander of troops, staff, and color guard go to the order. The commander of troops then goes to carry sword and faces the line of troops.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."

7. Commander of troops commands "**Order, ARMS.**" The unit executes. The commander of troops then faces the reviewing area and goes to order sword.

8. The reviewing officer, assisted by the sergeant major now moves forward and presents the awards. As the reviewing officer arrives in front of each award recipient the narrator reads the award citation and the reviewing officer attaches the medal over the left breast pocket of the recipient.

a. When the medal is attached the reviewing officer and recipient shake hands. Immediately after shaking hands, the award recipient salutes the reviewing officer, who returns the salute.

b. The reviewing officer then moves to the next award recipient by stepping to the left in marching, taking approximately 1 1/2 steps, halts and faces the next recipient.

c. After the last award is presented the reviewing officer moves back to the reviewing area and the sergeant major departs the field. The commander of troops, seeing the reviewing officer back in position, goes to carry sword.

9. Commander of troops commands "**POST THE COLORS**" and "**Staff, Carry, SWORD.**" The commander of troops and staff execute carry swords. The color guard executes carry colors on command from the color sergeant.

10. Commander of troops commands "**Staff, Right, FACE**" and "**Staff, Forward, MARCH.**" The commander of troops and staff execute.

a. Color guard executes a countermarch and moves back to its position in formation, countermarches, halts and goes to order colors. (See figure 18-5.)

b. The commander of troops and staff march forward, per paragraph 14003.4, sufficiently for the colors to pass, halts, executes a left face and goes to order sword. When the colors have passed the commander of troops moves the staff back to its position, halts and executes a right face and goes to order sword on command of commander of troops. However, the commander of troops faces the line of troops, remaining at carry sword. When the color guard is in position, and at order colors, the commander of troops faces the reviewing area. (See figure 18-5.)

c. The award recipients march to their position in the reviewing area, and form a line at normal interval, to the left of the reviewing officer. (See figure 18-5.)

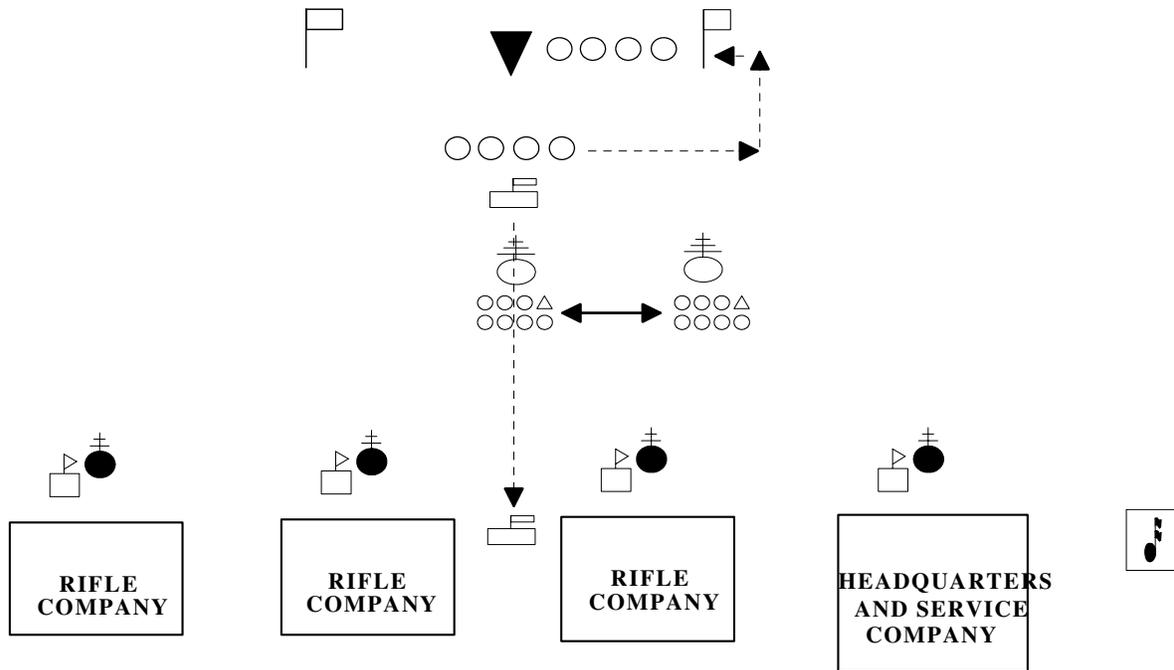


Figure 18-5.--Posting the Colors and Award Recipients.

11. The ceremony would then continue as prescribed for a review (see chapter 16), parade (see chapter 17) or unit formation. (e.g., the command be marched in review, dismissed, etc.)

18003. SEQUENCE OF EVENTS FOR RETIREMENTS

1. After the command has been presented to the reviewing officer, and while the commander of troops is giving the command of **"Order, ARMS,"** the retirees form to the left of the reviewing stand. The retirees form in a single file at twice the normal distance so that they will be extended interval when halted in front of the reviewing officer. This allows space for their spouses to stand at their left. They march on in reverse order. (See figure 18-6.)

2. Commander of troops commands **"Person(s) to be Retired and All Colors, Center, MARCH."** On the command **"Colors,"** the color guard goes to carry colors and the staff goes to carry sword.

a. On the command **"Center,"** the staff executes a right face.

b. On the command **"MARCH,"** the staff steps of and moves forward approximately 10 paces, halts, executes a left face and goes to order sword.

c. The commander of troops, once the staff has cleared, marches forward to the color guard, halts 10 paces in front of them, salutes the colors, and faces about.

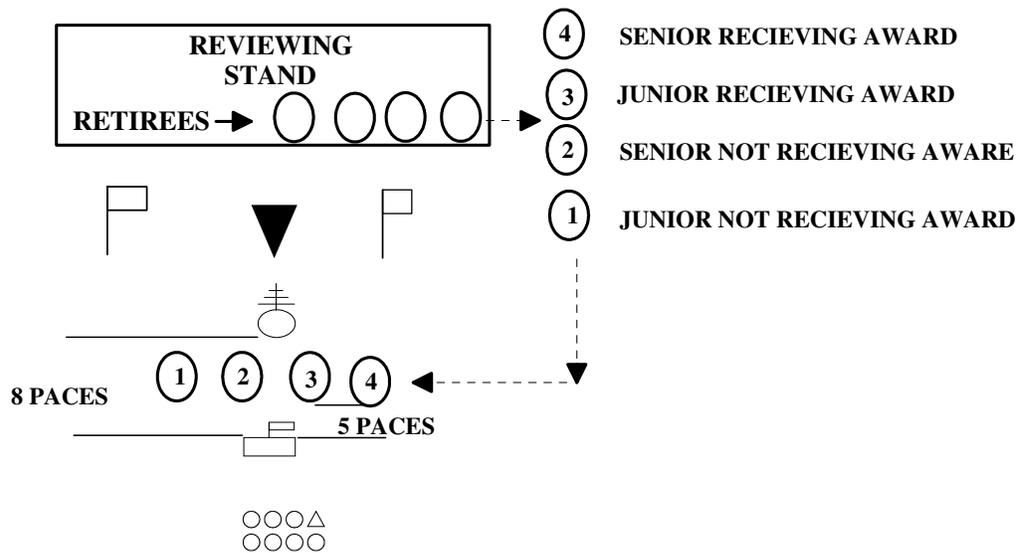


Figure 18-6.--Retirees take Their Posts.

3. Commander of troops commands **"Forward, MARCH."** The commander of troops and color guard march forward towards the reviewing area. The commander of troops commands **"Detachment, HALT"** so that the detail is halted with the commander of troops approximately 10 paces in front of and centered on the reviewing officer. (See figure 18-3.) The color guard remains at the carry.

a. The adjutant commands the staff to carry sword, left face and marches the staff back to its position, where the staff halts, faces the reviewing area and goes to order sword.

b. The retirees march forward, execute a column right, march to a position 5 paces in front of the color guard, halt and execute a right face. They will be at extended interval.

c. The commander of troops, once the retirees are in position, salutes the reviewing officer and reports **"Sir/Ma'am, Person(s) to be Retired and All Colors are Present."** The reviewing officer returns the commander of troops' salute.

4. Reviewing officer commands **"PRESENT THE COMMAND."** The commander of troops returns to the carry, steps right in marching and moves to a position in front of the staff, saluting the colors as he/she passes them, and halts facing the line of troops.

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR HONORS TO OUR NATIONAL COLORS."

5. Commander of troops commands **"Present, ARMS."** The unit executes. The commander of troops faces the reviewing area.

6. Commander of troops then commands **"Staff, Present, ARMS."** The commander of troops and staff execute present sword.

a. The color guard riflemen execute present arms on the command of the staff, from the carry.

b. On the first note of the "National Anthem" or "To The Colors" the retirees and reviewing officer executes a hand salute and the organizational color bearer presents colors.

c. After the last note of the "National Anthem" or "To The Colors" the organizational color bearer returns to the carry position. The retirees and reviewing officer terminates their salute.

7. Commander of troops commands "**Staff, Order, SWORD.**" The commander of troops, staff, and color guard go to the order. The commander of troops then goes to carry sword and faces the line of troops.

8. Commander of troops commands "**Order, ARMS.**" The unit executes. The commander of troops then faces the reviewing area and goes to order sword.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."

9. The reviewing officer, assisted by the sergeant major now moves forward and presents the awards, if any, and effects the retirements.

a. As the reviewing officer arrives in front of each retiree the narrator reads the award citation, if any, and the reviewing officer attaches the medal over the left breast pocket of the recipient.

b. The narrator then reads extracts from the retirement orders, (e.g., Transferred to the retired list (FMCR) after 20 years of service, Date of retirement, etc.). At this time each retiree is presented a national flag.

c. The reviewing officer then moves to the next retiree by stepping to the left in marching, taking approximately 1 1/2 steps, halts and faces the next recipient. After the last retirement has been effected, the reviewing officer moves back to the reviewing area and the sergeant major departs the field. (If spouses are to be recognized the sergeant major will remain and assist the reviewing officer). If spouses are not recognized the reviewing officer followed by the retirees may make remarks.

10. Once the last retirement order is read and if there will be recognition of the spouses and remarks by the reviewing officer and retirees, the commander of troops will come to the carry, face about and order parade rest. The commander of troops will then face about and give the staff parade rest.

11. Marines assigned to do so, now escort the spouses of the retirees to the left of their husband/wife, and stand behind the spouse they escorted.

a. The narrator then reads the spouses citation (Optional).

b. After all spouses have been recognized the Marines assigned as escorts will return the spouses to their seats.

c. At this time the reviewing officer moves back to the reviewing area and the sergeant major departs the field. The reviewing officer followed by the retirees may make remarks at this time.

d. Once all remarks have been made the reviewing officer returns to the designated position in the reviewing area.

e. The commander of troops, seeing the reviewing officer back in position, comes to attention, and goes to carry sword.

12. Commander of troops commands "**Staff, ATTENTION,**" faces about and commands "**(Size of Unit), ATTENTION.**" Commander of troops faces about and commands "**POST THE COLORS**" and "**Staff, Carry, SWORD.**" The commander of troops and staff execute carry swords. The color guard executes carry colors.

13. Commander of troops commands "**Staff, Right, FACE**" and "**Staff, Forward, MARCH.**" The commander of troops and staff execute.

a. Color guard executes a countermarch and moves back to its position in formation, countermarches, halts and goes to order color. (See figure 18-5.)

b. The commander of troops and staff march forward sufficiently as prescribed in paragraph 14003.4c through 14003.4f for the colors to pass, halts, does a left face and goes to order sword. When the colors have passed the commander of troops moves the staff back to its position, halts and executes a right face and goes to order sword. However, the commander of troops faces the line of troops, remaining at carry sword. When the color guard is in position, and at order colors, the commander of troops faces the reviewing area. (See figure 18-5.)

c. The retirees on command of the commander of troops march to their position in the reviewing area, and form a line at normal interval, to the left of the reviewing officer. (See figure 18-5.)

20. The ceremony would then continue as prescribed for a review (see chapter 16), a parade (see chapter 17) or unit formation. (e.g., the command be marched in review, dismissed, etc.)

18004. SEQUENCE OF EVENTS FOR DECORATING UNIT COLORS

1. Commander of troops commands "**All Colors, Center, MARCH.**" On the command "**Colors,**" the color guard goes to carry colors and the staff goes to carry sword.

a. On the command "**Center,**" the staff executes a right face.

b. On the command "**MARCH,**" the staff steps off and moves forward approximately 8-10 paces, as prescribed in paragraph 14003.4c through 14003.4f, halts, executes a left face and goes to order sword.

c. The colors being decorated step off and march to a position 5 paces in front of and centered on the color guard. (Note: This portion of the movement is only if the units receiving unit awards are subordinate to the parade unit (e.g., battalion colors being decorated at a regimental parade.) If the unit hosting the parade is also the unit receiving the award, then the unit colors remains in the color guard.

d. The commander of troops, once the staff has cleared, marches forward to the line of organizational colors, halts 5 paces in front of them, salutes the colors, and faces about.

2. Commander of troops commands "**Forward, MARCH.**"

a. The commander of troops, award recipients and color guard march forward towards the reviewing area. The commander of troops commands **"Detachment, HALT"** so that the detail is halted with the commander of troops approximately 10 paces in front of and centered on the reviewing officer. (See figure 18-4.) The color guard remains at the carry.

b. The adjutant commands the staff to carry swords, left face and marches the staff back to its position, where the staff halts, faces the reviewing area and goes to order sword. The commander of troops then salutes the reviewing officer and reports, **"Sir/Ma'am, All Colors are Present."** The reviewing officer returns the commander of troops' salute.

3. Reviewing officer commands, **"PRESENT THE COMMAND."** The commander of troops returns to the carry, steps right in marching and moves to a position in front of the staff, saluting the colors as he/she passes them, and halts facing the line of troops.

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR HONORS TO OUR NATIONAL COLORS."

4. Commander of troops commands **"Present, ARMS."** The unit executes. The commander of troops faces the reviewing area.

5. Commander of troops then commands **"Staff, Present, ARMS."** The commander of troops and staff execute present swords.

a. The color guard riflemen execute present arms on the command of the staff, from the carry.

b. On the first note of the *"National Anthem"* or *"To The Colors"* the reviewing officer executes a hand salute and the organizational color bearer, and colors being decorated, present colors.

c. After the last note of the *"National Anthem"* or *"To The Colors"* the organizational color bearer returns to the carry position. The award recipients and reviewing officer terminates their salute.

6. Commander of troops commands **"Staff, Order, SWORD."** The commander of troops and staff, go to the order. The color guard returns to the carry. The commander of troops then goes to carry sword and faces the line of troops and commands.

7. Commander of troops commands **"Order, ARMS."** The unit executes. The commander of troops then faces the reviewing area and goes to order sword.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."

8. The reviewing officer, unit commander(s) and sergeant major now move forward to present the awards. As the reviewing officer arrives in front of the colors being decorated the narrator reads the award citation.

a. The organizational color bearer dips the colors forward sufficiently, without the colors touching the ground, to allow the reviewing officer to reach the streamer attachment set. The reviewing officer then attaches the streamer to the colors.

b. The reviewing officer then moves to the next colors by stepping to the left in marching, taking approximately 1 1/2 steps, halts and faces the colors.

c. After the streamer is attached the reviewing officer and unit commander moves back to the reviewing area and the sergeant major departs the field.

d. Remarks if desired are made. If remarks are to be made the commander of troops will place the unit and staff at parade rest. After remarks are completed and the reviewing officer is back in the designated position, the commander of troops will bring the staff and the unit back to attention.

e. If no remarks are made, the commander of troops, seeing the reviewing officer back in position, goes to carry sword.

9. Commander of troops commands "**POST THE COLORS**" and "**Staff, Carry, SWORD.**" The commander of troops and staff execute carry swords.

10. Commander of troops commands "**Staff, Right, FACE**" and "**Staff, Forward, MARCH.**" The commander of troops and staff execute.

a. Color guard executes a countermarch and moves back to its position in formation, countermarches, halts and goes to order colors. (See figure 18-5.)

b. The commander of troops and staff march forward, all on command from the commander of troops, sufficiently for the colors to pass, halts, does a left face and goes to order sword. When the colors have passed the commander of troops moves the staff back to its position, halts and executes a right face and goes to order sword. However, the commander of troops faces the line of troops, remaining at carry sword. When the color guard is in position, and at order colors, the commander of troops faces the reviewing area. (See figure 18-5.)

11. The ceremony would then continue as prescribed for a review (see chapter 16), a parade (see chapter 17) or unit formation. (e.g., the command be marched in review, dismissed, etc.)

18005. COMBINED CEREMONIES

1. On occasion, it will be necessary to combine retirements, awarding personal decorations and unit awards in one ceremony. The ceremony would follow the sequence in paragraph 18002, with the following exceptions.

a. Award recipients and retirees either form behind the company to the left of the color guard, or in the reviewing stand. (See figure 18-1.) If personnel are marching from both locations the unit leader will coordinate in advance how they will march on and position themselves in front of the reviewing officer.

b. In order to bring forward the award recipients and retirees the commander of troops commands "**Person(s) to be Decorated, Retired and All Colors, Center, MARCH.**" When reporting to the reviewing officer the commander reports, "**Sir/Ma'am, Person(s) to be Decorated, Retired and All Colors are Present.**"

c. Spouses of retirees are not brought forward.

d. The formation for the colors receiving awards, person(s) being decorated and retired is depicted in figure 18-7. In those circumstances where an individual is both receiving a decoration and retiring, the Marine would be placed in the line by the precedence of the decoration. In this case the decoration is presented and the retirement is effected prior to moving to the next individual in rank. Use the following precedence for individuals as an example.

- (1) Unit decoration in order of precedence.
- (2) Individual receiving a decoration in order of precedence and retiring.
- (3) Individual receiving a decoration in order of precedence.
- (4) Senior individual retiring with no decoration.
- (5) Junior individual retiring with no decoration.

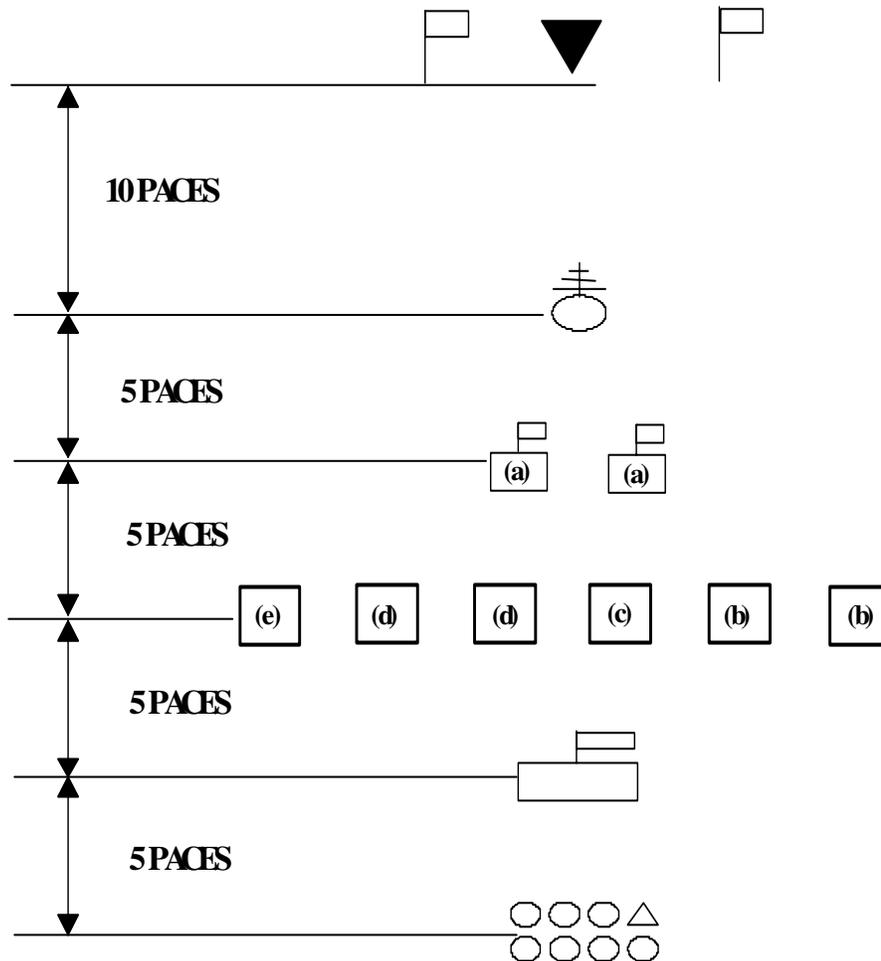


Figure 18-7.--Precedence for Combined Awards and Retirement Ceremonies.

e. The reviewing officer first awards the unit decoration, then the individual decorations and retirements.

f. When posting the colors, the unit colors receiving awards do not march forward until the person(s) receiving individual decorations and retiring have cleared their path. The award recipients and retirees march to their position in the reviewing area, and form a line at normal interval, to the left of the reviewing officer. (See figure 18-5.)

Note: Personnel in key billets who are called forward to receive an award will return to their position in formation once the award recipients have posted to the left of the reviewing officer.

18006. BATTLE COLORS CEREMONY

1. This ceremony follows almost exactly the same sequence used for decorating colors in paragraph 18004. The difference is that it is designed to re-dedicate a unit's organizational colors. This is normally done when celebrating a unit's anniversary or when commemorating a specific battle in which the unit participated.

a. Prior to the start of the ceremony when the colors are being delivered to the color guard the individual streamers designating the units honors are removed from the organizational colors streamer attachment set.

b. Each streamer is given to a designated Marine who will deliver the streamer to the reviewing officer during the presentation portion of the ceremony.

c. Person(s) designated to deliver the streamers will form up in the same manner as retirees per paragraph 18003.1 as shown in figure 18-6. They fall in chronological order of issuance, the oldest streamer presented at the front.

2. Commander of troops commands **"Colors to be Re-dedicated and All Colors, Center, MARCH."**

a. On the command **"Colors,"** the color guard goes to carry colors and the staff goes to carry sword.

b. On the command **"Center,"** the staff executes a right face.

c. On the command **"MARCH,"** the staff steps off and moves forward approximately 10 paces, halts, executes a left face and goes to order sword.

d. The commander of troops, once the staff has cleared, marches forward to the color guard, halts 5 paces in front of them, salutes the colors, and faces about.

3. Commander of troops commands **"Forward, MARCH."**

a. The commander of troops and color guard march forward towards the reviewing area. The commander of troops commands **"Detachment, HALT"** so that the detail is halted with the commander of troops approximately 10 paces in front of and centered on the reviewing officer. The color guard remains at the carry.

b. The adjutant commands the staff to carry sword, left face and marches the staff back to its position, where the staff halts, faces the reviewing area and goes to order sword. The commander of troops then salutes the reviewing officer and reports, **"Sir/Ma'am, Colors to be Re-dedicated and All Colors are Present."** The reviewing officer returns the commander of troops' salute.

4. Reviewing officer commands, **"PRESENT THE COMMAND."** The commander of troops returns to the carry, steps right in marching and moves to a position in front of the staff, saluting the colors as he/she passes them, and halts facing the line of troops.

5. Commander of troops commands **"Present, ARMS."** The unit executes. The commander of troops faces the reviewing area.

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR HONORS TO OUR NATIONAL COLORS."

6. Commander of troops then commands **"Staff, Present, ARMS."** The commander of troops and staff execute present sword.

a. The color guard riflemen execute present arms, from the carry.

b. On the first note of the "National Anthem" or "To The Colors" the reviewing officer executes a hand salute and the organizational color bearer presents colors.

c. After the last note of the "National Anthem" or "To The Colors" the organizational color bearer returns to the carry position. The reviewing officer terminates their salute.

7. Commander of troops commands **"Staff, Order, SWORD."** The commander of troops, staff, and color guard go to the order. The commander of troops then goes to carry sword, and faces the line of troops.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."

8. Commander of troops commands **"Order, ARMS."** The unit executes. The commander of troops then faces the reviewing area and goes to order sword.

9. The reviewing officer assisted by the sergeant major now moves forward to re-attach the streamers. The organizational color bearer dips the colors forward sufficiently, without the colors touching the ground, to allow the reviewing officer to reach the streamer attachment set. The reviewing officer then attaches each streamer to the colors as the narrator reads the citation for the streamer.

a. As the citation for each streamer is read the designated person(s) with that streamer will march forward and present the streamer to the reviewing officer. Once the streamer is attached this person(s) will leave the reviewing area and move behind the reviewing stands.

b. Once all streamers are re-attached the ceremony will proceed in the same manner as those outlined in paragraph 18004.

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PART II: CEREMONIES

CHAPTER 19

CHANGE OF COMMAND CEREMONY

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 19

CHANGE OF COMMAND CEREMONY

19000. GENERAL. Changes of command in the Marine Corps shall be conducted as prescribed in this Chapter. (The term "sergeant major" will reflect either the unit sergeant major or senior enlisted representative present.)

19001. OCCASION. When practicable, the ceremony set forth below will be held upon the change of command for an organization of battalion or squadron size, or larger units and directors of schools. The ceremony is normally a parade (see chapter 17), however, it may be a review or as simple as a formation of the unit affected.

19002. FORMATION

1. The command is formed for the appropriate ceremony (e.g., unit formation, review or parade) per chapter 16 and 17. When the selected ceremony reaches the point in time when the command is presented to the outgoing commander the sequence of events for the change of command as outlined in this Chapter will be followed.

2. The color guard is normally trooped as part of the sequence of events. However, if the incoming commander is being promoted at the parade or the outgoing commander is retiring or receiving an award during the parade, the color guard marches on with the formation and the colors are brought forward for the promotion/retirement/awards portion of the ceremony.

19003. SEQUENCE OF EVENTS FOR A CHANGE OF COMMAND WITHOUT PROMOTION, RETIREMENT OR AWARDS

1. The standard sequence for a change of command normally begins after the commander of troops has presented the command to the outgoing commander. On occasion, modifications to the normal sequence can take place, such as:

- a. The playing of "Honors," (or)
- b. "Trooping the Line" during a Review.

Note: In these cases, the commander of troops presents the command after completion of the scenarios described above.

2. The commander of troops, having placed the command at attention and order arms, faces the reviewing area. The incoming commander then takes the designated post in the reviewing area to the left and abreast of the outgoing commander. (See figure 19-1.)

3. Commander of troops commands **"Sergeant Major, Deliver the Colors to the Commanding Officer (General)."**

4. The sergeant major, who is positioned to the left of the reviewing stand, moves by the most direct route to the color guard, passing the commander of troops and staff on his/her own right.

a. Upon the commander of troop's command to the sergeant major, the color guard executes carry colors.

b. The sergeant major halts 1 pace in front of and centered on the color guard, and salutes the national colors. Once rendered, the Marine then takes one right step, while at the same time the organizational color bearer removes the organizational colors from the socket. The sergeant major grasps the organizational colors, (left hand at the base near the ferrule, right hand on the staff approximately eye level) and steps off to the right in marching.

c. The color guard remains at carry colors until the organizational colors is returned.

d. The sergeant major then marches to the reviewing area carrying the colors as close to the "carry colors" position as possible without a sling. The sergeant major passes the commander of troops and staff on his/her own right. The sergeant major halts approximately 2 paces in front of the outgoing commander. (See figure 19-1.)

5. Commander of troops commands **"Present, ARMS,"** as the sergeant major is approaching the staff, the commander of troops then faces the reviewing area.

6. Commander of troops commands **"Staff, Present, SWORD."**

a. The staff executes. At this time the narrator will read the orders of the outgoing commander. The sergeant major then delivers the colors to the outgoing commander (the colors remaining in its most upright position), then executes one right step and salutes.

b. On the sergeant major's salute, the outgoing and incoming commanders face each other. At this time the narrator will read the orders of the incoming commander. The outgoing commander passes the colors to the incoming commander.

c. Both commanders then face front. The sergeant major cuts his/her salute and executes one right step. The incoming commander then returns the colors to the sergeant major.

d. The outgoing and incoming commanders then face each other, exchange salutes and handshakes, and exchange positions (right shoulder to right shoulder).

e. The sergeant major then steps off to the right as in marching and returns the colors to the color guard, passing the staff on his/her right. When arriving at the color guard the sergeant major halts centered on the color guard and returns the organizational colors. The sergeant major salutes steps to the right as in marching and moves by the most direct route from the field, passing the staff on his/her own right. (See figure 19-1.)

7. Commander of troops commands **"Staff, Order, SWORD,"** as the sergeant major is moving to return the organizational colors, the commander of troops and staff execute. The commander of troops faces the line of troops.

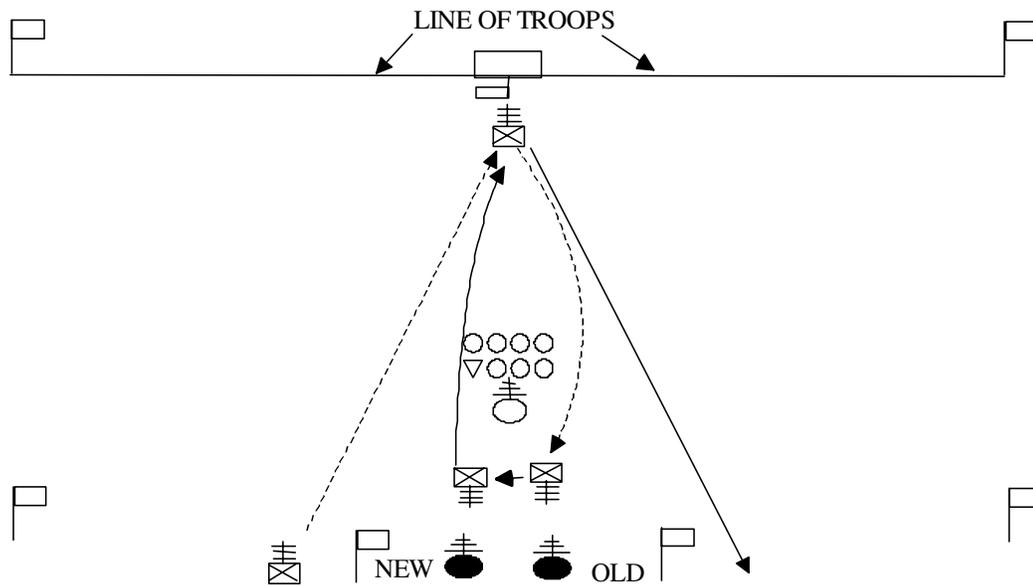


Figure 19-1.--Delivering and Returning the Colors.

8. Commander of troops commands **"Order, ARMS."** The unit executes order arms and/or carry sword.

a. The color guard remains at carry colors and receives the organizational colors from the sergeant major. The color guard then executes order colors. (If honors are to be played as the next sequence, the color guard will remain at carry colors.)

b. After the sergeant major has cleared the parade field the commander of troops will face the line of troops.

Note: If the incoming commander rates honors, continue with paragraph 19003.9. If the incoming commander does not rate honors continue with paragraph 19003.12.

9. Commander of troops commands **"Present, ARMS."** All execute, present arms/present sword.

10. Commander of troops commands (while facing the reviewing area) **"Staff, Present, SWORD."** The staff executes present sword.

NARRATOR: **"LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO RANK AND NAME OF COMMANDER."** (The band plays appropriate honors and gun salutes are fired.)

Note: The organizational color bearer salutes on the first note and terminates on the last note (last gun) of honors. After honors are completed the narrator speaks.

NARRATOR: **"LADIES AND GENTLEMEN, PLEASE BE SEATED."**

11. Commander of troops commands **"Staff, Order, SWORD."** The commander of troops and staff execute. The commander of troops goes to carry sword and faces the line of troops.

12. Commander of troops commands **"Order, ARMS"** and **"Parade, REST."** The unit executes. The commander of troops then faces about.

13. Commander of troops commands **"Staff, Parade, REST."**

a. The staff and commander of troops execute.

b. The narrator then delivers a microphone (if available), to the outgoing commander. The commander makes remarks then passes the microphone to the incoming commander who makes his/her remarks. After the incoming commander's remarks the microphone is retrieved. Both commanders return to their positions in the reviewing area assuming the position of attention.

Note: If the reviewing officer or the senior officer present other than the commanders desire to make remarks, they will do so prior to the outgoing and incoming commanders.

14. Commander of troops commands **"Staff, ATTENTION."** The staff and commander of troops execute. The commander of troops goes to carry sword and faces the line of troops.

15. Commander of troops commands **"Battalion/Squadron, ATTENTION."** The unit executes. The commander of troops then faces the reviewing area.

16. Incoming Commander Commands

a. **"DISMISS THE COMMAND"** (or)

b. **"MARCH THE COMMAND IN REVIEW."**

Note: Follow remaining parade sequence for "Dismissing the Command" or "Pass in Review" as explained in chapter 17.

19004. SEQUENCE OF EVENTS FOR A CHANGE OF COMMAND WITH PROMOTION AND/OR PRESENTATION OF AWARDS

1. If the incoming commander is to be promoted as part of the ceremony, the colors are not trooped at the beginning of the parade sequence. The sequence of events begins after the change of command and the command has been presented to the "Promoting/Awarding Official," who is normally senior to both the incoming and outgoing commanders. After honors, if appropriate, (see paragraph 19003.9) are complete the unit is at order arms.

2. Commander of troops commands **"Officer to be Promoted, and All Colors, Center, MARCH."**

a. On the preparatory command **"Colors,"** the staff executes carry sword. On the command **"Center:"**

(1) The staff executes a right face, commander of troops commands **"MARCH,"** the staff marches 8-10 paces, halts, and executes a left face and goes to order sword all on command of the adjutant.

(2) The color guard executes carry colors.

(3) The commander of troops (once the staff has moved), marches to a point, 10 paces in front of the color guard, halts, salutes, and executes an about face.

b. On the command of execution **"MARCH:"**

(1) The commander of troops and the color guard step off and march forward to a point of approximately 10 paces in front of the promoting official. The commander being promoted then takes their position in front of the colors as described for retirees in chapter 18.

(2) As the color guard passes, the staff executes carry sword, left face and returns 8-10 paces to its previous position, executes a right face, and executes order sword all on command of the adjutant. The commander of troops salutes, and reports to the reviewing officer **"Sir/Ma'am, Officer(s) to be Promoted and All Colors are Present."**

3. Promoting official commands **"PRESENT THE COMMAND."** The commander of troops returns to carry sword, faces to the right as in marching, while passing the colors he/she executes present sword and returns to their position in the staff. Facing the line of troops.

4. Commander of troops commands **"Present, ARMS."** (Faces about and commands) **"Staff, Present, SWORD."** (The command is then presented for the *"National Anthem."*) After the last note;

5. After the last note, the commander of troops commands **"Staff, Order, ARMS."** Commander of troops executes carry sword, faces about and commands **"Order, ARMS."**

Note: As an option after the promotion or award is effected the "Promoting Official" may make remarks followed by the old and new commanders. Remarks are made at this time in place of remarks immediately following the passing of the organizational colors. If this option is used the commander of troops will place the command at **"Parade, REST"** until after the remarks then return the command to **"ATTENTION,"** and follow the remainder of the sequence below.

6. After the promotion or award is presented the reviewing officer moves back to the reviewing area and the sergeant major departs the field. The commander of troops, seeing the reviewing officer back in position goes to carry sword.

7. Commander of troops commands **"POST THE COLORS"** and **"Staff, Carry, SWORD."** The commander of troops and staff execute carry sword. The color guard executes carry colors.

8. Commander of troops commands **"Staff, Right, FACE"** and **"Staff, Forward, MARCH."** The commander of troops and staff execute.

a. Color guard executes a countermarch and moves back to its position on line of troops, countermarches, halts and goes to order colors. (See figure 18-4.)

b. The commander of troops and staff march forward sufficiently for the colors to pass, halts, does a left face and goes to order sword. When the colors have passed the commander of troops moves the staff back to its position, halts and

executes a right face and goes to order sword. However, the commander of troops faces the line of troops, remaining at carry sword. When the color guard is in position, and at order colors, the commander of troops faces the reviewing area.

9. Once the promotion or award is effected the outgoing commander takes his/her post in the reviewing area. The change of command then proceeds as described in paragraph 19003.16.

19005. SEQUENCE OF EVENTS FOR A CHANGE OF COMMAND WITH PRESENTATION OF AWARDS AND/OR RETIREMENT

1. If the outgoing commander is to receive an award and/or retire as part of the change of command ceremony, the colors are not trooped at the beginning of the parade ceremony. The sequence of events begins after the change of command and the commander of troops is facing the reviewing area. The "Retiring Official," who is normally senior to both the incoming and outgoing commanders takes his/her post in the reviewing area.

2. Commander of troops commands **"Officer(s) to be Retired, and All Colors, Center, MARCH."**

a. On the preparatory command **"Colors,"** the staff executes carry sword. On the command **"Center:"**

(1) The staff executes a right face, commander of troops commands **"MARCH,"** the staff marches 8-10 paces.

(2) The color guard executes carry colors.

(3) The commander of troops (once the staff has moved), marches to a point, 10 paces in front of the color guard, halts, salutes, and executes an about face.

b. On the command of execution **"MARCH:"**

(1) The commander of troops and the color guard step off and march forward to a point approximately 10 paces in front of the promoting official. The commander being retired then takes their position in front of the colors as described for retirees in chapter 18.

(2) As the color guard passes, the staff returns, as described in paragraph 14003.6, executes carry sword, left face and returns 8-10 paces to its previous position, and executes a right face and executes order sword. The commander of troops salutes, and reports to the reviewing officer **"Sir/Ma'am, All Officers to be Retired and All Colors are Present."**

3. Reviewing officer commands **"PRESENT THE COMMAND."** The commander of troops returns to carry sword, faces to the right as in marching while passing the colors he/she executes present sword and returns to their position in the staff, and facing the line of troops.

4. Commander of troops commands **"Present, ARMS."** (Faces about and commands) **"Staff, Present, SWORD."** (The command is then presented for the "National Anthem.")
5. After the last note, the commander of troops commands **"Staff, Order, ARMS."** Commander of troops executes carry sword, faces about and commands **"Order, ARMS."**
6. The award and/or retirement is affected per the procedures in chapter 18.

Note: As an option after the award or retirement is effected the "Retiring Official" may make remarks followed by the old and new commanders. Remarks are made at this time in place of remarks immediately following the passing of the organizational colors. If this option is used the commander of troops will place the command at **"Parade, REST"** until after the remarks then return the command to **"ATTENTION,"** and follow the remainder of the sequence below.

7. After the last award and/or retirement is effected the reviewing officer moves back to the reviewing area. The commander of troops, seeing the reviewing officer back in position, goes to carry sword.
8. Commander of troops commands **"POST THE COLORS"** and **"Staff, Carry, SWORD."** The commander of troops and staff execute carry sword. The color guard executes carry colors.
9. Commander of troops commands **"Staff, Right, FACE"** and **"Staff, Forward, MARCH."** The commander of troops and staff execute.

a. Color guard executes a countermarch and moves back to its position on the line of troops, countermarches, halts and goes to order colors. (See figure 18-4.)

b. The commander of troops and staff march forward sufficiently, as described in paragraph 14003.8b, for the colors to pass, halts, does a left face and goes to order sword. When the colors have passed the commander of troops moves the staff back to its position, halts and executes a right face and goes to order sword. However, the commander of troops faces the line of troops, remaining at carry sword. When the color guard is in position, and at order color, the commander of troops faces the reviewing area.

10. Once colors are returned to the line of troops, the outgoing and incoming commanders take their post in the reviewing area. The command is then marched in review or dismissed.

19006. HONORS FOR GENERAL OFFICERS AND HIGH RANKING CIVILIANS PARTICIPATING IN THE CHANGE OF COMMAND

1. It is not unusual for general officers and high ranking civilians to observe change of command ceremony as invited guests. Unless they are participating in the ceremony as the Promoting/Retiring Official, honors are not rendered since the outgoing and incoming commanders during their remarks recognize them. If participating the following procedures will be used.

a. When the selected ceremony reaches the point in time when the command is presented to the outgoing commander the command is instead presented to the general officer. The narrator would introduce the general officer by announcing.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO _____"
(e.g., The Commanding General, Second Marine Division, Major General Smith).

b. The command is presented and honors are rendered.

NARRATOR: "LADIES AND GENTLEMEN PLEASE BE SEATED."

c. The general officer returns to his/her seat in the reviewing stand.

d. The command is then placed at the order and the commander of troops faces the reviewing area. The outgoing commander then moves to their position in the reviewing area and the change of command resumes its normal sequence.

e. The change of command then proceeds as outlined in paragraph 19003.

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PART II: CEREMONIES

CHAPTER 20

RELIEF AND APPOINTMENT OF THE SERGEANT MAJOR

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 20

RELIEF AND APPOINTMENT OF THE SERGEANT MAJOR

20000. GENERAL. Ceremonies for relief and appointment of sergeants major in the Marine Corps shall be conducted as prescribed in this Chapter.

20001. OCCASION. When practicable, the ceremony set forth below will be held upon the relief of the old and appointment of the new sergeant major within units of battalion or squadron size and larger. The ceremony may be as simple as a formation of the unit affected a review or a parade. For example, if the old sergeant major is transferring then a formation or review is appropriate. If the old sergeant major is retiring then a retirement parade in conjunction with the relief and appointment ceremony is appropriate.

20002. FORMATION

1. The command is formed for the appropriate ceremony (e.g., unit formation, parade or review) per chapters 11, 12, 16 and/or 17.

2. If no award, promotion or retirement is effected as part of the ceremony then the colors will be trooped.

20003. SEQUENCE OF EVENTS FOR THE RELIEF AND APPOINTMENT CEREMONY WITHOUT AN AWARD, PROMOTION OR RETIREMENT

1. The sequence for the relief and appointment of the sergeants major begins after the commander of troops has presented the command to the unit commander and the command is back at order arms if a parade, or after trooping the line if a review.

2. Commander of troops commands **"Sergeants Major, Front and Center, MARCH."**

3. The sergeants major moves from their seats in the reviewing stand to positions 5 paces in front of the reviewing area, the old sergeant major on the right. (See figure 20-1.) The old sergeant major will carry the sword of office in the unrigged carry position under the left arm as prescribed in figure 5-18.

Note: The old and new sergeants major will only exchange a noncommissioned officer's sword. The exchange of k-bar knives, swagger sticks, or any other form of symbolism, is expressly forbidden.

NARRATOR: READS THE TRANSFER ORDERS FOR THE OUTGOING SERGEANT MAJOR. THIS IS FOLLOWED BY:

"SINCE 1875 NONCOMMISSIONED AND STAFF NONCOMMISSIONED OFFICERS HAVE CARRIED THE NONCOMMISSIONED OFFICER SWORD AS A SYMBOL OF THEIR ABILITY AND PRESTIGE AS ENLISTED LEADERS OF THE MARINE CORPS. THE SERGEANT MAJOR AS THE SENIOR ENLISTED LEADER AND ADVISOR IS THE KEEPER OF TRADITIONS FOR HIS/HER UNIT. TODAY'S EMBLEMATIC PASSING OF THE SWORD OF OFFICE SIGNIFIES THE TRANSFER OF THIS SACRED TRUST FROM ONE SERGEANT MAJOR TO ANOTHER."

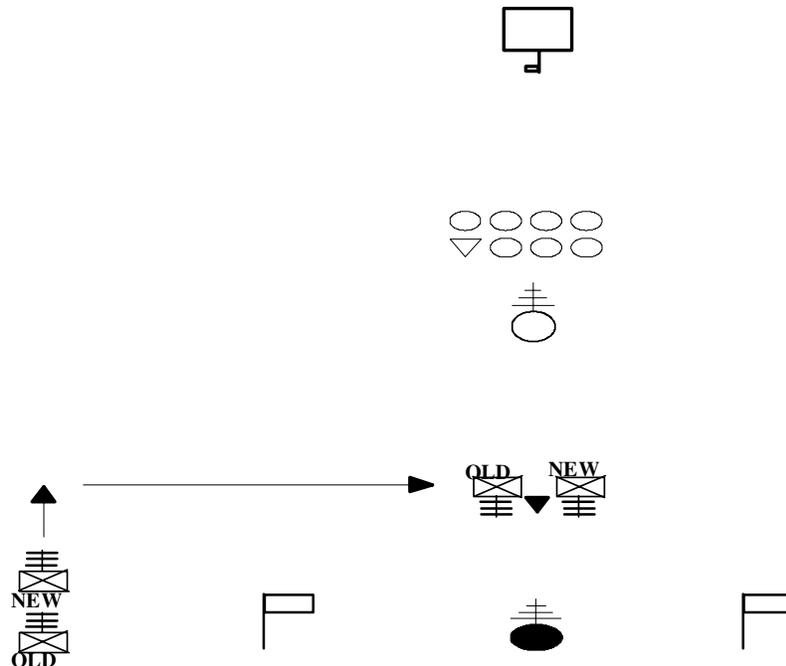


Figure 20-1.--Sergeants Major take Position.

4. Relief and Appointment

a. As the narrator begins reading, the old sergeant major then steps front and center of the unit commander, salute and reports **"Sir/Ma'am, Sergeant Major _____ reporting as the old sergeant major."** The unit commander returns the salute and states **"You are relieved."** The old sergeant major then yields the responsibility of his/her post by surrendering the sword of office to the unit commander, who places it at unrigged carry. The old sergeant major then moves to his/her new position approximately 3 paces to the left and abreast of the unit commander. (See figure 20-2.)

NARRATOR: READS THE ORDERS FOR THE INCOMING SERGEANT MAJOR.

b. The new sergeant major then steps front and center of the unit commander, salutes and reports **"Sir/Ma'am, Sergeant Major _____ reporting as the new sergeant major."** The unit commander returns the salute and passes the sword to the new sergeant major, who assumes the unrigged carry. The unit commander then states **"TAKE YOUR POST."** The new sergeant major then moves to his/her position between the unit commander and old sergeant major. The staff noncommissioned officer/noncommissioned officer designated to retrieve the sword then moves behind the new sergeant major, takes the sword, places it at the unrigged carry and marches from the field. (See figure 20-2.)

5. Commander of troops commands **"Parade, REST."** The command executes parade rest. The commander of troops then faces the reviewing area.

6. Commander of troops commands **"Staff, Parade, REST."** The commander of troops, staff, color guard, unit commander and sergeants major execute parade rest. The

microphone is delivered to the unit commander who makes their remarks. The microphone is then passed to the old sergeant major for remarks and then the new sergeant major for remarks. Once all remarks are completed the microphone is retrieved.

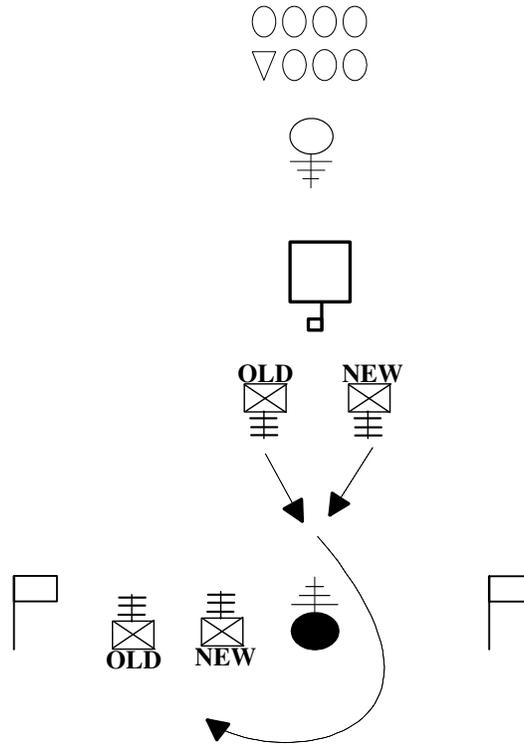


Figure 20-2.--Position of the Sergeants Major after Relief and Appointment.

7. Commander of troops commands "**Staff, ATTENTION.**" The commander of troops, staff, color guard, unit commander and sergeants major execute attention. The commander of troops then faces the line of troops.
8. Commander of troops commands "**Battalion, ATTENTION.**" The battalion executes attention. The commander of troops then faces the reviewing area.
9. The ceremony would then continue as prescribe for a review (see chapter 16), a parade (see chapter 17) or unit formation (e.g., the command is marched in review, dismissed, etc.).

20004. SEQUENCE OF EVENTS FOR THE RELIEF AND APPOINTMENT CEREMONY WITH A PROMOTION AND/OR PRESENTATION OF AWARDS

1. If the incoming sergeant major is to be promoted as part of the ceremony, the colors are not trooped at the beginning of the parade sequence. The sequence of events begins after the change of command and the command has been presented to the "Promoting Official." After honors, if appropriate, are complete the unit is at order arms.

2. Commander of troops commands **"Personnel to be Promoted, and All Colors, Center, MARCH."**

a. On the preparatory command **"Colors,"** the staff executes carry sword. On the command **"Center:"**

(1) The staff executes a right face, commander of troops commands **"MARCH,"** the staff marches, as described in paragraph 14003.c through 14003.f, 8-10 paces, halts, and executes a left face and goes to order sword.

(2) The color guard executes carry colors.

(3) The commander of troops (once the staff has moved), marches to a point, 10 paces in front of the color guard, halts, salutes, and executes an about face.

b. On the command of execution **"March:"**

(1) The commander of troops and the color guard step off and march forward to a point of approximately 10 paces in front of the promoting official. The person being promoted then takes his/her position in front of the colors as described for retirees in chapter 18.

(2) As the color guard passes, the staff returns to its position, as described in paragraph 14006, executes carry sword, left face and returns 8-10 paces to its previous position, returns to its position as described in paragraph 14006 executes a right face, and executes order sword. The commander of troops salutes, and reports to the reviewing officer **"Sir/Ma'am, Personnel to be Promoted and All Colors are Present."**

3. Promoting official commands, **"PRESENT THE COMMAND."** The commander of troops returns to carry sword, faces to the right as in marching, while passing the colors he/she executes present sword, returns to their position in the staff, and faces the line of troops.

4. Commander of troops commands **"Present, ARMS."** (Faces about and commands) **"Staff, Present, SWORD."** (The command is then presented for the *"National Anthem."*)

5. After the last note, the commander of troops commands **"Staff, Order, ARMS."** Commander of troops executes carry sword, faces about and commands **"Order, ARMS."**

Note: As an option after the promotion or award is effected the "Promoting Official" may make remarks followed by the old and new sergeants major. Remarks are made at this time in place of remarks immediately following the passing of the organizational colors. If this option is used the commander of troops will place the command at **"Parade, REST"** until after the remarks then return the command to **"ATTENTION,"** and follow the remainder of the sequence below.

6. After the promotion or award is presented the reviewing officer moves back to the reviewing area and the sergeants major post to the reviewing officers left. The commander of troops, seeing the reviewing officer back in position goes to carry sword.

7. Commander of troops commands **"POST THE COLORS"** and **"Staff, Carry, SWORD."** The commander of troops and staff execute carry swords. The color guard executes carry colors.

8. Commander of troops commands **"Staff, Right, FACE"** and **"Staff, Forward, MARCH."** The commander of troops and staff execute.

a. Color guard executes a countermarch and moves back to its position on line of troops, countermarches, halts and goes to order colors. (See figure 18-4.)

b. The commander of troops and staff march, as described in paragraph 14008, forward sufficiently for the colors to pass, halts, does a left face and goes to order sword. When the colors have passed the commander of troops moves the staff back to its position, halts and executes a right face and goes to order sword. However, the commander of troops faces the line of troops, remaining at carry sword. When the color guard is in position, and at order colors, the commander of troops faces the reviewing area.

9. The ceremony would then continue as prescribe for a review (see chapter 16), a parade (see chapter 17) or unit formation (e.g., the command is marched in review, dismissed, etc.).

20005. SEQUENCE OF EVENTS FOR THE RELIEF AND APPOINTMENT CEREMONY WITH PRESENTATION OF AWARDS AND/OR RETIREMENT

1. If the outgoing sergeant major is to receive an award and/or retire as part of the change of command ceremony, the colors are not trooped at the beginning of the parade ceremony. The sequence of events begins after the relief and appointment and the commander of troops is facing the reviewing area in paragraph 20004.2. The "Retiring Official," takes his/her post in the reviewing area.

2. Commander of troops commands **"Personnel to be Retired, and All Colors, Center."**

a. On the preparatory command **"Colors,"** the staff executes carry sword. On the command **"Center:"**

(1) The staff executes a right face, commander of troops commands **"MARCH,"** the staff marches 8-10 paces, halts, and executes a left face and goes to order sword.

(2) The color guard executes carry colors.

(3) The commander of troops (once the staff has moved), marches to a point, 10 paces in front of the color guard, halts, salutes, and executes an about face.

b. On the command of execution **"MARCH:"**

(1) The commander of troops and the color guard step off and march forward to a point approximately 10 paces in front of the retiring official. The sergeant major being retired then takes his/her position in front of the colors as described for retirees in chapter 18.

(2) As the color guard passes, the staff executes carry sword, left face and returns 8-10 paces, as described in paragraph 14003.c through 14003.f, to its previous position, and executes a right face and executes order sword. The commander of troops salutes, and reports to the reviewing officer **"Sir/Ma'am, Personnel to be Retired and All Colors are Present."**

3. Reviewing officer commands, "**PRESENT THE COMMAND.**" The commander of troops returns to carry sword, faces to the right as in marching, while passing the colors he/she executes present sword, returns to his/her position in the staff, and faces the line of troops.

4. Commander of troops commands "**Present, ARMS.**" (Faces about and commands.) "**Staff, Present, SWORD.**" (The command is then presented for the "*National Anthem.*")

5. After the last note, the commander of troops commands "**Staff, Order, ARMS.**" Commander of troops executes carry sword, faces about and commands "**Order, ARMS.**"

6. The award and/or retirement is effected per the procedures in chapter 18.

Note: As an option the new sergeant major may make his/her remarks immediately following the change of command. After the award or retirement is effected the "Retiring Official" may make remarks followed by the old sergeant major. This allows the old sergeant major the option of speaking last during his/her retirement ceremony. If this option is used the commander of troops will place the command at "**Parade, REST**" until after the remarks then return the command to "**ATTENTION,**" and follow the remainder of the sequence below.

7. After the last award and/or retirement is effected the reviewing officer moves back to the reviewing area, the sergeants major post to his/her left and the commander of troops, seeing the reviewing officer back in position, goes to carry sword.

8. Commander of troops command "**POST THE COLORS**" and "**Staff, Carry, SWORD.**" The commander of troops and staff execute carry sword. The color guard executes carry colors.

9. Commander of troops commands "**Staff, Right, FACE**" and "**Staff, Forward, MARCH.**" The commander of troops and staff execute.

a. Color guard executes a countermarch and moves back to its position on the line of troops, countermarches, halts and goes to order colors. (See figure 18-4.)

b. The commander of troops and staff march forward, as described in paragraph 14008, sufficiently for the colors to pass, halts, does a left face and goes to order sword. When the colors have passed the commander of troops moves the staff back to its position, halts and executes a right face and goes to order sword. However, the commander of troops faces the line of troops, remaining at carry sword. When the color guard is in position, and at order colors, the commander of troops faces the reviewing area.

10. Once colors are returned to the line of troops, the old and new sergeants major take their post in the reviewing area. The command is then marched in review or dismissed.

11. The ceremony would then continue as prescribe for a review (see chapter 16), a parade (see chapter 17) or unit formation (e.g., the command is marched in review, dismissed, etc.).

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 21

ACTIVATION AND DEACTIVATION CEREMONY

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 21

ACTIVATION AND DEACTIVATION CEREMONY

21000. GENERAL. On the occasion that Marine Corps organizations of battalion or squadron size and larger are activated or deactivated, the ceremonies in this Chapter will be used as guidelines. The term sergeant major refers to either the unit level sergeant major or the senior enlisted representative of the unit.

21001. ACTIVATION OF AN ORGANIZATION

1. The preferred ceremony for the activation of an organization is a parade. The troops are marched on as described in chapter 17.
2. The colors march on with the command and the national and organizational colors cased.
3. After presenting the command to the commander or officer activating the unit, the command is returned to the order.
4. Commander of troops commands **"All Colors, Center, MARCH."**

a. The commander of troops moves to bring the colors forward as described in paragraphs 18004.1 and 18004.2. When the colors are forward, the commander of troops salutes the commander and reports **"Sir/Ma'am, (Units designation) Colors are Present."**

b. The commander or officer activating the unit and sergeant major move forward to the color guard. As they approach the color guard the national and organizational color bearers take the colors from the sling and lowers them sufficiently for the commander, assisted by the sergeant major, to uncase the national and organizational colors. As the colors are uncased;

NARRATOR READS PERTINENT EXTRACTS FROM THE ORDERS ACTIVATING THE UNIT.

c. After the colors are uncased the color bearers returns them to the carry. The commander returns to his/her post and the sergeant major departs from the field.

5. Commander commands **"POST THE GUIDONS."** The guidon bearers march to a position in front of their respective company commanders. The company commanders will unfurl the guidons and the guidon bearers will return to their normal position 1 pace to the left and back of the company commanders.

Note: The company guidon bearers will begin the ceremonies and up to this point with their guidons furled.

6. Commander commands, **"PRESENT THE COMMAND."** The commander of troops conducts present the command as outlined in paragraph 18004.3.

a. Band plays *"National Anthem."*

b. After the command is presented and brought back to the order it is placed at parade rest and the commander or other officials deliver remarks.

c. After all remarks are completed, the command is brought to attention, the colors are posted and a march in review as described in chapter 17 conducted.

21002. DEACTIVATION OF AN ORGANIZATION

1. The preferred ceremony for the deactivation of an organization is a review. The troops are unarmed and formed prior to the review as described in paragraph 16006. During the review no awards are issued and the colors are not brought forward. While the line is being trooped the narrator would read the lineage, honors and brief history of the unit. After the commander has finished trooping the line, and the command is back at attention, the commander directs the commander of troops to **"MARCH THE COMMAND IN FINAL REVIEW."** The command marches in review as described in chapter 17, however, after marching in review the command reforms on the line of troops. After the unit has reformed, the band, commander of troops and staff are returned to their original position.

2. Commander of troops commands **"All Colors, Center, MARCH."** The commander of troops moves to bring the colors forward as described in paragraphs 18004.1 and 18004.2. When the colors are forward, the commander of troops salutes the commander and reports **"Sir/Ma'am, (Units designation) Colors are Present."**

3. Commander commands, **"PRESENT THE COMMAND."** The commander of troops moves to present the command as outlined in paragraph 18004.3.

a. Band plays *"National Anthem."*

b. After the command is presented, brought back to the order and placed at parade rest, the commander or other officials deliver remarks.

4. After all remarks are completed the command is brought back to attention. The commander of troops then directs that the company/battery guidons be retired by commanding **"Retire, GUIDONS."** (See figure 21-1.) On this command unit first sergeants move from their position in the formation by the most direct route and to a position 1 pace in front of and facing the guidon bearer. The guidon is passed to the first sergeant. After receiving the guidon the first sergeants face about and march by the most direct route to their designated position on either side of the reviewing area where guidon stands have been staged. They halt together, place the guidons in the stands, face about and return to their position in the formation.

5. Once the first sergeants have returned to their position in the formation the color guard goes to the carry. The commander and sergeant major move forward to the color guard. As they approach the color guard the national and organizational color bearers take the colors from the slings and lower them sufficiently for the commander assisted by the sergeant major, to case the national and organization's colors. As the colors are being cased;

**NARRATOR READS PERTINENT EXTRACTS FROM THE ORDERS DEACTIVATING THE ORGANIZATION.
(REFER TO UNITS MCBUL 5400 SERIES.)**

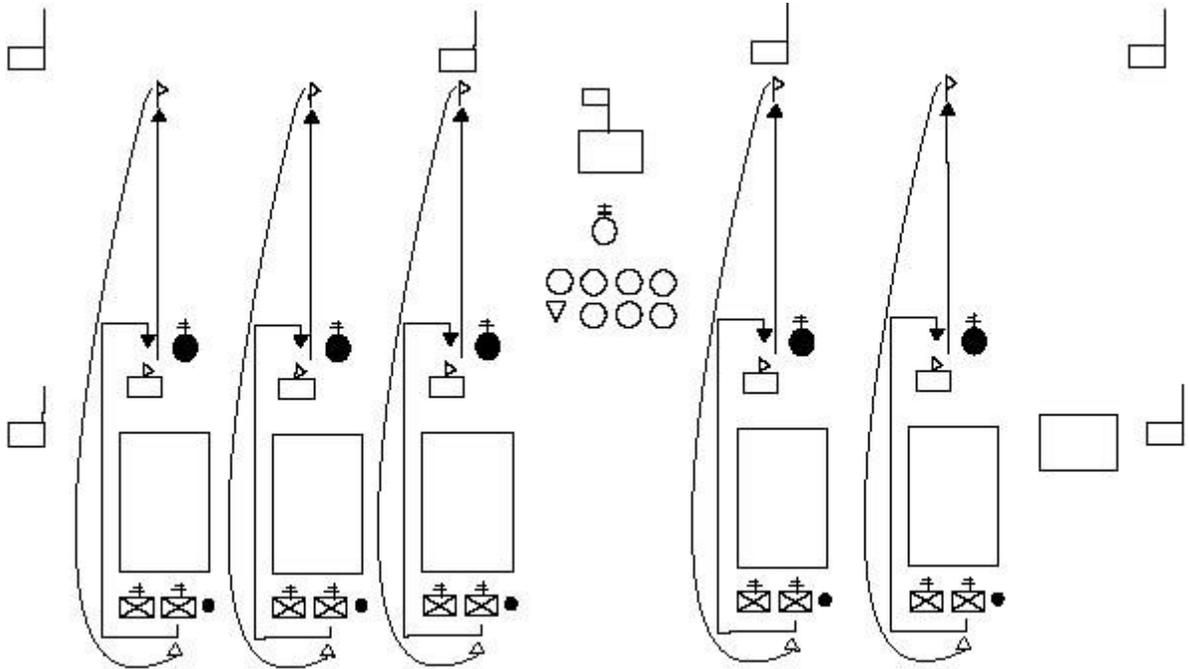


Figure 21-1.--Retire the Guidons.

6. When the colors are cased the national and organizational color bearer returns to the carry and the commander and sergeant major return to their posts.
7. Commander commands **"RETIRE THE COLORS."** The color guard executes a counter-march and halts facing the line of troops.
 - a. The commander of troops then presents the command.
 - b. The color guard executes a right turn and marches from the field while the band plays martial music.
 - c. After the color guard has cleared the field the commander of troops brings the command to the order and faces the commander.
8. Commander commands **"DISMISS THE BATTALION."**
9. The commander of troops and commander exchange salutes. The commander of troops then faces the line of troops and orders the company commanders to dismiss their companies. Salutes are exchanged between the company commanders and commander of troops. The commander of troops then dismisses the staff and the company commanders dismiss their companies, in sequence, from right to left.
10. The band plays "Auld Lang Syne" and retires from the field.
11. The narrator announces the end of the ceremony.

21003. JOINT DEACTIVATION AND ACTIVATION CEREMONY

1. On the occasion when two Marine Corps organizations of battalion or squadron size and larger are merged in to one larger organization, the ceremony in this Chapter will be used as a guideline.
2. The preferred ceremony for the activation of an organization is a parade. The troops are marched on as described in chapter 17 for a regimental parade.
3. The next higher headquarters of both merging units will conduct the parade and will normally be done using the procedures for a regimental formation as described in chapter 17.
4. The colors of the next higher unit will be used for the ceremony with those of the merging units uncased and massed behind the color guard per the procedures in chapter 7. The colors of the new unit to be formed by the merger will be cased and centered between the retiring colors in the mass colors formation. The colors will march on with the command.
5. The parade will be conducted as prescribed in chapter 17 up to the and including the presentation of the command and honors. After honors the commander of troops commands. **"All Colors, Center, MARCH."** On the command **"Colors,"** the color guard goes to carry colors and the staff goes to carry sword.
 - a. On the command **"Center,"** the staff executes a right face.
 - b. On the command **"MARCH,"** the staff steps off and moves forward 8-10 paces, halts, executes a left face and goes to order sword.
 - c. The colors being retired and the colors of the new unit step off and march to a position 5 paces in front of and centered on the color guard.
 - d. The commander of troops, once the staff has clear, marches forward to the line of organizational colors, halts 5 paces in front of them, salutes the colors, and faces about.
6. Commander of troops commands **"Forward, MARCH."**
 - a. The commander of troops, colors to be retired and uncased, and the color guard march forward towards the reviewing area. The commander of troops commands **"Detachment, HALT"** so that the detail is halted with the commander of troops 5 paces in front of and centered on the reviewing officer. (See figure 18-4.) The color guard remains at the carry. (See figure 21-2.)
 - b. The adjutant commands the staff to carry sword, left face and marches the staff back to its position, where the staff halts, faces the reviewing area and goes to order sword. The commander of troops then salutes the reviewing officer and reports **"Sir/Ma'am, all Colors are Present."** The commander returns the commander of troops' salute.
7. Commander commands, **"PRESENT THE COMMAND."** The commander of troops moves to present the command as outlined in paragraph 18004.3.
 - a. Band plays *"National Anthem."*

b. After the command is presented, brought back to the order and placed at parade rest, the commander of troops commands **"Retire, GUIDONS."** (See figure 21-1.)

c. On this command unit first sergeants move from their position in the formation by the most direct route and to a position 1 pace in front of and facing the guidon bearer. The guidon is passed to the first sergeant. After receiving the guidon the first sergeants faces about and march by the most direct route to their designated position on either side of the reviewing area where guidon stands have been staged. They halt together, place the guidons in the stands, face about and remain at their position in front of the guidons (except the first sergeant of the Headquarters and Service Company of the left battalion who will return to his/her normal position in the formation.)

Note: These will be double guidon stands with an empty side (left) for the retired guidon and the guidon for the newly activated unit pre-staged on the right. The guidon for the newly activated unit will be furled.)

8. At this time simultaneously, the organizational colors of the merging units will be retired.

a. The commanders from both deactivating units will step forward and assisted by the sergeant major will case their organizational colors. As they approach the color guard the organizational color bearer takes the colors from the sling and lowers it sufficiently for the commander, assisted by the sergeant major, to case the organization's colors. As the colors are cased; **NARRATOR READS PERTINENT EXTRACTS FROM THE ORDERS DEACTIVATING THE UNITS.**

b. The band plays "*Auld Lang Syne*" as the colors are cased.

c. After the colors are cased the color bearer returns them to the carry and then passes the colors to the sergeant major. The sergeants major march from the field with the cased colors followed by the color bearer. The commanders return to their post.

9. Once the colors are cased the unit may be placed at parade rest and remarks made by the reviewing officer and/or the commanding officers of the two units that have been deactivated. Following remarks the old commanders return to their seats. After these remarks the unit is brought back to attention.

10. The commander or officer activating the unit and sergeant major move forward to the color guard. As they approach the color guard the organizational color bearer takes the cased colors from the sling and lowers it sufficiently for the commander, assisted by the sergeant major, to uncase the organization's colors. As the colors are uncased;

NARRATOR READS PERTINENT EXTRACTS FROM THE ORDERS ACTIVATING THE UNIT.

After the new organizational color is uncased the color bearer returns it to the carry. The commander returns to his/her post and the sergeant major departs from the field.

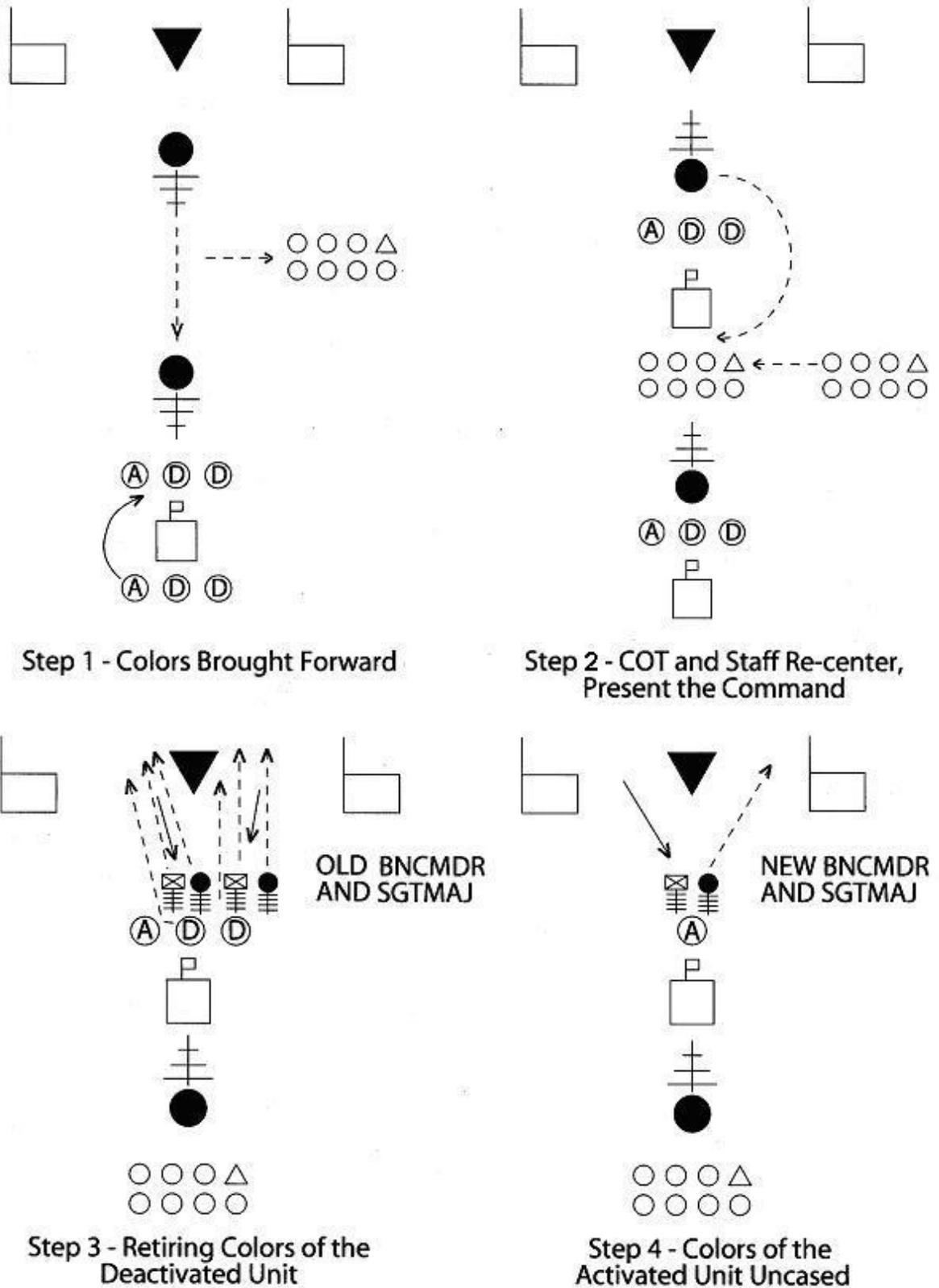


Figure 21-2.--Colors Center.

11. Commander commands **"POST THE GUIDONS."** The first sergeants face about and remove the new unit guidons from their position in the stand, unfurl it and march together by the most direct route to a position directly in front of the appropriate guidon bearer. (See figure 21-3.) They will pass the new guidon to the guidon bearer and then return to their normal position in the formation.

Note: At the start of this ceremony the two deactivating units each have a Headquarters and Service Company. Once the merger has occurred and the new unit activated the Headquarters and Service Company of the right battalion becomes the new Headquarters and Service Company.

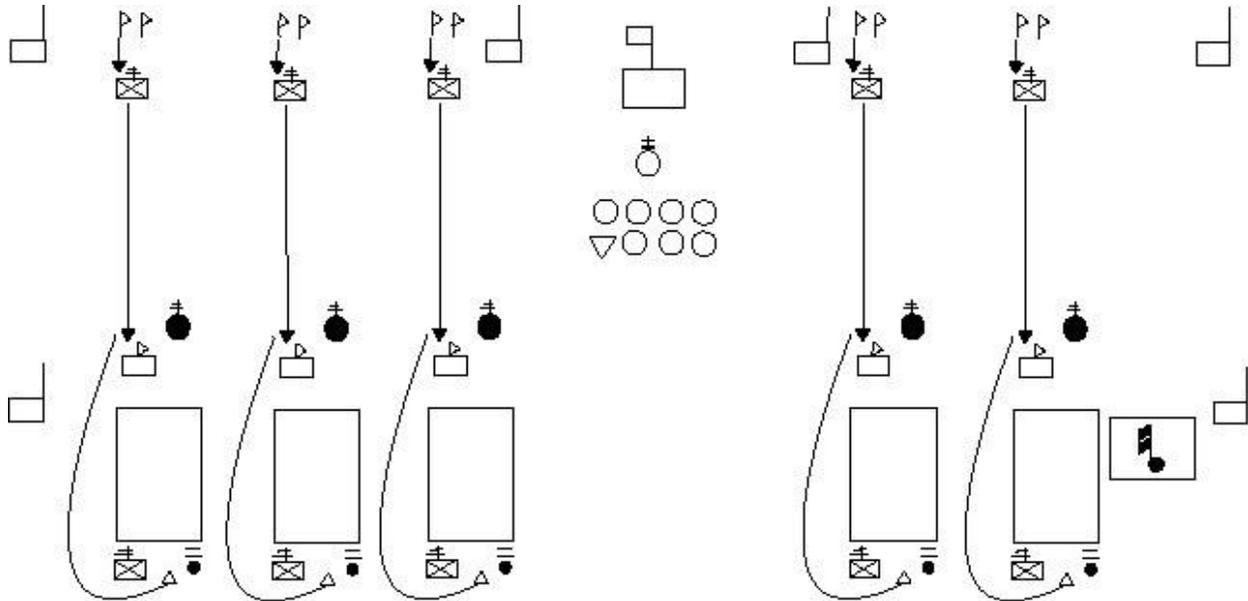


Figure 21-3.--Post the Guidons.

12. Commander commands **"PRESENT THE COMMAND."**

a. The commander of troops will present the command as outlined in paragraph 17006. After the command is presented and brought back to the order it is placed at parade rest and the new commander delivers remarks.

b. After all remarks are completed the command is brought to attention and the colors are posted. The new unit's organizational colors will follow the color guard back to the line of troops and when the color guard countermarches, the organizational colors will march around and resume its position in the formation behind the color guard.

13. At this point the command will march in review as described in chapter 17.

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SECTION II: CEREMONIES

CHAPTER 22

HONORS

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MARINE CORPS DRILL AND CEREMONIES MANUAL

SECTION II: CEREMONIES

CHAPTER 22

HONORS

22000. PRESCRIBED HONORS

1. See *U.S. Navy Regulations* for tables of prescribed honors to be rendered afloat.
2. Except as set forth below, the same salutes, honors, and ceremonies, insofar as practicable, are rendered in connection with official visits to Naval stations and Marine Corps posts and bases as are rendered on similar visits to Navy ships.
3. Normally, a unit other than the interior guard will be detailed as the honor guard at shore-based establishments.
 - a. For a personage who merits a full guard, the honor guard will usually consist of at least two platoons of riflemen, a band and colors.
 - b. If sufficient personnel are not available to meet this requirement, the full guard will consist of not less than one platoon of riflemen.
 - c. For a personage who merits the guard of the day, the honor guard will consist of one platoon of riflemen.
 - d. The band and colors will not be included unless the guard consists of at least two platoons.
4. The following elements required in honors afloat are omitted when rendering honors ashore:
 - a. Manning the rail.
 - b. Piping alongside or over the side.
 - c. Side boys.
5. Only persons who are entitled honors and actually participate in any of the ceremonies described in chapter 15 will be accorded honors during the ceremony. If several persons rate honors are participating in the same ceremony then normally only the senior will receive honors. The exception to this is during a change of command when multiple honors may be appropriate.
6. The senior person participating has the option of differing honors to another that is also participating. Also, a person entitled to honors may differ a gun salute and elect instead to receive only musical honors.

22001. RENDERING HONORS TO PERSONAGES ARRIVING FOR OFFICIAL VISITS ASHORE

1. See *U.S. Navy Regulations* for the appropriate musical honors, gun salutes and display of personal or national flags.

2. Officers and noncommissioned officers will normally be armed with the sword for these ceremonies. At such locations where the sword is not required, or available, those individuals will be armed with the pistol. Personnel so armed will execute the hand salute in lieu of present sword, and during the inspection of the honor guard, will execute inspection arms as the personage halts at their position.

3. The commanding officer, senior officer present, or the representative of either, is the host and participates in the ceremony described herein. The commander ascertains from the visiting personage whether he/she desires to inspect the honor guard, or to pass around the honor guard as in a review, or to do neither. The commander also ascertains from the visiting personage whether, following any of the three alternatives above, he/she desires the honor guard to march in review, or does not so desire. The commander then advises the personage of the action to be taken in the ceremony.

4. Prior to the arrival of the visiting personage, the honor guard will form on line at normal interval and at closed ranks. Platoon commanders are 6 paces in front of and centered on their platoons. The band takes position to the right of and on line with, the honor guard. The colors are posted in the center of the formation, excluding the band, and on line with the honor guard. Commander of the honor guard is 12 paces in front of and centered on the color guard.

5. The field music sounds attention upon appearance of the visiting personage, and the honor guard is called to attention. The host welcomes the personage and escorts him/her to a position directly in front of and facing the commander of the honor guard, and takes his/her position to the left of the personage. The distance of this position from that of the commander of the honor guard will depend on local conditions, but it should be sufficient to permit the band and honor guard to pass in review. If sufficient space is not available to permit the march in review, the host will so inform the personage. The commander of the honor guard then executes carry sword, faces about and commands **"Present, ARMS."** and the honor guard goes to present arms. The commander of the honor guard then faces about again and presents sword.

6. As the commander of the honor guard executes present sword, the band plays the appropriate honors. If a gun salute is to be fired, it is begun immediately after the last note of the music. During rendering of honors and the firing of the gun salute, all observers in the vicinity of the honor guard formation stand at attention facing the personage, or if he/she is not in view, toward the honor guard formation. Observers in uniform shall salute during the playing of musical honors and the firing of the gun salute.

7. If a personal flag or a foreign national flag is to be displayed during the visit, it is hoisted at the first note of the music. If a foreign national flag is to be displayed during the gun salute, it is hoisted or unfurled at the sound of the first gun salute and hauled down, or furled, at the sound of the last gun salute. If the personage merits display of the national flag during the gun salute, it is not necessary to display another ensign if one is already flying from the flagstaff of the installation.

8. On completion of musical honors or the gun salute, the commander of the honor guard executes carry sword, faces about and commands **"Order, ARMS,"** and the honor guard goes to order arms. The commander of the honor guard then faces about again, executes present sword, and reports **"Sir/Ma'am, the honor guard is formed."**

9. If the personage desires to inspect the honor guard, the host escorts the personage to a position 3 paces in front of the position of the commander of the honor guard.

a. The commander of the honor guard then executes carry sword, faces about and commands **"PREPARE FOR INSPECTION."**

b. The platoon commanders go to carry sword, face their platoons, and from right to left command **"Open Ranks, MARCH."** The platoon executes open ranks and the platoon commander moves to verify alignment as described in paragraph 9016. After verifying alignment the platoon commander moves to a position 1 pace to the right of and 3 paces in front of the guide, halts, faces down the front rank and commands **"Ready, FRONT"** and **"COVER."** The platoon commander then takes 1 step forward, halts, so that he/she is now 3 paces in front of the guide, faces right and goes to order sword.

c. When all platoons have opened ranks and the platoon commanders are in position 3 paces in front of the guide, facing front, the commander of the honor guard faces about, executes present sword, and reports **"Sir/Ma'am, the honor guard is prepared for your inspection."**

d. The commander of the honor guard then guides the personage, accompanied by the host and others of the official party, through the inspection, remaining at carry sword. The inspection commences at the right front of the band and proceeds along the line of platoons. As the personage halts in front of the platoon commander, the platoon commander executes present sword, and after being personally inspected, goes to carry sword, takes position on the right of the personage, and precedes the personage throughout the inspection of the platoon.

e. The band begins playing as soon as the commander of the honor guard, the personage and the party step off in the direction of the band.

f. Each member of the platoon will execute the movements to inspection arms for their weapon as the personage to be honored approaches, regardless of whether this personage halts and faces him directly or not. If the personage does not halt, and after the last member of the official party has passed the Marine's position, each member of the honor guard will execute port arms and order arms without command.

g. Upon completion of the inspection of the Marine's platoon, the platoon commander, having led the personage down the rear of the last squad executes a column left and halts 3 paces in front of the guide to receive the inspection critique. The platoon commander exchanges salutes with the personage, permits the personage and host to pass in front of the platoon, faces to the left and commands **"Close Ranks, MARCH."** The platoon executes close ranks as described in paragraph 9017 and the platoon commander moves to a position 6 paces in front of, and centered on the platoon, halts, facing front, and goes to order sword.

h. The inspecting party renders salutes as they pass in front of the colors, but not when passing to the rear of the colors.

i. After completing the inspection of the platoon(s), the inspecting party passes around the rear of the formation and the right flank of the band. The commander of the honor guard executes a column left and moves to a position 3 paces in front of the right flank of the band and halts facing front. The personage receiving the honors halts in front of and facing the commander of the honor guard. Salutes are exchanged and the personage, host and other members of the inspecting party step off to their next position to receive the march in

review. When the personage and the party have cleared his/her path, the commander of the honor guard steps off and returns to his/her post halts facing front and goes to order sword.

j. The band stops playing.

10. If the personage does not desire to inspect, but merely to pass around the honor guard, the host, after the commander of the honor guard has reported **"Sir/Ma'am, the honor guard is formed,"** escorts the personage directly toward the right front of the band. The commander of the honor guard executes carry sword, faces to the right as in marching, and proceeds to a point where he/she joins the personage and host, and troops the line.

a. The band begins playing.

b. The order of precedence for the inspecting party, from left to right as they march down the line is: personage, host, and commander of the honor guard.

c. The commander of the honor guard guides the personage along the front of the band, across the front of the honor guard between the front rank and platoon commanders.

d. The inspecting party then passes along the left flank and rear of the honor guard and around the right flank of the band. The commander of the honor guard executes a column left and moves to a position 3 paces in front of the right flank of the band and halts facing front. The personage receiving the honors halts in front of and facing the commander of the honor guard. Salutes are exchanged and the personage, host and other members of the inspecting party step off to their next position to receive the march in review. When the personage and the party have cleared his/her path, the commander of the honor guard steps off and returns to his/her post, halts facing front and goes to order sword.

e. The band stops playing.

11. If the personage desires the honor guard to pass in review only, or to pass in review following an inspection or pass around, he/she will command the commander of the honor guard to **"March the Guard in Review, Sir."**

a. The commander of the honor guard executes carry sword, faces about and commands **"PASS IN REVIEW."** The band then changes direction on the line of march and halts.

b. The commander of the honor guard then commands **"Right, FACE."** The guard executes. The platoon commanders go to carry sword and move to their position at the head of their platoons.

c. The commander of the honor guard then commands **"Right Shoulder, ARMS."** The guard executes. The color guard goes to carry colors executes a right turn and halts.

d. The commander of the honor guard then moves to a position behind the band and at the head of the column of troops formed by the guard.

e. The commander of the honor guard then commands **"Forward, MARCH."** The band and guard step off simultaneously and marches in review. The commander of the honor guard salutes and executes eyes right without command, when 6 paces from the host and visiting personage, and without command terminates the salute and eyes right when 6 paces past the host and visiting personage.

f. Platoon commanders give their platoons the command of **"Eyes, RIGHT"** when 6 paces from the host and visiting personage. Platoon commanders will give their platoons the command of **"Ready, FRONT"** when the last element of the platoon is 6 paces past the host and visiting personage.

g. The band leader, the drum major and the color guard execute eyes right and salute when 6 paces from the host and visiting personage and then execute ready front when 6 paces past the host and visiting personage

h. After the band has passed the position of the host and visiting personage the band executes three column left movements so as to position themselves in front of and facing the host and visiting personage and approximately 12 paces from the left flank of the marching units. The band continues to play and marches from the field following the last marching unit of the honor guard to pass in review.

i. The commander of the honor guard, after passing in review, continues to march down the line of march and leads the honor guard from the field to a designated area and dismisses the guard.

12. If the personage does not desire to have the honor guard pass in review, the commander of the honor guard executes carry sword, faces about and commands **"Present, ARMS."** The honor guard executes present arms. The commander of the honor guard then faces the visiting personage and executes present sword. When the personage returns the salute the commander of the honor guard executes carry sword, faces the honor guard and commands **"Order, ARMS."** The honor guard goes to the order. The commander of the honor guard then faces the visiting personage and goes to order sword. The honor guard remains at attention until the visiting personage has departed. At that time the honor guard is dismissed.

13. The conduct of honor guard ceremonies as outlined above may be modified by commanders when the nature of the ground or exceptional circumstances require such changes.

14. Procedures for the conduct of a joint service honor guard will be as directed by the service commander charged with the conduct of the ceremony.

15. The conduct of honor guard ceremonies at Marine Barracks, Washington, DC. will be conducted as prescribed by the Commandant of the Marine Corps.

22002. RENDERING HONORS TO PERSONAGES DEPARTING AFTER OFFICIAL VISITS ASHORE

1. Honors are rendered upon the departure of a personage entitled to honors in the same manner in which they were rendered upon arrival with the following exceptions:

a. Generally, if the personage inspected the honor guard upon arrival, the host advises him/her that another inspection on departure is not expected.

b. The honor guard will not pass in review.

c. Honors do not commence until the personage has completed their personal farewells.

d. If a gun salute is to be fired, it will begin just prior to the time the personage leaves the area where honors are rendered.

e. If a personal or foreign national flag has been flown during the visit, it will be hauled down upon the last note of musical honors, if no gun salute is fired, or when the last gun is fired.

22003. ESCORTS OF HONOR

1. Escorts of honor are detailed to receive and escort civilian and military persons of high rank. Troops ordered to this duty are selected for their military appearance, bearing and superior discipline.
2. The escort is formed in line opposite the place where the person to be honored is to present himself/herself. The band forms on the flank of the escort in the direction toward which the escort is to march. The escort is brought to attention upon the appearance of the person to be honored. When he/she has taken the position from which he/she will receive the honors, the escort is brought to present arms, and honors due his/her rank are rendered. Upon completion of the honors, the escort is brought to order arms.
3. Ordinarily, the person so honored will, upon completion of the honors, inspect the escort. The escort then forms in column and takes up the march. The honored person with their staff or retinue, take position in the rear of the column. When the personage leaves the escort, the Marine again forms in line; and when he/she has taken position from which to receive them, honors are rendered as upon his/her arrival.
4. When the position of the escort is a considerable distance from the point where the person to be honored is received--where a court yard or wharf intervenes--a double line of sentries, facing inboard, is posted from that point to the escort. These sentries salute as the honored personage passes their individual positions. In this case, an officer is detailed to accompany the honored personage from the place of reception to the escort.

22004. ADDITIONAL HONORS. For prescribed honors due vessels passing close aboard, dignitaries embarked in boats passing close aboard, and ships passing Washington's tomb, see *U.S. Navy Regulations*.

22005. GUN SALUTE

1. Organization
 - a. The number of guns used will be per local SOP.
 - b. The size of the gun crew will be per local SOP.
2. Positioning the Gun for a Salute
 - a. When selecting a position ensure there is no flammable material in front of the gun line.
 - b. Lay all howitzers on line.
 - c. Ensure all personnel are kept a safe distance from the front of the gun line.
 - d. Sight the gun line so that it points away from buildings and the ceremony area.

e. Distance between howitzers will of course be dependent on space provided. However, optimum distance between howitzers is 12 paces.

f. Weapons will be at "center-T" and cradle locking strut removed.

g. Lunette will be in the up position.

3. Conduct of the Gun Salute

a. At the proper time the battery gunnery sergeant will march the battery on line 3 paces to the rear of the guns. Individual sections will not march past their respective gun. When the third gun is almost in position the battery gunnery sergeant will give "**Mark Time, MARCH**" and "**Battery, HALT.**" While marking time give the sections enough time to cover between their respective trails before giving "**HALT.**" After giving the battery "**HALT,**" the battery gunnery sergeant will face the battery opposite the direction of fire and receive the report from the section chief. Once the report has been given the battery gunnery sergeant will execute an about face and wait for the officer in charge/noncommissioned officer in charge to center himself/herself and receive the report.

Note: At this time the battery gunnery sergeant should be standing at the actual center of the battery.

b. The officer in charge/noncommissioned officer in charge and the timer will march on in the most direct manner to the battery gunnery sergeant. (Note: The timers position is one pace to the left and 1 pace to the rear of the officer in charge/noncommissioned officer in charge. Use whatever supplementary drill procedures necessary to ensure that is where the Marine is when the officer in charge/noncommissioned officer in charge executes his/her facing movement to receive the report.) After the battery gunnery sergeant reports the battery is formed, the officer in charge/noncommissioned officer in charge commands "**TAKE YOUR POST.**" The battery gunnery sergeant will move 1 pace to the right (opposite the timer) and 1 pace to the rear of the officer in charge/noncommissioned officer in charge. The battery gunnery sergeant will then face in the same direction as the officer in charge/noncommissioned officer in charge. (The direction of fire.) After the officer in charge/noncommissioned officer in charge, timer and battery gunnery sergeant are in place they are commanded as the "**Staff**" ("**Staff, ATTENTION;**" "**Staff, Parade, REST;**" etc.). At this time all commands are coming from the officer in charge/noncommissioned officer in charge.

c. The officer in charge/noncommissioned officer in charge commands "**POST,**" at this time the sections will execute an about face. The officer in charge/noncommissioned officer in charge then commands "**MARCH,**" and all sections will march in the most direct manner to their respective positions. Once the Marines are in place, still facing in the direction of fire, the section chiefs in gun order will command "**Ready, FACE.**" The Marines face inboard.

d. The officer in charge/noncommissioned officer in charge commands "**LOAD**" and the loader will load a round. The breeches will be closed in gun order and the loader then comes back to the position of attention.

(Note: This only occurs on the first round, after that loading will occur as quickly as possible.)

e. If there is a substantial amount of time the officer in charge/noncommissioned officer in charge may give "**Parade, REST.**" When "*Ruffles and Flourishes*" is sounded the crew must be at attention.

f. On the last note of "*Ruffles and Flourishes*" the first round is fired. The timer starts the stopwatch on the first round. For most salutes, rounds must be fired every 5 seconds. That means on every 5-second mark a round must sound. In order for this to happen you must compensate. The officer in charge/non-commissioned officer in charge may either use hand and arm signals to fire each weapon or use verbal commands. (Example: Drop of the arm or "**NUMBER __ FIRE.**") When using the verbal command do not use the traditional "Stand-by Fire" use "**NUMBER __ FIRE.**" Normally the timer must command "**TIME**" every 3 seconds after a round has fired. To make this easy, use every 3, 8, 13, 18, 23, 28, 33, 38, etc, seconds. It is on these seconds the timer would command "**TIME**" to have a round go off at 5, 10, 15, 20, 25, 30, 35, 40, etc., seconds.

g. After firing a round loading is automatic. Loader will keep loading until rounds stop firing. This is in case of a misfire. The procedure for loading is as follows; the section chief will fire the round and open the breech, the loader will catch the sleeve with the right hand give it to the ammo man and at the same time receive a prepared round from the ammo man and load it. The cycle is continuous.

h. It is the responsibility of the battery gunnery sergeant to count each round to ensure the proper amount of rounds is fired. The battery gunnery sergeant will, at a normal tone, count out loud to the officer in charge/noncommissioned officer in charge every round as well as marking them on a piece of paper. After the second to last round the Marine will command to the battery "**LAST ROUND.**"

i. After the last round is fired the officer in charge/noncommissioned officer in charge will command "**Battery, Hand, SALUTE**" or "**Staff, Hand, SALUTE,**" and "**Staff, Ready TWO**" or "**Battery, Ready TWO.**" After the hand salute the officer in charge/noncommissioned officer in charge commands "**UNLOAD.**" All breeches are cleared using the unloading procedure discussed above.

j. After unloading is complete the officer in charge/noncommissioned officer in charge commands "**POST,**" the battery Marines do whatever movement necessary to face opposite the direction of fire. Then the officer in charge/noncommissioned officer in charge commands "**MARCH,**" the battery Marines march back to their original 3 paces behind the gun line.

k. The officer in charge/noncommissioned officer in charge calls the battery gunnery sergeant to "**Center,**" and turns the battery over to the Marine. The officer in charge/noncommissioned officer in charge then faces and leave the area in the most direct manner.

l. Then the battery gunnery sergeant will either dismiss the battery or march them off in the most direct manner.

Note: Sometimes the battery will perform in conjunction with the ceremony and everyone may have to remain in position until the ceremony is over. When the battery is actually part of the ceremony and there is more of the ceremony to be conducted after the gun salute, the officer in charge/noncommissioned officer in charge will wait until the ceremony is concluded to march off.

4. Jams and Misfires

a. If a weapon jams or misfires that weapon is out of action for the rest of the ceremony. The ammo man of that gun will evenly distribute that gun's ammunition smartly and quickly. After the ammunition is distributed the ammo man will return to his/her position on the gun.

b. When a weapon jams or misfires during a ceremony it is now time to fall on your training. When the jam or misfire occurs the section chief will command **"MISFIRE."** As soon as the next section chief hears **"MISFIRE"** the Marine will fire without command. This must be done quickly to make up for any lost time.

22006. HONORS FOR OFFICIAL VISITS OF UNITED STATES OFFICERS (ARTICLE 1035)

Officer	Uniform	Gun Salute		Ruffles and Flourishes	Music	Guard	Side Boys
		Arrival	Departure				
Chairman, Joint Chiefs of Staff	Full Dress	19	19	4	General's or Admiral's March	Full	8
Chief of Staff, U.S. Army	Full Dress	19	19	4	General's March	Full	8
Chief of Naval Operation	Full Dress	19	19	4	Admiral's March	Full	8
Chief of Staff, U.S. Air Force	Full Dress	19	19	4	General's March	Full	8
Commandant of the Marine Corps	Full Dress	19	19	4	Admiral's March	Full	8
Commandant of the Coast Guard	Full Dress	19	19	4	Admiral's March	Full	8
General of the Army	Full Dress	19	19	4	General's March	Full	8
Fleet Admiral	Full Dress	19	19	4	Admiral's March	Full	8
General of the Air Force	Full Dress	19	19	4	General's March	Full	8
Generals	Full Dress	17	17	4	General's March		8
Admirals	Full Dress	17	17	4	Admiral's March	Full	8
Naval or other military governor, commissioned as such by the President within the area of his or her jurisdiction	Full Dress		17	4	General's or Admiral's March	Full	8
Vice Admiral or Lieutenant General	Full Dress		15	3	General's or Admiral's March	Full	8
Rear Admiral or Major General	Full Dress		13	2	General's or Admiral's March	Full	6
Rear Admiral (lower half) or Brigadier General	Full Dress		11	1	General's or Admiral's March	Full	6

Figure 22-1.--Honors Matrix.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 23

MARINE CORPS BIRTHDAY CAKE CUTTING CEREMONY

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PART II: CEREMONIES

CHAPTER 23

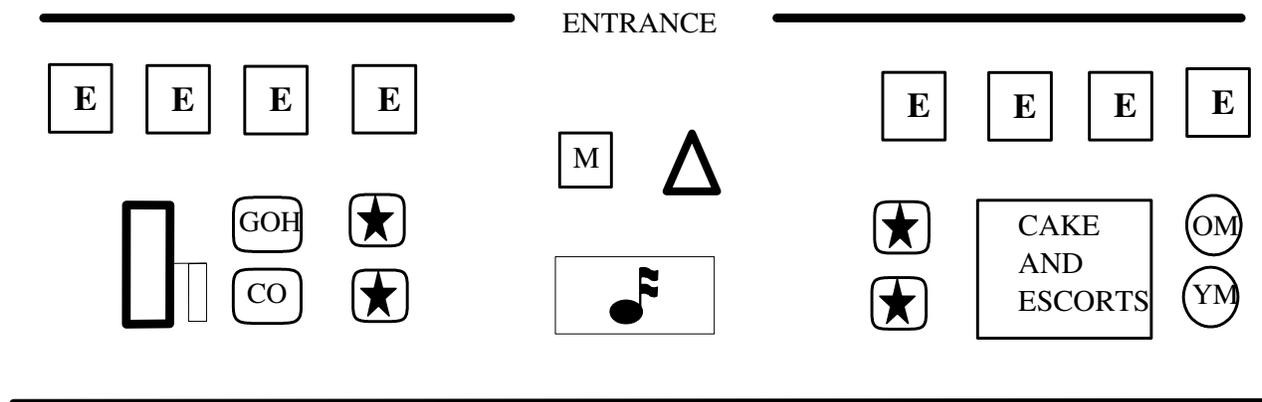
MARINE CORPS BIRTHDAY CAKE CUTTING CEREMONY

23000. GENERAL. The following procedure is prescribed as a guide for the conduct of the Marine Corps Birthday Cake Cutting Ceremony. It is outlined on the basis of a Marine Corps post commanded by a general officer. At post where no general officer is present, and a staff noncommissioned officer, enlisted or unit balls, modifications may be made as necessary to meet local conditions. Rehearsals must be conducted to ensure that the ceremony proceeds smoothly and precisely.

23001. SEQUENCE OF EVENTS FOR THE MARCH ON

1. H-Hour-15 Minutes. All participants in the ceremony are formed at the entrance to the ballroom. (See figure 23-1.) All bars, if any, will close.

CEREMONY LOCATION



LEGEND

- | | | |
|------------------|--------------------|-------------------------|
| = ESCORT | = GENERAL OFFICER | = ADJUTANT |
| = GUEST OF HONOR | = OLDEST MARINE | = DRUMMERS & TRUMPETERS |
| = CO/CG | = YOUNGEST MARINE | = MUSIC |
| | = NARRATOR/LECTURN | = COLOR GUARD |

Figure 23-1.--Participants Staged.

2. H-Hour-5 Minutes

a. Field music moves to position centered on the dance floor and sounds "Attention," followed by "Officers Call" (or "First Sergeant's Call" at staff noncommissioned officer/enlisted balls) and then departs the floor and returns to a position with the drummers and trumpeters. (See figure 23-2.)

b. The escorts draw swords and go to parade rest.

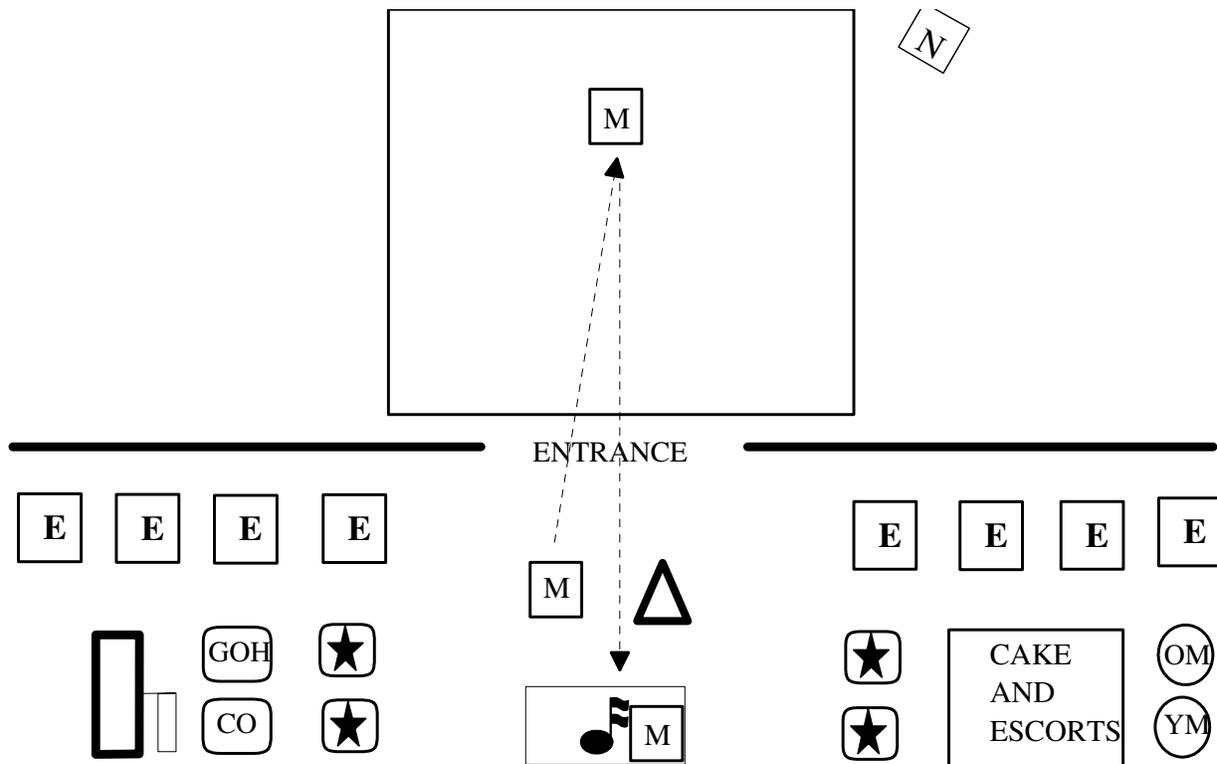


Figure 23-2.--Music's Movements.

NARRATOR: "GOOD EVENING LADIES AND GENTLEMEN, WELCOME TO THE UNITS NAME BALL CELEBRATING THE # OF BIRTHDAY (e.g., 221ST) BIRTHDAY OF OUR CORPS. (INVOCATION OPTIONAL) PLEASE RISE AS NAME OF CHAPLAIN DELIVERS THE INVOCATION." Chaplain delivers the invocation.

NARRATOR: "LADIES AND GENTLEMEN PLEASE BE SEATED AS THE CEREMONY IS ABOUT TO BEGIN."

3. H-Hour. The adjutant moves to a position at the far end of the dance floor from the entrance, halts faces the entrance, and draws sword. (See figure 23-3.)

4. Adjutant commands "SOUND ATTENTION." Field music sounds "Attention." Escorts execute attention without command.

5. Adjutant commands "SOUND ADJUTANT'S CALL." Field music sounds "Adjutant's Call."

a. Drummers take up the beat at the last note, and after a brief interval, drummers and trumpeters march onto the dance floor playing the "*Foreign Legion March*." Drummers and trumpeters march down a cleared lane to the far end of the dance floor, countermarch just in front of the adjutant, and followed by the adjutant, march back to the main entrance, countermarch again, and halt. Drummers and trumpeters then move sufficient distance left or right to clear the entrance doorway.

Note: If the ballroom is too small for the drummers and trumpeters to remain on the dance floor, or if they are part of the main band, then they would march from the ballroom and rejoin the band.

b. The adjutant moves to a position behind the cake. The march is ceased on command of the drum major. (See figure 23-3.)

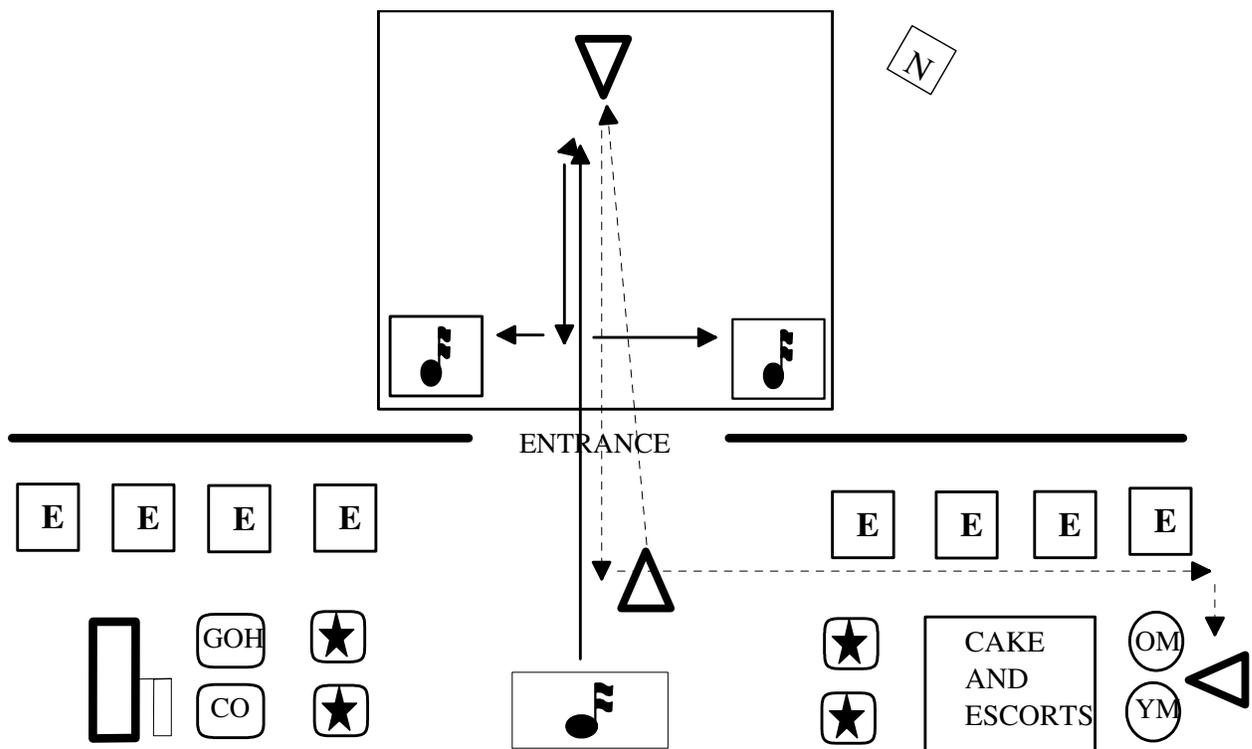


Figure 23-3.--Adjutant, Drummers and Trumpeters Movements.

6. Senior escort commands "**Forward, MARCH.**"

a. Band commences playing "*Semper Fidelis*."

b. The two senior escorts (1st pair) enter the ball room together and march to their position at the far end of the dance floor, halt, face outboard, march forward to their position (4-8 paces) halt, face about and go to order swords.

c. The remainder of the escorts step off by twos (2nd pair, 3d pair, etc.) from senior to junior, at 4-pace intervals and move to their position on the

dance floor in the same manner as the lead escorts, the two lines forming the two long sides of a hollow rectangle. (See paragraph 23005 for the recommended composition of escorts.)

d. Once all escorts are in position and at order sword, general officers, if present, enter the ball room in pairs from the main entrance, march down the line of escorts to their position at the far end of the dance floor, halt and face the entrance thus forming the third side of the rectangle.

e. Two spaces are left open in the center of the line of general officers. When all are in position the band stops playing.

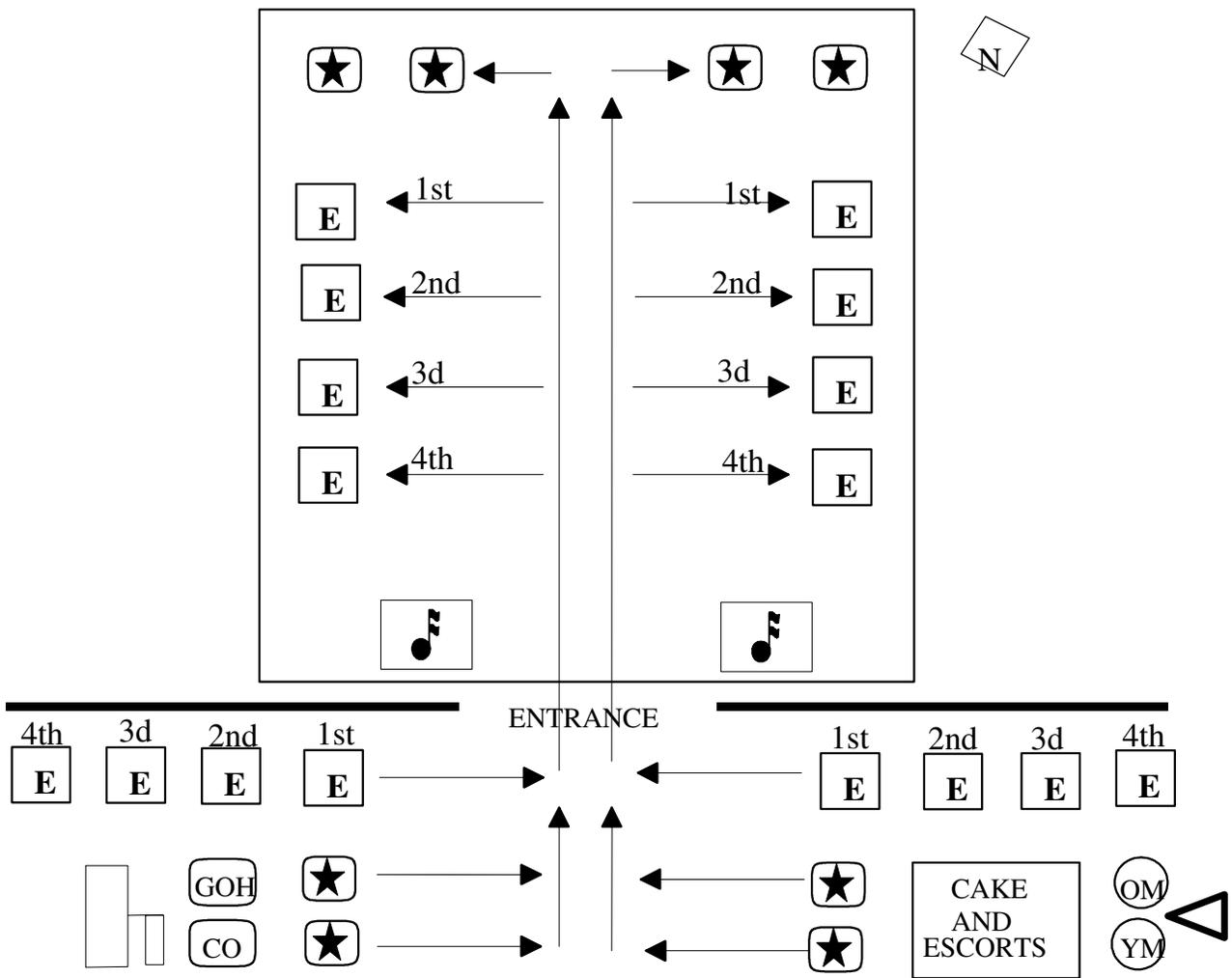


Figure 23-4.--March on of General Officers and Escorts.

f. Field music sounds "Attention." The commanding general (see note) and the guest of honor enter the ballroom together and move to a position centered between the line of escorts and halt. (See figure 23-5.)

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR HONORS TO THE COMMANDING GENERAL (GUEST OF HONOR AND COMMANDING OFFICER) AND REMAIN STANDING FOR THE MARCH ON OF THE COLORS, THE "NATIONAL ANTHEM" AND THE ENTRY OF THE TRADITIONAL BIRTHDAY CAKE."

Note: At a ball where neither the guest of honor nor the escort rate musical honors then the narrator makes the above statement but no musical honors are rendered. The escorts simply **"Present, ARMS."** In this case the line of general officers would be omitted.)

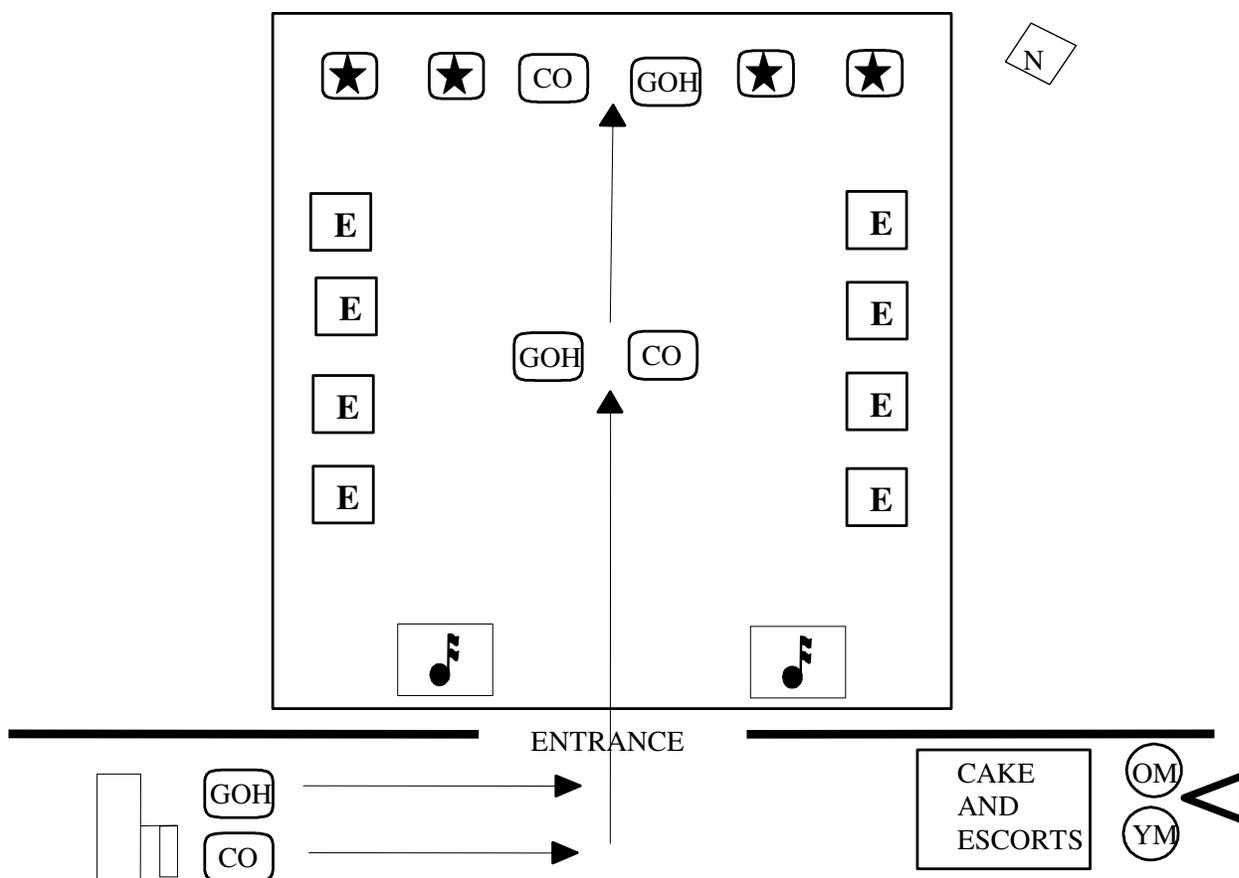


Figure 23-5.--Movements of the Commanding General (or Commanding Officer) and Guest of Honor.

7. The senior escort commands **"Present, SWORD."** The escorts execute present sword. The band plays appropriate musical honors. The commanding general (or commanding officer) and the guest of honor return the salute if covered. After the last note of honors the commanding general (or commanding officer) and guest of honor terminate their salute.

8. The senior escort commands **"Order, SWORD."** The escorts execute order sword. The commanding general (or commanding officer) and guest of honor move to their positions in the line of general officers, halt and face about. (See figure 23-5.) When both are in position.

9. Field music sounds "*Attention.*" The color guard enters the ballroom at the carry and marches to a point halfway down the line of escorts, halts and remains at the carry (see figure 23-6).

10. The senior escort commands "**Present, SWORD.**" The escorts present sword.

a. Commanding general (or commanding officer), guest of honor and general officers, if covered, salute on the first note of the music.

b. The color guard riflemen execute present arms from the carry on the command of present sword by the senior escort. The band then plays the "*National Anthem.*" The organizational colors presents on the first note of the music and returns to the carry on the last note.

c. Commanding general (or commanding officer), guest of honor and general officers, if covered, cut their salute on the last note of the music.

11. The senior escort commands "**Order, SWORD.**" The escorts order sword.

a. The color guard riflemen return to the carry. The color guard then marches forward to the far end of the dance floor, countermarches and marches back down the line of escorts to their position by the main entrance, countermarches, halts and goes to the order. The color guard then separates by executing sufficient left and right steps for the cake and escorts to enter the ballroom. (See figure 23-6.) Once the color guard is in position.

b. Field music sounds "*Attention.*"

c. The band then plays the "*Marines Hymn*" (slow version) and the cake escorts (see paragraph 23005.3 for the recommended composition of the cake escorts) enter the ballroom. Between them they push a serving cart on which are placed the birthday cake, a Marine sword (officer or noncommissioned officer), two plates, three forks and napkins. The oldest and youngest Marine present, and adjutant follow the cake. The escorts slowly roll the cake to a position in front of the commanding general (or commanding officer), halt, take one side step and face inboard toward the cake. (See figure 23-7.) The band stops playing.

NARRATOR: "LADIES AND GENTLEMEN PLEASE BE SEATED."

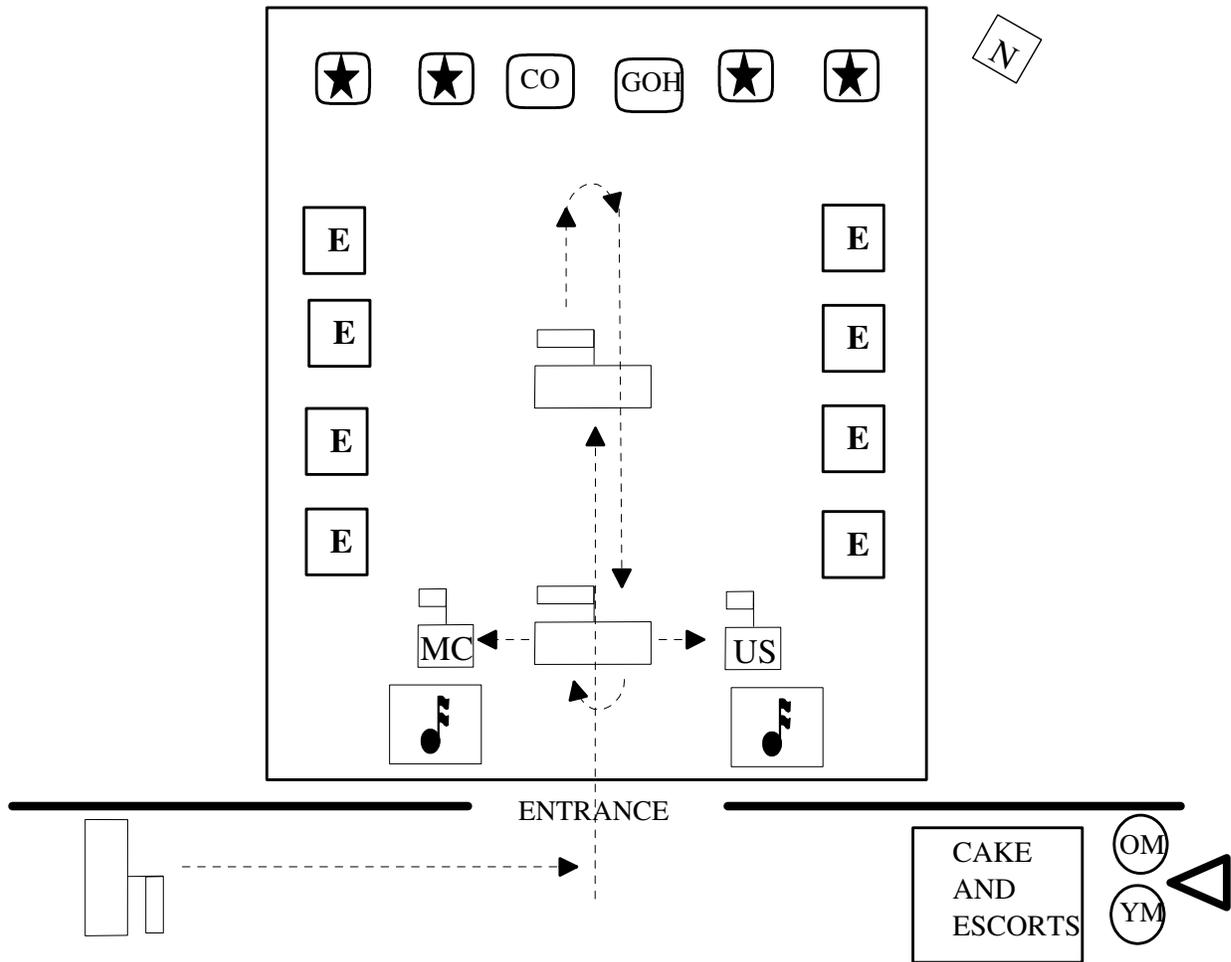


Figure 23-6.--Movements of the Color Guard.

12. The senior escort commands **"Parade, REST."** All escorts, cake escorts, color guard, band, general officers and guest of honor execute.

a. The adjutant remains at attention, faces about goes to order sword, and moves the sword into the position for reading documents described in chapter 5. The adjutant carries the scroll under the left arm in the same manner as a cased sword would be carried.

b. The adjutant then unfurls the scroll containing General Lejeune's Message and prepares to read it after the narrator has read the introductory statement.

Note: In particularly large formations or facilities where the adjutant may be hard to hear and/or a wireless microphone is not available, the narrator may read General Lejeune's Message. In that case the adjutant would remain at carry sword during the reading of the message.

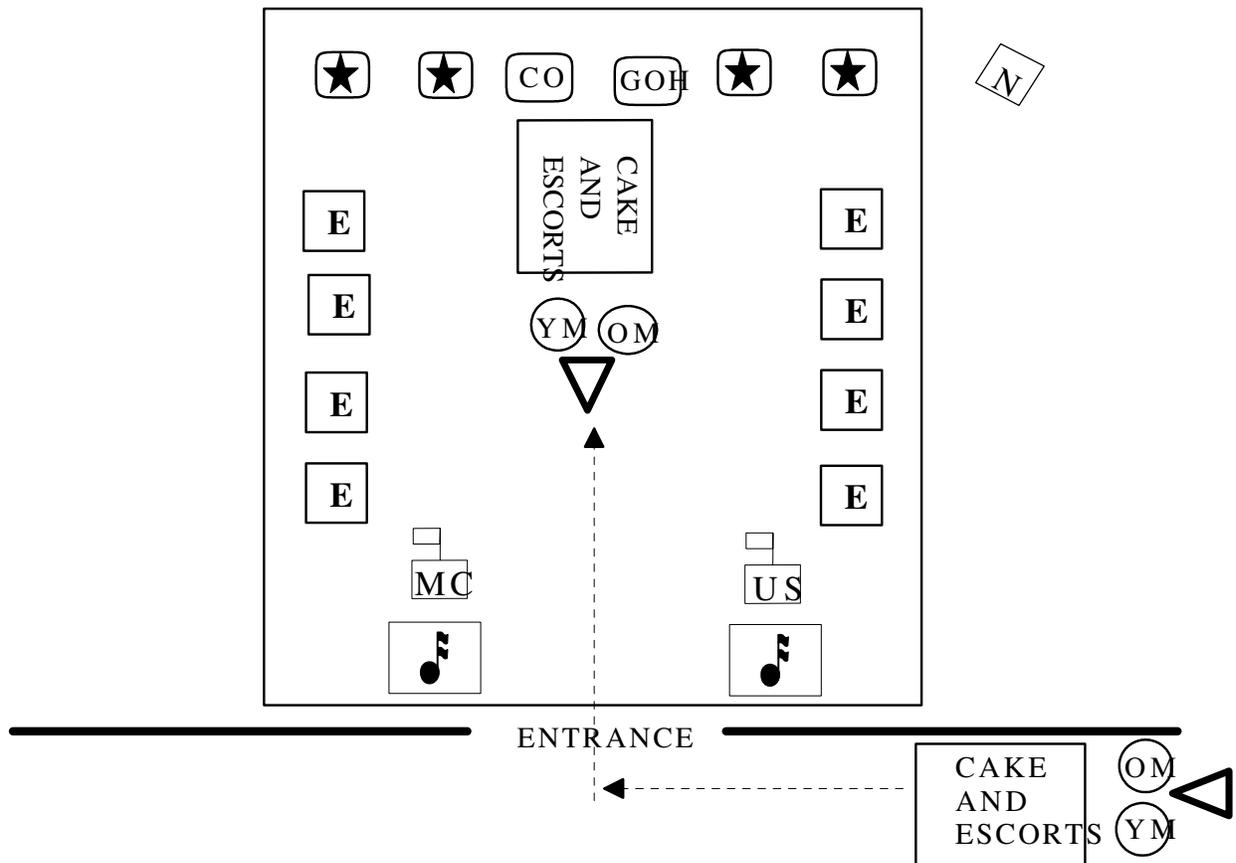


Figure 23-7.--Movements of the Cake.

23002. READING THE MESSAGES AND CUTTING THE CAKE

1. The narrator begins this portion of the ceremony by reading the introductory statement to General Lejeune's traditional birthday message.

NARRATOR: "ON NOVEMBER 1ST, 1921, JOHN A. LEJEUNE, 13TH COMMANDANT OF THE MARINE CORPS, DIRECTED THAT A REMINDER OF THE HONORABLE SERVICE OF THE CORPS BE PUBLISHED BY EVERY COMMAND, TO ALL MARINES THROUGHOUT THE GLOBE, ON THE BIRTHDAY OF THE CORPS. SINCE THAT DAY, MARINES HAVE CONTINUED TO DISTINGUISH THEMSELVES ON MANY BATTLEFIELDS AND FOREIGN SHORES, IN WAR AND PEACE. ON THIS BIRTHDAY OF THE CORPS, THEREFORE, IN COMPLIANCE WITH THE WILL OF THE 13TH COMMANDANT, ARTICLE 38, UNITED STATES MARINE CORPS MANUAL, EDITION OF 1921, IS REPUBLISHED AS FOLLOWS:

ADJUTANT/NARRATOR: ON NOVEMBER 10TH, 1775, A CORPS OF MARINES WAS CREATED BY A RESOLUTION OF THE CONTINENTAL CONGRESS. SINCE THAT DATE MANY THOUSAND MEN HAVE BORE THE NAME MARINE. IN MEMORY OF THEM IT IS FITTING THAT WE WHO ARE MARINES SHOULD COMMEMORATE THE BIRTHDAY OF OUR CORPS BY CALLING TO MIND THE GLORY OF ITS LONG AND ILLUSTRIOUS HISTORY.

THE RECORD OF OUR CORPS IS ONE WHICH WILL BEAR COMPARISON WITH THAT OF THE MOST FAMOUS MILITARY ORGANIZATIONS IN THE WORLD'S HISTORY. DURING 90 OF THE FIRST

146 YEARS OF ITS EXISTENCE, THE MARINE CORPS HAS BEEN IN ACTION AGAINST THE NATION'S FOES. FROM THE BATTLE OF TRENTON TO THE ARGONNE, MARINES HAVE WON FOREMOST HONORS IN WAR, AND IN THE LONG ERAS OF TRANQUILLITY AT HOME. GENERATION AFTER GENERATION OF MARINES HAVE GROWN GRAY IN WAR, IN BOTH HEMISPHERES, AND IN EVERY CORNER OF THE SEVEN SEAS, THAT OUR COUNTRY, AND ITS CITIZENS MIGHT ENJOY PEACE AND SECURITY.

IN EVERY BATTLE AND SKIRMISH SINCE THE BIRTH OF OUR CORPS, MARINES HAVE ACQUITTED THEMSELVES WITH THE GREATEST DISTINCTION, WINNING NEW HONORS ON EACH OCCASION UNTIL THE TERM MARINE HAS COME TO SIGNIFY ALL THAT IS HIGHEST IN MILITARY EFFICIENCY AND SOLDIERLY VIRTUE.

THIS HIGH NAME OF DISTINCTION AND SOLDIERLY REPUTE, WE WHO ARE MARINES TODAY, HAVE RECEIVED FROM THOSE WHO HAVE PROCEEDED US IN THE CORPS. WITH IT WE ALSO RECEIVED FROM THEM THE ETERNAL SPIRIT WHICH HAS ANIMATED OUR CORPS FROM GENERATION TO GENERATION AND HAS BEEN THE DISTINGUISHING MARK OF MARINES IN EVERY AGE. SO LONG AS THE SPIRIT CONTINUES TO FLOURISH, MARINES WILL BE FOUND EQUAL TO EVERY EMERGENCY IN THE FUTURE AS THEY HAVE BEEN IN THE PAST, AND THE MEN OF OUR NATION WILL REGARD US AS WORTHY SUCCESSORS TO THE LONG LINE OF ILLUSTRIOUS MEN WHO HAVE SERVED AS "SOLDIERS OF THE SEA" SINCE THE FOUNDING OF THE CORPS."

2. The adjutant, without command, then puts away the scroll, returns to carry sword and exits the ballroom. Once clear of the ballroom the adjutant returns sword, this completes his/her portion of the ceremony.

NARRATOR: "THE INSPIRING MESSAGE OF OUR 13TH COMMANDANT HAS LEFT ITS MARK IN THE HEARTS AND MINDS OF ALL MARINES." The narrator would now read the current Commandant's birthday message.

NARRATOR: "LADIES AND GENTLEMEN A MESSAGE FROM THE COMMANDANT OF THE MARINE CORPS." (text inserted here)

Note: At this time the narrator may introduce the commanding general (or commanding officer)/guest of honor for their remarks. However, remarks may be deferred until after the cake is cut in which case skip to paragraph 23002.5.

NARRATOR: "LADIES AND GENTLEMEN, THE COMMANDING GENERAL (Name and title)."

3. The commanding general makes a few brief remarks and introduces the guest of honor, who makes appropriate remarks concerning the significance of the birthday, etc., remarks should be brief and to the point.

4. After the messages are read and remarks have been completed the commanding general and guest of honor move to the cake.

5. The oldest and youngest Marine move to position on the side of the cake nearest to the commanding general. As the commanding general approaches the cake the senior cake escort steps forward, takes the sword from the cake cart and delivers it to the commanding general by passing it over the left forearm, grip toward the commanding general. (See paragraph 5017.)

6. As the commanding general cuts the cake the band begins playing "Auld Lang Syne."

7. Assistance is rendered by the cake escorts in placing the pieces on the plate.
8. The first piece is given to the guest of honor who takes a bite and returns the plate to the cake escort.
9. The second piece is placed on a plate with two forks and given to the oldest Marine who takes a bite and passes the piece to the youngest Marine who takes a bite. The youngest Marine then returns the plate to a cake escort who places it back on the serving cart.
10. While the cake is being cut and presented the narrator reads:

NARRATOR: "LADIES AND GENTLEMEN, IT IS CUSTOMARY AT MARINE CORPS BIRTHDAY CELEBRATIONS WORLDWIDE FOR MARINES TO CUT A TRADITIONAL CAKE IN CELEBRATION OF THE BIRTH OF OUR ILLUSTRIOUS CORPS. THE FIRST PIECE IS GIVEN TO THE GUEST OF HONOR, NAME AND TITLE. THE NEXT PIECE IS GIVEN TO THE OLDEST AND YOUNGEST MARINES PRESENT, SYMBOLIZING THE EXPERIENCE AND THE YOUTHFUL SPIRIT THAT ARE HALLMARKS OF OUR CORPS. THE OLDEST MARINE PRESENT IS GRADE AND NAME. HE WAS BORN ON DATE IN CITY, STATE. HE WAS COMMISSIONED/ENLISTED IN THE MARINE CORPS ON DATE AND IS CURRENTLY ASSIGNED TO UNIT AND DUTIES. THE PASSING OF THE CAKE FROM THE OLDEST TO THE YOUNGEST MARINE SYMBOLIZES THE PASSING OF HISTORY AND TRADITIONS TO THE NEXT GENERATION. THE YOUNGEST MARINE PRESENT IS GRADE AND NAME. HE WAS BORN ON DATE IN CITY, STATE. HE WAS COMMISSIONED/ENLISTED IN THE MARINE CORPS ON DATE AND IS CURRENTLY ASSIGNED TO UNIT AND DUTIES."

11. After the youngest Marine has tasted and returned the cake, the commanding general, guest of honor, oldest Marine and youngest Marine return to their positions.

Note: If the commanding general (or commanding officer)/guest of honor did not make remarks before the cake was cut the narrator would introduce them at this time.

NARRATOR: "LADIES AND GENTLEMEN, THE COMMANDING GENERAL (name and title)." The commanding general makes a few brief remarks and introduces the guest of honor, who makes appropriate remarks concerning the significance of the birthday, etc., remarks should be brief and to the point.

23003. SEQUENCE OF EVENTS FOR THE MARCH OFF AND CONCLUSION OF THE CEREMONY

1. The march off is begun by moving the cake from in front of the line of general officer to a position out of the line of march. Once the oldest and youngest Marines are in position, the cake escorts take one-step forward face left or right and re-grasp the cake cart. The senior cake escort then quietly commands the cake escorts, oldest and youngest Marines to "**Forward, MARCH,**" and moves the cake detail from the dance floor in order to clear the way for the march off. (See figure 23-8.) The cake escorts, and oldest and youngest Marines then face towards the entranceway and remain in position.
2. The senior escort commands, "**Detail, ATTENTION.**" Detail executes. The color guard begins the march off by side stepping back to close interval and going to carry colors. (See figure 23-9.)

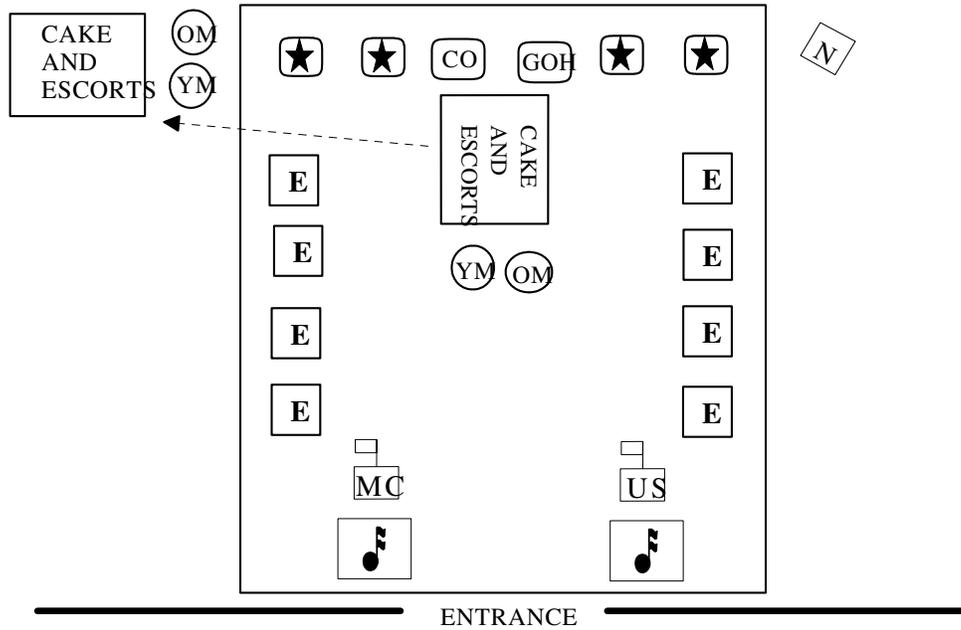


Figure 23-8.--Moving the Cake in Order to Clear the Line of March.

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR THE RETIRING OF THE COLORS AND THE MARCH OFF OF THE OFFICIAL PARTY."

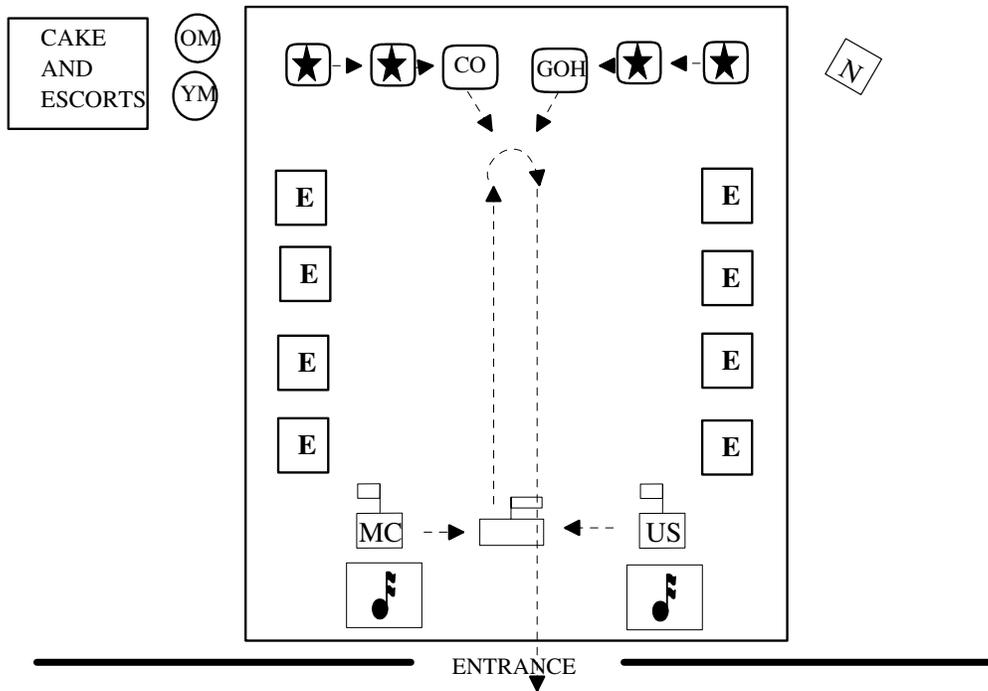


Figure 23-9.--March Off of Color Guard, Commanding General, Guest of Honor and General Officers.

3. The senior escort commands "**Present, SWORD.**" The escorts execute.
4. The color sergeant commands "**Forward, MARCH.**"
 - a. The band begins playing "*Semper Fidelis.*"
 - b. The color guard marches forward down the line of escorts to the far end of the dance floor, countermarches, marches back down the line of escorts and from the room. (See figure 23-9.)
 - c. When the colors have cleared the room the commanding general and guest of honor march down the line of escorts and from the room. When they have cleared the room they are followed in a similar manner by the remainder of the general officers, who march from the room in pairs until the last one has cleared the room. (See figure 23-9.)
5. The senior escort commands "**Carry, SWORD.**" The escorts execute.
 - a. The two senior escorts (1st pair) march forward to the centerline of the floor, halt, face the main entrance and march from the ballroom. (See figure 23-10.)
 - b. As each successive pair (2nd pair, 3rd pair, etc.) of escorts is uncovered by the preceding escorts, they march forward to the centerline of the dance floor, halt, face the main entrance and march from the ballroom. (See figure 23-10.)

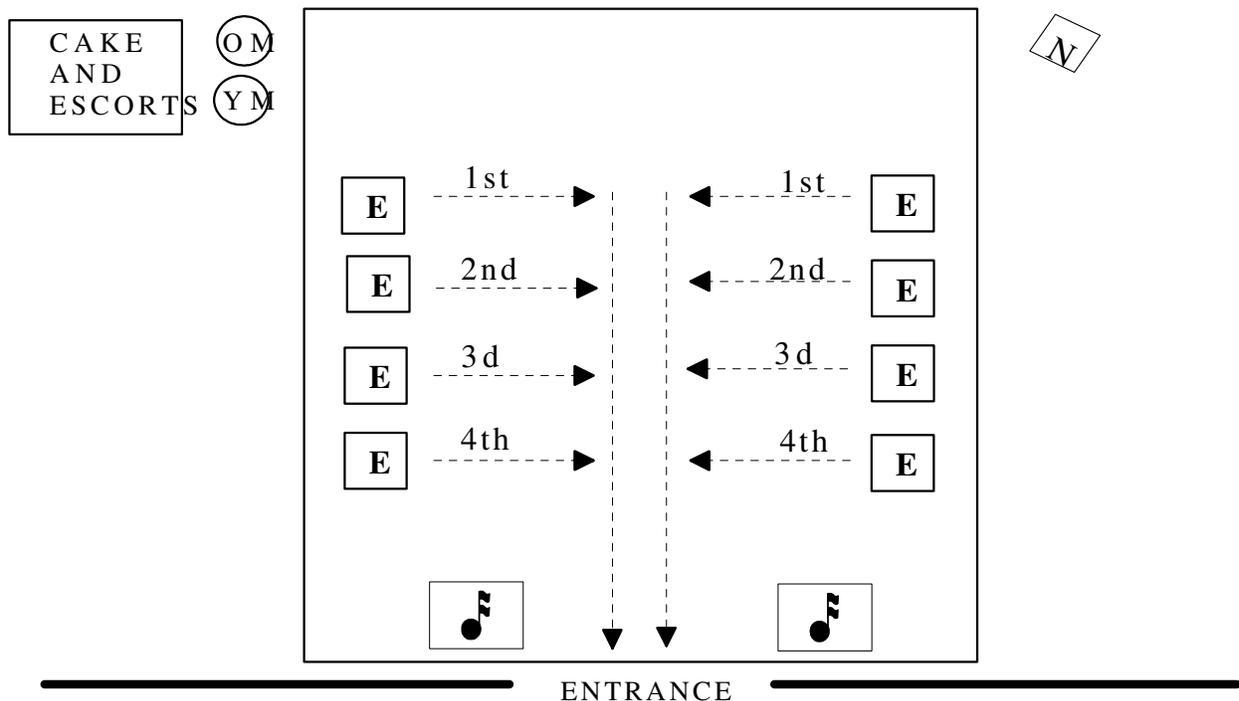


Figure 23-10.--Movements of the Escorts During the March Off.

c. After the last pair of escorts clear the room the band plays "Anchors Away" and "Marines Hymn."

Note: If the drummers and trumpeters marched out of the ballroom at the beginning of the ceremony then delete the next step.)

d. The drummers and trumpeters close by side-stepping to the right and left, take up the beat, march the length of the dance floor, countermarch, and march back down the floor and out of the entrance way. (See figure 23-11.)

e. As the last trumpeter clears the entranceway, the doors are closed, thus concluding the ceremony.

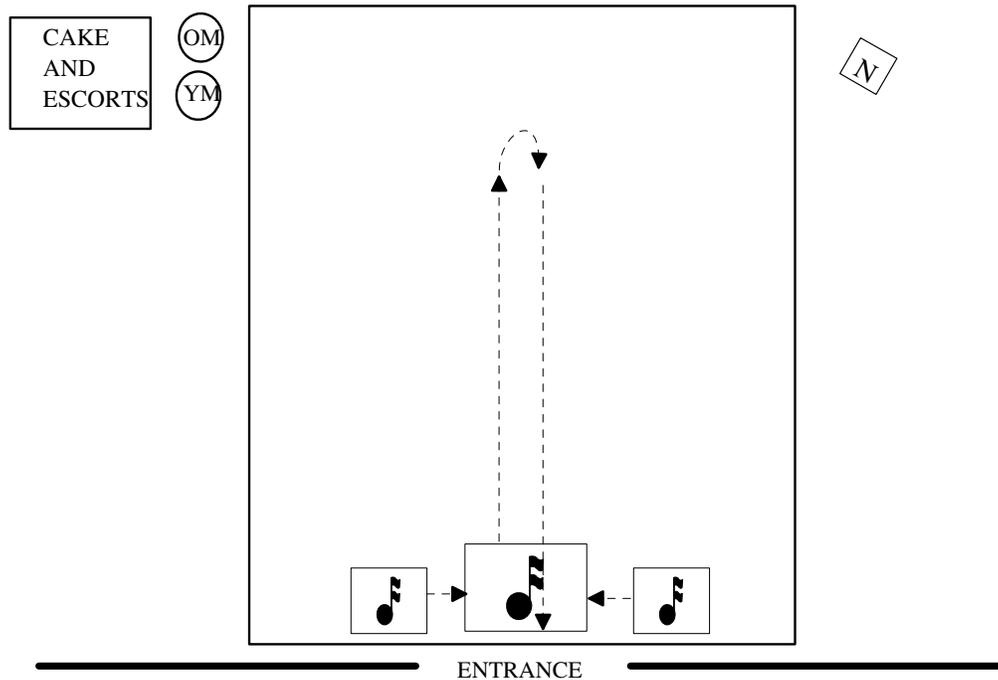


Figure 23-11.--Movements of the Drummers and Trumpeters During the March Off.

NARRATOR: "LADIES AND GENTLEMEN THAT CONCLUDES OUR CEREMONY. PLEASE ENJOY YOUR EVENING. THANK YOU."

Note: In the case where no general officer is in attendance substitute one of the following for the term "commanding general."

Unit/Officer's Ball	"Commanding Officer"
SNCO Ball	The rank of the senior enlisted present
Enlisted Ball	"Ball Committee Chairman"

23004. VARIATIONS. It is recognized that considerable variation must be made in this ceremony to conform to the configuration of the dance floor or the absence of a band or field music. Examples are:

1. When the ceremony is conducted at posts where there is no general officer commanding, the senior line officer will follow the procedure outlined above for the commanding general. At such posts the escorts will be formed from the appropriate ranks present and the line of general officers will be deleted.
2. When the ceremony is conducted at noncommissioned officers or other enlisted messes, appropriate ranking noncommissioned officers will preside and form the escort.
3. Where the ballroom is of sufficient size, two officers or enlisted Marines of each rank will be assigned to the escort.
4. Where practicable, the Blue Dress "A," "B" or Service "A" will be worn by those officers and Marines participating in the ceremony.
5. Officers and noncommissioned officers participating in the ceremony should be armed with swords; however, at no time will Marines in the grade of LCpl through Pvt be armed with a sword. If the ceremony is conducted in utilities because of field duty, deployment, etc., the sword will not be worn.
6. The birthday cake will be mounted on a mess serving cart or similar conveyance covered with scarlet and gold bunting.
7. Where swords are not available, escorts will execute a hand salute whenever the command of "**Present, ARMS**" is given.
8. Guests may be cleared from the center of the ballroom by stretching white lines, supported by second lieutenants or noncommissioned officer, moving from the center line of the dance floor toward either side to provide required space for the ceremony.

23005. RECOMMENDED PERSONNEL ASSIGNMENTS

1. The number of officers and Marines assigned to be escorts will depend on the number of personnel available to the command and the space available to conduct the ceremony. The following are some examples of the composition of the escorts.

<u>OFFICERS BALL</u>				<u>STAFF NONCOMMISSIONED OFFICERS BALL</u>			
<u>Option A</u>		<u>Option B</u>		<u>Option A</u>		<u>Option B</u>	
Col	Col	Col	LtCol	SgtMaj	SgtMaj	SgtMaj	MGySgt
LtCol	LtCol	Maj	Capt	MGySgt	MGySgt	1stSgt	MSgt
Maj	Maj	1stLt	2ndLt	1stSgt	1stSgt	GySgt	SSgt
Capt	Capt	CWO	CWO	MSgt	MSgt		
1stLt	1stLt			GySgt	GySgt		
2ndLt	2ndLt			SSgt	SSgt		
CWO5	CWO5						
CWO4	CWO4						
CWO3	CWO3						
CWO2	CWO2						
WO1	WO1						

UNIT/ALL RANKS BALL

Col	LtCol
Maj	Capt
1stLt	2ndLt
CWO	CWO
SgtMaj	MGySgt
1stSgt	MSgt
GySgt	SSgt
Sgt	Cpl
LCpl*	PFC*
Pvt*	Pvt*

ENLISTED BALL

Sgt	Sgt
Cpl	Cpl
LCpl*	LCpl*
PFC*	PFC*

2. The adjutant should be assigned as follows:

BALL

Officers or all ranks
Staff Noncommissioned Officer
Enlisted

ADJUTANT ASSIGNED

Major or Captain
Gunnery Sergeant or Staff Sergeant
Sergeant or Corporal

3. Cake escorts should be assigned as follows:

Officers Ball

2ndLt	2ndLt
WO1	WO1

SNCO Ball

GySgt	GySgt
SSgt	SSgt

Enlisted Ball

PFC	PFC
Pvt*	Pvt*

Unit/All Hands Ball

2ndLt	SSgt
WO1	Pvt*

*Marines in the grades of LCpl, PFC, and Pvt are never armed with a sword.

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MESS NIGHT

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CHAPTER 24

MESS NIGHT

24000. GENERAL

1. It has long been an established custom of the officers and/or noncommissioned officers of a military organization to dine together periodically. A mess night is a formal dinner in mess by all members, or by the officers and noncommissioned officers of a particular post or unit. It is sometimes called a "Guest Night" or a "Dining-in" and less commonly as a "Formal Mess Dinner" or "Band Night." The mess night is a formal stag dinner where spouses and dates do not attend. The object of a mess night may vary from a wish to foster good comradeship among fellow Marines, to celebrate the anniversary of significant events in a units history, to "dine-out" members being detached, or to honor guests from another unit, service or country.

2. The procedures for a mess night outlined in this Chapter are to be used as a guide. Commanders may modify these procedures to accommodate local requirements and restrictions. In addition to the information contained in this Chapter, additional guidance concerning invitations, seating and protocol may be found in appendix D, in Oretta D. Swartz's *Service Etiquette the Marine Officer's Guide*, fourth edition, and *Handbook for Marine Noncommissioned Officers* published by the Naval Institute Press.

24001. SCHEDULE OF EVENTS. Drawing upon our history and traditions, the following general routine is a standard guideline for Mess Nights, subject to modification as required.

1. Key personnel arrive and supervise last minute preparations.
2. Members of the mess arrive, the bar is opened and the cocktail hour begins. This is normally 45 minutes before dinner.
3. Guest of honor arrives and is met by the escort.
4. Fifteen minutes prior to dinner field music (one drum, fife, and bugle) sounds "*First Call (First Sergeant's Call)*" or "*Chimes*." At this time all present finish their drinks, make final head call (since no one will be excused from the dining room during the dinner without permission from the Mess President), and begin assembling for the "March On." No drinks or tobacco are to be carried into the dining area.
5. At 5 minutes prior to dinner, field music sounds "*Officers Call*." For an enlisted mess night "*Mess Call*" may be sounded instead. All members form in the order they are to be seated. The official party, who occupies the head table, is the last unit to form and enter the mess. At this time, the smoking lamp is out.
6. At the appointed time the field music plays "*Sea Soldiers*" or "*March On*" for the call to dinner. Members of the mess march smartly to their assigned seats and remain standing while the entire mess assembles. The official party enters

smartly as "*Semper Fidelis*" is played and moves to their assigned position at the head table. When the head table is occupied, the field music ceases, executes the prescribed facing movements, and marches out of the dining room to a single drumbeat. All hands remain standing for the grace.

7. Grace is offered. Either a chaplain, President of the Mess, or Mr./Madam Vice does this.
8. Dinner is served, after the last of the wine and soup is removed, "Parade the Beef."
9. "Shed a Tear." It is optional at the end of the meal to allow a break.
10. Port is served and the smoking lamp lighted. It is customary at this time to open the floor to fining although this may be omitted or done at a different time.
11. Mess President remarks.
12. Introduction of guests and remarks by the guest of honor.
13. Toasting.
14. Secure from the dining room and move to the bar.
15. After dinner activities.

24002. SEQUENCE. This sequence of events is a summation of the night activities, a "refresher" outline for what takes place at a mess night. Times are given for the events prior to and after the meal. Events during the meal are not regulated by time. The following is an example of a mess night sequence.

1. H Hour-15 Minutes. The President and Mr./Madam Vice have verified that all arrangements have been made and are standing by to begin the cocktail hour.
2. H Hour-5 Minutes. Members of the mess begin arriving prior to the guests. Cash bar provided. Members are reminded to consult the seating chart.
3. H Hour. Cocktail hour begins and guests begin arriving. Guest of honor arrives. All are met by Mr./Madam Vice and introduced to the mess president and members of the mess.
4. H Hour +30 Minutes. "*First Call*" or "*Dinner Chimes*" is sounded. All present finish drinks, make final head calls, and begin assembling for the march on.
5. H Hour +40 Minutes. Assemble. "*Officer's Call*" or "*Mess Call*" is played. All members assemble [to include any guests] in the order they are to be seated and stand by for the march on. The head table forms last and enters separately.
6. H Hour +45 Minutes. March on. Mr./Madam Vice commands "**Forward, MARCH.**" As the members step off, the music "*Sea Soldiers*" is played. Members and guests march to their place and stand behind their chairs. Once all are in place and the music stops, Mr./Madam President commands "**Forward, MARCH**" for the head table. As the head table steps off, the music "*Semper Fidelis*" plays. Once the head table is in place the music stops and all remain standing.

7. Mr./Madam Vice: **"Mr./Madam President, all members of the mess and guests are present."**
8. Mr./Madam President: **"Chaplain, offer the grace."** (Note if a chaplain is not present then either Mr./Madam President or Mr./Madam Vice may offer grace.)
9. Mr./Madam President: ***Raps the gavel once*** and states **"Please be seated."** The members will wait until the head table is seated and then sit. Appetizer is served (e.g., shrimp cocktail, salad) and after the last of the soup bowls and glasses are removed the next course will start. Members will not begin eating each course until after the President and guest start.
10. The President stands, ***raps the gavel three times*** and states **"Mr./Madam Vice, bring forth the beef."**
11. Mr./Madam Vice: **"Chief Steward, the beef."** At this time the music "*Roast Beef of Old England*" is played. Mr./Madam Vice accompanies the chief steward to the head table, is handed a small portion of beef and passes it to the President who tastes it.
12. Mr./Madam President: **"I find this beef tasty and declare it fit for human consumption. Please serve the members of the mess."** The beef is removed to the galley for serving. The music "*Roast Beef of Old England*" is played as the beef is removed. The dinner continues until after dessert is finished.

Note: If the mess night is to include fining, the floor may be opened to fining once the main course is served or as an option once the smoking lamp is lighted. The President will close the floor for fining whenever the Marine deems fit.
13. After dessert is finished and while the servers are clearing the table it is optional to allow the members of the mess a short break and make head calls.
 - a. Mr./Madam Vice: After dinner, stands and requests **"Mr./Madam President, I suggest we shed a tear for Lord Admiral Nelson."**
 - b. Mr./Madam President: ***Raps the gavel twice*** (mess stands). **"The mess will adjourn for a 15-minute break."** The official party departs followed by all others. Do not return until called.
 - c. During the break Mr./Madam Vice will ensure that coffee, cigars, ashtrays, matches, and wine for toasting is placed on the tables.
 - d. After 15 minutes and on cue from Mr./Madam Vice, the music "*First Call*" is played. All members and guests return and stand behind their seats. Once all members and guests have returned to their chairs the head table will march in.
14. Mr./Madam Vice: **"Mr./Madam President, all members and guests of the mess are present."** or **"Mr./Madam President, all members and guests of the mess are not present. Name the offenders."**
15. Mr./Madam President: ***Raps gavel once***. "Please be seated" ***Raps gavel three times***. **"Mr./Madam Vice, the smoking lamp."** After Mr./Madam Vice has brought forth the smoking lamp and lighted the cigars of Mr./Madam President, the President announces **"Ladies and Gentlemen, the smoking lamp is lighted."**
16. Mr./Madam President: ***Raps gavel three times***. **"Mr./Madam Vice bring forth the wine for toasting."**

17. Mr./Madam Vice: **"Chief Steward, the wine."** Mr./Madam Vice accompanies the chief steward and pores the wine for the guest of honor and Mr./Madam President. When all glasses are charged, Mr./Madam Vice stands and announces **"Mr./Madam President, all glasses are charged,"** and remains standing.
18. Mr./Madam President: Stands and **raps gavel three times**. Takes wine glass in right hand and announces **"Mr./Madam Vice, a toast to the Commander and Chief, the President of the United States."** If foreign guests are present then the first toast is given to the head of state of that guest and any others in order of seniority. The senior foreign guest would then toast the President of the United States. Appropriate music is played for all foreign heads of state and the **"National Anthem"** played after toasting the President of the United States.
19. Mr./Madam President: Stands and **raps gavel three times**, moves to podium. At this point Mr./Madam President makes opening remarks followed by the introduction of the guests of the mess. Once the guests are introduced Mr./Madam President introduces the guest of honor.
- a. **"Ladies and Gentlemen, it is my personal pleasure and professional privilege to introduce our guest of honor, _____."**
 - b. Remarks by guest of honor.
 - c. Presentation of memento to guest of honor.
20. Mr./Madam President: Stands and **raps gavel three times**. **"The floor is now open for toasting."** At this time official, traditional and personal toasts are made per paragraph D-7 and local custom. At most mess nights, the toasts are prearranged to include the loyalty toast, the traditional toast, and the toast to our fallen comrades and a toast to Country and Corps. The toasts are given in the following manner; each Marine selected for a particular toast will stand with glass in right hand, faces Mr./Madam Vice, and states:
- a. _____, **"Mr./Madam Vice, (Mr./Madam Vice stands), A toast to the Continental Marines who fought for freedom and liberty."** Mr./Madam Vice will state, **"Ladies and Gentlemen, a toast (all members stand with wine glasses in right hand), to the Continental Marines."** All members raise their glasses, repeat in unison the words of Mr./Madam Vice, **"To the Continental Marines"** drink a portion of their wine, and resume their seats. This sequence is followed for each toast.
 - b. _____, **"Mr./Madam Vice, A toast to the Marines of the 19th century who fought from the halls of Montezuma to the shores of Tripoli."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines of the 19th century."** Mess: **"To the Marines of the 19th century."**
 - c. _____, **"Mr./Madam Vice, A toast to the Marines of World War I who fought from the Argonne Forest to Belleau Wood."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines of World War I."** Mess: **"To the Marines of World War I."**
 - d. _____, **"Mr./Madam Vice, A toast to the Marines who fought in the Island campaigns of World War II, where uncommon valor was a common virtue."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines of World War II."** Mess: **"To the Marines of World War II."**

e. _____, "Mr./Madam Vice, A toast to the Marines who fought in Korea from Inchon to the Chosin Reservoir." Mr./Madam Vice: "Ladies and Gentlemen, A toast to the Marines who fought in Korea." Mess: "To the Marines who fought in Korea."

f. _____, "Mr./Madam Vice, A toast to the Marines who fought for freedom in Vietnam." Mr./Madam Vice: "Ladies and Gentlemen, A toast to the Marines who fought in Vietnam." Mess: "To the Marines who fought in Vietnam."

g. _____, "Mr./Madam Vice, A toast to the Marines who fought oppression in Lebanon and Grenada." Mr./Madam Vice: "Ladies and Gentlemen, A toast to the Marines who fought oppression in Lebanon and Grenada." Mess: "To the Marines of Lebanon and Grenada."

h. _____, "Mr./Madam Vice, A toast to the Marines who fought for Kuwait liberty in Southwest Asia." Mr./Madam Vice: "Ladies and Gentlemen, A toast to the Marines of Desert Shield and Desert Storm." Mess: "To the Marines of Desert Shield and Desert Storm."

i. _____, "Mr./Madam Vice, A toast to our comrades in arms, the United States Navy Corpsmen." Mr./Madam Vice: "Ladies and Gentlemen, A toast to our comrades in arms, the United States Navy Corpsmen." Mess: "To Navy Corpsmen."

Note: This toast may be omitted if the toast to the United States Navy is done during the official toasts.

j. _____, "Mr./Madam Vice, A toast to the Marines currently deployed on the forward edge of our Nation's defense." Mr./Madam Vice: "Ladies and Gentlemen, A toast to Marines currently deployed." Mess: "To Marines currently deployed."

k. In place of the above toasts the procedures outlined in paragraph D-7.7h can be used. During the above sequence the appropriate toasts to other services will be inserted as directed by the President of the Mess.

l. Mr./Madam Vice: "I to have a toast; as you entered this banquet hall, you should have noticed that before us tonight stands an empty chair and a single lone table draped in black, signifying all of our fallen comrades who are not with us this evening, because they have given the full measure of devotion to our Country and to our beloved Corps. The single lighted candle reminds us of the flame of eternal life. That the memory of our fallen comrades will be with us always. The Purple Heart Medal displayed to reflect the shedding of blood and the ebb of life in battle. The identification tags, blank, yet they could bear the name of any of us here tonight. The dinner setting, inverted, they break bread with us in spirit only. Ladies and Gentlemen a toast, To our fallen comrades." Mess: "To our fallen comrades." "TAPS" is played.

21. At this time the President can make appropriate remarks concerning business of the mess to include hail and farewell of members, recent promotions, etc.

22. Mr./Madam President: "Mr./Madam Vice, bring forth the rum punch." Mr./Madam Vice uses the same procedures as for wine and remains standing throughout.

23. Mr./Madam Vice: After all glasses are charged states **"Mr./Madam President, all glasses are charged."**
24. Mr./Madam President: **"In 1776, one of the first recruiting posters ordered recruits upon enlistment, take courage then, seize the fortune that awaits you, repair to the Marine rendezvous, where in a flowing bowl of punch, and three times three you shall drink (pause), long live the United States and success to the Marines. Mr./Madam Vice, a toast to the country and Corps."**
25. Mr./Madam Vice: **"Ladies and Gentlemen, a toast, long live the United States and success to the Marines."** Mess: All repeat, glasses are emptied and inverted. *"Marine's Hymn"* is played. It is more appropriate at this time to have the mess sing all three versus of the Marine's Hymn.
26. Mr./Madam Vice: Ensures those who prepared and served the meal are present and standing behind Mr./Madam Vice's table.
27. Mr./Madam President: ***Raps gavel three times.*** **"Ladies and Gentlemen, join me in a round of applause for the staff who have prepared and served the meal and drinks in honor of our mess this evening and which we have enjoyed."** (Leads applause.)
28. Mr./Madam President: ***Raps gavel three times.*** **"Ladies and Gentlemen, join me at the bar."** Members remain standing until the head table has departed.

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CHAPTER 25

FUNERALS AND MEMORIAL SERVICES

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CHAPTER 25

FUNERALS AND MEMORIAL SERVICES

25000. GENERAL

1. When not contrary to orders and regulations, the extent to which the Naval service participates in a funeral depends upon the expressed wishes of the family of the deceased.
2. The composition and strength of the escort will be as prescribed in *U.S. Navy Regulations* or as modified by proper authority.
3. The military aspect of a funeral usually begins at one of the following places, home of the deceased, mortuary, railroad station, church or chapel, cemetery gates, or the grave. It may, however, begin at any designated place.
4. The ceremony starts when the escort first receives the remains. Before that, the body bearers may be detailed to conduct the remains wherever necessary.
5. In general, the escort receives the body at one of the following places:
 - a. The designated place and conducts it to the place of services and then to the grave.
 - b. The chapel before, and conducts it to the grave after the services.
 - c. The cemetery gates and conducts it to the grave.
 - d. The grave.
6. Each time the body bearers remove the remains:
 - a. The escort is brought to present arms.
 - b. The band renders prescribed honors, followed by appropriate music.
 - c. The pallbearers salute.
 - d. All observers in uniform, except the body bearers, salute.
 - e. All civilian-dressed Naval personnel, except women, uncover and hold the headdress over the heart with the right hand. Women place the right hand over the heart without uncovering.
7. When the national colors is draped on the casket, it shall be placed so the stars are at the head of the casket over the left shoulder of the deceased. Nothing shall rest on top of the national colors. The colors will be removed as the casket is being lowered into the grave, and in time so the colors will not touch the ground.
8. The casket is always carried foot first, except in the case of a clergyman whose casket is carried into and out of the church or chapel head first.

9. Pallbearers may walk or ride, depending upon the distance to be covered.
10. The senior pallbearer will give necessary cautionary commands to the others in a low voice. All salute at the command "**Present, ARMS**" when given by the escort commander.
11. The personal flag of a deceased general or flag officer will be carried immediately in front of the hearse or caisson. If he was a unit commander or ship's captain, the command or commission pennant will also be carried.
12. If the entrance to the cemetery prevents the hearse or caisson from entering, the procession halts, the casket is removed, and the procession proceeds again.
13. When the deceased is entitled, the minute gun salute prescribed by *U.S. Navy Regulations* is fired. The first gun fires as the body enters the cemetery. Three volleys are fired at 5-second intervals as the casket is lowered into the grave.
14. When the band is playing a hymn and it becomes necessary to stop, it continues until the next stanza ends.
15. Uniformed officers in an official capacity will wear a mourning band on the left sleeve. If armed with the sword, its hilt will be affixed with the mourning knot.

Note: No weapons to include swords will be worn or brought into the chapel.

16. Participation by fraternal or patriotic organizations is as follows:
 - a. Fraternal or semi-military organizations of which the deceased was a member may participate in the service if desired by the immediate family.
 - b. If the ritual is military or semi-military, the rites will begin immediately after the military ceremony. If it includes the firing of three volleys and "*Taps*," these features of the military ceremony may be postponed until their appropriate places in the ritual, at which times the military firing party and bugler may render the honors.
17. When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.
 - a. For all phases of the funeral in which the cremated remains are carried by hand, one enlisted man will be detailed to carry the receptacle. Four enlisted men will be detailed as flag bearers. When the receptacle is carried from a conveyance into the chapel, from the chapel to the conveyance, or from the conveyance to the grave, the flag bearers will follow the receptacle with the flag folded as prescribed in paragraph 7002.6 and carried by the leading flag bearer on the right.
 - b. When the receptacle has been placed on the stand before the chancel of the chapel, or when placed in the conveyance, the flag will be folded and placed inside it. If the caisson is equipped with a casket container for the receptacle, the open flag will be laid on the container as prescribed for a casket.

c. When a hearse or caisson is not used, suitable transportation will be provided the receptacle bearer and flag bearers.

d. When the remains are to be conducted to a crematory and the ashes interred with military honors at a later time, the ceremony will consist only of the escort to the crematory. Arms will be presented as the body is carried into the crematory. Volley firing and "Taps" are omitted. If the funeral is held at the crematory and no further military honors are anticipated, the volleys will be fired (if local ordinances permit) and "Taps" sounded outside the crematory.

25001. DUTIES OF THE OFFICER IN CHARGE OF THE CEREMONY

1. The officer in charge should be detailed in sufficient time before the funeral to allow planning and prior arrangements. The officer in charge will confer with the clergy and funeral director. Together they will ensure that all necessary arrangements have been made. The chaplain will perform the duties of officer in charge of the ceremony in case no other officer is so designated.

2. As soon as the service in the church or chapel has begun, the officer in charge will:

a. Make sure the hearse or caisson is ready to receive the casket at the front entrance.

b. Ensure a conveyance for flowers is posted at the side or rear-entrance.

c. Arrange the cars for the clergy, pallbearers, and immediate family (if the procession is to ride) in the proper order. (See figure 25-1.)

d. Designate four of the body bearers to help carry the flowers out after the body has been placed in the conveyance. They should return through the side or rear door, at whichever the flower conveyance is parked. The remaining body bearers will secure the casket on the caisson or hearse. After the flowers have been moved, the four designated body bearers will take position in rear of the caisson or hearse.

3. When the body is transferred from the hearse to the caisson, the officer in charge will be in the vicinity. He will signal the escort commander when the transfer begins and when it is completed.

4. When the procession is in motion, the officer in charge will go to the grave and await the arrival of the funeral party. He will determine the positions for the band, escort, firing party (if separated from the escort), the bugler, and other units. Upon their arrival, he will direct these individuals and units to their proper positions at the grave.

5. After the units and individuals are in position at the grave, he will signal the body bearers to carry the remains from the conveyance and the band and escort to render the honors.

6. When the widow or mother of the deceased is unaccompanied, the officer in charge will escort her from the car to the grave. When practicable, he will remain with her to render assistance until completion of the commitment.

7. After the commitment service, he will deliver the folded national colors, used on the casket, to the family of the deceased.

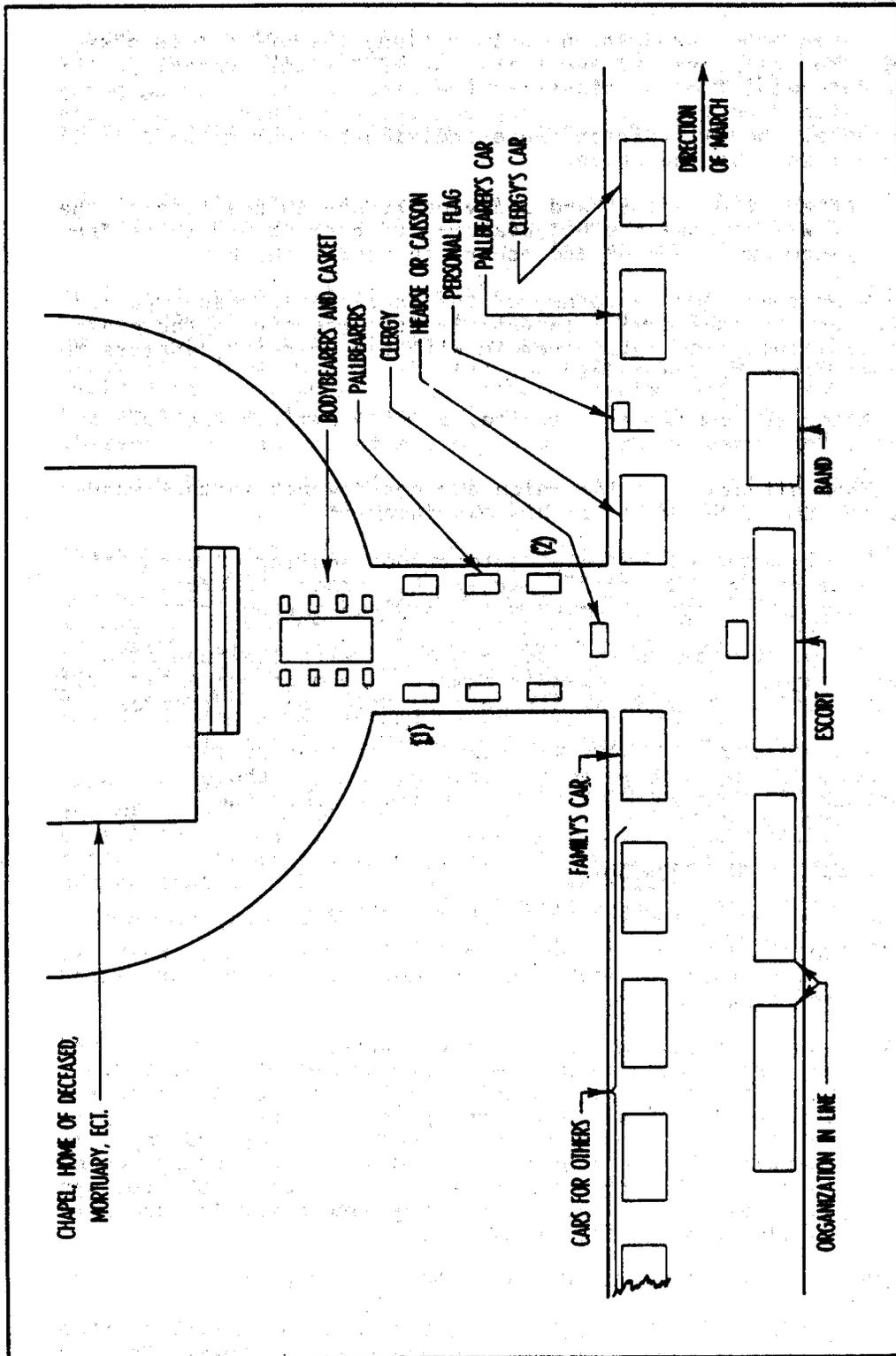


Figure 25-1.--Receiving the Remains from a Building.

8. When situations arise which are not covered in this Manual, the officer in charge will use his/her own judgment.
9. Final decisions pertaining to troop handling or movement will be made by the officer in charge. All orders to troops participating in a funeral party will be given through the officer in charge.
10. The officer in charge must cooperate with the funeral director engaged by the deceased's family. The officer in charge must not arbitrarily assume the duties the funeral director is being paid to perform.
11. The officer in charge will explain the nature and significance of the volleys to the next of kin, or those representing the next of kin, and ascertain whether the volleys are desired.

25002. RECEIVING THE REMAINS

1. Whenever the remains are received, the following procedure will govern. (See figures 25-1, 25-2, and 25-3.)



Figure 25-2a.--Pallbearers Entering; Leaving the Chapel.

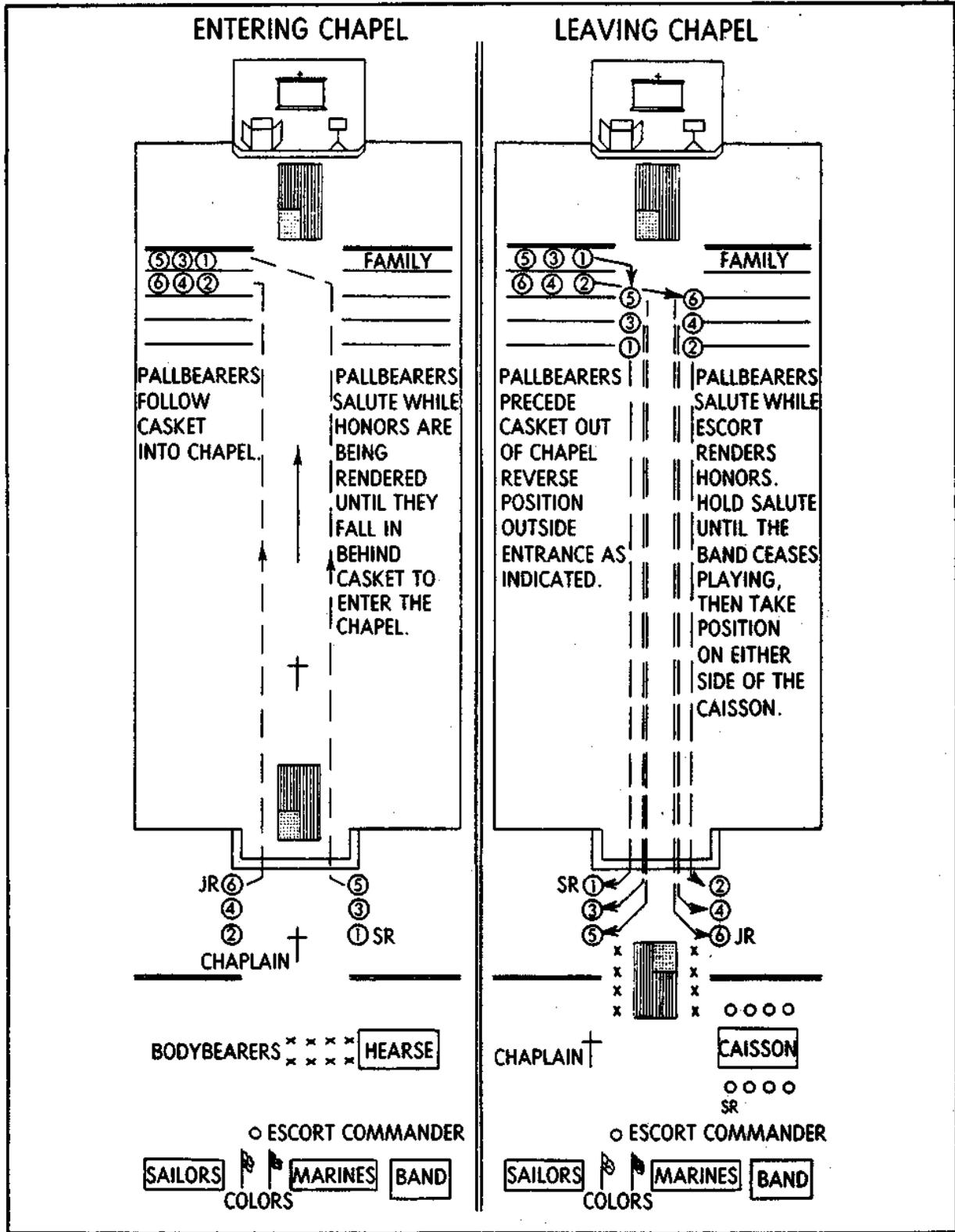


Figure 25-2b.--Entering Chapel; Leaving Chapel.

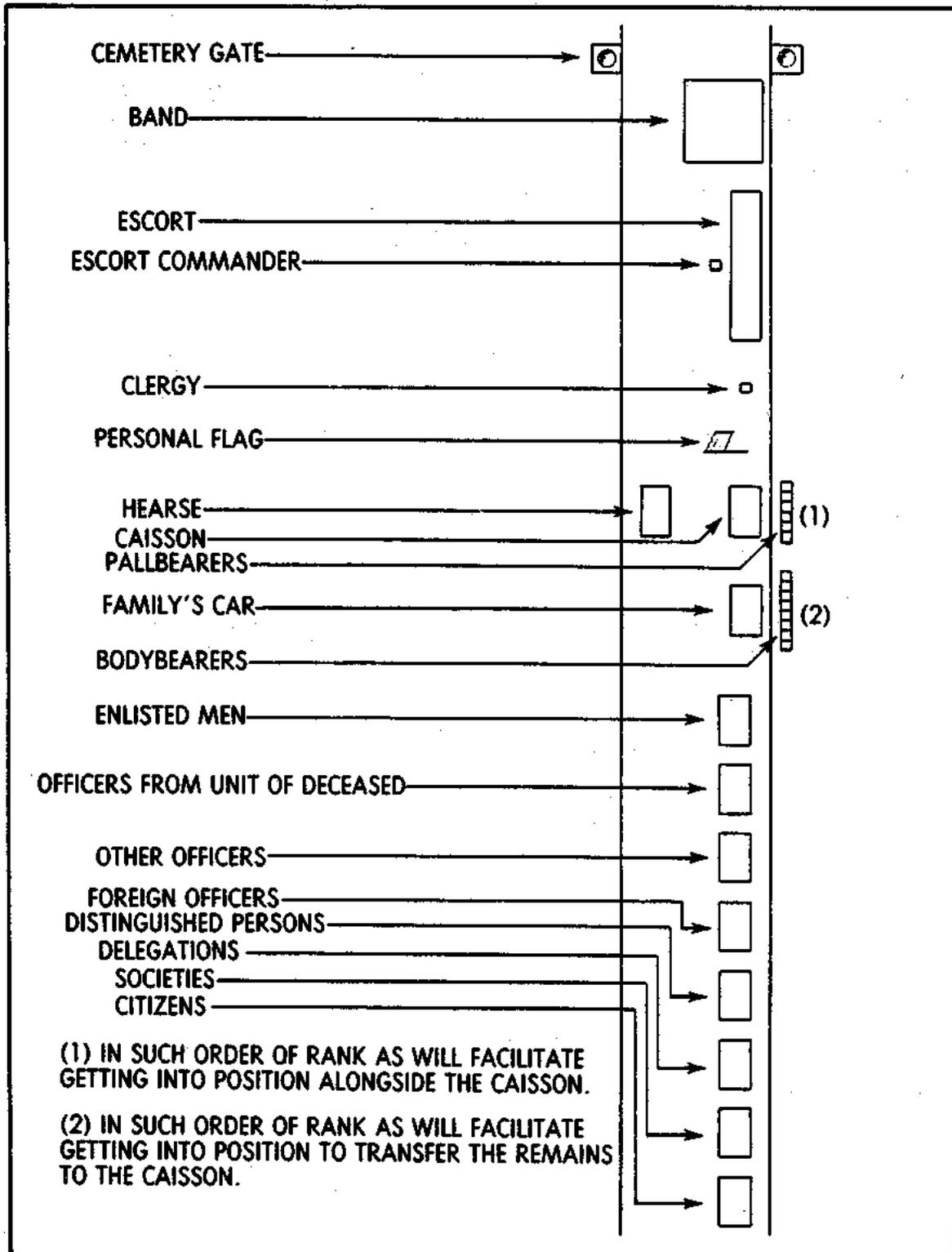


Figure 25-3.--Receiving Remains at Cemetery Gates
(Transferring Remains from Hearse or Caisson).

2. The escort is formed opposite the place where the remains are to be received. As they arrive, or when all is ready to receive the remains, the commander of the escort commands "**Present, ARMS.**" After the remains have been received, the door to the hearse is closed, or the casket secured to the caisson, and the escort commander orders "**Order, ARMS.**"

3. The band is formed on the flank toward which the escort is to march. At the command of execution for present arms by the escort commander, the band will render musical honors if the deceased is entitled to such honors. Following this, they play appropriate music; stopping at the next stanza ending after order arms has been ordered.

4. The bearer of the personal flag of the deceased takes position and marches in front of the hearse or caisson.

5. Duties of the pallbearers are as follows:

a. When the remains are received at the chapel before the service, form in two ranks facing inboard at the entrance with the juniors nearest the door. They must allow room between ranks for the casket to pass between them. As the casket is removed from the hearse or caisson, they execute the first movement of the hand salute. The second movement is executed as the casket passes, after which they face toward the door and follow the casket into the chapel. Seats are usually reserved for them among the left front pews.

b. When the remains are received from a building (see figure 25-1), assemble inside the building in column of twos, in reverse order of rank, junior to the left front, prepared to march out. They follow the clergy from the building (preceding the casket), open to allow the casket to pass between, halt, face inboard, and salute while the casket is passing. They remain at hand salute until the escort executes order arms. They then take their place in two columns of files on each side of the casket in inverse order of rank, junior to the left front, the leading person of each column opposite the front wheels of the hearse or caisson.

c. When the remains are received at the cemetery gates (see figure 25-3), they form in a single rank on the flank of the escort, opposite the hearse or caisson and in such order of rank that moving to position alongside the caisson is facilitated. They execute and terminate the hand salute on the commands for present and order arms by the escort commander. After present arms, they take their places beside the hearse or caisson as described in paragraph 25002.5b above.

6. The body bearers, if not already with the remains, form on the left of the pallbearers. They leave the formation at the proper time to receive the casket and carry it to the chapel, caisson, or grave. They form, according to height, on each side of the casket. While indoors and not carrying the casket, they uncover. Outdoors they remain covered.

25003. PROCESSION

1. After the remains have been placed in the hearse or caisson and all is ready, the officer in charge of the ceremony signals the escort commander. The escort commander puts the band and escort in motion. Elements in rear follow.

2. The procession forms in the following order: (See figure 25-4.)

- a. Escort commander.
 - b. Band or field music (bugler).
 - c. Escort in suitable formation.
 - d. Clergy.
 - e. Pallbearers if riding.
 - f. Personal flag if rated.
 - g. Casket. If pallbearers are not riding, they form on either side of the hearse or caisson as described in paragraph 25002.5b. If the pallbearers ride, the body bearers take the place of the pallbearers.
 - h. Body bearers in column of twos behind the hearse or caisson.
 - i. Family of the deceased.
 - j. Enlisted men.
 - k. Officers from the ship or organization of the deceased, in inverse order of rank.
 - l. Other officers in inverse order of rank.
 - m. Foreign officers.
 - n. Distinguished persons.
 - o. Delegations.
 - p. Societies.
 - q. Citizens.
3. The procession marches in slow time to solemn music.

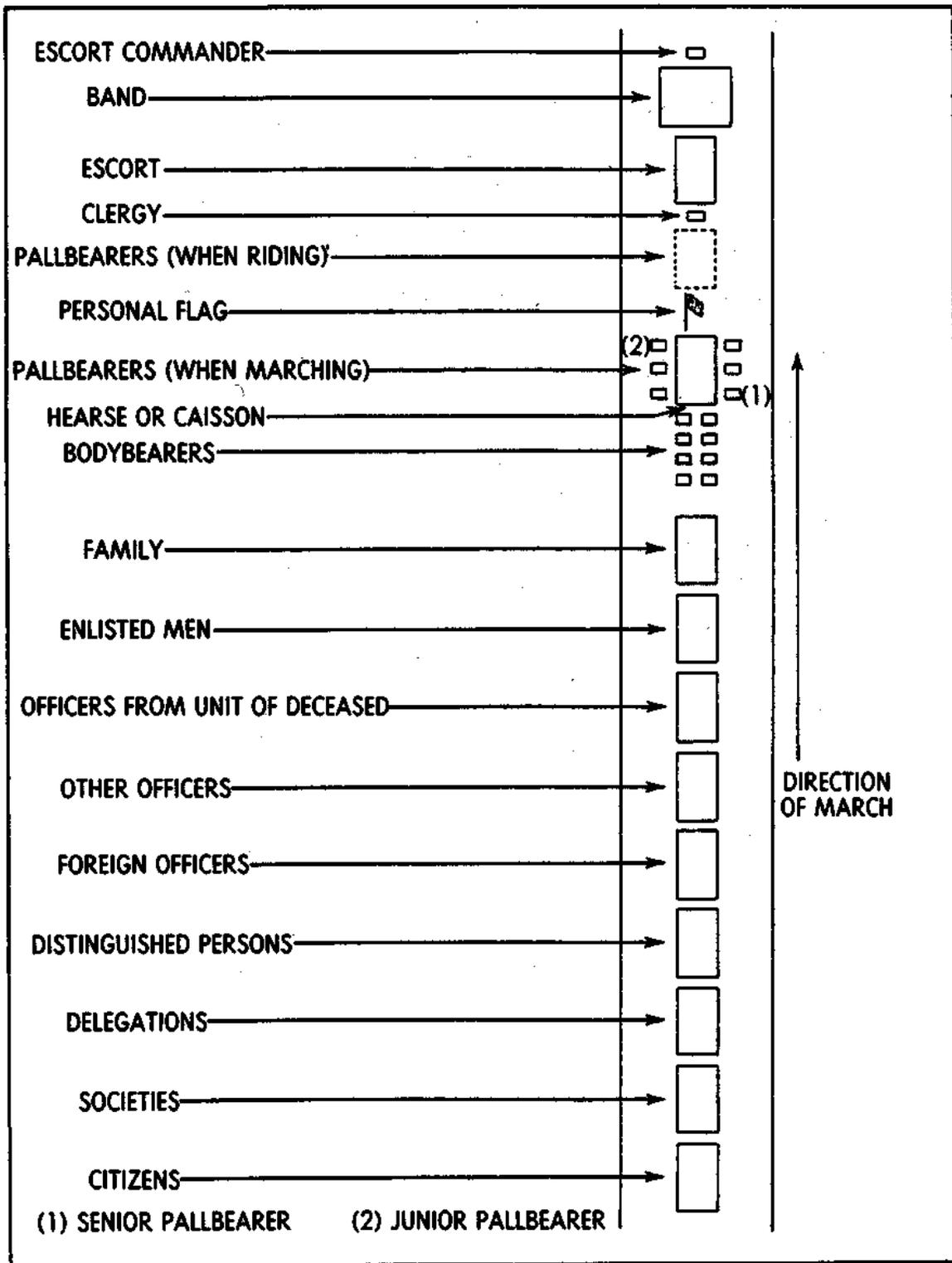


Figure 25-4.--Order of March of Funeral Procession.

25004. AT THE GRAVE

1. As the procession arrives at the grave, units turn out of column and take the following positions: (See figure 25-5.)
 - a. The band forms in line with and on the right of the escort.
 - b. The escort forms in line facing the grave at a position indicated by the officer in charge of the ceremony. It should be at least 50 feet from the grave so the volleys will not disturb the mourners. The terrain may dictate that the formation be inverted with the band on the left.
 - c. The clergy forms between the hearse or caisson and the grave.
 - d. The bearer of the personal flag of the deceased takes post between the clergy and the caisson or hearse.
 - e. The pallbearers form in two ranks between the clergy and the grave. They face each other with the juniors nearest the grave. They allow room between their ranks to permit passage of the casket.
 - f. The family of the deceased remains near the caisson or hearse.
 - g. Other units form in separate lines near and facing the grave. Their positions are indicated by the officer in charge of the ceremony.
2. When all units are in position and upon signal of the officer in charge of the ceremony, the body bearers remove the casket from the caisson or hearse. They carry it between the pallbearers and in front of the escort, then place it on the lowering device over the grave. They raise the national colors by the corners and sides and hold it waist or shoulder high until the end of the service.
3. As the body bearers remove the casket from the caisson or hearse: (See figure 25-6.)
 - a. The escort commander commands "**Present, ARMS.**" The band renders prescribed honors, if rated, after which they play appropriate music. The music stops when the casket is placed on the lowering device.
 - b. The escort presents arms until the casket is placed on the lowering device.
 - c. The clergy precedes the personal flag and the casket to the grave.
 - d. The flag bearer follows the clergy, preceding the casket, and takes position at the head of the grave. The flag bearer remains there during the service.
 - e. The pallbearers salute as the casket passes between them. When the casket has passed, they terminate the salute, face the grave, close interval, and follow the casket. Upon arrival at the grave, they form in two ranks facing the grave, usually just in rear and to one side of the clergy.
 - f. The family of the deceased follows the pallbearers and takes position provided for them.

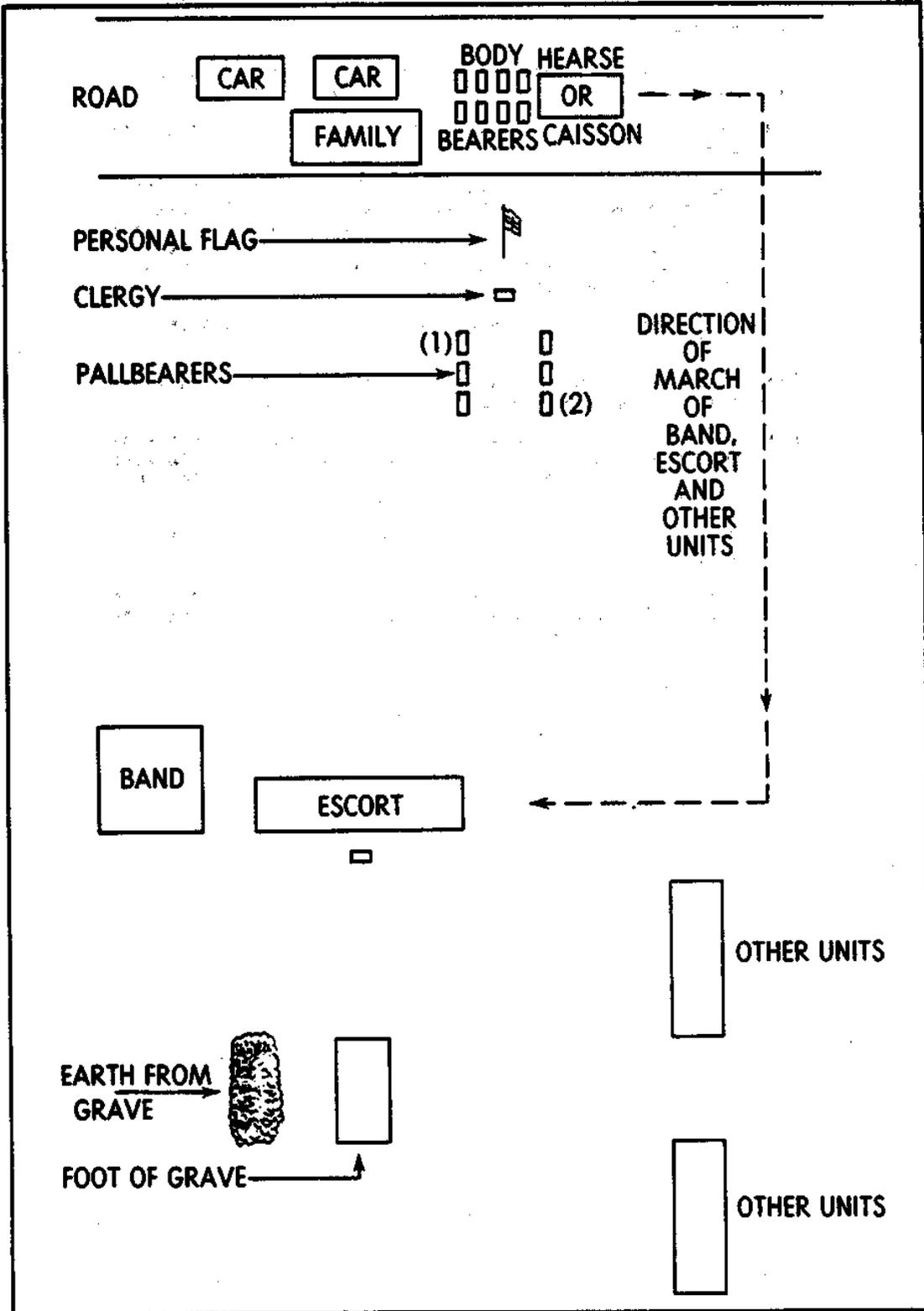


Figure 25-5.--Receiving the Remains at the Burial Ground.

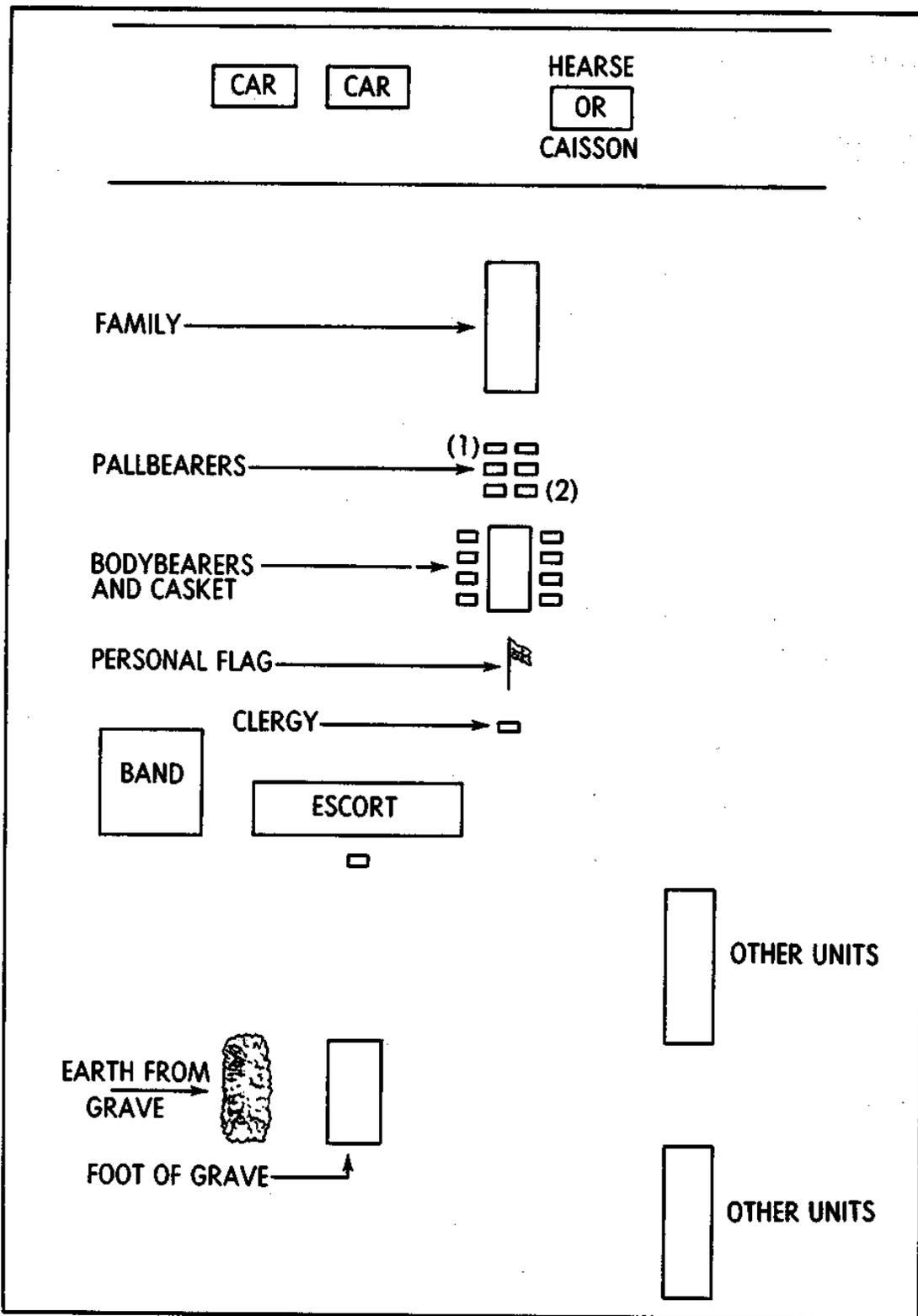


Figure 25-6.--March to the Grave.

4. When the casket is placed on the lowering device and the family has arrived, the following occurs: (See figure 25-7.)

- a. The escort commander orders "Order, ARMS" and "Parade, REST." Members of the escort execute parade rest.
- b. Pallbearers and other units execute parade rest on the escort commander's order.
- c. The body bearers remain in their positions, holding the national colors so it will not touch the ground when the casket is lowered.
- d. The clergy conducts the commitment service.

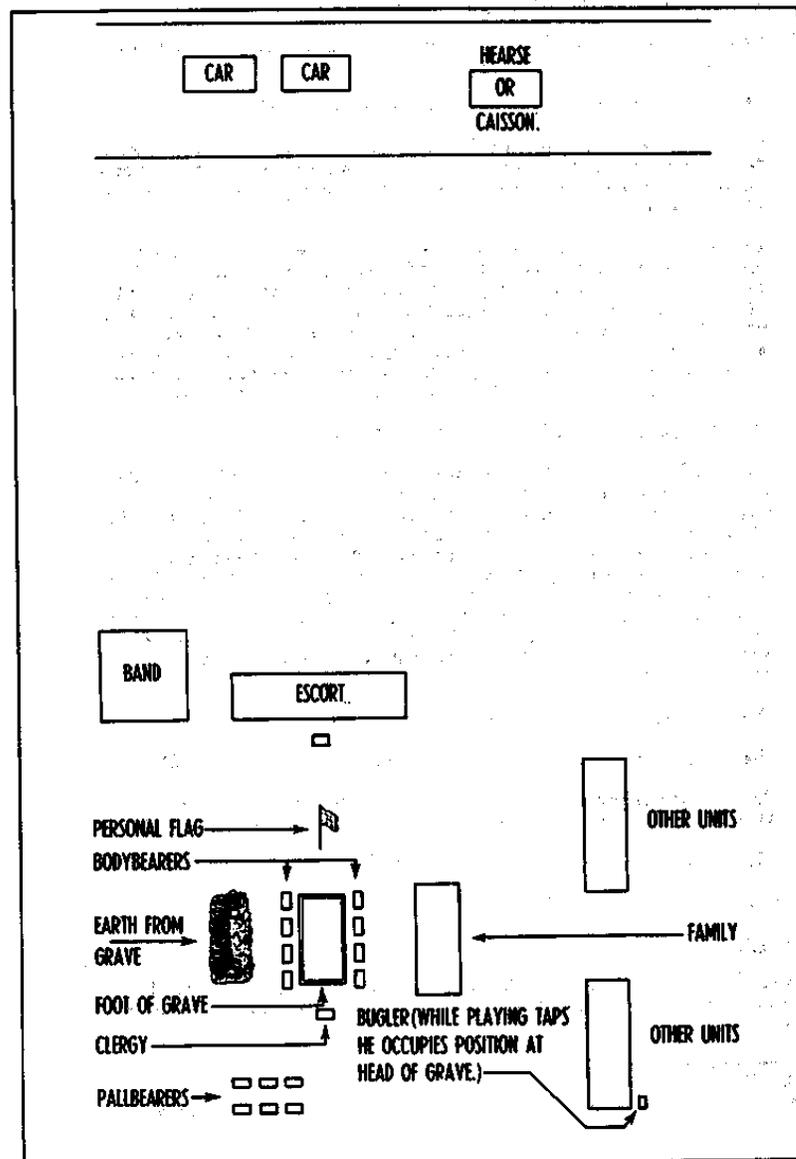


Figure 25-7.--A Distribution of Units at the Grave.

5. After the commitment service:

a. The escort commander orders "**Escort, ATTENTION,**" the escort commander then commands "**Escort, Present, ARMS.**" The noncommissioned officer in charge of the firing party then gives the command (see chapter 26) for the firing of volleys. The firing party executes present arms after completion of the three volleys. When sufficient troops are not available for a separate firing party, the front squad of the escort will be designated as the firing party.

b. The pallbearers come to attention on the command of the escort commander and salute on the Marine's command for present arms.

c. Other units are brought to attention and present arms at the same time as the escorts.

d. The clergy come to attention, and if in uniform, salute.

e. The bandleader comes to attention and salutes.

f. The bearer of the personal flag of the deceased comes to attention and salutes. If necessary, the Marine first steps aside to allow the field music to take position for sounding "*Taps*."

g. The field music takes position at the head of the grave on the escort commander's order to present arms. (The officer in charge may direct that the field music assume a position forward of and to the flank of the escort rather than directly at the head of the grave). The Marine salutes, and then sounds "*Taps*" immediately after the last volley and the firing party executes present arms. The field music salutes again, faces about, and rejoins his/her unit.

6. After the last note of "*Taps*" has sounded:

a. The escort commander brings the entire escort to order arms, and after the colors has been folded by the body bearers and presented to the next of kin by the officer in charge, marches the escort and band to a suitable place for dismissal. The band does not play during the march from the grave. The firing party's weapons are unloaded and inspected. If the escort and band continue in formation after cemetery, they remove all mourning and muffling from any colors that may be present. The band then plays march music. Mourning and muffling includes the removal of mourning streamers and bunting from all colors, removal of mourning bands and mourning knots from personnel and swords, and the removal of muffling devices from band instruments.

b. The pallbearers fall out and withdraw.

c. The flag bearer folds the flag and rejoins his/her unit.

d. The body bearers fold the national colors and give it to the officer in charge of the ceremony and march away.

e. Other units march from the vicinity behind the escort.

25005. MEMORIAL SERVICE HONORS

1. Upon the request of the next of kin, memorial services will be held for Naval personnel whose remains have been declared non-recoverable.

2. An honor guard is assigned and shall consist of the personnel listed in figure 25-8.

MEMBERS	FULL HONORS (OFFICERS ONLY)	HONORS (ENLISTED, OFFICERS IF SO REQUESTED)
SQUAD LEADER	1	
SQUAD	12	
COLOR GUARD	4	4
FIELD MUSIC	1	1
OFFICER IN CHARGE (REPRESENTATIVE OF THE NAVAL DISTRICT COMMANDANT OR DISTRICT MARINE OFFICER)	1	1
CHAPLAIN (IF REQUESTED)	1	1
COLOR BEARER	<u>1</u>	<u>1</u>
TOTAL	21	8

Figure 25-8.--Honor Guard.

3. The ceremony is conducted as follows:

a. The color bearer is present in the rear of the church or chapel before the arrival of the next of kin. At the exact time set for the service to begin (if next of kin has arrived), the color bearer carries the folded national colors down the center aisle to the altar. The Marine places it on the rostrum, where it remains throughout the ceremony, and retires to the wall on the left of the congregation. For the remainder of the service, the Marine stands at attention, facing inward, just in front of the first pew.

b. The honor guard, with color guard on their left, forms outside the church or chapel exit that will be used by the next of kin as the individual leaves. They remain at ease outside the church or chapel during the service. When "Taps" is sounded, they come to attention.

c. The field music takes position in the vestibule or other room, separate from the congregation.

d. If requested by the next of kin, the chaplain conducts the service. Otherwise, the family minister or priest presides.

e. At the conclusion of the service, the field music sounds "Taps."

f. The chaplain presents the national colors to the next of kin. If a family minister has officiated or the rank of the deceased requires, this duty is performed by the officer in charge.

g. While presenting the flag, or after the flag has been presented by the chaplain the officer in charge pays respects and offers the condolences of the District Marine Officer. The chaplain speaks to the next of kin if he/she did not present the flag.

h. The officer in charge escorts the next of kin from the church or chapel.

i. The honor guard and color guard are called to attention by the squad leader (senior color bearer if squad is not present) upon the appearance of the next of kin. As the next of kin approaches to within 6 paces, the squad leader orders **"Present, ARMS."** The position of present arms is retained until the squad leader is directed to give order arms by the officer in charge. This will be after the next of kin has departed the vicinity.

j. All participating personnel are dismissed.

25006. CONDUCT OF FUNERALS WHEN MILITARY PERSONNEL ARE LIMITED. When personnel are limited, military honors for funerals may be efficiently rendered by a detail of eight Marines and one field music. The firing squad will stack-arms at the place from which volleys will be fired, which should be approximately 50 feet from the head of the grave. They then will return to the hearse and convey the body to the grave. After placing the casket over the grave, six members of the party will take position as the firing squad while the remaining two members remain at the grave and hold the flag over the casket during the service and rendition of military honors. The field music should take position approximately 50 feet from the head of the grave until the volleys have been fired, at the conclusion of which the Marine shall sound "Taps." Then the two members holding the flag shall fold it. The flag will be handed either to the Marine in charge of the detail or to the military escort commander. The escort commander will present it to the next of kin in a dignified manner with a short statement such as **"On behalf of the President, the Commandant of the Marine Corps, and Marines everywhere, please accept this flag in memory of the honorable and faithful service performed by (relationship)."**

25007. UNIT OUTDOOR MEMORIAL SERVICES WHEN REMAINS ARE INTERNED AT DECEASED HOME OF RECORD

1. There may be times when conducting a memorial service in a chapel is not possible or desirable. Such as in a combat situation, where no chapel is available, or when the commander desires to have an all hands, out-of-doors, memorial service. An out-of-door memorial service normally consists of: final roll call; boots and rifle ceremony; eulogy; and firing detail. This type of memorial service is for those Marines killed in the line of duty (e.g., killed in action (KIA), while a sentry on post, training accident.)

2. Normally this type of memorial service is conducted at company, or units of a similar size, level. The formation is company line, platoon line. (See figure 25-9.)

3. The personnel support required, in addition to the company, is:

a. A "boots and rifle" detail consisting of three Marines for each KIA (one carries a rifle with fixed bayonet, one carries a helmet, one carries a pair of boots and set of identification tags) are positioned 6 paces in front of and centered on the company commander. (See figure 25-9.) The rifle bearer is in the center, the helmet bearer is on the right and the boots/dog tag bearer is on the left.

b. Firing detail positioned on the left front of the company, but facing so as not to fire over the formation. (See figure 25-9.)

c. Bugler. Positioned on the right front of the company. (See figure 25-9.)

d. Chaplain. (If available) Positioned near the company commander.

4. The recommended sequence of events is as follows:

a. H-15 Minutes. Company is formed as described in chapter 10, The "boots and rifle" detail(s), firing detail, bugler and chaplain are in position and at parade rest. (See figure 25-9.)

b. H-Hour. The company commander calls the company to attention, then faces about so as the company is to his/her rear. The chaplain then announces "**LET US PRAY,**" and leads the company in prayer. (If no chaplain is available the company executive officer or company gunnery sergeant reads the "Marine's Prayer.") After the prayer is finished the company commander faces the company and commands "**FIRST SERGEANT.**"

c. The first sergeant moves to a position 3 paces in front of the company commander and halts. The company commander then directs the first sergeant to "**READ THE FINAL ROLL CALL.**" The first sergeant faces the company and reads the roll of the Marines being honored (e.g., "**LANCE CORPORAL JOSEPH S. BANOTZ, 2D SQUAD, 3RD PLATOON, INDIA COMPANY, 7TH MARINE REGIMENT. KILLED IN ACTION 25 MARCH 1968 WHILE IN ACTION AGAINST AN ENEMY FORCE IN QUANG NAM PROVINCE, REPUBLIC OF VIETNAM**"). (Similar information is read for each KIA.)

d. As each Marine's name is read, the three Marines representing him execute the following movements:

(1) The rifle bearer takes one step forward, halts, rotates the rifle counter clockwise until the bayonet is facing down and the magazine well is towards the company, sticks the bayonet into the ground, then steps back.

(2) The helmet bearer then steps forward, places the helmet on the butt of the rifle and steps back.

(3) The boots/dog tag bearer then steps forward, hangs the dog tags from the pistol grip, places the boots in front of the rifle (toes towards company) and steps back. This process is repeated as each KIA's name is read.

e. After the last KIA's name is read, the first sergeant returns to his/her post behind the company. The company commander then commands "**Parade, REST.**" The company commander then talks about each Marine, where they were from, how long they were with the company, etc. After each Marine has had a "eulogy" the company commander then commands "**Company, ATTENTION**" and "**Present, ARMS.**" The company and "boots and rifle" detail(s) execute. The company commander then faces about and commands "**HONOR THE DEAD.**" The company commander and guide then present arms.

f. The noncommissioned officer in charge of the firing detail has the detail fire three volleys, and go to present arms as described in chapter 26. The bugler then plays "Taps." After the last note of "Taps" the company commander and guide go to the order. The company commander then faces about and commands "**Order, ARMS.**" All hands go to order arms.

g. The company commander or first sergeant, as described in chapter 10 then dismisses the company.

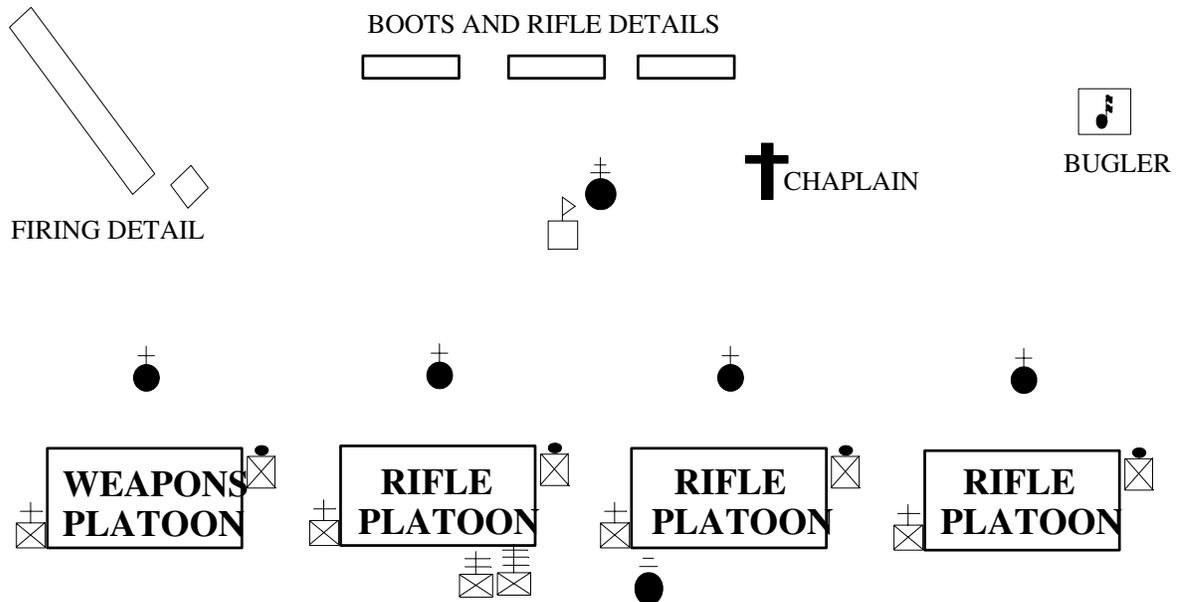


Figure 25-9.--Company Memorial Formation.

25008. UNIT INDOOR MEMORIAL SERVICES WHEN REMAINS ARE INTERNED AT DECEASED HOME OF RECORD

1. When conducting memorial services in a chapel the key thing to remember is that the chaplain has the final authority. Close coordination with the chaplain and the family (if present) is required. Although each religion has variations in their services, the basic memorial service would follow a sequence of events something like the following:

- a. Prelude. Musical selections.
- b. Welcome. Usually by the chaplain or commander.
- c. Posting of the colors and "*National Anthem*." (See paragraph 7307.) The color guard is uncovered and unarmed and the riflemen may be omitted.
- d. Invocation (posting of colors and invocation may be reversed).
- e. Bible readings, hymns, eulogies, etc. (Navy Hymn, Marine's Prayer, etc.).
- f. Call the Roll; after the eulogy, the unit commander will stand and command "**CALL THE ROLL.**" The first sergeant (or platoon sergeant, etc.) will stand and begin calling the roll of members of the deceased's unit who are in attendance. They will answer "**Present.**" This will be done three times. The fourth name to

be called will be the deceased. The first sergeant will repeat the name three times, each time increasing the volume. After the third time the bugler will play "Taps."

Note: If the deceased's family desires not to have "Call the Roll" then this will be omitted and only "Taps" played.

g. "Taps."

h. Benediction and retiring of the colors (may be in any order).

2. If a firing detail is used during an indoor memorial service, the detail fires three volleys just before "Taps." The detail is outside the chapel, and fires in a direction away from the chapel.

MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 26

LOADING AND CEREMONIAL FIRING OF THE M16 RIFLE

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MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 26

LOADING AND CEREMONIAL FIRING OF THE M16 RIFLE

26000. GENERAL

1. For ceremonial firing of the rifle, only the front rank of units larger than a squad executes the loading and firing of the rifle.
2. Normally a firing detail will consist on one noncommissioned officer and seven riflemen. When inadequate manpower is available to provide a full firing detail then one noncommissioned officer and at least three riflemen should be provided. The firing detail should be composed of an odd number of riflemen to honor ancient naval superstitions and traditions.
3. Except during actual firing, loaded rifles are kept on SAFE without command until **"UNLOAD"** or **"Inspection, ARMS"** is ordered.
4. In order to enhance the appearance of the firing party, magazines with three rounds will be inserted into the rifle out of view of spectators. Two expended cartridges should be placed in the magazine below the three blank cartridges so that adequate tension will be placed on the magazine spring. A round will not be placed in the chamber until the command **"LOAD"** is given.

26001. TO LOAD

1. The firing party is formed in line, with the noncommissioned officer in charge 3 paces in front of and 1 pace to the right of the firing party.
2. With the firing party formed and at attention (see figure 26-1), the command is **"With Blank Ammunition, LOAD."** The movements are executed quickly and smartly.



Figure 26-1.--Firing Party Formed for Ceremonial Firing.

3. On the command **"LOAD,"** members of the firing party execute the following sequence of movements:

- a. Face half right. (See figure 26-2.)



Figure 26-2.--Riflemen Face Half Right.

b. Move the left foot 12 inches to the left. (See figure 26-3.) The legs are kept straight so the weight of the body rests equally on both feet.



Figure 26-3.--Riflemen Moves the Left Foot 12 Inches to the Left.

- c. Raise the rifle to port arms. (See figure 26-4.)



Figure 26-4.--Rifle to Port Arms.

- d. Pull the charging handle fully to the rear with the right hand and release it, thus chambering a round of blank ammunition. (See figure 26-5.)



Figure 26-5.--Chambering a Round.

- e. Move the right hand to the piston grip.

26002. TO FIRE BY VOLLEY

1. After the rifles are loaded as described in paragraph 26001, the noncommissioned officer in charge of the firing party orders, **"Ready, Aim, FIRE."**
2. On **"Ready,"** each rifleman moves the selector lever from SAFE to SEMI-AUTOMATIC with the right thumb.
3. On **"Aim,"** each rifleman raises the rifle to a position of 45 degrees from the horizontal, places the butt of the rifle firmly in the right shoulder, and rests the handguard in the "V" formed by the thumb and forefinger of the left hand. The fingers are extended and joined. The left wrist is straight. The right hand is wrapped around the pistol grip from the right. The right elbow is raised to near shoulder height. The head is turned 90 degrees to the left and held erect. Both eyes remain open with the right eye looking out over the front sight. (See figure 26-6.)



Figure 26-6.--Firing Party in Position of Aim and Fire.

4. On **"FIRE,"** squeeze the trigger quickly and lower the rifle to the position of port arms.
5. To continue firing with weapons equipped with blank firing adapters, the commands are **"Aim, FIRE."** Each command is executed as explained above.
6. To continue firing with weapons not equipped with blank firing adapters, the commands are **"Ready, Aim, FIRE."**
 - a. On **"Ready,"** each rifleman manually chambers the next round.
 - b. **"Aim"** and **"FIRE"** are executed as describe above.

7. After the last round has been fired, rifles are brought to the position of port arms. From this position the noncommissioned officer in charge of the firing party gives the command of "**Present, ARMS.**" This movement is executed in three steps on the command of execution "**ARMS.**"

a. With the left foot extended, pivot on the heel of the left foot and toe of the right foot, as in the first count of a left face.

b. Bring the heel of the right foot smartly against the heel of the left foot, completing the left face.

c. The riflemen then moves the rifle to present arms. The noncommissioned officer in charge of the firing party then executes a right face and present sword.

8. After the ceremony, (memorial service, funeral, etc.) the firing party is brought to order arms, faced to the right and marched from the site of the ceremony.

26003. TO UNLOAD

1. The weapons will be unloaded and inspected as soon as possible after leaving he site of the ceremony and out of sight of the spectators, if possible.

2. The command is "**UNLOAD.**" It is executed by executing inspection arms with magazine as describe in paragraphs 3113.1 and 3113.2.

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APPENDIX A

MANUAL OF ARMS WITH THE M1 SERVICE RIFLE

A-1. GENERAL

1. This Appendix is designed to provide detailed instructions for the manual of arms for the M1 service rifle for those units and organizations that use this weapon for ceremonial purposes.
2. The balance is the center of your rifle. (See figure A-1.) In performing the manual of arms it is often necessary to hold the rifle in your left hand for balance. (See figure A-2.) In so doing, the rifle is held between the thumb and fingers. Include the sling in your grip. Keep your fingers straight and together. Your thumb and fingers form a "U."
3. When the rifle is held across your body (see figure A-2), the barrel will cross the point where your neck and left shoulder join. The butt will be in front of your right hip. The rifle is held in the palm of your left hand at the balance. Your wrist is straight.
4. The cadence for rifle movement is 112 to 120 counts per minute.
5. While marching at double time, the rifle will be held across your body.
6. The manual of arms or the rifle is taught while halted. However, to add interest to drill or lessen fatigue, right (left) shoulder arms and port arms may be commanded when marching at quick time. These commands are given as the right foot strikes the deck and execution is begun as the left foot next strikes the deck.

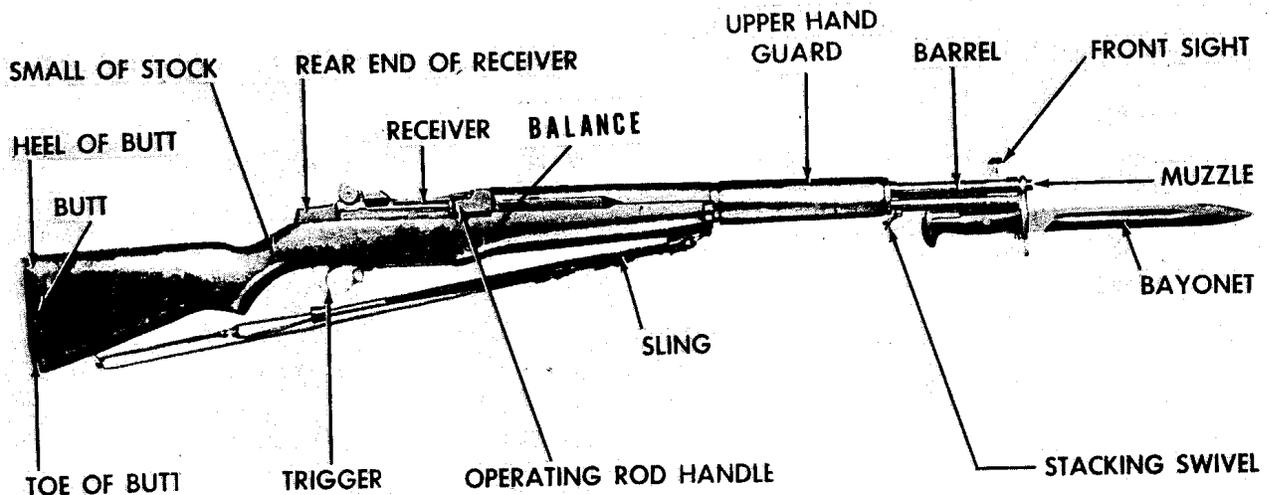


Figure A-1.--M1 Rifle Nomenclature.



Figure A-2.--Left Hand at the Rifle Balance.

A-2. ORDER ARMS

1. When halted, come to order arms when any of the following commands are given: **"Squad (Platoon or Company), ATTENTION; FALL IN; or Order, ARMS."**
2. At the command of execution, place the butt on the deck along the outer edge of the right shoe. The toe of the butt is on line with the toe of the shoe. The rifle's upper hand guard rests in a "V" formed by your thumb and forefinger. All fingers are straight and joined. Your right hand and arm are behind the rifle. This may cause a slight bend in your elbow. The tips of your thumb and forefinger are kept on line with the open edge of the upper hand guard. Your right thumb should also be along the trouser seam. Except for your right hand, the entire body is at attention. (See figure A-3.)



a. Front View



b. Side View.

Figure A-3.--Position of Order Arms.

A-3. TRAILS ARMS FROM ORDER ARMS

1. The command is "**Trail, ARMS.**" It may be given only from order arms. It is executed in one count. On "**ARMS,**" close the fingers and thumb of your right hand around the upper hand guard. This will raise the rifle butt 2 inches from the deck and point the muzzle slightly forward. Do not bend your elbow. In the proper position the rifle will form a 15-degree angle with your leg. (See figure A-4.) Remain at trail arms until order arms is given.

2. Trail arms is used for short distance movements. If a marching movement (a side step, back step, or forward march) is ordered while at order arms come to trail arms automatically on the command of execution for the marching movement. The same applies for facing movements, while at order arms. Whenever trail arms is automatically assumed, come to order arms, without command, upon completion of the marching or facing movement.

3. Order Arms from Trail Arms. The command is "**Order, ARMS.**" On "**ARMS,**" ease your rifle to the position of order by relaxing the grip of your right hand on the upper hand guard. Return your fingers to the position described in paragraph A-2.2.



Figure A-4.--Position of Trail Arms.

A-4. FIX BAYONETS

1. The command is "**Fix, BAYONETS.**" It is given only from order arms.
2. On "**BAYONETS,**" pass the muzzle across your body to the left front and grasp the rifle with your left hand just below the stacking swivel. Then grip the bayonet handle with your right hand. Push the bayonet handle down and forward and draw the bayonet from the scabbard. Fix the bayonet on the rifle without changing your grip on the handle. You may look down at the muzzle while doing so. Then come back to order arms.
3. These movements are not made in cadence, but should be carried out quickly and smartly.

4. Unfit Bayonets

a. The command is **"Unfix, BAYONETS."** It will be given only when at order arms.

b. On **"BAYONETS,"** move the rifle to your left hand as for fix bayonets. Grip the bayonet handle with your right hand and press the catch spring. You may look down while doing this. Raise the bayonet straight up until the handle is a foot above the muzzle. Keep watching the point of the bayonet. Rotate it so the point is down and the back of your hand is toward your body. Replace the bayonet in the scabbard. Then come back to order arms.

c. These movements are not made in cadence, but should be carried out quickly and smartly.

A-5. SLING ARMS

1. The command is **"Sling, ARMS."** It will be given only from order arms. The movements are not executed in cadence.

2. If the sling is not ready, on **"ARMS,"** place your left foot 6 inches to the rear and slightly left of your right heel. At the same time, lift the rifle until the butt is opposite your right hip. Take the rifle at the balance with your left hand, sling to the left. Let your body bend slightly forward. Place the butt in the crotch formed by your hip and right leg. Move the balance of the rifle to the inside of our right elbow and cradle it there so both hands will be free to loosen the sling. Then sling the rifle on your right shoulder in the easiest manner and, except for your right hand, come back to attention. At sling arms, your right hand grips the sling directly in front of your right armpit, the sights point rearward and the barrel straight up.

3. On **"ARMS,"** if the sling is ready, sling the rifle on your right shoulder in the easiest way.

4. This position is used for long parades and marches.

5. Unslung Arms from Sling Arms

a. The command is **"Unsling, ARMS."** It will be given only when at sling arms.

b. On **"ARMS,"** swing the rifle, by the sling, from your shoulder. Catch the rifle at the balance with your left hand. Release the sling and grasp the upper hand guard with your right hand. Lower the rifle to the order. These movements are not done in cadence, but should be executed smartly.

6. Adjust Slings from Order Arms. For the manual to be executed with snap, it is necessary for the rifle sling to be tight. The command is **"Adjust, SLINGS."** It will be given only when at order arms with loose slings. On the command of execution take up the same position used to loosen sling (see paragraph A-5.2 above) and tighten the sling. Then return to order arms. This is done without cadence.

A-6. PORT ARMS FROM ORDER ARMS

1. The command is **"Port, ARMS."** This movement is executed in two counts.

2. On **"ARMS,"** lift the rifle to the left front until your right hand is in front and slightly left of your face and your forearm is parallel to the deck. On the same count take the rifle by the balance with your left hand.

3. On the second count, move your right hand from the upper hand guard to the small of the stock. Grip it palm down. Upon completing the movement, both elbows will be against your sides and your right forearm parallel with the deck. Your left thumb is 4 inches in front of the center of your chest. (See figure A-5.)



a. Count One.



b. Count Two.

Figure A-5.--Port Arms from Order Arms.

A-7. PRESENT ARMS FROM ORDER ARMS

1. The command is **"Present, ARMS."** This movement is executed in two counts and is used as a salute in ceremonies and interior guard duty. When executed from any position of the manual other than order arms the rifle is first brought to port arms upon the command **"Present, ARMS."** Present arms is then executed without loss of cadence.

2. On **"ARMS,"** raise the rifle to a position 4 inches in front of the center of your body, barrel toward you and pointing straight up. At the same time grasp the balance of the piece with your left hand, thumb on the rear hand guard band, fingers joined, sling included in your grip, and elbows against your body. The stacking swivel is at the same level as your eyes.

3. Do the second count, move your right hand to the small of the stock and grasp it. Both elbows are at your sides. (See figure A-6.)



a. Count One.



b. Count Two.

Figure A-6.--Present Arms from Order Arms.

A-8. ORDER ARMS FROM PRESENT AND PORT ARMS

1. The command is "**Order, ARMS.**" It is a three-count movement from either position and will be executed the same way from each.
2. On "**ARMS,**" move your right hand smartly from the small of the stock to the upper hand guard.
3. On the second count, release the balance with your left hand and lower the rifle to a point where the butt is 3 inches from the deck, slightly to the right of your right toe, and the muzzle pointing straight up. While lowering the rifle move your left hand, thumb and fingers are straight and joined, to a point near the stacking swivel. This is merely to steady the piece. Keep your palm facing to the rear so it will not resemble a rifle salute. The forearm and wrist are straight.
4. On the third count, lower the butt gently to the deck and your left hand smartly back to your left side. After this you are at the position of order arms. (See figures A-7 and A-8.)



a. Count One.



b. Count Two.



c. Count Three.

Figure A-7.--Order Arms from Present Arms.



a. Count One.



b. Count Two.



c. Count Three.

Figure A-8.--Order Arms from Port Arms.

A-9. INSPECTION ARMS FROM ORDER ARMS

1. The command is "**Inspection, ARMS.**" It is a five-count movement. When executed from any position of the manual other than order arms the rifle is first brought to port arms upon the command of "**Inspection, ARMS.**" Inspection arms is then executed without loss of cadence. (See figure A-9.)

2. On "**ARMS,**" lift the rifle to the left front until your right hand is in front and slightly left of your face and your forearm is parallel with the deck. At the same time, grasp the piece at the balance with your left hand as for port arms.

3. On the second count, move your right hand from the upper hand guard to the small of the stock. Grip it palm down.

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4. On the third count, release the balance with your left hand. Double your fingers into a fist. Place your thumb on the operating rod handle and push smartly to the rear until engaged by the operating rod catch. In doing this don't raise your elbow from your side.
5. On the fourth count move your left hand back to the balance. At the same time look into the receiver by bending your head forward smartly. If the receiver is not empty, empty it.
6. On the fifth count, raise your head back to attention.



a. Count One.



b. Count Two.



c. Count Three.



d. Count Three--Continued.

Figure A-9.--Inspection Arms from Order Arms.



e. Count Four.



f. Count Five.

Figure A-9.--Inspection Arms from Order Arms--Continued.

A-10. PORT ARMS FROM INSPECTION ARMS

1. The command is "**Port, ARMS.**" It is a one count movement and the only command that may be given from inspection arms.
2. On "**Port,**" place the heel edge of your right hand on the operating rod handle and push to the rear. Your fingers should be straight and joined. At the same time, push the follower down with your thumb. Allow the bolt to slide forward about a quarter-inch.
3. On "**ARMS,**" allow the bolt to go home by lifting your hand smartly. Pull the trigger and replace your right hand on the small of the stock. (See figure A-10.)



a. Movement on Port.



b. Movement on Arms.

Figure A-10.--Port Arms from Inspection Arms.

A-11. RIGHT SHOULDER ARMS FROM ORDER ARMS

1. The command is **"Right Shoulder, ARMS."** It is a four-count movement.
2. On **"ARMS,"** lift the rifle across your body. At the same time, take the balance in your left hand.
3. On the second count, release the upper hand guard with your right hand. Take the heel of the butt between the first two fingers of your right hand and close your fingers and thumb around the stock. Your thumb and index fingers touch.
4. On the third count, place the rifle in your right shoulder without changing your grip on the butt. The sights are up; the piece is tilted at an angle of 45 degrees to the deck, and held so it points directly fore and aft. Your right elbow is against your side and your right forearm level with the deck. While placing the rifle on your shoulder, allow your left hand to slide to the small of the stock. Your left hand guides the rifle to your shoulder. The first joint of the your left forefinger touches the rear of the receiver. Your left wrist is straight and left forearm level with the deck. Keep your palm facing to the rear, so it will not resemble a rifle salute.
5. On the fourth count, move your left hand smartly back to your side. (See figure A-11.)



a. Count One.



b. Count Two.

Figure A-11.--Right Shoulder Arms from Order Arms.



c. Count Three



d. Count Four.

Figure A-11.--Right Shoulder Arms from Order Arms--Continued.

A-12. PORT ARMS FROM RIGHT SHOULDER ARMS

1. The command is "**Port, ARMS.**" It is a two-count movement.
2. On "**ARMS,**" jerk the butt down so the rifle will spring from your shoulder. As it leaves your shoulder, twist the butt clockwise one quarter-turn so the rifle will fall in front of your chest, barrel up. Keep your grip on the butt. Raise your left hand smartly to catch the balance 4 inches in front of the center of your chest.
3. On the second count, move your right hand to the small of the stock. (See figure A-12.)



a. Start.



b. Count One.



c. Count Two.

Figure A-12.--Port Arms from Right Shoulder Arms.

A-13. ORDER ARMS FROM RIGHT SHOULDER ARMS

1. The command is **"Order, ARMS."** It is executed in four counts.
2. At **"ARMS,"** remove the rifle from your shoulder in the same manner as described for port arms from right shoulder arms. (See paragraph A-12.2.)
3. On the second count, remove your right hand from the butt and smartly grasp the upper hand guard. Keep your elbow up and your forearm level.
4. On the third count, release the balance with your left hand and lower the rifle to a point where the butt is 3 inches from the deck, slightly to the right of your right toe, and the muzzle pointing straight up. While lowering the rifle move your left hand, thumb and fingers straight and joined to a point near the stacking swivel. This is merely to steady the piece. Keep your palm facing the rear, so it will not resemble a rifle salute. The forearm and wrist are straight.
5. On the fourth count, lower the butt gently to the deck and move your left hand smartly back to your left side. After this you are at the position of order arms. (See figure A-13.)



a. Count One.



b. Count Two.

Figure A-13.--Order Arms from Right Shoulder Arms.



c. Count Three.



d. Count Four.

Figure A-13.--Order Arms from Right Shoulder Arms--Continued.

A-14. RIGHT SHOULDER ARMS FROM PORT ARMS

1. The command is **"Right Shoulder, ARMS."** It is executed in three counts.
2. On **"ARMS,"** release the small of the stock and grip the heel of the butt between the first two fingers of your right hand. Close your thumb and fingers around the stock. Your thumb and index finger touch.
3. On the second count, place the rifle on your right shoulder without changing your grip on the butt. The sights are up; the piece is tilted at an angle of 45 degrees to the deck, and held so it points directly fore and aft. Your right elbow is against your side and your right forearm level with the deck. While placing the rifle on your shoulder, allow your left hand to slide to the small of the stock. Your left hand guides the rifle to your shoulder. The first joint of the your left forefinger touches the rear of the receiver. Your left wrist is straight and left forearm level with the deck. Keep your palm facing to the rear, so it will not resemble a rifle salute.
3. On the third count, move your left hand smartly back to your side. (See figure A-14.)



a. Start.



b. Count One.



c. Count Two.



d. Count Three.

Figure A-14.--Right Shoulder Arms from Port Arms.

A-15. LEFT SHOULDER ARMS FROM ORDER ARMS

1. The command is "**Left Shoulder, ARMS.**" It is a four-count movement.
2. On "**ARMS,**" carry the rifle across your body with your right hand. At the same time, take the balance in your left hand.
3. On the second count, release the upper hand guard and grip the small of the stock with your right hand.
4. On the third count, release the balance with your left hand and place the rifle on your left shoulder with your right hand. At the same time take the heel of the butt between the first two fingers of your left hand. Close your left hand. Close your left thumb and fingers around the stock. Your thumb and index finger touch. The piece is at a 45-degree angle to the deck, and the sights up. Keep the rifle pointing directly fore and aft. Your left elbow is against your side, your left forearm level with the deck.
5. On the fourth count, move your right hand smartly back to your side.

A-16. PORT ARMS FROM LEFT SHOULDER ARMS

1. The command is "**Port, ARMS.**" It is executed in two counts.
2. On "**ARMS,**" grip the small of the stock with your right hand.
3. On the second count, release the butt with your left hand. At the same time, move the rifle across your body with your right hand and grip the balance with your left. The rifle's and your position are the same as described in paragraph A-12.2. (See figure A-15.)



a. Start.



b. Count One.



c. Count Two.

Figure A-15.--Port Arms from Left Shoulder Arms.

A-17. ORDER ARMS FROM LEFT SHOULDER ARMS

1. The command is "**Order, ARMS.**" This is a five-count movement.
2. On "**ARMS,**" grip the small of the stock with your right hand.
3. On the second count, release the butt with your left hand. At the same time, move the rifle across your body with your right hand and grip the balance with your left. The rifle is now at the position of port arms.
4. On the third count, move your right hand to the upper hand guard, with your forearm level with the deck.
5. On the fourth count, release the balance with your left hand. Lower the rifle to a position in which the butt is 3 inches from the deck, slightly to the right of your right toe, and the muzzle straight up. While lowering the rifle move your left hand, thumb and fingers straight and joined, to a point near the stacking swivel. This is merely to steady the piece. Keep your palm facing the rear and your forearm and wrist straight.
6. On the fifth count, ease the rifle to the deck and move your left hand smartly to your side.

A-18. LEFT SHOULDER ARMS FROM PORT ARMS

1. The command is "**Left Shoulder, ARMS.**" It is executed in two counts.
2. On "**ARMS,**" release the balance with your left hand. Place the rifle on your left shoulder with your right hand. The barrel should point upward, tilted at an angle of 45 degrees to the deck. At the same time, take the heel of the butt between the first two fingers of your left hand. Wrap your thumb and fingers around the stock. Your index finger and thumb touch. Keep your left elbow against your side. Keep you left forearm level with the deck.
3. On the second count move your right hand smartly back to your right side.

A-19. RESTS WITH THE RIFLE

1. Parade Rest from Order Arms. The command is "**Parade, REST.**" It is executed in one count. It may be given only from order arms. On "**REST,**" move your left foot smartly 12 inches to the left. Keep your legs straight so your weight rests equally on both feet. Keep the butt of the rifle on the deck, toe online with the front of your right shoe. Slide your right hand upward, re-grasping the upper hand guard just below the stacking swivel. Fingers joined and curled around touching the thumb. Straighten your right arm directly to the front so that the muzzle points forward and up. Place your left hand behind you, just below your belt. Your fingers should be straight and joined your palm flat and facing rear. (See figure A-16.) Parade rest will also be assumed on the preparatory command to "**ATTENTION,**" if not already at parade rest. Parade rest is assumed as described herein except if at sling arms, the rifle remains slung; if at unsling arms, sling arms first; if at stack arms, assume parade rest without taking arms.
2. At Ease. The command is "**AT EASE.**" It is a one-count movement. It may be given only when halted at attention at order arms, sling arms or unsling arms,

or stack arms. After the command "**AT EASE,**" you may move your left leg, but must keep your right in place. The rifle is held as in parade rest, but with a relaxed arm, when executed from order arms or unsling arms. You may move, but must not talk.

3. Rest. The command is "**REST.**" It may be given only when halted at attention at order arms, sling or unsling arms, or stack arms, and is executed in one count. At the command "**REST,**" keep your right foot in place. Your rifle is held as in parade rest, but with a relaxed arm when executed from order arms or unsling arms. If at sling arms, the rifle may be unslung. You may move and talk.

4. Fall Out from Attention. The command is "**FALL OUT.**" It may be given only when halted at attention with your rifle at order, port, stack, or unsling arms. On the command "**FALL OUT,**" leave you place in ranks, but remain in the immediate vicinity unless otherwise instructed.



a. Front View.



b. Side View.

Figure A-16.--Parade Rest with the Rifle.

A-20. ATTENTION FROM REST POSITIONS

1. The command is "**Squad (Platoon, or Company), ATTENTION.**"

a. On "**Squad (Platoon or Company),**" come to parade rest as described in paragraph A-19.1.

b. On "**ATTENTION,**" come to order arms in one count, except if at sling arms, come to attention at sling arms; if at stack arms, come to attention.

c. From Fall Out. The command is "**FALL IN.**" On the command "**FALL IN,**" go back to your place in ranks and come to attention at order arms or unsling arms. If your rifle is stacked, come to attention.

A-21. RIFLE SALUTES

1. Rifle Salute at Right Shoulder Arms. This is a one-count movement, executed on each of two sets of commands "**Rifle, SALUTE**" and "**Ready, TWO.**" It cannot be executed at left shoulder arms.

a. On "**SALUTE,**" move your left hand smartly to the small of the stock. Keep your left forearm level with the deck, palm down, your thumb and fingers straight and joined. The first joint of your forefinger touches the rear of the receiver. (See figure A-17.) When not in ranks, turn your head and eyes toward the person or colors saluted.

b. On "**TWO,**" move your left hand smartly back to your side.



Figure A-17.--Rifle Salute at Right Shoulder Arms.

2. Rifle Salute at Order or Trail Arms. These are one-count movements executed on each of two sets of commands "**Rifle, SALUTE**" and "**Ready, TWO.**"

a. On "**SALUTE,**" move your left hand smartly to your right side, palm down, thumb and fingers straight and joined. The first joint of your forefinger touches the barrel between the stacking swivel and the bayonet lug. (See figure A-18.) When not in ranks, turn your head and eyes toward the person or colors saluted.

b. On "**TWO,**" move your left hand smartly back to your side.



a. Rifle Salute at Order Arms.



b. Rifle Salute at Trail Arms.

Figure A-18.--Rifle Salute at Order or Trail Arms.

3. Hand Salute at Sling Arms. This is executed in the same manner as a hand salute without arms, except your left hand must hold the rifle sling to steady it. As you salute, move your left hand smartly toward your right shoulder. Grip the sling in front of your right shoulder. When the salute is finished, re-grasp the sling with your right hand. If the rifle is slung on the left shoulder, the hand salute is rendered in the normal manner.

A-22 TO STACK ARMS

1. Members of the squad stack arms from their positions in line at normal or close interval. Squad members numbered 3, 7, and 11 make the stacks except when there is no one to their left. In squads larger than 14 men, additional stackmen are designated. In squads so armed that it is not feasible for numbers 3, 7, and 11 to make the stacks, other squad members may be designated as stackmen. The command is **"Stack, ARMS."**

2. At the command **"ARMS,"** the man on the left of the stackman grips his/her rifle by the upper hand guard, raises it, with the muzzle straight up, until his/her right arm is level with the deck. The Marine passes it to the stackman, who grips it with the left hand at the upper hand guard just below the stacking swivel. (See figure A-18a.)

3. The stackman places the butt of the left rifle between his/her feet, with the barrel to the front, muzzle tilted forward. The Marine raises the stacking swivel of the left rifle with his/her left thumb and forefinger. Then the Marine swings the butt of his/her own rifle 2 feet in front and 6 inches to the right of his/her right toe. The Marine then shifts his/her right hand to the stacking swivel, which the Marine engages with that of the left rifle. (See figure A-18b.)

4. The member on the right of the stackman grips his rifle with his/her right hand at the small of the stock, his/her left hand near the stacking swivel. Without moving his right foot, the Marine steps to the left front and carries his/her rifle well forward, barrel up. With the forefinger of his/her left hand, the Marine hooks his stacking swivel to the free hook of the center rifle's stacking swivel. Then the Marine rotates his/her rifle so the barrel rests in the angle formed by the other two rifles. (See figure A-18c.) The Marine pulls the butt toward him/her until the stack is tight and then lowers the butt to the deck. The Marine then resumes the position of attention. (See figure A-18d.) Figure A-18e shows details of the stacking swivels at stack arms.

5. Other rifles are passed to the nearest stack on the right. When passing extra weapons to the stack, the right hand grips the upper hand guard and the left hand grips the balance. The muzzles of these weapons point straight up while they are being passed to the stack. They are laid on the stack by the stackman, sights inboard, and tilted so they remain in place.



Figure A-18a.--Stack Arms, Passing the Left Rifle.



Figure A-18b.--Stack Arms, Placing the Left Rifle.



Figure A-18c.--Stack Arms, Placing the Right Rifle.



Figure A-18d.--Stack Arms, Stack Complete.



Figure A-18e.--Close Up of Stacking Swivels.

A-23. TO TAKE ARMS

1. The squad, in line behind the stacks, takes arms at the command "**Take, ARMS.**"
2. At the command "**ARMS,**" the extra weapons are passed back. Weapons are held as when passed to the stack. As members receive their weapon, they resume order arms.

3. When extra weapons have been passed, the stackman grips his/her rifle and the rifle of the stackman on his/her left. The member on the right of the stackman steps to the left front as in stacking, takes his/her rifle, and resumes order arms.

4. The stackman then disengages the two remaining rifles. The Marine passes the left rifle back to the member on his/her left. The member on the stackman's left grips his/her rifle at the upper hand guard and resumes order arms. Then the stackman resumes order arms.

A-24. LOADING AND CEREMONIAL FIRING OF THE RIFLE

1. General Rules

a. For ceremonial firing, only the front rank of units larger than a squad executes the loading and firing.

b. Rifles are loaded while locked.

c. Except during the actual firing, loaded rifles are kept locked without command until "**UNLOAD**" or "**Inspection, ARMS**" is ordered.

2. To Load

a. The unit being at attention in any formation the command is "**With Blank Cartridges, LOAD.**" The movements are executed quickly and smartly, but not in cadence.

b. Each front rank rifleman faces half right and places his/her right foot 12 inches to the rear. The legs are kept straight, so the weight of the body rests equally on both feet.

c. The rifle is raised with the right hand and grasped at the balance with the left. The right hand is then moved to the small of the stock. The rifle is now at the position of port arms.

d. The operating rod handle is pulled smartly to the rear with the left thumb. (See figures A-19.)

e. A fully loaded (blank) clip is then removed from the cartridge belt and placed in the receiver with the right hand. The rear edge of the right hand is placed against the operating rod handle and the cartridge pressed down against the follower with the right thumb until the follower engages the clip latch. The operating rod handle is released and the thumb lifted to allow the bolt to slide forward. The rear of the operating rod handle is then pushed forward with the heel of the right hand to ensure the proper seating of the bolt.

f. The right hand is then returned to the small of the stock at port arms.

g. For instruction in loading, the command is "**Simulate, LOAD.**" The movements are executed as described in paragraph A-24.2, except that the handling of cartridges is simulated.

h. To use the rifle as a single loader, the procedure is the same except one cartridge is placed in the chamber rather than a clip in the receiver. Instead of depressing the clip against the follower, the follower is directly depressed with the right thumb.



Figure A-19.--Engaging the Operating Rod Handle.

3. To Unload. The command is **"UNLOAD,"** hook the left thumb over the operating rod handle and push it to the rear. Hold the bolt open. Re-grasping the rifle with the left hand, steady the piece by placing the butt on the right hip. Place the right hand over the receiver and release the clip latch with the right thumb. Catch the ejected clip in the right hand and replace it in the belt. After ensuring there is not a round in the chamber, allow the bolt to close. Pull the trigger and bring the piece to the order.

4. To Fire by Volley

a. After the rifles are loaded as prescribed in paragraph A-24.2, the noncommissioned officer in charge of the firing detail orders, **"Ready, Aim, FIRE."**

b. On **"Ready,"** take the position of load if not already in that position.

c. On **"AIM,"** raise the rifle to a position of 45 degrees from the horizontal, the butt firmly in the right shoulder, the balance resting in the V formed by the thumb and forefinger of the left hand. All fingers of the left hand are extended and joined. The left wrist is straight. The right hand is wrapped around the small of the stock from the right. The right elbow is raised to shoulder height. The right cheek is pressed firmly against the stock (or thumb on top of the stock) as far forward as comfortable. The left eye is closed, the right looking over the rear sight. Press the safety to its unlock position with the right forefinger. (See figure A-20.)

d. On **"FIRE,"** squeeze the trigger quickly and lower the rifle to the position of **"LOAD."** If the rifle has been loaded with a single round, it is reloaded without command, unless directed otherwise.

e. To continue the firing, the commands are **"Ready, Aim, FIRE."** Each command is executed as explained above.

f. To cease firing, the command is **"CEASE FIRING."** On this command the riflemen will know that no more rounds are to be fired. They bring their rifles to the position of load. The command **"UNLOAD"** is then given and executed as explained in paragraph A-24.3.



Figure A-20.--Firing Party at Position of Fire.

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APPENDIX B

RIFLE MANUAL FOR THE M14 SERVICE RIFLE

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APPENDIX B

RIFLE MANUAL FOR THE M14 SERVICE RIFLE

B-1. GENERAL

1. This appendix is designed to provide detailed instructions for the manual of arms for the M14 service rifle for those units and organizations that use this weapon for ceremonial purposes.
2. Execute "FALL IN" with the rifle at order arms.
3. Facings, alignments, and short distance marching movements are executed from order arms. Side step, backward march, open and close ranks, and close and extend are short distance movements. Forward march may be given from order arms to march units forward for a short distance. When these movements are commanded while at order arms, it is necessary to come automatically to trail arms on the command of execution for the movement. The rifle is returned to order arms upon halting.
4. Before a command for any marching movement (other than the exceptions stated in c, above) is given to armed troops, they are faced in the direction of march and their weapons brought to right shoulder, port, or sling arms by the appropriate command. After a marching movement has been completed and it is desired to execute a facing movement, the command to order or unsling arms is given, followed by the command for the facing movement.
5. When in a position other than sling arms, the troops must come to port arms for double time. When the troops are in formation, the commander gives the appropriate commands.

B-2. RULES FOR RIFLE MANUAL

1. The term "at the balance" refers to the point on the rifle (Figure B-1) just forward of the magazine well. In this position the little finger of the left hand is placed on the lower band. While this is not the true balance of the rifle, it is used as a reference point for instructional purposes and to facilitate the manipulation of the weapon while performing the manual of arms.

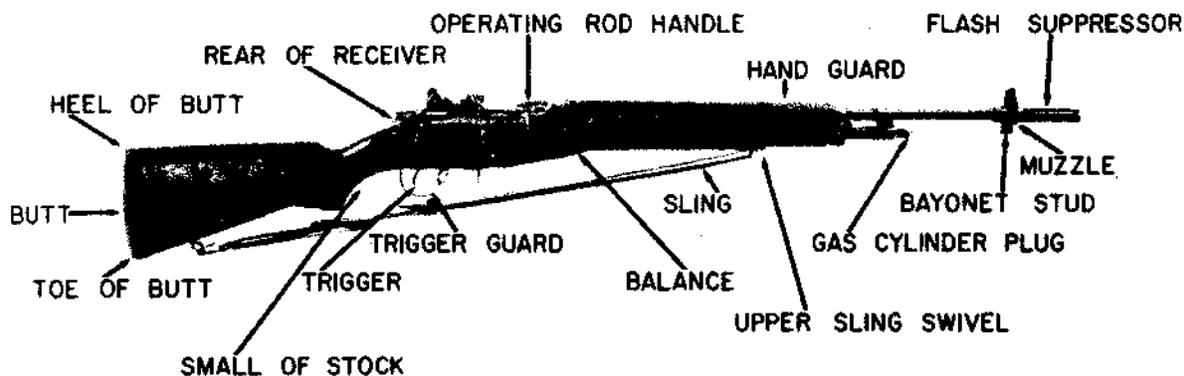


Figure B-1.--M14 Rifle Nomenclature.

2. The position of the rifle known as "diagonally across the body" (Figure B-2) is as follows:

a. The left hand is at the balance, with the thumb and fingers grasping the rifle and sling. To do this, extend and join the fingers so as to form a "U" with the thumb.

b. The barrel is up and at such an angle that it bisects the juncture of the neck and shoulder. The heel of the butt is on line with the right hip (Figure B-2).

c. The rifle is held at a height that allows the right forearm to be horizontal when the small of the stock is grasped with the right hand.

d. The distance of the rifle from the body depends upon the confirmation of the body, but it should be about 4 inches from the belt.



Figure B-2.--Rifle Held Diagonally Across the Body.

3. The cadence for rifle movement is quick time, but in the early stages of instruction the movements are done more slowly until the troops can execute them with precision. They are then practiced until the proper cadence is acquired.

4. The manual for the rifle is executed while standing at the position of attention. To add interest to drill and to lessen fatigue on long marches, movements between right and left shoulder and port arms may be commanded when marching at attention in quick time.

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a. To move the rifle from the right shoulder to the left shoulder, "**Left Shoulder, ARMS**" is commanded as the left foot strikes the ground. The first count of this movement is executed as the right foot strikes the ground and the left arm is swinging forward in a natural arc.

b. To move the rifle from the left shoulder to the right shoulder, "**Right Shoulder, ARMS**" is commanded as the right foot strikes the ground. The first count of this movement is executed as the left foot strikes the ground and the right arm is swinging forward in a natural arc.

5. The following positions are commanded from order arms only: inspection arms, trail arms, sling arms, fix and unfix bayonets, and the rest positions at order arms. Port arms is the only command that may be given from inspection arms.

6. The manual of arms with the magazine in the rifle is restricted to inspection arms, port arms, sling and unsling arms, order arms, trail arms, and fix and unfix bayonets.

B-3. ORDER ARMS

1. Order arms is the position of the individual at attention with the rifle. It is assumed on the commands "**ATTENTION**" from any of the rest positions except fallout. Order arms is assumed on the command "**FALL IN,**" and on the command "**Order, ARMS,**" from any position in the manual except inspection arms and sling arms.

2. At order arms the position of attention is maintained except for the right arm and rifle. The rifle butt is placed on the ground with the barrel to the rear and the toe of the butt against and on line with the toe of the right shoe. The upper part of the hand guard is grasped with the right hand in a "V" formed by the fingers and the thumb. The fingers are placed diagonally so the tips of the index finger and the thumb are grasping the sides of the stock; the right arm is kept behind the rifle so the thumb is along the trouser seam (Figure B-3).



a. Front View.



b. Side View.

Figure B-3.--Order Arms.

B-4. REST POSITIONS WITH THE RIFLE

1. Rest positions with the rifle are commanded and executed as without arms, with the following exceptions:

2. On the command "**Parade, REST,**" the left foot is placed 12 inches from and on line with the right foot. The rifle butt is kept against the right foot, the toe of the butt on line with the toe of the shoe. The barrel of the rifle rests against the hip along the seam of the trousers as in the position of attention. The grasp of the rifle is unchanged. The left hand is placed behind the back just below the belt line with the fingers and thumb extended and joined and the palm facing the rear (Figure B-4).

3. On the command "**AT EASE**" or "**REST,**" the right foot remains in place and the rifle is held as in parade rest with the right arm relaxed slightly.

4. When at sling arms, rest positions are commanded and executed as described in paragraph B-13.

5. Armed troops must be at attention at order arms, port arms, stack arms, or unsling arms before "**FALL OUT**" may be given.



a. Front View.



b. Rear View.

Figure B-4.--Parade Rest.

B-5. TRAILS ARMS FROM ORDER ARMS

1. For instructional purposes, the command "**Trail, ARMS**" may be used to teach the position at a halt. At the command "**ARMS,**" the rifle is raised vertically 3 inches off the ground with the wrist straight and the thumb along the seam of the trousers; the grasp of the rifle does not change (Figure B-5). This movement is executed in one count.

2. At the command **"Order, ARMS,"** the rifle is lowered vertically to the position of order arms. For instructional purposes when **"Trail, ARMS"** is commanded, the rifle is held at trail arms until **"Order, ARMS"** is given

3. Trail arms is used for short distance movements. If a marching movement (a side step, back step, or forward march) is ordered while at order arms come to trail arms automatically on the command of execution for the marching movement. The same applies for facing movements, while at order arms. Whenever trail arms is automatically assumed, come to order arms, without command, upon completion of the marching or facing movement.



B-6. PORT ARMS

1. The command is **"Port, ARMS."**

2. This movement is executed in two counts from order arms. At the command **"ARMS,"** the rifle is raised diagonally across the body with the right hand; the left hand grasps the rifle at the balance and holds it so that it is 4 inches from the belt. The right elbow is held down without strain. On the second count, the rifle is re-grasped with the right hand at the small of the stock, fingers and thumb closed around the stock. The right forearm is horizontal and the elbows are against the sides (Figure B-6).

3. From port arms to order arms is a three-count movement. At the command **"ARMS,"** the right hand is moved to re-grasp the upper part of the hand guard without moving the rifle (Figure B-6). On the second count, the left hand is removed from the balance, and the rifle is lowered to the right side with the

right hand until the butt is 3 inches from the ground. The left hand is placed immediately below the bayonet stud, fingers and thumb extended and joined, palm to the rear, to steady the rifle and hold the barrel vertical (Figure B-7). On the third count, the left hand is cut sharply to the side while the rifle is lowered gently to the ground, and the position of order arms is assumed.



a. Start.



b. Count One.



c. Count Two.

Figure B-6.--Port Arms from Order Arms.



a. Start.



b. Count One.

Figure B-7.--Order Arms from Port Arms.



c. Count Two.



d. Count Three.

Figure B-7.--Order Arms from Port Arms.

B-7. RIGHT SHOULDER ARMS

1. The command is **"Right Shoulder, ARMS."**

2. When executed from order arms, right shoulder arms is a four-count movement. At the command **"ARMS,"** the first count of port arms is executed as described in paragraph B-6.2. The right elbow is held down without strain. On the second count, the rifle is re-grasped at the butt with the right hand, the heel of the butt between the first two fingers, and the thumb and fingers closed around the heel with the thumb and forefinger touching (Figure B-8). On the third count the rifle is placed on the right shoulder with the grasp of the right hand unchanged. At the same time, the left hand is moved from the balance to the small of the stock where it is used to guide the rifle to the shoulder. The thumb and fingers are extended and joined with the palm turned toward the body. The first joint of the left forefinger touches the rear of the receiver. The left elbow is kept down. On the fourth count, the left hand is cut smartly back to its position by the side, as at attention.

3. The return to order arms is a four-count movement. On the command **"ARMS,"** the rifle butt is pulled quickly toward the body with the right hand. As the rifle clears the shoulder, the right hand smartly twists the stock 90 degrees in a clockwise direction causing the rifle to be guided diagonally across the body. At the same time the left hand is brought up to catch the rifle at the balance, smartly and audibly. On the second count, the right hand is moved up to grasp the upper part of the hand guard. The third and fourth counts are executed the same as the second and third counts used in executing order arms from port arms (paragraph B-6.3).

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4. Right shoulder arms from port arms is a three-count movement. On the first count, the rifle is grasped at the butt with the right hand as in coming to right shoulder from order arms. The last two counts are the same as the last two counts in moving from order to right shoulder arms.

5. Port arms from right shoulder arms is a two-count movement. The first count is the same as the first count from right shoulder to order arms. On the second count, the rifle is re-grasped with the right hand at the small of the stock in the position of port arms.



a. Start.



b. Count One.



c. Count Two.



d. Count Three.



e. Count Four.

Figure B-8.--Order Arms to Right Shoulder Arms.

B-8. LEFT SHOULDER ARMS

1. The command is **"Left Shoulder, ARMS."**

2. To move the rifle to left shoulder arms from the order, the rifle is brought to port arms in the first two counts (Figure B-6). On the third count, the rifle is placed on the left shoulder with the right hand and at the same time the stock of the rifle is driven smartly and audibly into the palm of the left hand as the right arm comes across the body. The butt is grasped with the left hand (Figure B-9). On the fourth count, the right hand is cut smartly to the side as in the position of attention (Figure B-9).

3. Port arms from left shoulder arms is a two-count movement. On the first count, the right hand moves up and across the body and grasps the small of the stock and the right arm is pressed against the body (Figure B-9). On the second count, the rifle is brought from the shoulder and diagonally across the body with the right hand and re-grasped at the balance with the left hand as in the position of port arms (Figure B-6).

4. Order arms or right shoulder arms from left shoulder arms is a five-count movement. On the first two counts, the rifle is brought to port arms. On the last three counts, it is possible to go to order arms or right shoulder arms as described in paragraphs B-6 and B-7.



a. Start.



b. Count One.



c. Count Two.

Figure B-9.--Order Arms to Left Shoulder Arms.



d. Count Three.



e. Count Four.

Figure B-9.--Order Arms to Left Shoulder Arms--Continued.

B-9. PRESENT ARMS

1. The command is **"Present, Arms."**

2. Order arms to present arms is a two-count movement. On the first count, the rifle is raised and carried to the center of the body. It is held vertical, approximately 4 inches from the body with the barrel to the rear. The right elbow is down. The rifle and sling are grasped at the balance with the left hand. The left forearm is horizontal and the elbow is against the side (Figure B-10). On the second count, the right hand re-grasps the rifle at the small of the stock.

3. Order arms from present arms is a three-count movement. On the first count, the rifle is grasped at the upper part of the hand guard with the right hand (Figure B-9) with the right elbow kept down and against the side. The rifle is lowered to the ground with the right hand on counts two and three as in port arms to order arms (Figure B-7).

4. Port arms from present arms is executed in one count. The rifle is raised and twisted with the right hand, the muzzle moves to the left, the rifle is re-grasped at the balance with the left hand (Figure B-6).

5. Present arms is executed in one count. The rifle is lowered and twisted with the right hand while being moved into a vertical position where it is re-grasped at the balance with the left hand.



a. Start.



b. Count One.



c. Count Two.

Figure B-10.--Order Arms to Present Arms.

B-10. INSPECTION ARMS (WITHOUT MAGAZINE)

1. The command is **"Inspection, ARMS."** It is a four-count movement, executed only from order arms.

2. At the command **"ARMS,"** the rifle is raised diagonally across the body with the right hand and is grasped with the left hand at the balance as in the first count of port arms (paragraph B-6.2b). On the second count, the right hand grasp is released and the right hand slides down the rifle with the fingers extended and joined, until the knife-edge of the hand comes in contact with the operating rod handle. At this time, the thumb is on the opposite side of the receiver (Figure B-11). On the third count, the operating rod handle is pressed sharply to the rear and the bolt lock is depressed with the thumb so that the bolt is locked in the rearmost position. At the same time, the head and eyes are lowered to check the receiver (Figure B-11). On the fourth count, having found the receiver empty or having emptied it, the head and eyes are raised to the front and the rifle is re-grasped at the small of the stock as in port arms.

3. **"Port, ARMS"** is the only command that is given from inspection arms. On the preparatory command, the grip on the small of the stock is relaxed to permit the index finger to hook around the operating rod handle, pulling it slightly to the rear so that the bolt lock will be released (Figure B-12). At the command **"ARMS,"** the operating rod handle is released, the trigger pulled, and the small of the stock re-grasped in the position of port arms.

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a. Start.



b. Count One.



c. Count Two.



d. Count Three.



e. Count Four.

Figure B-11.--Inspection Arms without Magazine.



a. Movement to "Port."



b. Movement to "ARMS."

Figure B-12.--Port Arms from Inspection Arms with and without Magazine.

B-11. INSPECTION ARMS WITH THE MAGAZINE

1. The command is "**Inspection, ARMS.**" It is a four-count movement with the first two counts the same as inspection arms without the magazine. On the third count, the operating rod handle is pressed sharply to the rear with the knife-edge of the right hand until the bolt engages the magazine follower. At the same time, the head and eyes are lowered to check the receiver. On the fourth count, having found the receiver empty or having emptied it, the head and eyes are raised and the rifle is re-grasped at the small of the stock as in port arms.

2. "**Port, ARMS**" is the only command given from inspection arms. On the preparatory command, the right hand releases the rifle and, with fingers extended and joined, the knife-edge of the hand is pressed against the operating rod handle. After the operating rod handle is pressed slightly to the rear, the thumb is inserted in the rearmost part of the receiver to depress the magazine follower. The bolt is allowed to slide forward slightly. On the command "**ARMS,**" the operating rod handle is released. The right hand is returned to the small of the stock, the trigger pulled, and the position of port arms is assumed.

B-12. RIFLE SALUTE

1. This movement may be executed from order arms, trail arms, right shoulder arms, or left shoulder arms. For instructional purposes, the command "**Rifle, SALUTE**" may be used. The rifle salute is a two-count movement.

2. When at order arms, the left arm moves across the body on the first count, with the forearm and wrist straight, fingers and thumb extended and joined, and palm down. The first joint of the forefinger touches the rifle at a point below the bayonet stud (Figure B-13). If not in the ranks, the head and eyes turn

toward the person or color saluted. On the second count, the left hand is cut smartly to the side and the head and eyes are turned to the front.

3. When saluting at trail arms, the movements are identical with those for saluting at order arms, except that the rifle is held in the trail arms position.

4. At right shoulder arms, the movement is executed by moving the left arm across the chest and touching the first joint of the forefinger to the rear of the receiver. The left elbow is held so that the left forearm is horizontal. Fingers, thumb, and wrist are held as described in b, above. The palm is down (Figure B-14). The second count of the rifle salute at right shoulder arms is executed by cutting the left hand smartly to the side.

5. At left shoulder arms, the movement is executed by moving the right arm across the chest and touching the first joint of the forefinger to the rear of the receiver. The right elbow is held so that the right forearm is horizontal. Fingers, thumb, and wrist are held as described in b, above. The palm is down (Figure B-14). The second count of the rifle salute at left shoulder arms is executed by cutting the right hand smartly to the side.



a. Order Arms Position.



b. Trail Arms Position.

Figure B-13.--Rifle Salute at Order Arms and Trail Arms.



a. Right Shoulder Position.



b. Left Shoulder Position.

Figure B-14.--Rifle Salute at Right and Left Shoulder Arms.

B-13. SLING AND UNSLING ARMS

1. The command is "**Sling, ARMS.**" It will be given only from order arms. The movements are not executed in cadence. If the sling is not adjusted, on "**ARMS,**" the butt of the rifle is placed on the right hip and the rifle cradled in the crook of the right arm (Figure B-15a). The sling is adjusted with both hands and the rifle is then slung over the right shoulder in the most convenient manner. When at sling arms, the sling is grasped with the right hand, keeping the right forearm horizontal and holding the barrel of the rifle vertical (Figure B-15b). If the sling is already adjusted, the rifle is slung in the most convenient manner at the command of execution.

2. The command "**Unslung, ARMS**" is given only from the position of sling arms. At the command of execution, the rifle is unslung and brought to a position of unslung arms by steadying the rifle with the left hand. The positions of order arms and unslung arms are the same except that at unslung arms the sling is loose.

3. So that precise movements of the manual can be executed, the command "**Adjust, SLINGS**" is given. At the command "**SLINGS,**" the sling is tightened while holding the rifle as described in paragraph B-13.1, above.



a. Adjust Sling.



b. Sling Arms.

Figure B-15.--Sling Arms.

4. To salute while at sling arms, on the command of **"ARMS"** of **"Present, ARMS,"** the sling is grasped with the left hand to steady the rifle. The palm of the left hand is to the rear and the forearm is horizontal. At the same time, the sling is released with the right hand and the first count of the hand salute is executed as described in paragraph 2104 (Figure B-16). At the command of **"ARMS"** of **"Order, ARMS,"** the right hand and arm are moved smartly to the side as in the position of attention and then the original position of sling arms is assumed.



Figure B-16.--Rifle Salute at Sling Arms.

5. When at sling arms, parade rest, rest, and at ease are executed as from order arms except that the rifle is held slung with the right hand. When the command **"REST"** is given, the rifle may be unslung. When calling a unit to attention, the position of parade rest at sling arms is assumed on the preparatory command.

B-14. FIX BAYONETS AND UNFIX BAYONETS

1. These movements are not executed in cadence.

2. On the command **"Fix, BAYONETS,"** the muzzle of the rifle is moved across the body and re-grasped with the left hand below the gas cylinder plug. The snap on the scabbard is unfastened and the bayonet is grasped with the right hand. The bayonet is drawn from the scabbard. The point of the bayonet is turned skyward and the bayonet is fixed on the muzzle of the rifle with a downward motion. After the bayonet is fixed, the position of order arms is assumed.

3. The command **"Unfix, BAYONETS"** is given only at the position of order arms.

4. At the command **"BAYONETS."** The rifle is moved to the left hand as when fixing bayonets. The rifleman glances down and grasps the handle of the bayonet with the right hand, the palm toward the body. The bayonet catch spring is pressed with the inside of the forefinger. The bayonet is raised vertically until the handle is approximately a foot above the muzzle of the rifle. Then, keeping the eyes on the point of the bayonet, the rifleman returns the bayonet to the scabbard, reversing the movements of its withdrawal. The snap on the bayonet scabbard is fastened with the left hand and the position of order arms is assumed. The bayonet is carried in the scabbard with the ring to the front.

5. Safety precautions should be observed when fixing bayonets while the rifle is held diagonally across the body with the left hand. Tap the base of the bayonet handle with the heel of the right hand, to make sure that the bayonet is secure. If resistance is met when unfixing the bayonet, thrust the bayonet into the ground, blade facing the right toe. Then press the bayonet release with the toe of the right shoe and remove the rifle from the bayonet. The blade of the bayonet is not touched with the bare hand.

B-15. STACK ARMS

1. The members of the squad stack arms from their position in line at normal interval on the command of **"Stack, ARMS."** After the squad counts off, the commander designates the stackmen by numbers and then gives the command, **"Prepare, SLINGS."**

2. At the command **"SLINGS,"** the stackman places the butt of their rifle on their right hip and cradles it in the crook of their right arm (Figure B-17). The individual then adjusts the sling keeper to form a four-inch loop (a palm's width within the loop) next to the upper sling swivel (Figure B-18). As soon as he/she has prepared the loop, the stackman returns to order arms. After all stackmen are at order arms, the command **"Stack, ARMS"** is given.



Figure B-17.--Prepare Sling.



Figure B-18.--Sling Loop.

3. At the command **"ARMS,"** the stackman places their rifle directly in front of and centered on their body with the sling facing to the front (Figure B-19). The heel of the rifle butt is on the ground on line with the toes of the stackman. The stackman grasps the rifle by the hand guard with their left hand. The first two fingers of the left hand hold the inner part of the loop against the rifle. The individual reaches across the front of the rifle with the right hand, grasps the outer part of the loop, and holds it open for the insertion of the other rifles (Figure B-20). The individual holds the rifle vertical at all times.



Figure B-19.--Prepare the Stack.



Figure B-20.--Preparing the Loop.

4. After the stackman has positioned their rifle, the individuals on their right and left perform the following movements simultaneously:

a. The man on the stackman's left raises and rotates their rifle, sling up, to a horizontal position across their body, muzzle to the right. At the same time, he/she grasps the rifle at the small of the stock with the left hand, palm downward, over the sling. The individual continues to grasp the upper part of the hand guard with their right hand. The individual allows both arms to hang naturally, holding the weapon in a horizontal position (Figure B-21).

b. The man on the stackman's right moves their rifle vertically and across their body with their right hand until their wrist is shoulder high in the center of their body. The individual grasps the rifle with their left hand immediately under the right hand, palm over the sling. The individual then lowers their right hand to the small of the stock, palm facing the sling, and turns the rifle until the sling is up, muzzle to the left, and the rifle is in a horizontal position. The individual lets their arms hang naturally (Figure B-21).



Figure B-21.--Stacking Arms--Continued.

c. As soon as both individuals have completed these movements, each moves their foot that is nearest the stackman 18 inches to the oblique and toward the stackman. In a continuing motion, the man on the stackman's left inserts the muzzle of their rifle into the loop held by the stackman until the bayonet stud protrudes past the far in of the loop (Figure B-22). The individual holds their weapon in this position until the man on the stackman's right inserts the muzzle of their rifle through the loop in the same manner. The muzzle of the second rifle is on top.



Figure B-22.--Forming the Stack.

5. When both rifles have been inserted into the loop, the individuals on each side of the stackman swing the butts of their rifles outward and down to the ground until the stack is tight with the rifle butts on line and approximately 2 feet from the base line (Figure B-23).



Figure B-22.--Forming the Stack--Continued.



Figure B-23.--Adjusting the Stack Arms.

6. After necessary adjustments have been made, all three individuals come back to the position of attention (Figure B-24).



Figure B-24.--Stack Arms.

7. Extra rifles are passed to the nearest stack on the right. As each rifle is passed, is grasped at the upper part of the hand guard with the right hand. Then, with the rifle held vertically, it is passed with fully extended arm to the right front. The man on the right grasps the rifle at the balance with their left hand, brings the rifle to the center of their body, and re-grasps it at the upper part of the hand guard with their right hand. This action continues until the stackman receives the rifle and places it on the stack with their right hand as nearly vertical as possible. The individual places the rifle on the stack with the slings away from the stack.

B-16. TAKE ARMS

1. The squad in position, on line behind the stacks, takes arms at the command **"Take, Arms."**
2. At the command **"ARMS,"** the stackman passes each extra rifle towards its bearer. The rifles are handled in the manner described for passing them to the stack (left hand at the balance, right hand at the upper part of the hand guard). As the individuals receive their rifles, they resume the position of order arms.
3. After all extra rifles have been returned, the stackman grasps the base rifle, holding the loop open as in stack arms.
4. The individuals to the right and left of the stackman take one step to their left and right fronts, respectively. They reach down and grasp their rifles, bringing them to the horizontal position. They grasp them as shown in Figure B-22. The man to the right of the stackman frees their rifle from the stack first. Each man returns to order arms after retrieving their rifle. The individual does this by guiding and steadying the rifle with their left hand as in the next to last count of order arms (Figure B-3).
5. The stackman adjusts the sling of their rifle before returning to order arms.

B-17. LOADING AND CEREMONIAL FIRING OF THE M14 RIFLE

1. General

- a. For ceremonial firing of the rifle, only the front rank of units larger than a squad executes the loading and firing of the rifle.
- b. Normally a firing detail will consist of one noncommissioned officer and seven riflemen. When inadequate manpower is available to provide a full firing detail then one noncommissioned officer and at least three riflemen should be provided. The firing detail should be composed of an odd number of riflemen to honor ancient naval superstitions and traditions.
- c. Except during actual firing, loaded rifles are kept on SAFE without command until **"UNLOAD"** or **"Inspection, ARMS"** is ordered.
- d. In order to enhance the appearance of the firing party, magazines with three rounds will be inserted into the rifle out of view of spectators. Two expended cartridges should be placed in the magazine below the three blank cartridges so that adequate tension will be placed on the magazine spring. To insert the magazine, insert the top front first, and pull backwards and upwards

until the magazine latch snaps into position. A round will not be placed in the chamber until the command **"LOAD"** is given.

2. To Load

a. The firing party is formed in line, with the noncommissioned officer in charge 3 paces in front of and 1 pace to the right of the firing party.

b. With the firing party formed and at attention (Figure B-25), the command is **"With Blank Ammunition, LOAD."** The movements are executed quickly and smartly.



Figure B-25.--Firing Party Formed for Ceremonial Firing.

c. On the command **"LOAD,"** members of the firing party execute the following sequence of movements:

- (1) Face half right. (Figure B-26)



Figure B-26. -- Riflemen Face Half Right.

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(2) Move the left foot 12 inches to the left (Figure B-27). The legs are kept straight so the weight of the body rests equally on both feet.



Figure B-27.--Riflemen Moves the Left Foot 12 Inches to the Left.

(3) Raise the rifle to port arms. (Figure B-28)



Figure B-28.--Rifle to Port Arms.

(4) The operating rod handle is pulled smartly to the rear with the right thumb and released, thus chambering a round of blank ammunition. The rear of the operating rod handle is then pushed forward with the heel of the right hand to ensure the proper seating of the bolt. (Figure B-29)



Figure B-29.--Chambering a Round.

(5) The right hand is then returned to the small of the stock at port arms.

3. To Fire by Volley

a. After the rifles are loaded as described above, the noncommissioned officer in charge of the firing party orders, "**Ready, Aim, FIRE.**"

b. On "**Ready,**" press the safety to its unlock position with the right forefinger.

c. On "**Aim,**" each rifleman raises the rifle to a position of 45 degrees from the horizontal, places the butt of the rifle firmly in the right shoulder, and rests the balance in the "U" formed by the thumb and forefinger of the left hand. The fingers are extended and joined. The left wrist is straight. The right hand is wrapped around the small of the stock from the right. The right elbow is raised to near shoulder height. Keep eyes open; look over rear sight. (Figure B-30)



Figure B-30. -- Firing Party in Position of Aim and Fire.

d. On **"FIRE,"** squeeze the trigger quickly and lower the rifle to the position of port arms.

e. To continue firing the commands are **"LOAD, Aim, FIRE."**

(1) On **"LOAD,"** each rifleman manually chambers the next round by pulling the operating rod handle smartly to the rear with the right thumb and release it, thus chambering a round of blank ammunition. The rear of the operating rod handle is then pushed forward with the heel of the right hand to ensure the proper seating of the bolt. (Figure B-29)

(2) **"Aim"** and **"FIRE"** are executed as describe above.

(3) After the last round has been fired, rifles are brought to the position of port arms. From this position the noncommissioned officer of the firing party gives the command of **"Present, ARMS."** This movement is executed in 3 steps on the command of execution **"ARMS."**

(a) With the left foot extended, pivot on the heel of the left foot and toe of the right foot, as in the first count of a left face.

(b) Bring the heel of the right foot smartly against the heel of the left foot, completing the left face.

(c) The riflemen then move the rifle to present arms. The noncommissioned officer in charge of the firing party then executes a right face and presents sword.

(4) After the ceremony, (memorial service, funeral, etc.) the firing party is brought to order arms, faced to the right and marched from the site of the ceremony.

4. To Unload

a. The weapons will be unloaded and inspected as soon as possible after leaving the site of the ceremony and out of sight of the spectators, if possible.

b. The command is **"UNLOAD."** It is executed by executing inspection arms with magazine as describe in paragraph B-11.

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APPENDIX C

CEREMONIAL PROPERTY

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APPENDIX C

CEREMONIAL PROPERTY

C-1. GENERAL. This Appendix contains a list of ceremonial property that can be procured through the supply system. The below list contains a description and national stock number (NSN) for specific items. In addition MCO P10520.3, provides instructions for ordering colors, guidons, streamers, and other heraldic items. MCO P10520.3 also gives detailed instructions on the type and design of all colors and guidons, as well as identifying types of units that rate these items.

DESCRIPTION	NSN
Flag, National Color, Nylon, no fringe w/rope and tassel	8345 00 656 1451
Flag, National Ensign, Garrison 20'x38'	8345 00 656 1440
Flag, National Ensign, Post 10'x19'	8345 00 656 1438
Flag, National Ensign, Storm 5'x9'6"	8345 00 656 1436
Flag, Organizational, Type III, Class 1, Battle Standard	8354 01 281 5500
Flag, Organizational Standard USMC, Type III, Class 2,	8345 01 268 8226
Flag, Organizational Standard USMCR, Type III, Class 3,	8345 01 268 8227
Guidon, Organizational, Type I, USMC, FMF	8345 00 262 3702
Guidon, Organizational, Type II, USMC, Non-FMF	8345 00 262 3703
Guidon, Organizational, Type III, USMCR	8345 00 262 3701
Dress Guidon, USMC w/gold fringe	8345 00 249 6252
Attachment, Streamer Set, Chrome, 15 Hole	8345 00 082 2328
Attachment, Streamer Set, Chrome, 18 Hole	8345 00 163 1251
Cord and Tassel, Red, White and Blue (for National Colors)	8345 00 262 3723
Cord and Tassel, Scarlet and Gold (for Organizational Colors)	8345 00 298 7270
Flagstaff 9'6", 2 piece w/spearhead	8345 00 214 9123
Flagstaff 8', 2 piece w/spearhead	8345 00 214 9125
Spear Head, Guidon	8345 00 386 3780
Connector, Spearhead	8345 00 386 3779
Ferrule, Guidon	8345 00 377 6787
Case, Flag, Plastic, Internment	8345 00 782 3010
Case, Flag, 70"x7"	8345 00 178 8492
Case, Flag, 54"x7"	8345 00 178 8495
Sling, Flagstaff, White Webbing	8345 00 059 7995
Sling, Flagstaff, White Leather	8345 00 291 1670
Sling, Flagstaff, Green Webbing	8345 00 250 0919
Flag, POW 4'x6'	8345 01 452 6283
Flag, POW 3'x5'	8345 01 452 8114
Flag, POW 2'x3'	8345 01 452 8111
Sword NCO, w/scabbard 26"	8465 01 249 8373
Sword NCO, w/scabbard 28"	8465 00 965 1675
Sword NCO, w/scabbard 30"	8465 00 965 1676
Sword NCO, w/scabbard 32"	8465 00 965 1677
Sword NCO, w/scabbard 34"	8465 0 965 1678
Sword NCO, w/scabbard 36"	8465 00 965 1679
Frog, NCO Sword, White Leather	8465 00 307 7768

Figure C-1.--Ceremonial Property Matrix.

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DESCRIPTION	NSN
Frog, NCO Sword, Black Leather	8465 00 965 1674
Morning Knot, Sword	8455 00 387 0955
Morning Band, Black	8455 00 252 7325
Buckle, Service Belt, Black Leather	8315 00 664 9127
Service Belt, Black Leather 30"	8465 00 924 7942
Service Belt, Black Leather 32"	8465 00 924 7943
Service Belt, Black Leather 34"	8465 00 924 7944
Service Belt, Black Leather 36"	8465 00 924 7945
Service Belt, Black Leather 38"	8465 00 924 7946
Service Belt, Black Leather 40"	8465 00 924 7947
Service Belt, Black Leather 42"	8465 00 924 7948
Service Belt, Black Leather 44"	8465 00 924 7949
Service Belt, Black Leather 46"	8465 00 924 7950
Service Belt, Black Leather 48"	8465 00 924 7951

Figure C-1.--Ceremonial Property Matrix--Continued.

Note: The use of the metal flagstaff, 9 feet 6 inches is only authorized for use by Marine Barracks, Washington, DC.

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APPENDIX D

HISTORY, CUSTOMS AND COURTESIES, AND TRADITIONS OF THE MESS NIGHT

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APPENDIX D

HISTORY, CUSTOMS AND COURTESIES, AND TRADITIONS OF THE MESS NIGHT

D-1. HISTORY AND TRADITIONS

"Devotion to the Marine Corps and its traditions begets equal earnestness and devotion from all." Gallantry and comradeship-in-arms have enabled our small Corps to build a name for itself that is known throughout the world, feared by our enemies, and respected by every military service in existence. This name was not easily won and we of the Corps should not allow ourselves to forget how it was accomplished, nor should we allow others to forget it. It is not intended that we should advertise our war record, nor that we should even mention it; but to maintain our name we must conduct ourselves at all times in a manner befitting our traditions.

The maintenance of traditional discipline, gallantry, and love of the Corps is our duty. It is our further duty to see that the same high standard of respect and prestige is not only maintained, but also further strengthened. These standards must be passed on to the future Marines who will take their place among the ranks of the Corps' leadership, if they are to look with pride on our accomplishments. The mess night is an element in fostering such standards.

In times past the mess served three functions. It was the home for bachelor officers or enlisted Marines, a club for the married ones, and the center of social life of a post or station. The formality of a mess night reflects the same spirit of dignity as the home and each Marine should conduct themselves with that thought in mind.

The traditions of formal military banquets to celebrate victories, dates to the Roman Legions. In the Sixth Century, the Knights of the Round Table had similar gatherings. The term dining-in derives from the Viking tradition of celebrating great battles and feats of heroes by formal ceremony. This tradition spread to the monasteries and early-day universities, and then to the military when the officer's mess was established. Many of the customs employed in our current mess night come to us from the officer's messes of the Royal Marines and the Regimental messes of the British Army. This is not at all surprising when we consider that in the formative period of our country, the majority of our military leaders acquired what little background and training they possessed from service with either British regulars or Colonial militia in the French and Indian Wars. When our forefathers were faced with the task of establishing their own permanent military organization it was only natural that they should borrow from the British system with which they were familiar. Throughout the years, various changes in format have been effected both by practicality and the unique character of our Corps.

In the U.S. Armed Forces, mess nights date back to the Army's regimental messes of pre-World War I days and to the days of the wine mess in the wardroom afloat, which ended abruptly in 1914 when Secretary Josephus Daniels imposed prohibition on the Navy.

Formal dinners in wardrooms afloat and messes are among the finest tradition of military institutions. The history of the Navy and Marine Corps are replete with examples of such occasions, undoubtedly a carryover from the British practice of formal gatherings in an atmosphere of dignity, which they felt contributed to the unity and esprit of an organization.

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Similarly, this reasoning gave impetus to many such occasions beginning in the highly patriotic era of the early 1800's.

In 1816, a dinner was given in honor of Commodore Stephen Decatur and Captain Charles Stewart as reported by the *National Intelligencer* in these words: "The company sat down to dinner at five o'clock and spent the evening with the purest harmony and good humor. After the cloth was removed, many toasts were drunk, accompanied with highly patriotic songs and music by the Marine Band."

The same newspaper reported a dinner on July 4, 1816, as "a large party of gentlemen assembled to celebrate the glorious festival of the anniversary of American Independence...Accompanied with songs and music from the Marine Band, and announced by repeated discharges of artillery, many toasts were drunk." Some have suggested that this is the origin of "having a shot."

Similar affairs were noted for many years thereafter, always with Marine Officers, Marine Artillery, and the Marine Band in attendance. However, these dinners are not traditional Marine Corps Mess Nights, as we know them today, although they contributed much of the fostering influence.

The only significant mess nights during the 19th century, which were sponsored by the Corps of officers, were at the Old Center House, Marine Barracks, Washington, which must have seen some good-humored evenings in the old days. The *Evening Star* of Washington, DC on February 16, 1908, printed a large photograph of the Old Center House (then torn down) with the following caption: "Tales are told of nights of revelry, when the wine flowed and souls of great men, freed from the cares of state, allowed their wit and spirit to soar unhampered while gracing the Officer's Mess beneath the beams of the old house. The rafters which once rang with the laughter of Presidents now lie in grim disorder." Fortunately, this tradition is carried on and each summer or early fall, Marine Barracks, Washington, Center House Mess is honored by the Commandant at a Mess Night

Aside from the tales and traditions of miscellaneous special dinners, the traditions of Mess Nights, as we know them, come from the 4th Marine Regiment, then stationed in Shanghai. The Regimental swimming coach, Captain Lemeul Shepard, was invited to the Mess of the 2nd Battalion, Scots Guards. His commanding officer, Colonel Davis, was so impressed that, soon thereafter, the first Marine Corps Mess Night was held in 1928.

Probably the first formal Mess Night to be held after World War II was conducted in 1953 by officers of the 3rd Regimental Combat Team, then in Japan, under the command of Colonel Robert H. Williams. The occasion for this particular evening was the visit made to the area by General Lemeul Shepard, then Commandant of the Marine Corps. Thereafter, members of the 3rd Marines continued to enjoy Mess Nights. When Colonel Williams was transferred to Marine Barracks, 8th and I, the custom was reestablished at that Command.

The Staff Noncommissioned Officer Mess Night tradition was begun at the Staff Noncommissioned Officer Academy in 1971, when the academy was first established. Today the custom of the Mess Night has become firmly rooted in the traditions of the Marine Corps. It is taught and practiced at both officer and enlisted professional military education schools as well as by various size units throughout the Marine Corps.

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As we all know, customs and traditions are perpetuated from one generation to the next. The "*Esprit de Corps*" of every Marine has been brought about by their ever-present feeling of pride, not only in his unit, but also in themselves; to emulate, but not bask in the glory of, the worthy deeds of his past. It is with this feeling that we carry on the custom of the mess night.

So as the Revolutionary War recruiting poster of the Continental Marines stated, (the latter portion of which is often used as the final "bottoms-up" toast of the evening to the Corps)...Take courage then seize the fortune that awaits you, repair to the Marine Rendezvous where in a flowing bowl of punch, and three times three, you shall drink, "Long Live the United States and success to the Marines."

D-2. OFFICERS OF THE MESS

1. There are two functional officers of the mess: the President and Vice President. They are designated to oversee the planning and execution of the event. Together they establish a chronological checklist of tasks to be accomplished prior to the mess night, as well as the conduct of the mess night itself.

a. The President of the Mess is normally the commanding officer or the senior Marine within the mess. The President's duties include:

(1) The President sets the date and place for the mess night, coordinates the activities of all representatives, ensuring all deadlines are set and met.

(2) The President appoints the Vice President and various committees.

(3) Select and send invitation to the guest of honor 3 to 4 weeks in advance of mess night.

(4) At least two weeks prior to mess night ensures invitations to guests are prepared and delivered.

(5) Designates escorts for the guest of honor and all other guests. (Each guest will be assigned an escort.)

(6) Arranges for the chaplain for the invocation.

(7) Prepares introductory comments and an introduction of the Guest of Honor.

(8) Establish a seating diagram using paragraph D-6.9 as guidance.

(9) Select an appropriate gift for the guest of honor. This gift should have no real value other than as a memento, appropriately engraved and signifying the occasion. The gift should never be a personal item, but rather one that can become a treasure only to the guest of honor.

(10) Brief the field music on when to sound all music for the mess night. If the band is not available assign an individual to play taped music.

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(11) Ensure all members of the mess are informed as to how to conduct themselves during the mess night, ensures the members designated to give toasts rehearse their toasts well before the actual event, and schedules a rehearsal of the mess night with all hands present.

(12) During the mess night the President greets all guests and members of the Mess before dinner.

(13) Introduces the guest of honor and other honored guests of the Mess.

(14) Maintains the decorum of the Mess, controls and levies fines, and in addition to proposing toasts, recognizes members and guests who wish to propose toasts.

(15) Ensure a letter of appreciation is sent to the honored guest after the mess night.

b. The Vice President (Mr. or Madam Vice) may be appointed but is normally the junior officer or noncommissioned officer within the organization or unit. The Vice President's duties include:

(1) The planning, coordination, and execution of the entire mess night. The Marine is advised and assisted by the Mess President and committee members and makes progress reports to the Mess President.

(2) Undertake all preliminary arrangements, e.g., guest list, seating diagram, menu, catering, music, decorations, etc.

(3) Collect funds from all mess night members and conducts all financial transactions.

(4) Prepares a letter of invitation to the guest of honor and obtains a biographical sketch.

(5) Provides the Mess with an exact number of participants and guests.

(6) Coordinates with the treasurer of the mess night and treasurer of the banquet facility to complete all financial transactions.

(7) Ensures all monies collected are recorded and copies of receipts are kept.

(8) Responsible for the conduct of the mess night and ensures the sequence of events is kept on track. Accompanies the chief steward when parading the beef, delivering wine and rum punch to the head table. Pours the wine and rum punch and brings forth the smoking lamp.

c. The success of the mess night depends on the Vice President.

2. Mess Committee. Depending on the size of the mess night, committees may be formed to assist the President and Vice President in the planning, preparation and conduct of the mess night. The President selects other members of the Mess as committee chairmen. Examples of committees are:

a. Seating Committee - Place cards, seating, centerpiece, silver, crystal and china.

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b. Decorations Committee - Menu, serving time, public address system, awards, flags, trophies, photographer, payment of mess and bar charges.

c. Protocol Committee - Prepares invitations, provides biographies of the guest of honor and distinguished guests, briefs escorts, prepares the program, and thank you letters for after the event.

3. Members of the Mess. A mess night is a formal dinner attended by all hands assigned to a unit's mess. It is customary for members not desiring to attend such affairs to request a leave of absence, in writing or person, addressed to the President of the Mess.

4. Escorts. Members of the mess may be assigned duties as escorts. Prior to the mess night the escort should contact the invited guest and inform them of mess customs, dress, sequence of events, and any other pertinent information. If necessary the escort also arranges for transportation and quarters for the guest when needed. During the mess night the escort's responsibilities include offering the guest a beverage, introducing them to other members of the mess, and showing them their proper place at the table. Escorts will not make their guests feel uncomfortable or "captive" by introducing themselves as an assigned escort. Three or four members of the mess should attend guests at all times, rotating among the membership to allow the guests to meet and speak with a majority of the mess.

5. Duty Officer. In certain units, the duty officers attend the dinner wearing swords. This custom was adopted from the Worcestershire Regiment, whose Captain of the Week traditionally wears their sword in the mess as a token of the time when all officers remained under arms during meals. This practice is said to have begun when the Regiment was stationed in North America in 1746. The Regiment employed a number of reputedly loyal Indians. For this reason, the officers did not take the trouble to protect themselves against the Indians, who suddenly attacked them one evening, ruining dinner and causing numerous casualties. If such is a unit tradition, the uniform will be dress blue/blue white with sword. These officers will refrain from imbibing and will return to their posts immediately following dinner.

D-3. UNIFORM

1. The uniform for a mess night should be prescribed as the best uniform that the respective Marine possesses. The uniform should always be prescribed as Evening Dress and each Marine must ensure that he/she is in their best uniform, although it may not necessarily be the uniform their commanding officer is wearing. For example, for company-grade officers this would mean the dress blue/blue white "A" uniform. For those enlisted members not in possession of the dress blue uniform then the service "A" uniform would be appropriate.

2. If the correct term for the uniform of a sister service is not known, use the phrase "Evening Dress." Do not use "Full Dress", as this may imply daytime uniform with sword, which is not desired.

3. For civilians, "Military Evening Dress, if convenient" may be requested if it is known the civilian is a retired or reserve service member. This often adds color to the mess, particularly abroad. If attending in civilian attire, Black Tie with miniature medals or dark suit with large medals is common and proper. The invitation automatically implies at least a dinner jacket. If a tailcoat is

desired, "Full Dress" should be stated and "Orders and Decorations" is noted under the dress requirement. Miniature medals, neck ribbons, and sashes are appropriate on civilian dress at formal military functions. Do not use the expression "Black Tie" or "White Tie" on the invitations.

D-4. GUESTS. There are three types of guests:

1. Official Guests. Official guests are guests of the mess as a whole and the members of the mess share their expenses. Their number should be limited. It might be noted that the selection of guests for mess night should be chosen with discretion. It is better to have no guest, than to honor someone who does not rate such a distinction. As a general guide, it would be considered improper to honor an officer junior to the senior officer of the mess unless the junior officer had in some way distinguished himself or was a foreign national. It is always proper to honor a prominent public figure.

2. Guest of Honor. The guest of honor is an official guest of special distinction. "When the guest of honor is a very high ranking official, it is customary to offer him/her the option of a date and to consult their staff concerning the guest list and general arrangements. After these preliminaries, a regular "invitation with 'To Remind' written on it instead of RSVP should be sent to the guest of honor."

3. Personal Guests. Personal guests are also guests the mess, but their expenses are absorbed by the individual who invited them. If the guest is a serving officer, he/she should "be junior to the commanding officer. The President of the Mess will specify the number of guests each member may entertain.

D-5. INVITATIONS

1. When you are invited to a social gathering, notification will come in the form of an invitation. The invitation will contain all the information you will need to prepare yourself for the occasion. The information placed on the invitation is to assist you and the host and will include the following basic information.

a. Who is Giving the Affair

(1) Avoid all but accepted abbreviations. Rank, titles and names are written in full.

(2) If the invitation is extended to a person primarily because he/she is the incumbent of a certain billet, his/her command title is used. However, if such is not the case, the invitation should specify their rank and last name only.

(3) On invitations to official guests, the proper phrase is "the honor of your company." Too personal guests "the pleasure of your company."

b. The Location, Date and Time. The date and hour are spelled out, but only the day and month are capitalized. Military time is not used.

c. The Type of Attire. In the lower left-hand corner indicate the desired uniform to be worn. Include other service and civilian equivalents if guests other than Marines are in attendance.

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d. The phrase "RSVP," "Regrets," or "To Remind."

(1) RSVP is French for "Respondes S'il Vous Plait," or "Please Reply." In the lower left hand corner, "R.S.V.P." with periods and only one capital letter, is written. (R.S.V.P. with periods and all capital letters is also correct.) The reply should be made within 48 hours of receipt of invitation. Underneath the "RSVP" will be the person to whom the response is to be sent with a phone number, address or an e-mail address for you to use for your reply. It is normally used for very formal occasions. For very formal or large functions, there may be a card included in the invitation for you to use to send back with your reply. This phrase is used on the invitation and is the host/hostess way of ensuring the correct amount of food, cocktails and seating is available. You must reply if you are accepting the invitation or if you are declining the invitation.

(2) Regrets. The phrase "Regrets" or "Regrets Only" is used only if you do not plan to attend. A simply apology stating that you cannot attend will do. If you do not reply, then the host will assume that you are coming and will plan accordingly.

(3) To Remind. This is sent as reminder to someone that has been orally invited to a function. For example, if the host calls you on the phone and invites you to a function, and you accept, he/she may send you a "To Remind" invitation so that you do not forget. If you decline on the phone he/she will not send you the invitation.

(4) Withdrawing Acceptances. On rare occasions, a guest who has accepted an invitation must withdraw the acceptance. The only acceptable reasons for withdrawing an acceptance are due to official duties, severe illness, unforeseen but mandatory out of town absence, or the recent death of a close relative. When you must withdraw an acceptance you must notify the host immediately so he/she can make adjustments to their plans. This should be done orally and then followed up with a written notification.

2. Fifteen to thirty days before the dinner, invitations are extended to all guests that are not members of the mess. Invitations may be partly engraved on unit stationary or entirely handwritten and should follow the standard pattern. *The Service Etiquette* provides detailed guidance on preparing invitations.

D-6. PROCEDURES

1. Planning. Well in advance of the anticipated date, the command will designate the Officers of the Mess. The President will inform the Vice President that he/she desires to have a mess night on a certain night. The President should also inform the Vice President of his wishes concerning guests. The Vice President is completely responsible for the proper organization and execution of the mess night. The Vice President must ascertain the number of Marines who are to attend, and ensure that sufficient space is available at the mess for both cocktails and dinner.

a. Day of the Dinner. Mr. Vice should be at the mess early on the morning of the dinner with a working party available to assist him/her in the final preparations. The unit silver or trophies should be displayed, together with the appropriate flags, decorations, paintings or photographs. The national and organizational colors are placed behind the President's chair per chapter 7 of this Manual. At organizational mess nights, unit guidons can be banked behind the head table with good effect. Ensure the table is set in the proper manner and that place cards for individuals are checked for accuracy against the seating arrangement posted.

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b. Evening of the Dinner. The President and Vice President must be at the mess at least 30 minutes prior to the commencement of the dinner, cocktails being a part of the dinner. They must make a final check of all details and ensure that nothing has been left to change. By this time, the punch bowl is positioned, and the rum punch is mixed.

2. Facilities. For many details, the Vice President must confer with the manager of the mess. Sufficient time should be allocated for advance planning and to make coordination with supporting organizations. Reservations should be completed at least 2 weeks prior to the date, giving the mess manager the opportunity to complete their planning and to prepare the desired menu. One week prior to the dinner, the Vice President should check again with the mess manager and give him/her a final figure on those attending, approve the menu for the evening, ensuring that the proper wines are available in sufficient quantity, and ensure that the waiters to be used are familiar with the serving procedure for a formal dinner.

3. Menu. There are normally 4 to 6 courses at formal dinner. Roast prime rib of beef with Yorkshire pudding is the traditional entree at a mess dinner. The courses will normally consist of the following although substitution is allowed.

Appetizer -Shrimp, clams, oysters, herring juice, melon, etc.

Soup -Consommé.

Fish -As desired.

Entree -Roast, vegetables, rolls.

Salad -As desired

Dessert -As desired. A savory, rather than a sweet dessert is served, as the latter spoils the taste of the port. Coffee is served with dessert.

4. Décor. Two weeks prior to the event, the Vice President should assemble all the unit silver to be displayed and see to its proper cleaning. The Vice President will need to obtain cooperation of unit commanders to see that the silver is made available to him/her and that sufficient personnel to assist in the work are assigned. The Vice President should make an inspection of all colors and standards to be used and see to their cleaning and pressing. The unit silver should be assembled, together with the appropriate flags, decorations, paintings or photographs well in advance. It should be no problem to procure pictures or relics of the unit for display, if only the time and energy are expended. The table should be set in the proper manner, with a place card for each individual. The seating arrangement will need to be posted in the lounge, in order that each Marine will know where he/she is to be seated. The punch bowl for the traditional toast is to be inspected and its position designated for best service.

5. Music. If at all possible, music should be performed by the unit's own band. Requirements may range from two drums and four fifes for announcing dinner and playing tributes during toasts, to a small orchestra section for playing dinner music and after dinner music, to an entire marching band for complete entertainment. However, in our modern world of electronics, it is expedient to have a sound system on a good quality public address system serve as a substitute if the band is not available. Regardless of what is used, the music must be chosen with care. As a general rule, selections are chosen to alternate between martial music and classical or semi-classical selections. If contemporary music is played care must be taken to play a variety as not all tastes are the same. The Vice President should meet with the bandmaster and approve the proposed music selections

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for the evening, ensuring that the band is thoroughly familiar with the "National Anthem" or unit marches of the guests who are to be toasted. The Vice President should be particularly cautious in the case of foreign nationals, as occasionally they have several unit marches, only one of which is proper for playing in conjunction with toast. The Vice President may check with the guests' mess secretary or aide-de-camp for advice as appropriate. The following are the standard mess night music.

- a. "*Dinner Chimes*" or "*First Call (First Sergeant Call)*" 15 minutes prior to the start of dinner.
- b. "*Officers Call*" or "*Mess Call*" ("Mess Call" may be substituted for enlisted mess night) 5 minutes prior to the start of dinner.
- c. "*Sea Soldier*" or "*March On*" for the march on of the mess members.
- d. "*Semper Fidelis*" for the march on of the head table.
- e. "*Roast Beef of Old England*" for the march on of the beef.
- f. If foreign officers or guests are present their national anthem is played when their head of state is toasted.
- g. "*National Anthem*" for the toast to the Commander and Chief.
- h. "*Anchors Away*" for the toast to the Navy. If toasts are made to the other services then their service song is played at this time.
- i. If foreign service members are guests and their service is toasted then appropriate music will be played.
- j. "*Taps*" during the Fallen Comrade toast.
- k. "*Marine's Hymn*" during the toast to the Corps. Traditionally, all the members of the mess sing all three verses of the Marine's Hymn.

6. Cocktails. The room set aside for cocktails should command a great deal of the Vice President's attention, as this is where his/her brother and sister Marines and guests will receive their first impression of the evening's festivities. The room should if possible, be small enough to lend itself to an atmosphere of intimacy yet not so small that the guests feel they are crowded. It is better to have a room too large than one too small. Subdued lighting should illuminate the room.

a. Cocktail Hour. Members of the mess are expected to attend cocktail hour, whether they chose to imbibe or not. Each member of the mess should arrive at the appointed place for cocktails 5 minutes before opening time. The cocktail hour is primarily designed to establish social rapport and to afford an opportunity to meet the guests. The cocktail hour should last not longer than 45 minutes. There will be sufficient time after dinner to completely satisfy all thirst and members should, therefore, avoid excessive drinking prior to dinner. It is customary that each Marine upon entering presents himself/herself to the President of the Mess. A simple "Good evening sir/ma'am" will suffice. To take a drink or to smoke prior to doing this is bad manners. In addition, the younger Marines should take this occasion to pay their respects informally to the senior members; this is proper and much appreciated by the older Marines. At sometime during the cocktail hour, every member should make it a point to introduce themselves to each of the guests.

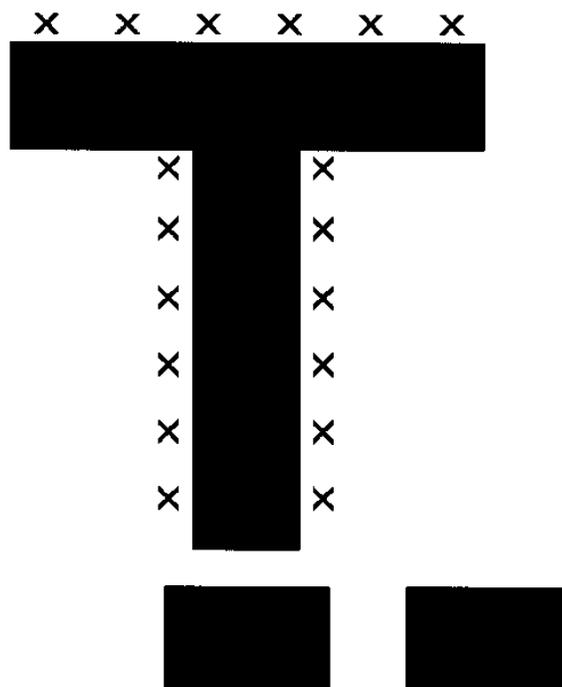
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b. It is the specific duty of the President to greet each guest as that person arrives at the mess. The guest of honor is usually the last to arrive and is greeted immediately by the Vice President. The guest of honor is introduced to the President, and subsequently to the mess. There should be three or four members attending each guest at all times prior to and after the dinner. Members should rotate between peer groups and guests to assure that each guest has an opportunity to converse with three or four different members at all times. As a member of the mess, you are a host and should act accordingly. During the cocktail hour there should be no formal "Hors D'oeuvres", however, it is quite proper to have several plates of peanuts, potato chips, crackers, and pretzels placed about the room. At this time suitable music should be played. Everyone attending must be in the cocktail lounge at least 10 minutes prior to the hour fixed for dinner. Be sure to locate your seating assignment prior to the Call to Dinner. Do not spoil your evening by becoming intoxicated at this time.

7. Call to Dinner Depending on local ground rules, members and guests may proceed informally to their places; or where more formality is the custom, each marches into the wardroom at designated times. The usual entrance for large assemblies is for the membership to be in place within the wardroom and the Officers of the Mess march in procession, escorting the honored guests. The signal for dinner will be the playing of "Officers Call," (or "Mess Call" for enlisted mess nights) followed by "SeaSoldiers" or "March On." As soon as the music starts, all hands not seated at the head table should dispose of their drinks and cigarettes, and proceed informally (but orderly) into the wardroom to their seating locations and stand behind their chairs. The musicians will start playing in the wardroom, march through the cocktail lounge back into the wardroom, around the table and return to the cocktail lounge where they will halt. By the time the music has returned to the cocktail lounge, all hands, except those to be seated at the head table, will have retired to the wardroom and found their respective places at the table. They will stand quietly behind their chairs. There should be no delay moving into the wardroom and the path of the musicians should never be restricted. At this time there will be no one in the cocktail lounge except those to be seated at the head table and the musicians. The President will form those to be seated at the head table in the order in which they are to march into the wardroom. The President with the honored guest on his/her right, followed by the next senior officer and the next senior honored guest, etc., followed by the remaining officers in order of seniority, prepare to enter the wardroom (as an option the head table may March on in the order in which they are to be seated). When all the guests are ready to enter the wardroom, the President will inform the bandmaster that he/she may proceed with the ceremony. The musicians will strike up "*Semper Fidelis*", enter the wardroom, march around the table and halt. Once the music has entered the wardroom and reached the far end of that room, the President will lead the head table guests to their seats. As soon as the last member to enter has stopped and turned to face his place setting, the music will cease playing, execute the prescribed facing movements and march out of the wardroom to a single drumbeat. The President will initiate the formal opening of the mess (by offering grace). Once the head table has entered the wardroom, no one will be allowed to enter the mess without permission from the President. The proper sequence to enter after this point is to address "Mr./Madam President" and wait to be acknowledged. Express your regrets and ask to join your place in the mess. Conversely, once seated, no one may leave the wardroom without permission of the President. Regardless of the degree of formality in the entrance, drinks or cigarettes will not be carried into the wardroom. It is not proper to have alcohol on the table during grace.

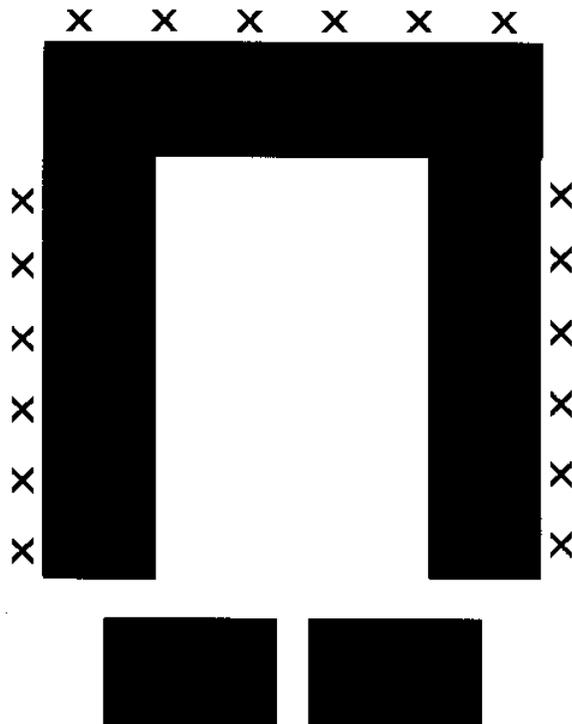
8. Grace. As soon as the musicians have left the wardroom, the President will rap with a spoon or gavel as the signal for order and attention. All hands will be standing. The President says in all audible but not loud voice. "Ladies and gentlemen the grace." The chaplain, or in his/her absence the President or the Vice President will then say grace. Immediately following the grace all hands will be instructed to take their seats. Often there is a short concluding grace after dinner, before the port is served. Do not create a sermon out of grace. A story is told about the officer who was informed he/she would have to act as President of the mess, due to the absence of the commanding officer, and also render a short grace. Whereupon the officer intoned, "The commanding officer is not here. Thank God." A more appropriate grace might be: "Father, we thank you for the blessing you have given us today and throughout our lives. We are especially thankful for the privilege of gathering here in this mess tonight, honoring the traditions and esprit so deeply rooted within our beloved Corps. We invoke your blessing on this assembly, the meal we are about to enjoy, and the fellowship that will follow. Amen."

9. Seating Arrangement. The tables may be arranged in any order that suits the particular circumstances, the only rule being that no one should be seated across the head table. Members of the mess, with certain reservations, are normally seated according to seniority, from the head table down. Seating will, as far as practical, prevent members of the same organization sitting together (to aid in the prevention of "talking shop"). Typical diagrams may be a "T", a "U", an "E", or a "Multiple Line." (See figures D-1.) If more than one spur extends from the head table, they should be disjoined to permit passage of the stewards between the spurs and head table. The senior honored guest sits on the right side of the President, the next senior guest on the left. The remaining guests are interspersed throughout the mess to ensure their being well entertained by members. The Vice President is seated at the foot of the table or separate table opposite the head table at large mess nights. Do not mis-seat the honored guest.

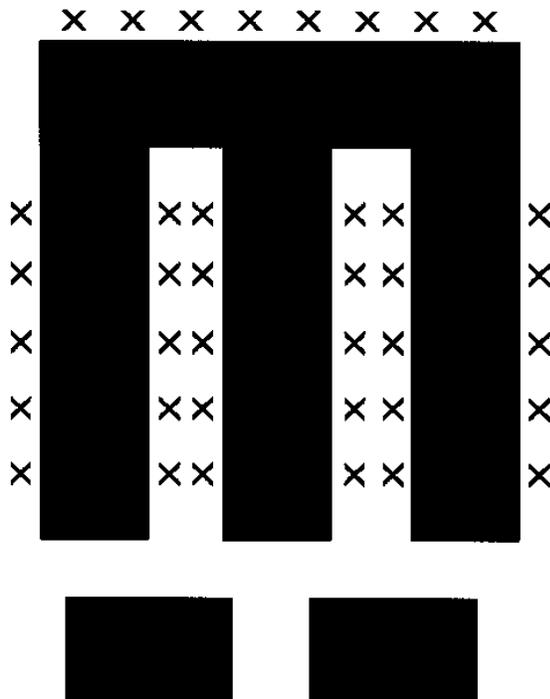


a. "T" Seating Layout.

Figure D-1.--Sample Seating Diagram.

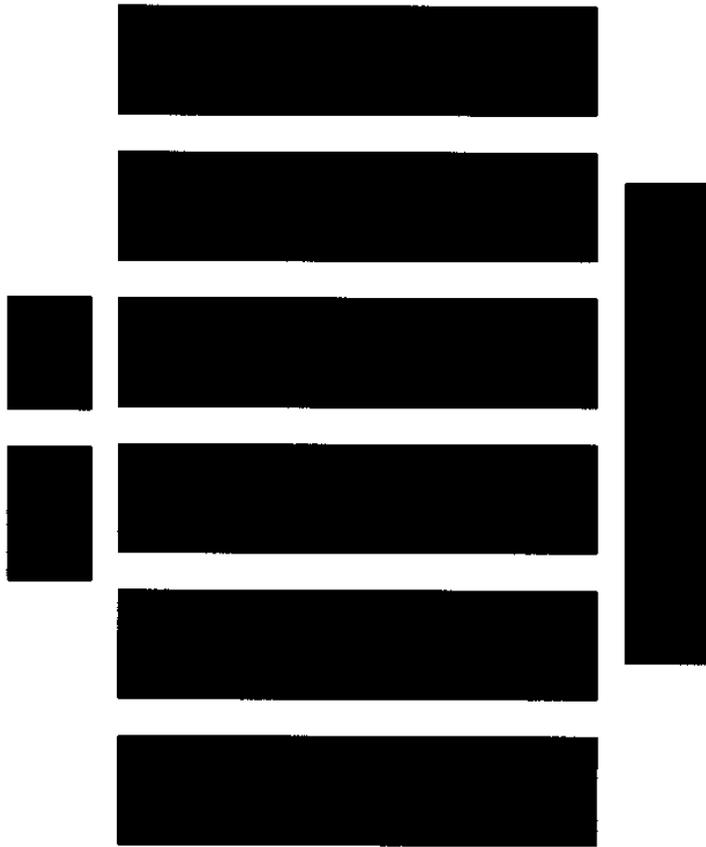


b. "U" Seating Layout.



c. "E" Seating Layout.

Figure D-1.--Sample Seating Diagram--Continued.



d. "Multiple Line" Seating Layout.

Figure D-1.--Sample Seating Diagrams--Continued.

10. Table Setting. A formal table setting using a unit's silver, crystal, and china can make a handsome picture. A lay plate is in the center, partially covered by a neatly folded napkin on top of which lies the place card. To its left, working from the outside toward the plate, will be the forks in the order of use--fish, meat, and salad, the latter properly being eaten after the main entree. To its right, working from the outside toward the plate, will be the fruit and soup spoons, then the knives in order of use--fish, meat, and salad. However, the oyster fork is always outboard on the right side. Above the knives will be the crystal. Again working from the outside toward the center, in order of use--a sherry glass for white wine, one for red wine, a Claret glass for port (found only at stag dinners), and a goblet for water. Thus, by merely proceeding in order, the wrong equipment cannot be used. After each course, a well-trained steward will remove all extra silver and glass, again aiding the choice of the proper utensil at the proper time. The dessert implements are normally found on the dessert plate. If not, they will be innermost utensils of their kind. Butter plates are not used on formal setting. The center of the table is decorated with flowers or unit silver. Candelabra will furnish all light. Nuts, celery, etc. are placed in appropriate dishes and removed at the proper time. Ashtrays and cigarette containers will be conspicuously absent.

11. Dinner. The backbone of a good dinner is amicable and friendly conversation. Each Marine is not only expected, but also encouraged to enjoy himself to the utmost during the dinner hour. As Marines, jokes that are off-color or which may be detrimental to the guests are forbidden. It is beneath the dignity of a Marine to make any comment that possibly might offend anyone present over dinner. During the dinner, members must refrain from loud and boisterous conversation. Exuberance of spirit is more properly accepted after completion of the meal, when all guests and members join at the bar. It must be kept in mind that there are guests present who are judging the whole Marine Corps by the manner in which the members conduct themselves. Women, politics, and religion are not discussed in the wardroom or mess. Customarily, a woman's name is not mentioned in the wardroom or mess unless she is a celebrity. There are normally 4 to 6 courses at a formal dinner. The service will be conducted by two stewards in a counter clockwise fashion commencing with the honored guest and the officer to the right of the President. In that way the official hosts, the President and the Vice President are served last. The head steward will clear the table when each person at the table has finished his course. Therefore, dinner should be consumed at normal speed. Stewards should not be disciplined during dinner. Refer complaints to the Vice President. Traditionally, when roast beef is the entree, the President will command "Chief steward bring forth the beef for my inspection" and the chief steward will ceremoniously roll on the beef escorted by the Vice President while music sounds "the Roast Beef of Old England." He halts behind the President, cuts him a small but choice piece and lays it before the President on a plate. The President will taste the beef and declare "I find this beef to be tasty and fit for human consumption." Serving then commences.

12. Wines. Good wine is as much a part of a formal dinner as the entree. There has evolved over the years a rule of thumb that white wine is to be served with white courses, fish and fowl, and red wine with blood meats. Champagne may be used any time. Sherry, sometimes served with soup, is more often omitted. White and sparkling wines are served chilled. Red wine is offered at room temperature, however it is well to remember that this infers a temperature of 58-60F. Port, an after dinner brandy, is served for all toasts except to the Corps, for which a rum punch is used. This punch was initially reported in a recruiting poster that appeared in Philadelphia in January 1776, which ordered the recruit upon enlistment to: "REPAIR TO THE MARINE RENDEZVOUS, WHERE IN A FLOWING BOWL OF PUNCH, AND THREE TIMES THREE, YOU SHALL DRINK, LONG LIVE THE UNITED STATES AND SUCCESS TO THE MARINES." To make the traditional 1775 Rum Punch; mix 4 parts dark rum, 2 parts lime juice, 1 part maple syrup, and add a small amount of grenadine to taste. Ice generously. The wine, in decanters if available, is served by stewards or placed on the table and passed by the members. At the end of a course that calls for wine, the steward will properly remove your glass. Do not stop him, even though your glass may be full. It is also improper to turn a glass upside down on the table. Should a member not desire wine, he/she may place his card over the glass, inform the steward that he does not wish wine, or simply allow him/her to pour the glass and do not drink it. The steward will remove the glass at the proper time, full or not. However, glasses must be charged with port for toasts and at least raised to the lips. Not to do so would be an insult to the person toasted. Appropriate wines with each course stimulates the palate and accentuates the meal, however, remember that a chilled rose goes with all food combinations, has a light, pleasant taste, and is inexpensive (in other words, you don't have to be a wine snob to rum a good mess night).

13. Smoking. Following dessert and coffee, the entire table will be cleared except for the port glasses. Port will be called for and all glasses should be charged as soon as possible. Do not drink it yet. Ashtrays and cigarettes or cigars will be placed on the tables. Do not smoke yet. Following the loyalty toast, the President announces "Ladies and gentlemen, the smoking lamp is lighted." Now, and not before, smoking commences. Cigars will be passed. The Vice President will light the smoking lamp, if there is one available and pass it to the President, who lights the honored guests' tobacco. The Smoking Lamp is always announced as being "lighted", not as being lit. When the smoking lamp is lighted and cigars and port are passed around, the President may, at his discretion, send for the bandmaster and offer him/her a drink.

14. Use of the Gavel. The gavel, in possession of the President of the Mess, will be used to signal the members. Three resounding raps require the attention to the President of the members, whether standing or seated. Two raps cause the members to rise, standing in place, and one rap is the signal for the members to take their seats.

15. Applause. Applause or gaining attention from the mess will be accomplished by rapping a spoon against the table. Do not strike the glassware. Follow the example of the President. As guests are introduced, applause is correct and invited as each guest is introduced and at the conclusion of each one's remarks.

16. After Dinner Activities. At some point, the President will signal that dinner is concluded and invite all present for further conviviality by saying, "Ladies and gentlemen, you join me in the bar. "Remember, the members of the mess should wait until the head table and guests have left the wardroom. Then, without undue haste, they also leave the dining area to continue the festivities at the bar. All hands are encouraged to stay, enjoy themselves and partake of refreshments. The remainder of the evening may be spent more or less, as impulse and ingenuity suggest. Singing is always in order and camaraderie is the key to the remainder of the evening. By this time many Marines are often pleasantly surprised to discover how really well they can produce harmony. There are also any number of parlor games and feats of strength that could be planned in good taste. The custom has grown in some messes for the members to join into rough and dangerous games after dinner. This is not only dangerous to the individual, but quite often causes the destruction of mess property. Remember that you are in your dress uniform and even though you may not worry about its care, others do worry about theirs. However, you choose to occupy yourself or whatever hilarity you indulge in, never forget that you are a Marine and represent the Nation's finest. Proper etiquette and decorum dictate that, as the mess is your home, you must remain until all official guests have left. It is also customary not to leave the mess for your quarters until your commanding officer has retired for the evening. The President must remain in the mess until all officers senior to himself/herself have retired for the evening, at which time he may designate the Vice to remain as host until all hands have departed. This is necessary to ensure that all members and guests receive full courtesies of the mess, yet leave promptly at closing time and to see that the unit's decorations are secured after the evening is over. However, a more common practice of departing the bar after a proper and decent interval serves the purpose of the evening much better. If the usual custom is observed, it will place the senior guests and officers in an awkward position. They will feel compelled leave early, even though inclination is to stay on, in order not to inconvenience those who may have important duties the following day and wish to leave at an early hour. Anyone should feel free to leave at any time after the proper interval, and done properly, the guests and officers of the Mess will take it as a kindness.

17. Behavior. Your behavior is just as important as the way you dress. Looking good will not bring you respect if you cannot conduct yourself accordingly. Here is a list of the things you should do and why, and the things you should not do.

a. What You Should Do

(1) Be on Time. One of the most valuable habits you can acquire is that of being on time. It is said that promptness and responsibility go hand in hand.

(2) Receiving Lines. If there is a receiving line, it is a courtesy--and therefore mandatory--that you go through the receiving line.

(3) Table Talk. Loud talk and laughter at the table are disturbing to others. Be careful of controversial or unpleasant subjects, such as politics, religion, or death.

(4) Always stand when being introduced.

(5) Treat self-introduction with care; the impression you give will be the one that is remembered.

(6) Do

(a) Introduce yourself and speak to each guest.

(b) Make head call prior to dinner.

(c) Eat at your own pace. Let the stewards take your plate and glass when attempted.

(d) Remain in the bar after dinner.

b. What You Should Not Do

(1) Public Display of Affection. Entering into any formal gathering accompanied by your date is all the attention you need. Open or extreme displays of affection are not considered appropriate at any formal function, and should be kept at a modest or minimum level. Refrain from any type of groping or lewd gestures at all costs. Remember that you are a Marine officer, staff noncommissioned officer, or noncommissioned officer and a true professional and are expected to carry yourself as such.

(2) Do not drum on a table with your fingers, or tap your feet on the floor. If you do--stop it. Finger or foot tapping draws attention to what you are doing and takes away from what is being said.

(3) Poor grammar, rude or vulgar talk, and the persistent use of improper and uncouth phraseology are representative of careless personal habits.

(4) Don't

(a) Drink too much at the cocktail hour.

(b) Smoke at the table until the "Lamp is Lighted."

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- (c) Discuss sex, religion, or politics at dinner.
- (d) Use raucous behavior at the table.
- (e) Do not talk with food in your mouth. Avoid making noises while eating or swallowing and chew with your mouth closed.
- (f) Do not blow on hot liquids to cool them.
- (g) Do not lick your fingers. That is the purpose of having a napkin.
- (h) Never reach for food; ask for it to be passed.
- (i) When finished with the napkin, place it to the left of the plate, not inside of it.
- (j) During cocktail never have both hands full at the same time.
- (k) Always wait for the guest of honor or host/hostess to begin eating first.

18. Rules of the Mess. The following are some time-honored rules of the mess. These can be modified or expanded depending on local custom.

- a. Thou shall be punctual, heavy fines will be levied on all late arrivals.
- b. Thou shall not wear an ill-fitting, ill-prepared, or discolored uniform.
- c. Thou shall not wear clip on ties.
- d. The sounding of "Chimes" is the last opportunity to make thy head call until thy meal is completed.
- e. Thou shall not murder the Queen's English.
- f. Thou shall not use foul language, speak smut tingly, or use loud, obtrusive remarks in any language.
- g. Thou shall not pick thy nose, ears, or buttocks.
- h. Thou shall not fluctuate, lest thou be severely punished.
- i. Thou shall not chew gum.
- j. Thou shall not bring cocktails or other tobacco products in the dining area.
- k. Thou shall sit in thy assigned seat.
- l. Thou shall not rap on glassware for attention.
- m. Thou shall not rearrange the table settings.

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- n. Thou shall greet the guest of honor and make every effort to greet all members of the Mess at some point during the evening.
- o. Women, politics, shop, money, and religions shall not be discussed at the Mess. The Commander in Chief's policies will not be discussed.
- p. Thou shall not haggle over thy date of rank.
- q. Thou shall not refuse any course, nor shall you ask for seconds, thy meal shall be consumed as served, and in a manner becoming a lady or gentlemen.
- r. Thou shall not throw food or disgrace the Mess with unruly conduct.
- s. Thy elbows will remain from the table.
- t. Thou shall not turn glasses upside down or refuse any beverage. Members shall not be required to consume alcohol, however all glasses will be filled.
- u. Wine will be passed from right to left.
- v. Thou shall not "bottom up" glasses for every toast, only for the final "Toast to the Corps."
- w. Exclusive of actual emergencies, no member shall leave the dining area until thy head table has exited.
- x. Thy President and the Vice President shall be the only consultants of time during the feast.
- y. Members may request to address thy Mess by standing up at their seat and asking, "Mr./Madam Vice President, (rank and name) request permission to address the mess." The head table is not required to request permission and my address the mess directly.
- z. Thou shall not rise with smoking material in mouth or hand.
- aa. Thou shall not use tobacco products until the smoking lamp is lighted. Only cigars provided to the Mess will be smoked.
- bb. Thou shall not put ashes on the plates, table, or floor. All smoking materials shall be extinguished properly.
- cc. The Vice President will monitor the behavior of the Mess throughout the evening. Upon request of the President, he/she will list any violations of these rules and the President will assign appropriate punishment. Members of the Mess may request to address the Mess in their own defense. All fines will be paid to the Vice President.
- dd. Any member of the Mess addressed directly by the President may respond directly without requesting permission from the Vice President.
- ee. The decisions of the President are final and may not be appealed. The decisions of the Vice President are final and may not be appealed, unless overturned by the President.

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ff. Thou shall move to the Mess when it is time and remain standing until seated by the President.

gg. Thou shall keep toasts and comments within the limits of good taste and mutual respect. Degrading or insulting remarks will be frowned upon by the membership. However, good-natured needling is ENCOURAGED. Thou shall not laugh at ridiculously funny comments unless the President shows approval by laughing.

hh. When the Mess adjourns, thou shall rise and wait for the President and guests to leave.

ii. The Mess will not talk to the head table or servers of the mess.

jj. Thou shall not start a course before the President.

kk. Thou shall use proper toasting procedure.

ll. Thou shall ensure that thy glass is always charged while toasting.

mm. Thou shall practice in all toasts unless thyself or the group is honored with a toast.

nn. Thou shall have exact funds for fines.

oo. Thou shall not have a copy of these violations in the Mess.

19. Cost. The cost of a mess night should be prorated by rank. Both the "*Marine Officer's Guide*" and the "*Handbook for Marine Noncommissioned Officers*" contain examples of the Schatzel formula used to calculate prorated costs.

20. Fining. The tradition of fining is a hold over from the days of closed messes when members lived and subsisted in the mess and formal rules for conduct in the mess existed. When the President raps the gavel three times and announces that the floor will be open for fines, you will now have the opportunity to levy charges, on anyone in the Mess except for the members of the head table. You may bring to the attention of the Mess any violations or infractions your fellow Marine may have violated or committed. Be prepared to address the Vice President and the President correctly. Also prepare to be challenged by those accused which, might result in your being fined. Today this tradition is an optional part of the mess night. The President will generate fines for any infractions deemed appropriate. Coins of the realm are designated as United States Dollars (the Vice President will not make change!) However, fines are not required to be monetary in nature. The following guidelines apply when fining:

a. The President is the only person authorized to levy fines.

b. Guests are exempt from fining.

c. Unfounded accusations brought to the attention of the Mess will be grounds for the accuser being fined.

d. If monetary fines are levied they should be a token amount and the procedures agreed upon by all members in advance.

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e. An alternate to monetary fines may be imposed. This includes singing, tests of knowledge and exercises.

f. All monetary fines collected will be dispersed by the Vice President to cover the cost of after dinner drinks or donated as an additional gratuity to the serving staff.

g. While not all inclusive, the following specific infractions that will incur fines are:

(1) Navigational errors (know your place and be in it at the proper time).

(2) Hagglng over dates of rank or precedence numbers.

(3) Excessive grog intake or spilling your drink (alcohol abuse will be dealt with severely).

(4) Food (and drink) is not eligible to log flight time, therefore, do not launch it.

(5) Annoying the President with trivial or unwarranted allegations from the Mess.

(6) Grievous violations of the Mess protocol (uncouth behavior without permission).

21. Addressing the Mess. The following procedures will be used to address the Mess.

a. The Marine will stand at the position of attention and address the Vice President; "Mr./Madam Vice, (Rank & Name) requests permission to address the Mess."

b. The Vice President will address the President; "Mr./Madam President, (Rank & Name) requests permission to address the Mess. (Note: The Vice President has the unconditional option to deny or forward the request.)"

c. When the President grants permission, the Marine will address the President and state the charge.

d. If the nature of the address is to accuse a member of an infraction, the President has the option of allowing accused to respond to accusation. Consider charges only or dismiss accusation and fine accuser.

e. When addressing the Mess, do not break the position of attention without permission. This requires the individual to request permission to move about freely.

D-7. TOASTS

1. It is appropriate here to mention the term "toast" which is English in origin. The idea is not older than the 17th century and had reference first to the custom of drinking to the ladies. In Stuart times it was the custom to put a piece toast in the wine cup or glass before drinking in the belief that this improved the flavor of the wine. There is an account of a celebrated beauty who, during the

reign of Charles II, was bathing in public when one of her admirers took a glass of water in which she stood and drank her health to the assembled company. The account goes on to say that "there was in the place a gay fellow, half befuddled with drink, who offered to jump in and swore, though he needed no more liquor, he would have the toast." There are four classes of toasts:

- a. Toasts of Protocol. To foreign governments or chiefs of states; toast to the President of the United States.
- b. Official Toasts. To other services, military organizations, government departments, agencies, or institutions.
- c. Traditional Toasts. To Corps and country, toast to battles.
- d. Personal Toasts. To individuals (distinguished guests, members being dined out, etc.)

2. Port is served from decanters and is passed clockwise from the President and Vice President. All toasts are with port except the traditional toast. When all glasses are charged, toasts will begin. The President controls the procedure. The President will call for a toast to the head of state of the senior foreign guest. After a proper interval (usually about 2 minutes), he/she will call for a toast to the head of state of the second senior foreign guest, until the heads of government of all foreign guests or members have been toasted. Many messes add a bright touch to a toast. The President may propose a toast to "The King of the Belgians" and the Vice President replies in French "Le Roi de Belge," this could be an exciting toast in Korean or Chinese. The President then turns to the senior foreign guest and calls him/her by name. The senior foreign guest will stand and propose the toast "Ladies and gentlemen, to the President of the United States" which is not seconded (this is called "*The Loyal Toast*"). The mess rises and the orchestra plays the "*National Anthem*." When the music ends, the mess raises their glasses, respond in unison "The President of the United States," drink, and return to their seats.

3. If foreign guests or members are not present, the President will call for a toast to the President of the United States as the first toast and then light the smoking lamp. The President then proceeds to toast the units represented by the United States service members at the dinner. This follows a short talk by the senior honored guest and introductions or shorter talks by the remaining official guests. The President must tactfully inform each official guest to limit his remarks to not more than 10 minutes. The mess will not rise to applaud speeches, unless exceptionally inspiring, and only on the example of the President or Commanding Officer. After speechmaking, the President may open the floor for toasts from the mess.

4. The procedures for toasting utilize the following sequence. The person making the toast addresses the toast to the Vice President. The Vice President seconds the toast and finally all members of the mess echo the toast. As an example:

President: "Mr./Madam Vice, a toast to the President of Tunisia."

Mr./Madam Vice: "Ladies and gentlemen (pause while all stand), a toast to the President of Tunisia."

All: "The President of Tunisia."

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5. The next series of toasts are to the units of the foreign guests or members, called by the President. These are followed by toasts to the units of American Services represented at the dinner, according to seniority of those present, regardless of whether they are members or guests of the mess.

a. **President:** "Mr./Madam Vice, A toast to the United States Navy." **Mr./Madam Vice:** Ladies and Gentlemen, a companion at sea. It is with a great deal of respect and honor that I propose a toast to our sister service, the United States Navy. **All:** "The United States Navy."

b. **President:** "Mr./Madam Vice, A toast to our comrades-in-arms, the U.S. Navy Corpsmen." **Mr./Madam Vice:** Ladies and gentlemen, to those who provide care and comfort on the battlefield. It is with a great deal of respect and honor that I propose a toast to our comrades-in-arms U.S. Navy Corpsmen." **All:** "Navy Corpsmen."

6. Toasts from the mess are given in similar fashion, except for asking permission to toast. A person stands and says "Mr./Madam Vice, a toast." Mr./Madam Vice will acknowledge the toast with "Propose your toast sir" The member or guest says "Mr./Madam Vice, a toast to the Continental Marines, who.." Mr./Madam Vice will stand, raise his/her glass and says "Ladies and gentlemen." All hands will stand with wine glasses in their hands and Mr./Madam Vice will continue "To the Continental Marines." All members raise their glasses, repeat in unison the words of Mr./Madam Vice, drink a portion of their wine, and resume their seats.

7. Some organizations seed the mess to offer historic toasts when the floor is opened, examples of these are:

a. A toast to the Continental Marines who fought for our freedom and liberty. (Mr./Madam Vice responds: The Continental Marines.)

b. A toast to the Marines of the 19th century who fought from the Halls of Montezuma to the Shores of Tripoli. (Mr./Madam Vice responds: The Marines of the 19th century.)

c. A toast to the Marines who fought in World War I from the Argonne Forest to Belleau Wood. (Mr./Madam Vice responds: The Marines of World War I.)

d. A toast to the Marines who fought in the island campaigns of World War II where "Uncommon valor was a common virtue." (Mr./Madam Vice responds: The Marines of World War II.)

e. A toast to the Marines who fought in Korea from Inchon to the Chosin Reservoir (Mr./Madam Vice responds: The Marines of the Korean War.)

f. A toast to the Marines who fought for freedom in Viet Nam (Mr./Madam Vice responds: The Marines of the Viet Nam War.)

g. A toast to the Marines currently forward deployed to the sharp edge of the sword. (Mr./Madam Vice responds: The deployed Marines.)

h. Newer toasts may be added as needed. Such as:

(1) A toast to the Marines in Beirut, who gave their lives defending the sanctity of another nation. (Mr./Madam Vice responds: The Marines of Beirut.)

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(2) A toast to the Marines who fought in the Persian Gulf War to liberate a nation from aggression. (Mr./Madam Vice responds: The Marines of the Persian Gulf War.)

8. In place of individual toasts an alternate toast can be inserted at this time to honor all of the battles that Marines have fought in. The President of the Mess makes the following introductory remarks after which selected members of the mess stand in sequence and each announces a battle. They remain standing. A ship's bell is rung once after each battle is announced. After all battles have been announced the members sit.

President: "Ladies and gentlemen, it is traditional to pay homage to the valor shown and sacrifices made by Marines who have distinguished themselves throughout history." (A ship's bell is rung one time following each campaign.)

BLADENSBURG
TRIPOLI
CHAPULTEPEC
GUANTANAMO BAY
MEUSE-ARGONNE
GUADALCANAL
TARAWA
IWO JIMA
OKINAWA
INCHON
CHOSIN RESERVOIR
KHE SANH
HUE CITY
LEBANON
GRENADA
PANAMA
KUWAIT
SOMALIA

9. A moving toast, often offered by the Guest of Honor just prior to the Traditional Toast, is the fallen comrade toast. It involves staging an empty table, draped in black, in a corner of the wardroom. It should be set with a full dinner setting and prominently display a pair of blank Identification Tags and a Purple Heart Medal (Figure D-2). The toast that is offered describes:

a. "Marines, I too have a toast. I would direct your attention to the table at the rear where a place has been set for those Marines who have gone before us. The military way of life is filled with much symbolism. The table provides a way to tell us that members of our profession, whom we call "brothers", are unable to be with us this evening. It is set for one, yet there are many represented by the single chair. The table is draped in black, symbolizing the color of mourning; the ultimate sacrifice, a table set in honor of our fallen comrades. The single lighted candle reminds us of the flame of eternal life that the memory of our fallen comrades will be with us always. The Purple Heart medal displayed to reflect the infliction of wounds and the ebb of life in battle. The identification tags blank, yet they could bear the name of Marines of every creed and color, and from every state in the Union. The dinner setting inverted, they dine with us in spirit only. Those who have died so that we may live, our former comrades who

have earned the glory and have given to us the respect and pride that we, as Marines, hold so dear." ... (inflection pause)... "Marines and honored guests, let us honor our fellow Marines, who have gone before. Mr./Madam Vice, a toast to all Marines who have died for our beloved Corps."

b. **Mr./Madam Vice:** "Marines a toast." (The entire mess will rise to the position of attention) "To our fallen comrades."

c. **All:** "To our fallen comrades."

d. Taps is played.

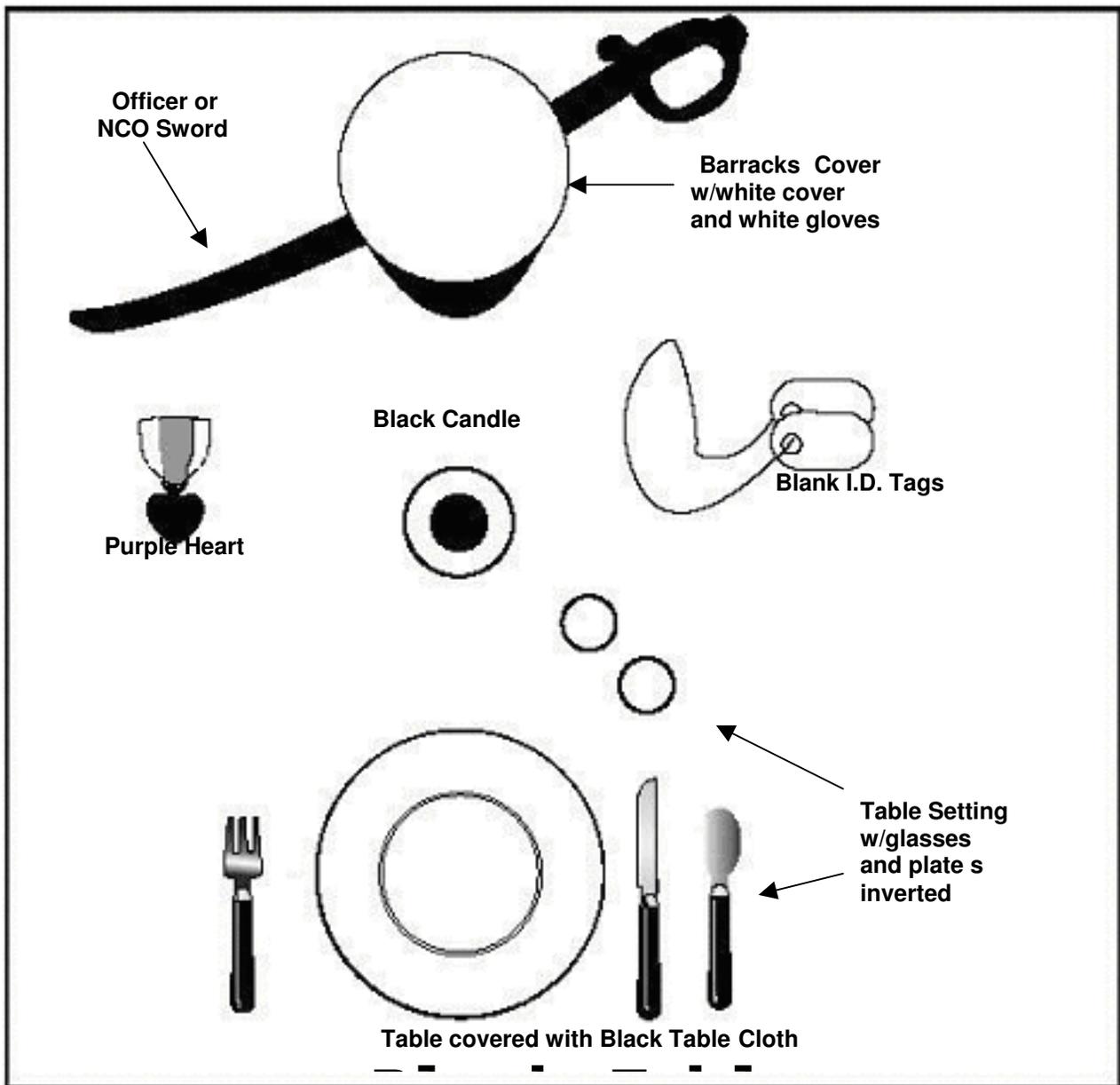


Figure D-2.--Fallen Comrades Table.

10. To conclude the formalities of dinner, the President calls for the toast, "To Corps and country." Mr./Madam Vice fills each cup from the punch bowl at the end of the table starting with the honored guest and ending with the President. At large dinners the Vice fills only the cups of those seated at the head table, the stewards charging the other glasses. The President fills the Mr./Madam Vice's cup who then faces about and seconds the toast.

a. **President:** "In 1776, one of the first recruiting posters ordered recruits upon enlistment, take courage then, seize the fortune that awaits you, repair to the Marine rendezvous, where in a flowing bowl of punch, and three times three you shall drink (pause), long live the United States and success to the Marines. Mr./Madam Vice, a toast to the country and Corps."

b. **Mr./Madam Vice:** "Ladies and Gentlemen, a toast. Long live the United States and success to the Marines!"

c. **All:** "Long live the United States and success to the Marines!"

d. Marines' Hymn is played or sung.

11. From this point, procedures vary with each mess according to the desires of the commanding officer and its own traditions. Usually, the President will offer: "Ladies and gentlemen, will you join me in the bar?" after which all members will stand fast until those seated at the head table have departed the dining room.

12. The following are some general rules for toasting:

a. Do not toast the Commandant.

b. Do not be caught with an uncharged glass.

c. Do not "bottoms-up" your glass on each toast, only on the final traditional toast.

d. Do not stand or drink a toast if you represent the service toasted, except the Traditional Toast.

e. Keep in mind that toasts are offered to institutions, never to persons by proper name.

f. During toasts to battles, individuals who participated in the specific battle will remain seated.

D-8. CHECKLIST.

1. The following is a sample checklist of key events and milestones that occur during the preparation for a mess night.

_____ Command selects officers of the mess and assigns committee members.

_____ Select honored guest, make initial correspondence to his office to ensure that the date of the mess night fits into his schedule.

_____ Prepare for the honored guest and obtain his biographical sketch.

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- _____ Send letters to support agencies to reserve facilities, arrange for field music, arrange transportation (as needed) and other necessary support.
- _____ Select a list of guests that the mess desires to have attend their function.
- _____ Ensure invitations to guests are properly prepared and delivered.
- _____ Prepare a script for introductions and special toasts and prepare the working program for the event. Begin seating arrangements, decoration plans, and any other special arrangements that may be required.
- _____ Complete seating arrangement, conduct command briefing, finalize working program, and complete decoration plan.
- _____ Verify all requested support requirements, complete last minute liaison with all support agencies.
- _____ Select and brief escorts for guests as required, possible rehearsals for key figures.
- _____ Conduct a final walk-through inspection, see to the details. Brief the field music.
- _____ Ensure that a letter of appreciation is sent to the honored guest, coordinate with the treasurer of the facilities to complete all financial transactions.

2. The President will:

- a. Coordinate the activities of all representatives, ensuring deadlines are set and met.
- b. Select and properly invite the honored guest. At least 2 weeks prior to the event, ensure invitations to the guests are prepared and delivered.
- c. Designate escorts for the guests.
- d. Prepare a script to introduce guests.
- e. Select and acquire an appropriate gift for the guest of honor, appropriately engraved to signify the occasion.
- f. Complete letters of appreciation for support agencies.

3. Mr./Madam Vice will:

- a. Plan, coordinate and execute the entire mess night. The Marine is advised by the President and other members, but has the responsibility to the mess and President.
- b. Collects funds from members and conducts all financial transactions.
- c. Coordinates with the mess manager about numbers attending, facilities and such.

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d. Coordinates and supervises the treasurer and accounts for all monies received and expended.

D-9. GEAR LIST. The following is a list of equipment normally required to conduct a mess night.

1. Smoking Lamp.
2. Gavel.
3. Unit Colors (and guidons if applicable).
4. Officer or Noncommissioned Officer Sword (substitute a rifle and bayonet for field mess night).
5. Barracks cover with white cap (substitute a helmet for field mess night).
6. Purple Heart Medal.
7. Blank identification tags.
8. Black tablecloth with inverted dinner set (substitute a field mess gear during a field mess night).
9. One candle (preferably black).
10. Ships bell if the alternate to the traditional toasts is used per paragraph D-7.8.
11. Seating chart.

D-10. VARIATIONS. There are several variations to the mess night and include:

1. Field Mess Night. Also known as a "Warrior Night" or "Viking Night." Circumstances will frequently not permit a mess night with all the formalities as to uniform, catering, table, or services as detailed here. This should not deter an organization, however, and adaptations should be made to meet the "situation and terrain." Do not, in particular, let yourself become stupefied by the apparent formality of mess night; the object is the pleasure and camaraderie of all hands. The key words are conduct yourself with dignity and style. Some key elements that differ for a field mess night are:

a. Uniform. Normally the camouflage utility uniform with designated field equipment.

b. Meal. The meal may be modified from field rations to MREs.

c. Wines. Appropriate substitute beverages may have to be employed.

d. Decorations, table settings and the like will be modified to fit the situation.

e. Fallen Comrades Table. Modified for a field setting as shown in figure D-3. Figure D-3 shows a modified setting using only a field table. A second option is to take the helmet and bayonet from the table and placing them on a M16 rifle placed inverted in front of the table similar to the boot and rifle display used for memorial services in chapter 25.

f. These and any other modifications do not preclude the members of the mess from following the prescribed ceremonies for toasts, treatment of guests or other traditions.

g. During a field mess night certain rules of the mess may be relaxed by the President of the Mess in keeping with the informality of the evening.

2. Another variation of the Mess Night is a "Dining-Out." This is normally conducted in the same manner as a mess night with the exception that spouses and dates are invited. Specific rules such as fining need to be omitted or modified. A dining-out allows spouses to share in the camaraderie of the mess night.

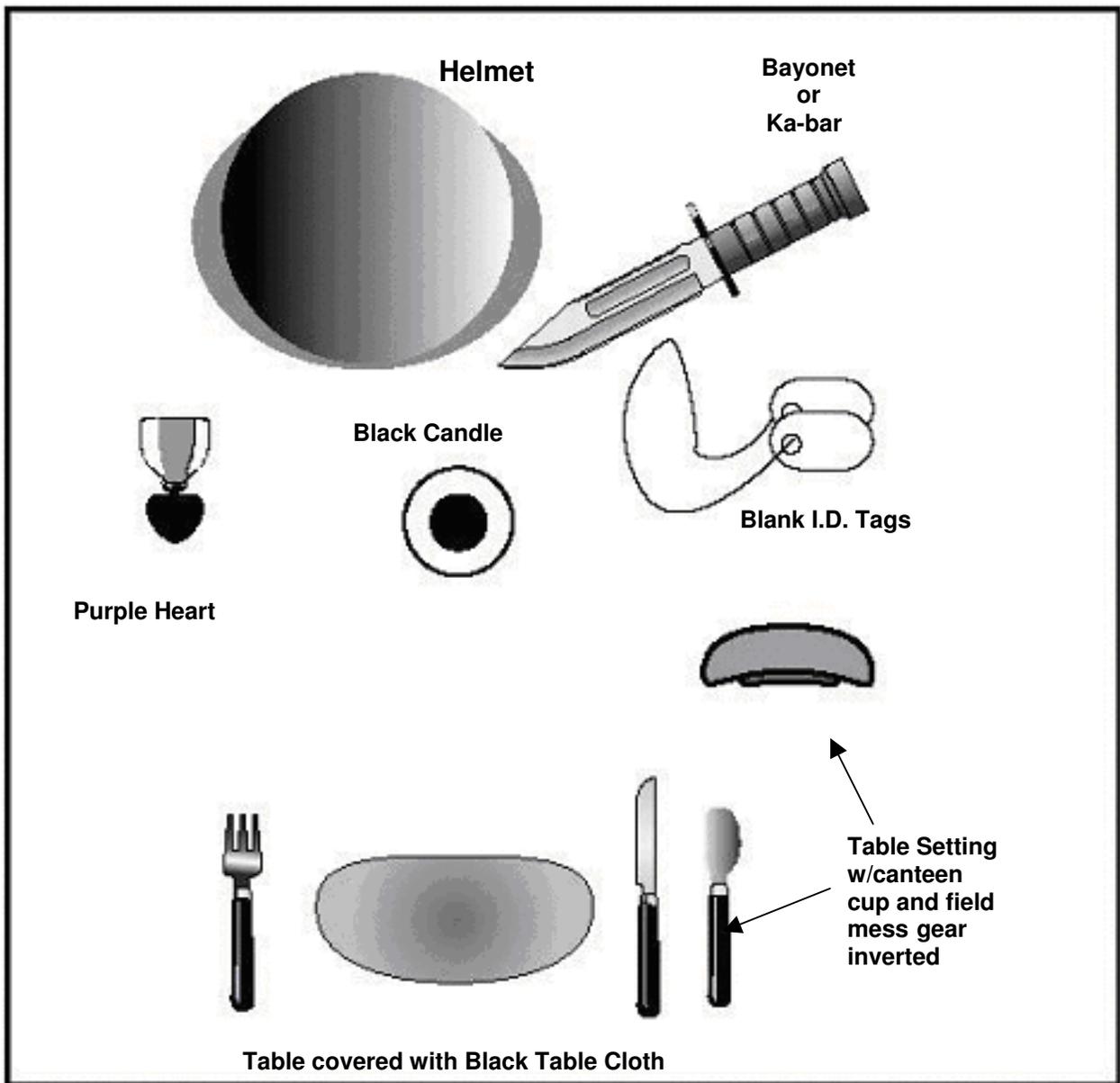


Figure D-3.--Fallen Comrades Table, Field Mess Night.