



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

IN REPLY REFER TO:  
WgO 5060.12D CH 2  
SGTMAJ  
MAY 24 2010

WING ORDER 5060.12D CH 2

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) CHANGE OF COMMAND/RELIEF  
AND APPOINTMENT/AWARDS AND RETIREMENT CEREMONIES

Encl: (1) New page inserts to WgO 5060.12D

1. Situation. To transmit a new page insert to the basic order.
2. Filing Instructions. File this change behind the signature page of this Order.
3. Execution. Remove enclosure (7) and replace it with the corresponding enclosure contained within this change.

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

SAMPLE COMMANDING GENERAL'S CERTIFICATE OF COMMENDATION

COMMANDING GENERAL, 2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE

takes pleasure in commending

(MR./MRS. FIRST NAME, MI, LAST NAME)

for

FAITHFUL AND DEVOTED SERVICE IN SUPPORT OF THE COMMANDING OFFICER, (SQUADRON). (FIRST NAME), AS YOUR HUSBAND/WIFE CONCLUDES A VERY SUCCESSFUL COMMAND TOUR, I WOULD LIKE TO TAKE THIS OPPORTUNITY TO EXPRESS THE SINCERE APPRECIATION OF ALL MARINES AND SAILORS IN 2D MARINE AIRCRAFT WING FOR YOUR UNSELFISH, FAITHFUL, AND DEVOTED SERVICE IN SUPPORT OF YOUR HUSBAND/WIFE, (SQUADRON), AND TO OUR CORPS. YOUR SUPPORT AND UNDERSTANDING DURING MANY DIFFICULT CIRCUMSTANCES HELPED TO MAKE POSSIBLE YOUR HUSBAND'S/WIFE'S LASTING CONTRIBUTION TO THE "(SQUADRON'S NICKNAME)." IT IS THEREFORE FITTING THAT YOU BE RECOGNIZED FOR YOUR CONTRIBUTIONS AS A STEADYING AND POSITIVE INFLUENCE. THE SUPPORT YOU SHOWED FOR THE SQUADRON'S FAMILIES THROUGH YOUR TIME AND SERVICE WITH THE (UNIT) PERSONNEL AND FAMILY READINESS PROGRAM COMMAND TEAM IS DEEPLY APPRECIATED AND IS A TESTAMENT TO YOUR FINE PERSONAL CHARACTER. THANK YOU FOR YOUR VALUABLE DEDICATION AND SUPPORT. FAIR WINDS AND FOLLOWING SEAS.

Name  
Major General, U. S. Marine Corps  
Commanding



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
U. S. MARINE CORPS FORCES COMMAND  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NORTH CAROLINA 28533-0050

WgO 5060.12D  
SGTMAJ  
MAR 25 2008

WING ORDER 5060.12D

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) CHANGE OF COMMAND/  
RELIEF AND APPOINTMENT/AWARDS AND RETIREMENT CEREMONIES

Ref: (a) MCO P5060.20 (Marine Corps Drill and Ceremonies Manual)  
(b) WgO 1710.10G  
(c) MEF Policy Letter 06-06

Encl: (1) Sequence of Events for Change of Command Ceremony  
(2) Sequence of Events for Relief and Appointment Ceremony  
(3) Sequence of Events for Awards and Retirement Ceremony  
(4) Letter of Intent  
(5) Format for the Proposed Change of Command Message  
(6) Format for the Proposed Change of Command Notification  
Message  
(7) Sample Commanding General Certificate of Commendation

1. Situation. This Order clarifies the instruction contained in reference (a), consolidates Wing Guidance for a Change of Command, and standardize procedures for a Change of Command/Relief and Appointment Ceremonies within 2d MAW.

2. Cancellation. WgO 5060.12C, WgO 5060.4F.

3. Mission. To provide administrative procedures and requirements for Change of Command, Relief and Appointment, and Awards and Retirement Ceremonies within the 2D MAW.

4. Execution

Commander's Intent and Concept of Operations

(a) All Change of Commands will be conducted as outlined in enclosure (1). All Relief and Appointment ceremonies will be conducted as outlined in enclosure (2). All Awards and Retirement Ceremonies will be conducted as outlined in enclosure (3). Proposed deviations from these procedures will be addressed to this Headquarters (Chief of Staff or Wing Sergeant Major).

(b) Inclement weather ceremonies will be at the discretion of the outgoing commanding officer.

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(c) Both incoming and outgoing commanders/sergeants major will be brief in their remarks, focusing on their Marines, the unit and its mission.

(d) Circumstances not specifically addressed in this Order will be referred to the Chief of Staff or Wing Sergeant Major for guidance or clarification.

5. Administration and Logistics. Prior to establishing the date for a Change of Command ceremony, the organizational commander will:

a. Prepare a Letter of Intent as contained in enclosure (4) and submit to the Commanding General three months prior to the Change of Command Ceremony. Formal approval (of the date) will be made via the Commanding General's endorsement on the Letter of Intent.

b. Prepare a summary of the outgoing commander's unit accomplishments and a proposed Change of Command message using the format contained in enclosure (5).

c. The organizational commander will coordinate public announcement of the new assignment with the Joint Public Affairs Office 10 days prior to the effective date of the Change of Command.

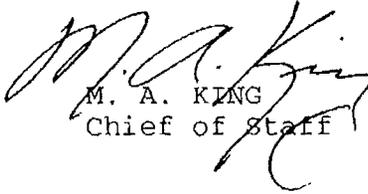
d. The 2D MAW Band will be requested per reference (b). Any changes to the Ceremony Sequence of Events (encl 1 - 3), will be coordinated with the band officer.

e. Certificate of Commendation for spouse, enclosure (7), applies only when the commander's spouse has been actively involved in the unit's activities and they have made significant contributions to the morale and welfare of the unit. This will normally be presented to the spouse During the ceremony.

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6. Command and Signal

- a. Command. This Order is applicable to all 2d MAW units.
- b. Signal. This Order is effective on date signed.

  
M. A. KING  
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
UNITED STATES MARINE CORPS FORCES COMMAND  
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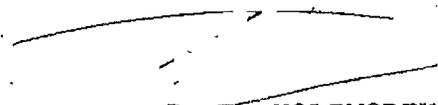
SGTMAJ  
DEC 12 2008

WING ORDER 5060.12D Ch 1

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) CHANGE OF COMMAND/  
RELIEF AND APPOINTMENT/AWARDS AND RETIREMENT CEREMONIES

1. Purpose. To direct pen changes to the basic Order.
2. Action
  - a. Delete paragraph 5(d) on page 2 in its entirety.
  - b. Delete the last sentence of paragraph 5(f) on page 2 and replace it with "This will normally be presented to the spouse during the ceremony."
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
C. E. HOLZWORTH  
Chief of Staff

DISTRIBUTION: A

CHANGE OF COMMAND  
PARADE SEQUENCE

<u>Executor</u>	<u>Command</u>	<u>Action</u>
	1400	Ceremonial platoons will form in column on the flight line.
Band	(1340-1355)	Plays appropriate concert music.
Narrator (1355)	<b>"LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS, THE CEREMONY WILL BEGIN IN 5 MINUTES. THE MUSIC FOR TODAY'S PRE-PARADE SERENADE IS PROVIDED BY THE 2D MARINE AIRCRAFT WING BAND, UNDER DIRECTION OF _____, THE DRUM MAJOR IS _____."</b> <b>WE ASK THAT PLEASE SILENCE ALL PAGERS, AND CELLPHONES FOR THE DURATION OF THE CEREMONY"</b>	
(1357) COT	<b>"STAFF, FALL IN"</b>	Commander of Troops moves to a position centered in the reviewing area, halts, faces the reviewing stand and commands, "Staff, Fall In". Staff moves smartly to their position. Once the staff is in position the COT faces about toward the line of march.
(1200) Narrator Intro	<b>"GOOD AFTERNOON LADIES AND GENTLEMEN, ON BEHALF OF THE COMMANDING OFFICER, _____, WELCOME TO (UNIT NAME) CHANGE OF COMMAND CEREMONY IN WHICH _____ WILL RELINQUISH COMMAND TO _____. THE COMMANDER OF TROOPS FOR TODAY'S CEREMONY IS _____, THE ADJUTANT IS _____."</b> <b>"LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION GIVEN BY _____ (UNIT NAME) CHAPLAIN, UNITED STATES NAVY."</b>	
Chaplain	Let us pray.....AMEN	Invocation is finished.
Narrator	<b>"LADIES AND GENTLEMAN, PLEASE BE SEATED."</b>	
COT	<b>"TAKE YOUR POST SIR."</b>	Commands the adjutant to take his post. Adjutant marches smartly to his position 6 paces from where the right flank of the first unit guide would be on the line of troops.

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Narrator

**PRESENT DAY CEREMONIES IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION. THE FORMATION ON LINE MADE POSSIBLE THE MASSING OF FIRE POWER FROM THE MUZZLE LOADED MUSKETS OF YESTERDAY. IN EARLIER 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.**

As the Adjutant marches to his position along the line of March the narrator describes this portion of the ceremony.

ADJUTANT

**"SOUND, ATTENTION"**

BAND

Band Sounds **"ATTENTION"**.

Platoon Comdrs

**"PLATOON, ATTENTION"**

In sequence from the front Platoon Comdrs bring their units to **ATTENTION**.

Platoon Comdrs

**"RIGHT SHOULDER ARMS"**

In sequence from the front, Platoon Comdrs bring their units to **RIGHT SHOULDER ARMS**.

Color Guard

Color Sgt brings color detail to attention and Carry Colors in sequence.

Adjutant

**"SOUND ADJUTANT'S CALL"**

Band

Band plays **ADJUTANT'S CALL**

Asst. Parade Coordinator

**"FORWARD, MARCH"**

Assistant parade coordinator waits for heavy beat of drum and gives the parade participants **"Forward March"** so that all personnel step off at the same time.

COT

**"STAFF, FORWARD, MARCH"**

Staff marches forward to their position midway between the Line of Troops and the reviewing area at the start of adjutant's call.

Platoon Comdrs

**"GUIDE ON LINE"**

The platoon guide goes to port arms and double times to a position to the left of where the platoon's squad leaders will halt, halts facing the adjutant, and goes to order arms.

		Once at designated position, Platoon Commander and guidon bearer will halt, Platoon Commander will execute a right face and guidon bearer will execute a left face.
Platoon Comdrs	<b>"MARK TIME, MARCH" "PLATOON, HALT"</b>	Platoon Comdrs give <b>"Mark Time, MARCH"</b> so that the left squad leaders mark time beside the platoon guides. After 4-8 counts of mark time the platoon commander gives the command <b>"Platoon, HALT."</b>
Color Guard		Color Guard will march to its designated position, execute a left turn, halt, and go to the order.
Platoon Comdrs (Sequentially)	<b>"ORDER ARMS"</b>	Platoons in sequence come to the order.
Platoon Comdrs	<b>"LEFT FACE"</b>	The platoons, except for the guides, face to the left.
Platoon Comdrs	<b>"DRESS RIGHT, DRESS"</b>	Platoon Comdrs, in sequence from right to left, command, <b>"Dress Right, DRESS."</b> The Plt Comdr of each unit marches down the flank of the platoon and dresses the 1 <sup>st</sup> , and 3 <sup>rd</sup> rank. The Plt Comdr then take position 3 steps beyond the guide /1 <sup>st</sup> squad leader and waits for all subsequent Comdrs.
Platoon Comdrs	<b>"READY FRONT, COVER"</b>	When the platoon commanders have finished aligning their platoons they command <b>"Ready, FRONT"</b> and <b>"COVER,"</b> move back to their positions 6 paces and centered on their platoons, halt from the oblique, with the platoon to his/her rear. This command is not given until <b>ALL</b> Platoon Comdrs are in place (in sequence).
Adjutant		On the first Platoon Comdr's command "Front" the Adjutant proceeds to a point midway between the Line of Troops and the COT and staff, then faces the SQUADRON.

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Adjutant	<b>"GUIDES POST"</b>	After all units have finished dressing right, the adjutant commands <b>"Guides, POST."</b> At the command <b>"POST,"</b> the guides move to their normal positions in ranks.
Adjutant	<b>"PARADE, REST"</b>	All units execute PARADE REST on Adjutant's command. The Senior Color Bearer will command the Color Guard to PARADE, REST. The COT, Adjutant, and Staff will remain at attention.
Adjutant	<b>"SOUND OFF"</b>	Band plays SOUND OFF and marches across the parade deck in front of the Marines. The Marines remain at PARADE REST. COT, Staff and Adjutant remain at ATTENTION.
Band		Marches and plays appropriate music up and down between the line of troops and the Adjutant.
Adjutant	<b>"SQUADRON, ATTENTION"</b>	Once band goes back to their original position All units come to attention on Adjutant command. The Senior Color Bearer will command the Color Guard to ATTENTION.
Adjutant	<b>"PRESENT, ARMS"</b>	All execute PRESENT ARMS on Adjutant's command. Color Sgt will come to the carry on "Present" remaining members of color detail execute on command of execution.
Adjutant	<b>"SIR, THE PARADE IS FORMED"</b>	Adjutant faces about, salutes the COT and reports, SIR, THE PARADE IS FORMED.
COT	<b>"TAKE YOUR POST"</b>	COT returns the Adjutant's salute and orders, TAKE YOUR POST. The Adjutant marches directly to his position passing on the right of the COT.
COT	<b>"ORDER, ARMS; PORT, ARMS; RIGHT SHOULDER ARMS; PORT ARMS; LEFT SHOULDER, ARMS; PORT ARMS; ORDER ARMS"</b>	Entire formation executes on commands given by COT with the exception of the Color Guard who remain at ORDER COLORS.

COT	<b>"RECEIVE THE REPORT SIR"</b>	Adjutant, passing the COT's right, marches to a position midway between the Line of Troops and COT.
Adjutant	<b>"REPORT"</b>	In sequence, Platoon Comdrs report.
Platoon Comdrs	<b>" PLATOON DESIGNATION, ALL PRESENT OR ACCOUNTED FOR"</b>	Adjutant returns salute after each report.
Adjutant	<b>"SIR, ALL PRESENT OR ACCOUNTED FOR"</b>	The Adjutant faces about, salutes and reports.
COT	<b>"PUBLISH THE ORDERS"</b>	COT commands the Adjutant to PUBLISH THE ORDERS.
Adjutant	<b>ATTENTION TO ORDERS.</b>	Adjutant faces about and commands ATTENTION TO ORDERS.
Narrator	<b>HEADQUARTERS (UNIT NAME), (GROUP NAME), THE OFFICER OF THE DAY TODAY IS _____, THE OFFICER OF THE DAY TOMORROW IS _____ BY ORDER OF _____ UNITED STATES MARINE CORPS COMMANDING.</b>	
Adjutant	<b>OFFICERS,</b>	Guidon Bearers execute CARRY-GUIDON.
	<b>CENTER,</b>	Platoon Comdrs and Guidon Bearers face the center of the parade field.
	<b>MARCH.</b>	The band plays appropriate music, Officers and Guidon Bearers close to the center at close interval, halt, and individually face forward. The Adjutant faces about and returns to his position within the Staff.
Senior Comdr	<b>" FORWARD, MARCH</b>	Guidon Bearers go to carry on Forward. All marches forward to center on March.
Senior Comdr	<b>"OFFICERS, HALT"</b>	Front rank of Officers is halted six paces in front of the COT. Officers execute PRESENT ARMS and Guidon Bearers execute PRESENT, GUIDON on the fourth count after the command HALT. The COT returns the salute.
COT	<b>"READY, TWO"</b>	On Ready, the guides re-grasp the guidon As the first count of carry guidon.

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		On TWO, Officers terminate their salute and Guidon Bearers execute the second movement of CARRY GUIDON.
COT	POST	Officers and Guidon Bearers Face about.
COT	MARCH.	Officers and Guidon Bearers step off and march toward the Line of Troops.
Senior Comdr	OFFICERS, HALT.	The detail is halted when all reach the original Line of March.
Senior Comdr	POSTS,	Officers and Guidon Bearers face in the direction of their units.
Senior Comdr	MARCH.	All step off at four pace intervals on the Command MARCH. Company Comdrs oblique to their original positions. Unit Comdr's and Guidon Bearers halt at their original positions and face to the left/right together.
Band		The band stops playing when all Officers are in position.
COT	"BOX THE STAFF"	The COT directs the Adjutant to BOX THE STAFF. The Staff faces to the left, then makes two column right movements, halts two paces and centered on COT, then faces right. COT faces about to the Reviewing Area.
Adjutant	"STAFF LEFT FACE" "STAFF, COLUMN RIGHT MARCH (2)" "STAFF HALT" "STAFF, RIGHT FACE"	The Adjutant boxes the staff by. Commanding the staff to "Staff Left Face" "Staff Column Right March" "Staff Halt" "Staff, Right Face" The staff executes two Column rights until they are on the opposite side of the COT facing the reviewing area.
COT		Once the staff is in its new position the commander of troops faces the reviewing area, reviewing officer then takes position centered between the dress guidons at attention. The commander of troops, seeing the reviewing officer in position, faces the squadron.

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COT	<b>"PRESENT, ARMS"</b>	Faces about and commands entire unit to PRESENT ARMS and executes another about face .
COT	<b>"STAFF, PRESENT ARMS"</b>	Staff executes PRESENT ARMS. Colors execute present Arms.
Outgoing CO		Salutes the COT, then Cuts Salute.
COT	<b>"STAFF, ORDER ARMS"</b>	All Staff executes ORDER ARMS
COT	<b>"ORDER, ARMS"</b>	Faces the unit and command ORDER ARMS.
New Commander		Takes position adjacent to Old CO.
COT	<b>"SGTMAJ, DELIVER THE COLORS TO THE COMMANDING OFFICER"</b>	The senior Color Bearer will command the Color Guard to CARRY COLORS on the COT's command. The SgtMaj takes the most direct route to a position one pace in front of the Color Guard, salutes and then takes one right step while at the same time the organization color bearer removes the colors from the socket. The SgtMaj grasps the colors (left hand at the base of the ferrule) and steps off to the right as in marching. The COT executes an about face as the SgtMaj passes to his right.
Narrator		Start narration as soon as SgtMaj Steps off.  <b>"LADIES AND GENTLEMEN, WE NOW COME TO THE CEREMONY'S MOST SOLEMN MOMENT, THE ACTUAL PASSING OF COMMAND. THE BATTLE COLORS OF A MARINE CORPS UNIT SYMBOLIZES THE AUTHORITY AND ACCOUNTABILITY OF COMMAND. TRANSFERRING THE COLORS DURING THE CEREMONY SYMBOLIZES THE RELINQUISHING OF COMMAND BY _____, BY ACCEPTING THE COLORS, _____ ACCEPTS COMMAND AND CONFIRMS HIS TOTAL COMMITMENT TO THE MARINES AND SAILORS THAT HE WILL COMMAND. SERGEANT MAJOR _____ IS DELIVERING THE COLORS TO THE COMMANDING OFFICER."</b>
Narrator		Read CG's remarks to outgoing and Incoming Commanders.
Squadron SgtMaj		Carrying the Colors as nearly in the position of CARRY COLORS as he can without a sling, he marches by the most direct route to a position two paces in front of CO.
Narrator	<b>"LADIES AND GENTLEMEN, PLEASE RISE FOR THE TRANSFER OF THE COLORS."</b>	

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COT	"PRESENT ARMS"	The COT command Present Arms as the SgtMaj approaches the staff and then faces the reviewing area.
COT	"STAFF, PRESENT ARMS "	The COT commands STAFF, PRESENT ARMS.
Narrator	<b>READS PERTINENT EXCERPTS FROM _____ ORDERS.</b> <b>FROM: COMMANDING GENERAL, 2D MARINE AIRCRAFT WING</b> <b>TO: _____</b> <b>SUBJ: WING SPECIAL ORDER 1-08, EFFECTIVE 1400, 14 FEBRUARY 2008,</b> <b>YOU STAND DETACHED AS THE COMMANDING OFFICER, (UNIT NAME) AND ARE</b> <b>DIRECTED TO REPORT FOR DUTY AS (NEW BILLET).</b> <b>SIGNED _____ (name) / (rank) _____ U. S. MARINE CORPS, COMMANDING</b> <b>GENERAL.</b>	
SgtMaj		The SgtMaj delivers the colors to the outgoing commander, then execute one right step and salute. On the SgtMaj's salute, the outgoing and incoming commanders face each other.
Narrator	<b>READS PERTINENT EXCERPTS FROM _____ ORDERS:</b> <b>FROM: COMMANDING GENERAL, 2D MARINE AIRCRAFT WING</b> <b>TO: _____</b> <b>SUBJ: WING SPECIAL ORDER 2-08, EFFECTIVE 1400, 14 FEBRUARY 2008,</b> <b>YOU ARE DIRECTED TO REPORT FOR DUTY AS (UNIT NAME)COMMANDING</b> <b>OFFICER."</b> <b>SIGNED _____ (name) / (rank) _____ U. S. MARINE CORPS, COMMANDING</b> <b>GENERAL.</b>	
Narrator	<b>"LADIES AND GENTLEMEN PLEASE BE SEATED."</b>	
Commanders		The outgoing commander passes the colors to the incoming commander. As the SgtMaj cuts his salute, both commanders faces the front. The SgtMaj then executes one right step. The incoming commander then returns to colors to the SgtMaj. As the SgtMaj steps off to the right as in marching to return the colors to the color guard, the COs face inboard.  The old and new Commanding Officers exchange salutes, shake hands and exchange positions (Right shoulder to right shoulder)
COT	"STAFF, ORDER ARMS"	The COT orders the Staff to ORDER ARMS faces about, gives the command ORDER, ARMS, then faces about again.

MAR 25 2004

Sergeant Major returns the Colors to the Color Guard passing the COT's right, salutes the Colors then leaves the parade deck by the most direct route.

COT	<b>"ORDER ARMS"</b>	Faces unit, all units execute ORDER ARMS. Old/New CO return to their seats.
Narrator	<b>"LADIES AND GENTLEMEN, THE REVIEWING OFFICER FOR TODAY'S CEREMONY IS _____ (GROUP COMMANDER), COMMANDING OFFICER, (GROUP NAME)."</b>	
COT	<b>"SQUADRON, PRESENT, ARMS, STAFF PRESENT ARMS."</b>	COT brings the squadron to Present Arms, executes and about face and brings staff to Present Arms.
COLOR GUARD		Color Guard goes to Carry/Present.
COT	<b>"ORDER, ARMS/STAFF, ORDER, ARMS."</b>	Reviewing Officer returns to his seat.
<b>NOTE:</b>	<b>IF REQUIRED</b>	
<b>NARRATOR:</b>	<b>"LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO THE COMMANDING GENERAL, 2D MARINE AIRCRAFT WING, _____, AND REMAIN STANDING ." FOR THE PLAYING OF OUR NATIONAL ANTHEM."</b>	
COT	<b>"PRESENT, ARMS"</b>	All execute PRESENT ARMS.
COT	<b>"STAFF, PRESENT ARMS"</b>	Staff executes PRESENT ARMS. Colors execute CARRY COLORS, dip Colors.
BAND	<b>Band plays Ruffles and Flourishes</b>	
COT	<b>"STAFF, ORDER ARMS"</b>	All Staff executes ORDER ARMS
COT	<b>"ORDER, ARMS"</b>	Faces troops, all units Execute ORDER ARMS.
<b>NOTE:</b>	<b>IF HONORS IS NOT REQUIRED, PROCEED WITH CEREMONY</b>	
COT	<b>"OFFICER TO RECEIVE AWARD AND ALL COLORS, CENTER, MARCH"</b>	
Staff		On the command Center, the staff executes a left face, COT commands March, the staff marches 8-10 paces, halts. The Adjutant commands Left face. The color guard executes Carry Colors. The COT (once the staff have moved), marches to a point 10 paces in front of the color guard, halts, salutes, and executes an about face.

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MAR 25 2001

COT	<b>"DETACHMENT, FORWARD, MARCH"</b>	On the command of execution March the COT and the color guard step off and march forward to a point 10 paces in front of the reviewing officer. The Commander then takes his place, 5 paces in front of the colors.
Staff		As the color guard passes the staff, the Adjutant commands, Staff Left face, Staff Forward march. The staff marches 8-10 paces and halts. The Adjutant commands, Staff, Right Face.
COT	<b>"SIR, OFFICER TO RECEIVE AWARD AND ALL COLORS ARE PRESENT."</b>	
Reviewing Officer	<b>"PRESENT THE COMMAND"</b>	
COT		The COT faces to the right as in marching while passing the colors, salutes and returns his position in the staff facing the Line of Troops and commands Present Arms.
COT	<b>"PRESENT, ARMS"</b>	
COT	<b>"STAFF, PRESENT, ARMS"</b>	Faces about and commands Staff, Present Arms. The color guard and awardee/promotee salutes with the staff.
Band		Band plays National Anthem.
COT	<b>"STAFF, ORDER ARMS"</b>	On the last note of the National Anthem, the COT commands, Staff Order, Arms. The color guard and awardee/promotee executes with staff. COT then executes an about face.
Narrator	<b>"LADIES AND GENTLEMEN, PLEASE BE SEATED."</b>	
COT	<b>"ORDER, ARMS"</b>	
Narrator		Reads Bronze Star citation. After presentation, the CG and CO return to their seats.
COT	<b>"PARADE, REST"</b>	The COT commands Orders Arms, Parade Rest, and then executes an about face and commands the staff to Parade Rest.
COT	<b>"STAFF, PARADE, REST"</b>	Color Guard executes with staff.

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Narrator	<b>"LADIES AND GENTLEMEN, THE COMMANDING OFFICER OF MARINE AIR CONTROL GROUP 28, _____."</b>	Comments by REVIEWING OFFICER followed by outgoing commander and then new commander.
Narrator	<b>"AT THIS TIME FLOWERS ARE BEING PRESENTED TO _____ WIFE _____, HIS SON _____, HIS DAUGHTER _____ AND _____ WIFE _____ AND DAUGHTERS _____ AND _____ IN RECOGNITION OF HER LOYAL SUPPORT AND DEDICATION."</b>	
COT	<b>"STAFF, ATTENTION"</b>	Once the COT sees that the outgoing and incoming commanders have return to the reviewing area, he commands the staff back to attention. Color guard executes with the staff and then goes to carry colors.
COT	<b>"SQUADRON, ATTENTION"</b>	After commanding the staff to attention, the COT executes an about face and then commands the unit to attention and then executes another about face.
COT	<b>"POST THE COLORS"</b>	The Color Guard counter marches and then moves back to its position on the line of troops, countermarches, and then goes to the order.
COT	<b>"STAFF RIGHT FACE, STAFF FORWARD MARCH, STAFF HALT, STAFF LEFT FACE, STAFF LEFT FACE, STAFF FORWARD MARCH, STAFF RIGHT FACE"</b>	On the command Post the Colors, the COT commands the staff to right face and forward march, marches 8-10 paces, halts, executes a left face. After the colors have passed, executes another left face and forward march and the returns to its original position and executes a right face. The COT will face the line of troops. As soon as the color guard is in position and at the order, the COT will execute an about face.
New Comdr	<b>"MARCH THE COMMAND IN REVIEW"</b>	
COT	<b>"PASS IN REVIEW"</b>	The COT, facing the formation, commands "PASS IN REVIEW". On this command, the Band changes direction to that of the Line of March and halts.
COT	<b>"RIGHT, FACE"</b>	All parade members execute right face.
Plt Comdrs		Take position in front of their Platoons. The Plt guide moves to their positions in front of right squad. The Company Comdrs and Guides move to their positions at the head of their companies.

Color Guard		On the command " <b>Right, FACE,</b> " goes to carry colors, executes a right turn, halts and remains at the carry.
COT	" <b>RIGHT SHOULDER, ARMS</b> "	Executed when the band is in the correct position, (in sequence).
COT	" <b>FORWARD, MARCH</b> "	Waits for the band to get into position. Watches for the drum Major's Mace to rise. Once the Mace is in the air, Commands <b>Forward, March.</b>
COT/STAFF	" <b>STAFF, FORWARD, MARCH</b> "	On the Command " <b>March</b> " the COT steps to the left as in marching, picks up the half step while at the same time the staff executes a right turn from the halt, covers down on the COT and picks up the half step. When the turn is completed, the COT gives the command "Staff, Forward March."
COT/STAFF	<b>STAFF, LEFT TURN (2), MARCH</b>	The COT and Staff march down the line and execute two left turns in order to be positioned at the head of the column twenty one paces in front of the Band.
Unit Comdrs		Comdrs set their units in motion maintaining a fifteen pace interval between Units.
Platoon Comdrs		The Platoon Comdrs as they approach each turning point gives the command of Column Left, March to the platoon.
COT and Plt Comdrs	" <b>EYES, RIGHT</b> "	COT & plt Comdrs give command as the right foot strikes the deck when they are six paces before the Reviewing Area.
COT and Plt Comdrs Plt/Comp Comdrs	" <b>READY, FRONT</b> "	COT & Plt Comdrs give command when they are six paces beyond the Reviewing Area.  All units march off the field to the Assembly Area and dismiss their units.
Reviewing Party		Remains at ATTENTION, returning salutes from COT & Plt Comdrs as they pass in review.
Reviewing Party		Salutes the Colors as the Color Guard passes parallel to the first marker (6 paces) and holds salutes until the Color Guard passes parallel to the second marker (6 paces beyond).

Staff		The COT and Staff continue to march down the line of troops to the end of the reviewing area where three right turns are executed in order to place the staff in position to observe the march in review.
COT	<b>"HAND, SALUTE"; "READY TWO"</b>	The COT commands HAND, SALUTE as the Color Guard approaches his position and commands READY, TWO after the Color Guard has passed.
Narrator	<b>INTRODUCES THE COT AND PLATOON COMMANDERS FROM EACH PLATOON AS THEY EXECUTE "EYES RIGHT"</b>	
Band		After passing in review, the Band executes a LEFT TURN, followed by a second and third LEFT TURN, and halt facing the Reviewing Party, approximately twelve paces from the Left Flank of the marching troops. As the last unit begins executing eyes right, the Band begins to play "Anchors Aweigh" followed by the "Marines' Hymn." As the "Marine's Hymn is being played, the Drum Major faces the reviewing officer and salutes and CO returns salute.
COT	<b>SALUTES NEW COMMANDER</b>	COT wait for last element to pass before facing the new Commander to render salute. Once Commander has returned salute COT announces <b>"Sir this Concludes today's Ceremony"</b>
COT	<b>"STAFF, DISMISSED"</b>	After the COT exchanges salutes with the CO, he faces his Staff and commands STAFF, DISMISSED. The Staff salutes, takes one step backward, faces about and departs the field.
Narrator	<b>"LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. ON BEHALF OF THE COMMANDING OFFICER _____, OFFICERS AND MARINES OF (UNIT NAME) , WE THANK YOU FOR YOUR ATTENDANCE."</b>	
	<b>AT THIS TIME _____ AND THE NEW COMMANDER, _____ WOULD LIKE TO EXTEND AN INVITATION TO JOIN THEM AT THE OFFICER'S CLUB FOR A RECEPTION."</b>	

**To form for Group ceremonies, follow the procedures described for forming Squadrons in line para 11004/1005 or Squadron in mass para 11006 except as indicated in para 12003**

RELIEF & APPOINTMENT  
PARADE SEQUENCE  
W/PROMOTION AND/OR AWARD  
AND OR RETIREMENT

(FAIR WEATHER)

<u>Executor</u>	<u>Command</u>	<u>Action</u>
Band	(0840-0855)	Plays appropriate concert music.
Narrator	"LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS, THE CEREMONY WILL START IN 5 MINUTES. THE MUSIC FOR TODAY'S PRE-PARADE SERENADE IS PROVIDED BY THE 2D MARINE AIRCRAFT WING BAND, UNDER DIRECTION OF _____ THE DRUM MAJOR IS _____." WE ASK THAT PLEASE SILENCE ALL PAGERS, AND CELLPHONES FOR THE DURATION OF THE CEREMONY"	
(0857) COT	"STAFF, FALL IN"	Commander of Troops moves to a position centered in the reviewing area, halts, faces the reviewing stand and commands, "Staff, Fall In". Staff moves smartly to their position. Once the staff is in position the COT faces about toward the line of march.
(0900) Narrator Intro	"GOOD MORNING (EVENING) LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING OFFICER, _____, WELCOME TO THE (UNIT) RELIEF AND APPOINTMENT CEREMONY IN WHICH SGTMAJ _____ WILL RELINQUISH HIS POST TO SGTMAJ _____. THE COMMANDER OF TROOPS FOR TODAY'S CEREMONY IS (RANK/NAME). THE ADJUTANT IS (RANK/NAME).  "LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION BY COMDR _____ (GROUP NAME) CHAPLAIN, UNITED STATES NAVY."	
Chaplain	Let us pray.....AMEN	Invocation is finished
Narrator	"LADIES AND GENTLEMAN, PLEASE BE SEATED."	
COT	"TAKE YOUR POST SIR."	Commands the adjutant to take his post. Adjutant marches smartly to his position 6 paces from where the right flank of the first unit guide would be on the line of troops.

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Narrator	<b>PRESENT DAY CEREMONIES IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION. THE FORMATION ON LINE MADE POSSIBLE THE MASSING OF FIRE POWER FROM THE MUZZLE LOADED MUSKETS OF YESTERDAY. IN EARLIER 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.</b>	As the Adjutant marches to his position along the line of March the narrator describes this portion of the ceremony.
ADJUTANT	<b>"SOUND, ATTENTION"</b>	
BAND		Band Sounds <b>"ATTENTION"</b> .
Plt Comdrs	<b>"PLATOON, ATTENTION"</b>	In sequence from the front, Platoon Comdrs bring their units to <b>ATTENTION</b> .
Platoon Comdrs	<b>"RIGHT SHOULDER ARMS"</b>	In sequence from the front, Platoon Comdrs bring their units to <b>RIGHT SHOULDER ARMS</b> .
Adjutant	<b>"SOUND ADJUTANT'S CALL"</b>	
Band		Band plays <b>ADJUTANT'S CALL</b>
Asst. Parade Coordinator	<b>"FORWARD, MARCH"</b>	Assistant parade coordinator waits for heavy beat of drum and gives the parade participants <b>"Forward March"</b> so that all personnel step off at the same time.
COT	<b>STAFF, FORWARD, MARCH</b>	Staff marches forward to their position midway between the Line of Troops and the reviewing area at the start of adjutant's call.
Platoon Comdrs	<b>"GUIDE ON LINE"</b>	The platoon guide goes to port arms and double times to a position to the left of where the platoon's squad leaders will halt, halts facing the adjutant, and goes to order arms.
Platoon Comdrs		As the Platoon Comdr and guide arrive at a position abreast of their position in formation, they halt and execute a right face. The guide goes to order guidon

Platoon Comdrs	<b>"MARK TIME, MARCH" "PLATOON, HALT"</b>	Platoon Comdrs give " <b>Mark Time, MARCH</b> " so that the left squad leaders mark time beside the platoon guides. After 4-8 counts of mark time the Platoon commander gives the command " <b>Platoon, HALT.</b> "
Platoon Comdrs (Sequentially)	<b>"ORDER ARMS"</b>	Platoons in sequence come to the order.
Platoon Comdrs	<b>"LEFT FACE"</b>	The platoons, except for the guides, face to the left. Platoon commanders, after facing left move to their position 6 paces in front of and centered on the platoon, halts from the oblique, with the platoon to his/her rear.
Platoon Comdrs	<b>"DRESS RIGHT, DRESS"</b>	PLT Comdrs face their platoons, and in sequence from right to left, command, " <b>Dress Right, DRESS.</b> " The Plt Comdr of each unit marches down the flank of the platoon and dresses the 1 <sup>st</sup> , and 3 <sup>rd</sup> rank. The Plt Comdr then take position 3 steps beyond the guide /1 <sup>st</sup> squad leader and waits for all subsequent Comdrs.
Platoon Comdrs	<b>"READY FRONT, COVER"</b>	When the platoon commanders have finished aligning their platoons they command " <b>Ready, FRONT</b> " and " <b>COVER,</b> " move back to their positions 6 paces and centered on their platoons, halt from the oblique, with the platoon to his/her rear. This command is not given until <b>ALL</b> Platoon Comdrs are in place (in sequence).
Adjutant		On the first Platoon Comdr's command "Front" the Adjutant proceeds to a point midway between the Line of Troops and the COT and staff, then faces the SQUADRON.
Adjutant	<b>"GUIDES POST"</b>	After all units have finished dressing right, the adjutant commands " <b>Guides, POST.</b> " At the command " <b>POST,</b> " the guides move to their normal positions in ranks.
Adjutant	<b>"PARADE, REST"</b>	All units execute PARADE REST on Adjutant's comand. The Senior Color Bearer will command the

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		Color Guard to PARADE, REST. The COT, Adjutant, and Staff will remain at attention.
Adjutant	"SOUND OFF"	Band plays SOUND OFF and marches across the parade deck in front of the Marines. The Marines remain at PARADE REST. COT, Staff and Adjutant remain at ATTENTION.
Band		Marches and plays appropriate music up and down between the line of troops and the Adjutant.
Adjutant	"SQUADRON, ATTENTION"	Once band goes back to their original position All units come to attention on Adjutant command. The Senior Color Bearer will command the Color Guard to ATTENTION.
Adjutant	"PRESENT, ARMS"	All execute PRESENT ARMS on Adjutant's command.
Color Guard	"PRESENT COLORS"	The Senior Color Bearer will command the Color Guard to PRESENT, COLORS.
Adjutant	"SIR, THE PARADE IS FORMED"	Adjutant faces about, salutes the COT and reports, SIR, THE PARADE IS FORMED.
COT	"TAKE YOUR POST"	COT returns the Adjutant's salute and orders, TAKE YOUR POST. The Adjutant marches directly to his position passing to the right of the COT.
COT	"ORDER, ARMS; PORT, ARMS; RIGHT SHOULDER ARMS; PORT ARMS; LEFT SHOULDER, ARMS; PORT ARMS; ORDER ARMS"	Entire formation executes on commands given by COT with the exception of the Color Guard who remains at ORDER COLORS.
COT	"RECEIVE THE REPORT SIR"	Adjutant, passing the COT's right, marches to a position midway between the Line of Troops and COT.

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Adjutant	<b>"REPORT"</b>	In sequence, Company Comdrs report.
Platoon/Comp Comdrs	<b>"PLATOON DESIGNATION, ALL PRESENT OR ACCOUNTED FOR"</b>	Adjutant returns salute after each report.
Adjutant	<b>"SIR, ALL PRESENT OR ACCOUNTED FOR"</b>	The Adjutant faces about, salutes and reports.
COT	<b>"PUBLISH THE ORDERS"</b>	COT commands the Adjutant to PUBLISH THE ORDERS.
Adjutant	<b>ATTENTION TO ORDERS.</b>	Adjutant faces about and commands ATTENTION TO ORDERS.
Adjutant	<b>HEADQUARTERS, (SQUADRON NAME) (GROUP NAME) THE OFFICER OF THE DAY TODAY IS _____, THE OFFICER OF THE DAY TOMORROW IS _____ BY ORDER OF _____, UNITED STATES MARINE CORPS COMMANDING.</b>	
Adjutant	<b>OFFICERS,</b>	Guidon Bearers execute CARRY- GUIDON.
	<b>CENTER,</b>	Company Comdrs, Platoon Comdrs and Guidon Bearers face the center of the parade field.
	<b>MARCH.</b>	The band plays appropriate music, Officers and Guidon Bearers close to the center at close interval, halt, and individually face forward. The Adjutant faces about and returns to his position within the Staff. Company Comdrs, when closing to the center, must oblique slightly forward in order to form a line approximately 4 paces in front of the line of guides.
Senior Comdr	<b>" FORWARD, MARCH</b>	Guidon Bearers go to carry on Forward. All marches forward to center on March.
Senior Comdr	<b>"OFFICERS, HALT"</b>	Front rank of Officers is halted six paces in front of the COT. Officers execute PRESENT ARMS and Guidon Bearers execute PRESENT, GUIDON on the fourth count after the command HALT. The COT returns the salute.

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COT	<b>"READY, TWO"</b>	On Ready, the guides re-grasp the guidon As the first count of carry guidon. On TWO, Officers terminate their salute and Guidon Bearers execute the second movement of CARRY GUIDON.
COT	<b>POST</b>	Officers and Guidon Bearers Face about.
COT	<b>MARCH.</b>	Officers and Guidon Bearers step off and march toward the Line of Troops.
Senior Comdr	<b>OFFICERS, HALT.</b>	The detail is halted when all reach the original Line of March.
Senior Comdr	<b>POSTS,</b>	Officers and Guidon Bearers face in the direction of their units.
Senior Comdr	<b>MARCH.</b>	All step off at four pacc intervals on the Command MARCH. Company Comdrs oblique to their original positions. Unit Comdr's and Guidon Bearers halt at their original positions and face to the left/right together.
Band		The band stops playing when all Officers are in position.
COT	<b>"BOX THE STAFF"</b>	The COT directs the Adjutant to BOX THE STAFF. The Staff faces to the left, then makes two column right movements, halts two paces and centered on COT, then faces right. COT faces about to the Reviewing Area.
Adjutant	<b>"STAFF LEFT FACE"</b> <b>"COLUMN RIGHT MARCH (2)"</b> <b>"STAFF HALT"</b> <b>RIGHT FACE"</b>	The Adjutant boxes the staff by Commanding the staff to <b>"Staff Left Face"</b> <b>"Staff Column Right March"</b> <b>"Staff Halt"</b> <b>"Right Face"</b> The staff executes two Column rights until they are on the opposite side of the COT facing the reviewing area.
COT		Once the staff is in its new position the commander of troops faces the reviewing area, reviewing officer then takes position centered between the dress guidons at attention. The



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Narrator READS PERTINENT EXCERPTS FROM INCOMING SGTMAJ ORDERS:  
Narrator FROM: COMMANDING GENERAL, 2D MARINE AIRCRAFT WING  
TO: SGTMAJ \_\_\_\_\_  
SUBJ: WING SPECIAL ORDER \_\_\_\_\_ EFFECTIVE 0900, 1 FEB 2007,  
YOU STAND DETACHED AS THE SGTMAJ OF (UNIT),  
AND ARE DIRECTED TO REPORT FOR DUTY AS (SQUADRON NAME'S)  
SERGEANT MAJOR.  
SIGNED \_\_\_\_\_ (name) / (rank) \_\_\_\_\_ U. S. MARINE CORPS.

New SgtMaj The new SgtMaj steps front and center of the Unit Comdr and reports, "SgtMaj \_\_\_\_\_ reporting as the new SgtMaj." The Unit Comdr returns the salute and passes the sword to the new SgtMaj, who assumes the unrigged carry. The Unit Comdr then states, "Take your Post." The new SgtMaj then moves to his position between the Unit Comdr and the old SgtMaj. A designated SNCO will then retrieve the sword.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE  
(Honors If Appropriate) RISE FOR HONORS TO (TITLE/RANK AND NAME OF THE PERSON TO RECEIVE HONORS)." CO & both SgtsMaj will leave reviewing area.

COT "PRESENT, ARMS" All execute PRESENT ARMS.

COT "STAFF, PRESENT ARMS" Staff executes PRESENT ARMS. Colors execute CARRY COLORS, dip Colors.

BAND Band plays Ruffles and Flourishes for the CG.

COT "STAFF, ORDER ARMS" All Staff executes ORDER ARMS

COT "ORDER, ARMS" Faces troops, all units Execute ORDER ARMS.

NOTE IF HONORS ARE NOT RENDERED THEN PROCEED WITH SEQUENCE FROM THIS POINT AFTER SNCO TAKING SWORD FROM NEW SGTMAJ.

COT "MARINE TO BE PROMOTED" (OR)  
"MARINE TO RECEIVE AWARD (OR)  
"MARINE TO RECEIVE AWARD, BE RETIRED,  
AND ALL COLORS, CENTER, MARCH" Once Reviewing Officer is in position.

Staff On the command Center, the staff executes a left face, COT commands March, the staff marches 8-10 paces, halts. The Adjutant commands Left face. The color guard executes Carry Colors. The COT (once the

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staff have moved), marches to a point 10 paces in front of the color guard, halts, salutes, and executes an about face.

COT	<b>"DETACHMENT, FORWARD, MARCH"</b>	On the command of execution March the COT and the color guard step off and march forward to a point 10 paces in front of the promoting official. The Commander being promoted then takes his place, 5 paces in front of the colors.
Staff		As the color guard passes the staff, the Adjutant commands, Staff Left face, Staff Forward march. The staff marches 8-10 paces and halts. The Adjutant commands, Staff, Right Face.
COT	<b>"SIR, MARINE TO BE PROMOTED (OR) SIR, MARINE TO RECEIVE AWARD (OR) "SIR, MARINE TO RECEIVE AWARD, BE RETIRED, AND ALL COLORS ARE PRESENT."</b>	
Promoting Official	<b>"PRESENT THE COMMAND"</b>	
COT		The COT faces to the right as in marching while passing the colors, salutes and returns his position in the staff facing the Line of Troops and commands Present Arms.
COT	<b>"PRESENT, ARMS"</b>	
Narrator	<b>"LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF THE NATIONAL ANTHEM"</b>	
COT	<b>"STAFF, PRESENT, ARMS"</b>	Faces about and commands Staff, Present Arms. The color guard and awardee/promotee salutes with the staff.
Band		Band plays National Anthem.
COT	<b>"STAFF, ORDER ARMS"</b>	On the last note of the National Anthem, the COT commands, Staff Order, Arms. The color guard and awardee/promotee executes with staff. COT then executes an about face.
Narrator	<b>"LADIES AND GENTLEMEN, PLEASE BE SEATED."</b>	
COT	<b>"ORDER, ARMS"</b>	

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COT	<b>"PARADE, REST"</b>	The COT commands Orders Arms, Parade Rest, and then executes an about face and commands the staff to Parade Rest.
COT	<b>"STAFF, PARADE, REST"</b>	Color Guard executes with staff.  Comments by Awarding/Promoting Official followed by old and then new SgtMaj.
Narrator	<b>"AT THIS TIME FLOWERS ARE BEING PRESENTED TO (OUTGOING SPOUSE) IN RECOGNITION OF HER LOYAL SUPPORT AND DEDICATION."  "FLOWERS ARE ALSO BEING PRESENTED TO (INCOMING SPOUSE), WELCOMING HER TO THE (UNIT NAME) FAMILY."</b>	
COT	<b>"STAFF, ATTENTION"</b>	Once the COT sees that the Promoting/Reviewing Official returns to his seat and the outgoing and incoming SgtsMaj have return to the reviewing area, he commands the staff back to attention. Color guard executes with the staff and then goes to carry colors.
COT	<b>"SQUADRON, ATTENTION"</b>	After commanding the staff to attention, the COT executes an about face and then commands the unit to attention and then executes another about face.
COT	<b>"POST THE COLORS"</b>	The Color Guard counter marches and then moves back to its position on the line of troops, countermarches, and then goes to the order.
COT	<b>"STAFF RIGHT FACE, STAFF FORWARD MARCH, STAFF HALT, STAFF LEFT FACE, STAFF LEFT FACE, STAFF FORWARD MARCH, STAFF RIGHT FACE"</b>	On the command Post the Colors, the COT commands the staff to right face and forward march, marches 8-10 paces, halts, executes a left face. After the colors have passed, executes another left face and forward march and the returns to its original position and executes an right face. The COT will face the line of troops. As soon as the color guard is in position and at the order, the COT will execute an about face.
CO	<b>"MARCH THE COMMAND IN REVIEW"</b>	Salutes the COT.
COT	<b>SALUTES "AYE-AYE SIR" AND FACES ABOUT</b>	Returns salute from the CO.
COT	<b>"PASS IN REVIEW"</b>	The COT, facing the formation, commands "PASS IN REVIEW". On this command, the Band changes direction to that of the Line of March and halts.

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COT	<b>"RIGHT, FACE"</b>	All parade members execute right face.
Plt Comdrs		Take position in front of their Platoons.
Color Guard		On the command <b>"Right, FACE,"</b> goes to carry colors, executes a right turn, halts and remains at the carry.
COT	<b>"RIGHT SHOULDER, ARMS"</b>	Executed when the band is in the correct position.
COT	<b>"FORWARD, MARCH"</b>	Waits for the band to get into position. Watches for the drum Major's Mace to rise. Once the Mace is in the air, Commands <b>Forward, March.</b>
COT/STAFF	<b>"STAFF, FORWARD, MARCH"</b>	On the Command <b>"March"</b> the COT steps to the left as in marching, picks up the half step while at the same time the staff executes a right turn from the halt, covers down on the COT and picks up the half step. When the turn is completed, the COT gives the command <b>"Staff, Forward March."</b>
COT/STAFF	<b>STAFF, LEFT TURN (2), MARCH</b>	The COT and Staff march down the line and execute two left turns in order to be positioned at the head of the column twenty one paces in front of the Band.
Unit Comdrs		Comdrs set their units in motion maintaining a twenty one pace interval between Units.
Platoon Comdrs		The Platoon Comdrs as they approach each turning point gives the command of Column Left, March for themselves and the company guide.
COT and Plt Comdrs	<b>"EYES, RIGHT"</b>	COT & Unit CO's give command as the right foot strikes the deck when they are six paces before the Reviewing Area.
COT and Plt Comdrs Plt/Comp Comdrs	<b>"READY, FRONT"</b>	COT & Plt Comdrs give command when they are six paces beyond the Reviewing Area.
Reviewing Party		All units march off the field to the Assembly Area and dismiss their units.
Reviewing Party		Remains at ATTENTION, returning salutes from COT & Plt Comdrs as they pass in review.
Reviewing Party		Salutes the Colors as the Color Guard passes parallel to the first marker (6 paces) and

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holds salutes until the Color Guard passes parallel to the second marker (6 paces beyond).

Staff

The COT and Staff continue to march down the line of troops to the end of the reviewing area where three right turns are executed in order to place the staff in position to observe the march in review.

COT

**"HAND, SALUTE"; "READY TWO"**

The COT commands HAND, SALUTE as the Color Guard approaches his position and commands READY, TWO after the Color Guard has passed.

Narrator

**INTRODUCES THE COT, COMPANY COMMANDERS, AND PLATOON COMMANDERS FROM EACH PLATOON AS THEY EXECUTE "EYES RIGHT"**

Band

After passing in review, the Band executes a LEFT TURN, followed by a second and third LEFT TURN, and halt facing the Reviewing Party, approximately twelve paces from the Left Flank of the marching troops. As the last unit begins executing eyes right, the Band begins to play "Anchors Aweigh" followed by the "Marines' Hymn." As the "Marine's Hymn is being played, the Drum Major faces the reviewing officer and salutes and CO returns salute.

COT

**SALUTES NEW COMMANDER**

COT wait for last element to pass before facing the new Commander to render salute. Once Commander has returned salute COT announces "Sir this Concludes today's Ceremony"

COT

**"STAFF, DISMISSED"**

After the COT exchanges salutes with the CO, he faces his Staff and commands STAFF, DISMISSED. The Staff salutes, takes one step backward, faces about and departs the field.

Narrator

**"LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. ON BEHALF OF THE COMMANDING OFFICER \_\_\_\_\_, OFFICERS AND MARINES OF (UNIT), WE THANK YOU FOR YOUR ATTENDANCE.**

**AT THIS TIME SGTMAJ \_\_\_\_\_ AND THE NEW SGTMAJ, SGTMAJ \_\_\_\_\_ WOULD LIKE TO EXTEND AN INVITATION TO JOIN THEM AT THE CLUB/PIT FOR A RECEPTION**

To form for Group ceremonies, follow the procedures described for forming Squadrons in line para 11004/1005 or Squadron in mass para 11006 except as indicated in para 12003

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RELIEF & APPOINTMENT  
PARADE SEQUENCE  
W/PROMOTION AND/OR AWARD  
AND OR RETIREMENT

(FOUL WEATHER)

<u>Executor</u>	<u>Command</u>	<u>Action</u>
Band	(0840-0855)	Plays appropriate concert music.
Narrator	<p>"LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS, THE CEREMONY WILL START IN 5 MINUTES. THE MUSIC FOR TODAY'S PRE-PARADE SERENADE IS PROVIDED BY THE 2D MARINE AIRCRAFT WING BAND, UNDER DIRECTION OF _____. THE DRUM MAJOR IS _____." WE ASK THAT PLEASE SILENCE ALL PAGERS, AND CELLPHONES FOR THE DURATION OF THE CEREMONY"</p>	
(0857) COT	"STAFF, FALL IN"	Commander of Troops moves to a position centered in the reviewing area, halts, faces the reviewing stand and commands, "Staff, Fall In". Staff moves smartly to their position. Once the staff is in position the COT faces about toward the line of march.
(0900) Narrator Intro	<p>"GOOD MORNING (EVENING) LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING OFFICER, _____, WELCOME TO THE (UNIT) RELIEF AND APPOINTMENT CEREMONY IN WHICH SGTMAJ _____ WILL RELINQUISH HIS POST TO SGTMAJ _____. THE COMMANDER OF TROOPS FOR TODAY'S CEREMONY IS (RANK/NAME). THE ADJUTANT IS (RANK/NAME).</p> <p>"LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION BY _____ (GROUP NAME) CHAPLAIN, UNITED STATES NAVY."</p>	
Chaplain	Let us pray.....AMEN	Invocation is finished
Narrator	"LADIES AND GENTLEMAN, PLEASE BE SEATED."	
COT	"TAKE YOUR POST SIR."	Commands the adjutant to take his post. Adjutant marches smartly to his position 6 paces from where the right flank of the first unit guide would be on the line of troops.

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Narrator

**PRESENT DAY CEREMONIES IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION. THE FORMATION ON LINE MADE POSSIBLE THE MASSING OF FIRE POWER FROM THE MUZZLE LOADED MUSKETS OF YESTERDAY. IN EARLIER 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.**

As the Adjutant marches to his position along the line of March the narrator describes this portion of the ceremony.

ADJUTANT

**"SOUND, ATTENTION"**

BAND

Band Sounds **"ATTENTION"**.

Plt Comdrs

**"PLATOON, ATTENTION"**

In sequence from the left, Platoon Comdrs bring their units to ATTENTION.

Adjutant

**"SOUND ADJUTANT'S CALL"**

Band

Band plays **ADJUTANT'S CALL**

Platoon Comdrs

**"DRESS RIGHT, DRESS"**

PLT Comdrs face their platoons, and in sequence from right to left, command, **"Dress Right, DRESS."** The Plt Comdr of each unit marches down the flank of the platoon and dresses the 1<sup>st</sup>, and 3<sup>rd</sup> rank. The Plt Comdr then take position 3 steps beyond the guide /1<sup>st</sup> squad leader and waits for all subsequent Comdrs.

Platoon Comdrs

**"READY FRONT, COVER"**

When the platoon commanders have finished aligning their platoons they command **"Ready, FRONT"** and **"COVER,"** move back to their positions 6 paces and centered on their platoons, halt from the oblique, with the platoon to his/her rear. This command is not given until ALL Platoon Comdrs are in place (in sequence).

Adjutant

On the first Platoon Comdr's command "Front" the Adjutant proceeds to a point midway between the Line of Troops and the CO' and staff, then faces the SQUADRON.

Adjutant	<b>"GUIDES POST"</b>	After all units have finished dressing right, the adjutant commands <b>"Guides, POST."</b> At the command <b>"POST,"</b> the guides move to their normal positions in ranks.
Adjutant	<b>"PARADE, REST"</b>	All units execute PARADE REST on Adjutant's command. The Senior Color Bearer will command the Color Guard to PARADE, REST. The COT, Adjutant, and Staff will remain at attention.
Adjutant	<b>"SOUND OFF"</b>	Band plays SOUND OFF and marches across the parade deck in front of the Marines. The Marines remain at PARADE REST. COT, Staff and Adjutant remain at ATTENTION.
Band		Marches and plays appropriate music up and down between the line of troops and the Adjutant.
Adjutant	<b>"SQUADRON, ATTENTION"</b>	Once band goes back to their original position All units come to attention on Adjutant command. The Senior Color Bearer will command the Color Guard to ATTENTION.
Adjutant	<b>"PRESENT, ARMS"</b>	All execute PRESENT ARMS on Adjutant's command.
Color Guard	<b>"PRESENT COLORS"</b>	The Senior Color Bearer will command the Color Guard to PRESENT, COLORS.
Adjutant	<b>"SIR, THE PARADE IS FORMED"</b>	Adjutant faces about, salutes the COT and reports, SIR, THE PARADE IS FORMED.
COT	<b>"TAKE YOUR POST"</b>	COT returns the Adjutant's salute and orders, TAKE YOUR POST. The Adjutant marches directly to his position passing of the right of the COT.
COT	<b>"ORDER, ARMS; PORT, ARMS; RIGHT SHOULDER ARMS; PORT ARMS; LEFT SHOULDER, ARMS; PORT ARMS; ORDER ARMS"</b>	Entire formation executes on commands given by COT with the exception of the Color Guard who remain at ORDER COLORS.

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COT	<b>"RECEIVE THE REPORT SIR"</b>	Adjutant, passing the COT's right, marches to a position midway between the Line of Troops and COT.
Adjutant	<b>"REPORT"</b>	In sequence, Company Comdrs report.
Platoon/Comp Comdrs	<b>"PLATOON DESIGNATION, ALL PRESENT OR ACCOUNTED FOR"</b>	Adjutant returns salute after each report.
Adjutant	<b>"SIR, ALL PRESENT OR ACCOUNTED FOR"</b>	The Adjutant faces about, salutes and reports.
COT	<b>"PUBLISH THE ORDERS"</b>	COT commands the Adjutant to PUBLISH THE ORDERS.
Adjutant	<b>ATTENTION TO ORDERS.</b>	Adjutant faces about and commands ATTENTION TO ORDERS.
Adjutant	<b>HEADQUARTERS. (SQUADRON NAME) (GROUP NAME) THE OFFICER OF THE DAY TODAY IS _____, THE OFFICER OF THE DAY TOMORROW IS _____ BY ORDER OF _____, UNITED STATES MARINE CORPS COMMANDING.</b>	
Adjutant	<b>OFFICERS,</b>	Guidon Bearers execute CARRY-GUIDON.
	<b>CENTER,</b>	Company Comdrs, Platoon Comdrs and Guidon Bearers face the center of the parade field.
	<b>MARCH.</b>	The band plays appropriate music, Officers and Guidon Bearers close to the center at close interval, halt, and individually face forward. The Adjutant faces about and returns to his position within the Staff. Company Comdrs, when closing to the center, must oblique slightly forward in order to form a line approximately 4 paces in front of the line of guides.
Senior Comdr	<b>" FORWARD, MARCH</b>	Guidon Bearers go to carry on Forward. All marches forward to center on March.

Senior Comdr	<b>"OFFICERS, HALT"</b>	Front rank of Officers is halted six paces in front of the COT. Officers execute PRESENT ARMS and Guidon Bearers execute PRESENT, GUIDON on the fourth count after the command HALT. The COT returns the salute.
COT	<b>"READY, TWO"</b>	On Ready, the guides re-grasp the guidon As the first count of carry guidon. On TWO, Officers terminate their salute and Guidon Bearers execute the second movement of CARRY GUIDON.
COT	<b>POST</b>	Officers and Guidon Bearers Face about.
COT	<b>MARCH.</b>	Officers and Guidon Bearers step off and march toward the Line of Troops.
Senior Comdr	<b>OFFICERS, HALT.</b>	The detail is halted when all reach the original Line of March.
Senior Comdr	<b>POSTS,</b>	Officers and Guidon Bearers face in the direction of their units.
Senior Comdr	<b>MARCH.</b>	All step off at four pace intervals on the Command MARCH. Company Comdrs oblique to their original positions. Unit Comdr's and Guidon Bearers halt at their original positions and face to the left/right together.
Band		The band stops playing when all Officers are in position.
COT	<b>"BOX THE STAFF"</b>	The COT directs the Adjutant to BOX THE STAFF. The Staff faces to the left, then makes two column right movements, halts two paces and centered on COT, then faces right. COT faces about to the Reviewing Area.
Adjutant	<b>"STAFF LEFT FACE"</b> <b>"COLUMN RIGHT MARCH (2)"</b> <b>"STAFF HALT"</b>	The Adjutant boxes the staff by Commanding the staff to <b>"Staff Left Face"</b> <b>"Staff Column Right March"</b> <b>"Staff Halt"</b> <b>"Right Face"</b> The staff executes two Column rights until they are on the opposite

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**"RIGHT FACE"**

side of the COT facing the reviewing area.

COT

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

COT

**"PRESENT, ARMS"**

Faces about and commands entire unit to PRESENT ARMS and executes another about face.

COT

**"STAFF, PRESENT ARMS"**

Staff executes PRESENT ARMS. Colors execute present Arms.

Reviewing Officer

Salutes the COT, then Cuts Salute.

COT

**"STAFF, ORDER ARMS"**

All Staff executes ORDER ARMS

COT

**"ORDER, ARMS"**

Faces the unit and command ORDER ARMS.

COT

**SERGEANTS MAJOR, FRONT AND CENTER MARCH"**

The SgtsMaj moves to a position 5 paces in front of the reviewing area, the old SgtMaj on the right. The old SgtMaj will carry the sword of office in the unrigged position under the left arm.

Narrator

**READS PERTINENT EXCERPTS FROM OUTGOING SGTMAJ ORDERS:**

**FROM: COMMANDING GENERAL, 2D MARINE AIRCRAFT WING  
TO: SGTMAJ \_\_\_\_\_  
SUBJ: WING SPECIAL ORDER \_\_\_\_\_ EFFECTIVE 0900 1 FEB 2007,  
YOU STAND DETACHED AS THE SERGEANT MAJOR,  
(UNIT) AND ARE DIRECTED TO REPORT FOR  
DUTY (AS THE (BILLET AND NEW UNIT)).  
SIGNED \_\_\_\_\_ (name) / (rank) U. S. MARINE CORPS .**

**"SINCE 1875 NONCOMMISSIONED AND STAFF NONCOMMISSIONED OFFICERS HAVE CARRIED THE NONCOMMISSIONED OFFICER'S SWORD AS A SYMBOL AS 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."**

Old SgtMaj

As the narrator begins reading, the old SgtMaj then steps front and center of the Unit Comdr, salutes, and reports, "Sir, SgtMaj Marine reporting as old SgtMaj."

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The Unit Comdr returns the salute and states "You are relieved." The SgtMaj then yields the sword to the Unit Comdr who places it at unrigged carry. The old SgtMaj then moves to his new position approximately 3 paces to the left and abreast of the Unit Comdr.

Narrator **READS PERTINENT EXCERPTS FROM INCOMING SGTMAJ ORDERS:**

Narrator **FROM: COMMANDING GENERAL, 2D MARINE AIRCRAFT WING  
TO: SGTMAJ \_\_\_\_\_  
SUBJ: WING SPECIAL ORDER \_\_\_\_\_ EFFECTIVE 0900, 1 FEB 2007,  
YOU STAND DETACHED AS THE SGTMAJ OF (UNIT),  
AND ARE DIRECTED TO REPORT FOR DUTY AS (SQUADRON NAME'S)  
SERGEANT MAJOR.  
SIGNED \_\_\_\_\_ (name) / (rank) \_\_\_\_\_ U. S. MARINE CORPS.**

New SgtMaj **The new SgtMaj steps front and center of the Unit Comdr and reports, "SgtMaj Joe reporting as the new SgtMaj." The Unit Comdr returns the salute and passes the sword to the new SgtMaj, who assumes the unrigged carry. The Unit Comdr then states, "Take your Post." The new SgtMaj then moves to his position between the Unit Comdr and the old SgtMaj. A designated SNCO will then retrieve the sword.**

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

COT **"PRESENT, ARMS"** All execute PRESENT ARMS.

COT **"STAFF, PRESENT ARMS"** Staff executes PRESENT ARMS. Colors execute CARRY COLORS, dip Colors.

BAND **Band plays Ruffles and Flourishes for the CG.**

COT **"STAFF, ORDER ARMS"** All Staff executes ORDER ARMS

COT **"ORDER, ARMS"** Faces troops, all units Execute ORDER ARMS.

NOTE **IF HONORS ARE NOT RENDERED THEN PROCEED WITH SEQUENCE FROM THIS POINT AFTER SNCO TAKES SWORD FROM NEW SGTMAJ.**

COT **"MARINE TO BE PROMOTED" (OR)  
"MARINE TO RECEIVE AWARD (OR)  
"MARINE TO RECEIVE AWARD, BE RETIRED,  
AND ALL COLORS, CENTER, MARCH"** Once Reviewing Officer is in position.

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Staff

On the command Center, the staff executes a left face, COT commands March, the staff marches 8-10 paces, halts. The Adjutant commands Left face. The color guard executes Carry Colors. The COT (once the staff have moved), marches to a point 10 paces in front of the color guard, halts, salutes, and executes an about face.

COT

**"DETACHMENT, FORWARD, MARCH"**

On the command of execution March the COT and the color guard step off and march forward to a point 10 paces in front of the promoting official. The Commander being promoted then takes his place, 5 paces in front of the colors.

Staff

As the color guard passes the staff, the Adjutant commands, Staff Left face, Staff Forward march. The staff marches 8-10 paces and halts. The Adjutant commands, Staff, Right Face.

COT

**"SIR, MARINE TO BE PROMOTED (OR)  
SIR, MARINE TO RECEIVE AWARD (OR)  
"SIR, MARINE TO RECEICE AWARD, BE RETIRED,  
AND ALL COLORS ARE PRESENT."**

Promoting  
Official

**"PRESENT THE COMMAND"**

COT

The COT faces to the right as in marching while passing the colors, salutes and returns his position in the staff facing the Line of Troops and commands Present Arms..

COT

**"PRESENT, ARMS"**

Narrator

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

COT

**"STAFF, PRESENT, ARMS"**

Faces about and commands Staff, Present Arms. The color guard and awardee/promotee salutes with the staff.

Band

Band plays National Anthem.

COT

**"STAFF, ORDER ARMS"**

On the last note of the National Anthem, the COT commands, Staff Order, Arms. The color guard and awardee/promotee executes with staff. COT then executes an about face.

Narrator

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

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COT	<b>"ORDER, ARMS"</b>	
COT	<b>"PARADE, REST"</b>	The COT commands Orders Arms, Parade Rest, and then executes an about face and commands the staff to Parade Rest.
COT	<b>"SATFF, PARADE, REST"</b>	Color Guard executes with staff.  Comments by Awarding/Promoting Official followed by awardee/promotee and then new Commanding Officer.
Narrator	<b>"AT THIS TIME FLOWERS ARE BEING PRESENTED TO (OUTGOING SPOUSE) IN RECOGNITION OF HER LOYAL SUPPORT AND DEDICATION."</b>	
	<b>"FLOWERS ARE ALSO BEING PRESENTED TO (INCOMING SPOUSE), WELCOMING HER TO THE (UNIT NAME) FAMILY."</b>	
COT	<b>"STAFF, ATTENTION"</b>	Once the COT sees that the Promoting/Reviewing Official returns to his seat and the outgoing and incoming SgtsMaj have return to the reviewing area, he commands the staff back to attention. Color guard executes with the staff and then goes to carry colors.
COT	<b>"SQUADRON, ATTENTION"</b>	After commanding the staff to attention, the COT executes an about face and then commands the unit to attention and then executes another about face.
COT	<b>"POST THE COLORS"</b>	The Color Guard counter marches and then moves back to its position on the line of troops, countermarches, and then goes to the order.
COT	<b>"STAFF RIGHT FACE, STAFF FORWARD MARCH, STAFF HALT, STAFF LEFT FACE, STAFF LEFT FACE, STAFF FORWARD MARCH, STAFF RIGHT FACE"</b>	On the command Post the Colors, the COT commands the staff to right face and forward march, marches 8-10 paces, halts, executes a left face. After the colors have passed, executes another left face and forward march and the returns to its original position and executes an right face. The COT will face the line of troops. As soon as the color guard is in position and at the order, the COT will execute an about face.
Narrator	<b>"LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF ANCHOR'S AWEIGH AND THE MARINE HYMN."</b>	
Band		The Band begins to play "Anchors Aweigh" followed by the "Marines' Hymn."

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		As the "Marine's Hymn is being played, the Drum Major faces the reviewing officer and salutes and CO returns salute.
COT		At last note of Marine Hymn, COT salutes CO and announces "Sir <b>this Concludes today's Ceremony</b> "
RO	"DISMISS THE COMMAND"	Salutes the COT
COT	"PLATOON COMMANDERS, TAKE CHARGE OF YOUR PLATOONS AND CARRY OUT THE PLAN OF THE DAY."	COT returns salute and executes about face.
Plt Comdrs		In unison returns salutes and then executes about face and put units at parade rest.
COT	"STAFF, DISMISSED"	After the COT exchanges salutes with the Plt Comdrs, he face his staff and commands STAFF DISMISSED. The Staff salutes, takes one step backward, faces about and departs the field.
Narrator	"LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. ON BEHALF OF THE COMMANDING OFFICER _____, OFFICERS AND MARINES OF (UNIT), WE THANK YOU FOR YOUR ATTENDANCE.	

AT THIS TIME SGTMAJ \_\_\_\_\_ AND THE NEW SGTMAJ, SGTMAJ \_\_\_\_\_ WOULD LIKE TO EXTEND AN INVITATION TO JOIN THEM AT THE CLUB/PIT FOR A RECEPTION

To form for Group ceremonies, follow the procedures described for forming Squadrons in line para 11004/1005 or Squadron in mass para 11006 except as indicated in para 12003

## RETIREMENT CEREMONY

<u>Executor</u>	<u>Command</u>	<u>Action</u>
Band	(0830-0850)	Plays appropriate concert music.
NARRATOR	<b>"LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS, THE CEREMONY WILL COMMENCE IN 5 MINUTES. THE OUSTANDING MUSICAL SUPPORT THIS MORNING IS PROVIDED BY THE 2D MARINE AIRCRAFT WING BAND UNDER THE DIRECTION OF _____ THE DRUM MAJOR IS _____." WE ASK THAT YOU PLEASE SILENCE ALL PAGERS AND CELL PHONES FOR THE DURATION OF THE CEREMONY."</b>	
NARRATOR	(0855)	<b>LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS, THE CEREMONY IS ABOUT TO BEGIN.</b>
(0857) COT	"STAFF, FALL IN"	Commander of Troops moves to a position centered in the reviewing area, halts, faces the reviewing stand and commands, "Staff, Fall In". Staff moves smartly to their position. Once the staff is in position the COT faces about toward the line of March.
(0900) NARRATOR	<b>"GOOD MORNING LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING OFFICER, (UNIT NAME), (CO NAME), WELCOME TO THE RETIREMENT CEREMONY IN WHICH GYSGT I'M A MARINE, UNITED STATES MARINE CORPS, WILL BE TRANSFERRED TO THE FLEET MARINE CORPS RESERVE AFTER ___ YEARS OF HONORABLE AND FAITHFUL SERVICE.</b>	
NARRATOR	<b>"LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION BY CHAPLAIN _____ MARINE AIR GROUP __ CHAPLAIN, UNITED STATES NAVY."</b>	
NARRATOR	<b>"LADIES AND GENTLEMEN PLEASE BE SEATED"</b>	
COT	"STAFF, FORWARD, MARCH	Commander of Troops moves to a position Centered in the reviewing area, halts, faces The reviewing stand and commands, Staff, Fall in".

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Staff moves smartly to their position. Once the Staff is in position the COT faces about toward the Line of Troops and Commands (in a voice loud enough for the staff to hear) command the adjutant to take his post.

COT "TAKE YOUR POST "

Adjutant marches smartly to his position 6 paces from where the right flank of the first unit guide would be on the line of troops.

**NARRATOR** "PRESENT DAY CEREMONIES IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION. THE FORMATION ON LINE MADE POSSIBLE THE MASSING OF FIRE POWER FROM THE MUZZLE LOADED MUSKETS OF YESTERDAY. IN EARLIER 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."

As the Adjutant marches to his position along the line of March the narrator describes this portion of the ceremony.

ADJUTANT "SOUND, ATTENTION"

Band Sounds "ATTENTION".

Plt Comdrs "PLATOON, ATTENTION"

In sequence from the front, Plt Comdrs bring their units to ATTENTION.

Adjutant "SOUND ADJUTANT'S CALL"

Band

Band plays " ADJUTANT'S CALL"

Asst. Parade Coordinator "FORWARD, MARCH"

Assistant parade coordinator waits for heavy beat of drum and gives the parade participants "Forward March" so that all personnel step off at the same time.

Platoon Commanders

Plt. Commander Commands Guides on line at a predesignated mark on the parade deck.

Platoon Commanders

Guides move out at double time (Port Arms). Halts, order and face Adjutant .

Platoon Commanders "MARK TIME MARCH, PLATOON HALT."

Platoon Commanders		FACING UNITS AND IN SEQUENCE LEFT TO RIGHT commands <u>Dress</u> <u>Right Dress.</u>
Platoon Commanders		Platoon commanders execute an about Face and from left to right commands <b>Dress Right Dress.</b> Face half left as in marching toward the guide halts and face right. Aligns the 1 <sup>st</sup> and 3 <sup>rd</sup> squad. After aligning the 3 <sup>rd</sup> squad face to the right as in marching, marches forward 6 paces halt. Face to left and awaits for all subsequent commanders.
Platoon Commanders	<b>"READY FRONT, COVER"</b>	When the platoon commanders have finished aligning their platoons they command <b>"Ready, FRONT"</b> and <b>"COVER,"</b> move back to their positions 6 paces and centered on their platoons, halt from the oblique, with the platoon to his/her rear. This command is not given until <b>ALL</b> PLT Comdrs are in place (in sequence)
Adjutant		On the first platoon commanders command "Ready Front" the Adjutant proceeds to a point <b>On line with the Line of</b> <b>Troops</b> and then faces the Line of Troops.
Adjutant	<b>"GUIDES POST"</b>	After all units have finished dressing right, the adjutant commands <b>"Guides, POST."</b> At the command <b>"POST,"</b> the guides move to their original position. Adjutant moves back to original position midway between the COT and the Line of Troops.
Adjutant	<b>"PARADE, REST"</b>	All units execute PARADE REST on Adjutant's command. The senior Color Bearer will command the Color Guard to PARADE, REST. <b>COT, Staff and Adjutant remain at</b> <b>ATTENTION.</b>
Adjutant	<b>"SOUND, OFF"</b>	Band plays SOUND OFF and marches across the parade deck in front of the Marines. The Marines remain at PARADE REST.
Band		Marches and plays appropriate music up and down between the line of troops and the Adjutant.

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Adjutant	<b>"SQUADRON, ATTENTION"</b>	Once band goes back to their original position All units come to attention on Adjutant command. The Senior Color Bearer will command the Color Guard to ATTENTION.
Adjutant	<b>"PRESENT, ARMS"</b>	All squadron execute PRESENT ARMS on Adjutant's command.
Color Guard	<b>"PRESENT COLORS"</b>	The Senior Color Bearer will command the Color Guard to PRESENT, COLORS.
Adjutant	<b>"SIR, THE PARADE IS FORMED"</b>	Adjutant faces about, salutes the COT and reports, SIR, THE PARADE IS FORMED.
COT	<b>"RECEIVE THE REPORT SIR"</b>	Adjutant, passing the COT's right, marches to a position midway between the Line of Troops and COT.
Adjutant	<b>"REPORT"</b>	In sequence, Plt. Comdrs report. "All present or accounted for."
Platoon Commanders	<b>"PLATOON DESIGNATION, ALL PRESENT OR ACCOUNTED FOR"</b> (i.e. Headquarters Company, Communications-Electronics Company, )	Adjutant returns salute after each report.
Adjutant	<b>"SIR, ALL PRESENT OR ACCOUNTED FOR"</b>	The Adjutant faces about, salutes and reports.
COT	<b>"PUBLISH THE ORDERS, SIR"</b>	COT commands the Adjutant to PUBLISH THE ORDERS.
Adjutant	<b>"ATTENTION TO ORDERS"</b>	Adjutant faces about and commands ATTENTION TO ORDERS.
NARRATOR	<b>MARINE AIR GROUP __, OCTOBER 29, 2007 THE OFFICER OF THE DAY TODAY IS _____, THE OFFICER OF THE DAY TOMORROW IS _____, BY ORDER OF _____, UNITED STATES MARINE CORPS, COMMANDING.</b>	
Adjutant	<b>"OFFICERS",</b>	Guidon Bearers execute CARRY-GUIDON.
	<b>"CENTER",</b>	Officers, and Guidon Bearers face the center of the formation.
	<b>"MARCH".</b>	The band plays appropriate music, Officers and Guidon Bearers close to the center at close interval, halt, and individually face forward.

		<p>The Adjutant faces about and returns to his position within the Staff. Platoon Comdrs, when closing to the center, must oblique slightly forward in order to close on a line formed by the Guidon Bearers.</p>
Senior Comdr	<b>"OFFICERS, FORWARD, MARCH"</b>	<p>Guidon Bearers go to carry All march forward to center.</p>
Senior Comdr	<b>"OFFICERS, HALT"</b>	<p>Front rank of Officers is halted six paces in front of the COT. Officers execute PRESENT ARMS and Guidon Bearers execute PRESENT, GUIDONS on the fourth count after the command HALT. The COT returns the salute.</p>
Senior Comdr	<b>"ORDER, ARMS"</b>	<p>Officers terminate their salute and Guidon Bearers execute the first movement of "ORDER"...(GUIDON)</p>
COT	<b>"POSTS"</b>	<p>Officers and Guidon Bearers Face about.</p>
COT	<b>"MARCH"</b>	<p>Officers and Guidon Bearers step off and march toward the Line of Troops.</p>
Senior Comdr	<b>"OFFICERS, HALT"</b>	<p>The detail is halted when all reach the original Line of March.</p>
Senior Comdr	<b>"POSTS",</b>	<p>Officers and Guidon Bearers face in the direction of their units.</p>
Senior Comdr	<b>"MARCH"</b>	<p>Plt Comdr's and Guidon Bearers step off at four pace intervals on the command MARCH. Plt Comdr's oblique to their original positions. Unit Comdr's and Guidon Bearers halt at their original positions and face to the left/right together on the squadron Comdr's command. Guidon Bearers execute ORDER upon return to their original positions.</p>
Band		<p>The band stops playing when all Officers are in position.</p>
COT	<b>"BOX THE STAFF"</b>	<p>The COT directs the Adjutant to BOX THE STAFF. The Staff faces to the left, then makes</p>



COT "SIR PERSON(S) TO RECEIVE AWARD, BE RETIRED, AND ALL COLORS ARE PRESENT"

CO "PRESENT THE COMMAND"

COT Faces to the right as in marching, while passing the color he /she salutes and return to his position in the staff facing the line of troops.

NARRATOR "LADIES AND GENTLEMEN PLEASE RISE FOR THE NATIONAL ANTHEM"

COT "PRESENT, ARMS" "STAFF, PRESENT, ARMS."

BAND Plays National Anthem

COT Faces about and commands unit "ORDER, ARMS." "STAFF, ORDER, ARMS."

NARRATOR READS RETIREMENT AWARD

NARRATOR "LADIES AND GENTLEMEN, PLEASE BE SEATED."

COT "PARADE REST" " STAFF, PARADE REST"

NARRATOR (Read Letter from the President, Letter from the Commandant, & Letter from the Sgt Major of the Marine Corps).

COT "STAFF, ATTENTION" "SQUADRON, ATTENTION"

COT "POST THE COLORS."

COT "STAFF RIGHT FACE" STAFF FORWARD MARCH

COT and staff march forward 8-10 paces, for the colors pass, halts and executes left face. When the colors have passed, the COT moves the staff back to it's position, halts executes right face (COT faces the line of troops). When the color guard is in position and at the order the COT faces the reviewing area. Marine assigned to do so will escort the spouse of the retiree to his left and stand behind her.

NARRATOR "NOW JOINING \_\_\_\_\_ AT HIS SIDE IS HIS WIFE, (NAME). Certificate is read and she is escorted back to her seat. The Reviewing Officer, moves back to the reviewing area, the SgtMaj departs the field. )

NARRATOR "LADIES AND GENTLEMEN, FLOWERS ARE NOW BEING PRESENTED TO MRS. MARINE AS A TOKEN OF THANKS FOR HER MANY YEARS OF FAITHFUL SUPPORT. The flowers are presented.

NARRATOR "LADIES AND GENTLEMEN, THE COMMANDING OFFICER OF (UNIT NAME), \_\_\_\_\_ (NAME)."

CO COMMENTS FROM THE COMMANDING OFFICER. The Reviewing Officer/ Commanding officer makes comments and introduces (rank / name). After the Retiree finishes his comments he moves back into position and the Reviewing Officer comes to the position of attention. The COT sees the Reviewing Officer in position and comes to attention.

COT "STAFF, ATTENTION" Upon completion of remarks, the COT commands STAFF, ATTENTION.

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COT	<b>"SQUADRON ATTENTION"</b>	Faces about and commands SQUADRON, ATTENTION. Then faces the reviewing area to receive the command "March the Command in review from the new Commander.
New Comdr	<b>"MARCH THE COMMAND IN REVIEW"</b>	
COT	<b>"PASS IN REVIEW"</b>	The COT, facing the formation, commands "PASS IN REVIEW". On this command, the Band changes direction to that of the Line of March and halts.
COT	<b>"RIGHT, FACE"</b>	All parade members execute right face.
Plt Comdrs		Take position in front of their Platoons. The Plt guide moves to their positions in front of right squad.
Color Guard		On the command " <b>Right, FACE,</b> " goes to carry colors, executes a right turn, halts and remains at the carry.
COT	<b>"RIGHT SHOULDER, ARMS"</b>	Executed when the band is in the correct position, (in sequence).
COT	<b>"FORWARD, MARCH"</b>	Waits for the band to get into position. Watches for the drum Major's Mace to rise. Once the Mace is in the air, Commands <b>Forward, March.</b>
COT/STAFF	<b>"STAFF, FORWARD, MARCH"</b>	On the Command " <b>March</b> " the COT steps to the left as in marching, picks up the half step while at the same time the staff executes a right turn from the halt, covers down on the COT and picks up the half step. When the turn is completed, the COT gives the command "Staff, Forward March."
COT/STAFF	<b>STAFF, LEFT TURN (2), MARCH</b>	The COT and Staff march down the line and execute two left turns in order to be positioned at the head of the column twenty one paces in front of the Band.
Unit Comdrs		Comdrs set their units in motion maintaining a twenty one pace interval between Units.
Platoon Comdrs		Give their platoons Column Left, March.
COT and Unit Comdrs	<b>"EYES, RIGHT"</b>	COT & Unit CO's give command as the right foot strikes the deck when they are six paces before the Reviewing Area.

COT and Plt Comdrs	<b>"READY, FRONT"</b>	COT & Unit Comdrs give command when they are six paces beyond the Reviewing Area.  All units march off the field to the Assembly Area and dismiss their units.
Reviewing Party		Remains at ATTENTION, returning salutes from COT & Plt Comdrs as they pass in review.
Reviewing Party		Salutes the Colors as the Color Guard passes parallel to the first marker (6 paces) and holds salutes until the Color Guard passes parallel to the second marker (6 paces beyond).
Staff		The COT and Staff continue to march down the line of troops to the end of the reviewing area where three right turns are executed in order to place the staff in position to observe the march in review.
COT	<b>"HAND, SALUTE"; "READY TWO"</b>	The COT commands HAND, SALUTE as the Color Guard approaches his position and commands READY, TWO after the Color Guard has passed.
Narrator	<b>INTRODUCES THE COT, AND PLATOON COMMANDERS FROM EACH PLATOON AS THEY EXECUTE "EYES RIGHT"</b>	
Band		After passing in review, the Band executes a LEFT TURN, followed by a second and third LEFT TURN, and halt facing the Reviewing Party, approximately twelve paces from the Left Flank of the marching troops. As the last unit begins executing eyes right, the Band begins to play "Anchors Aweigh" followed by the "Marines' Hymn." As the "Marine's Hymn is being played, the Drum Major faces the reviewing officer and salutes and CO returns salute.
COT	<b>SALUTES NEW COMMANDER</b>	COT wait for last element to pass before facing the new Commander to render salute. Once Commander has returned salute COT announces " <b>Sir this Concludes today's Ceremony</b> "
COT	<b>"STAFF, DISMISSED"</b>	After the COT exchanges salutes with the CO, he faces his Staff and commands STAFF, DISMISSED. The Staff salutes, takes one step backward, faces about and departs the field.

WFO 5060.12D  
MAR 28 2008

Narrator

**"LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. ON BEHALF OF THE  
COMMANDING OFFICER \_\_\_\_\_ (NAME), OFFICERS AND MARINES OF (UNIT), WE  
THANK YOU FOR YOUR ATTENDANCE.**

**To form for Group ceremonies, follow the procedures described for forming Squadrons in line para  
11004/1005 or Squadron in mass para 11006 except as indicated in para 12003**



Unit Address

WgO 5060.12D  
MAR 25 2008

5060  
CO

From: Commanding Officer, (Appropriate Unit)  
To: Commanding General, 2d Marine Aircraft Wing  
Subj: LETTER OF INTENT CONCERNING ASSIGNMENT OF UNIT COMMANDER  
Ref: (a) WgO 5060.12D

Encl: (1) Resume of Experience of Slated Commander  
(2) Recent Official Photo of Slated Commander  
(3) Summary of Unit Accomplishments Under Outgoing Commander  
(4) Sequence of Events for Change of Command  
(5) Proposed Change of Command Announcement  
(6) Proposed Change of Command Congratulations  
(7) Proposed Spouse's Certificate of Commendation

1. Per the reference the below information and enclosures are submitted:

- a. Unit Designation:
- b. Slated Commander:
- c. Outgoing Commander:
- d. Date, time, and location of Change of Command Ceremony:
- e. Special Circumstances: (If Applicable)

2. Point of contact is

Signature Block

Enclosure (4)

WgO 5060.12D

MAR 25 2008

FORMAT FOR PROPOSED CHANGE OF COMMAND MESSAGE

FM CG SECOND MAW//CG//

TO APPROPRIATE UNIT

INFO ALL SECOND MAW

UNCLAS //N05060//

MSGID/GENADMIN/SSEC//

SUBJ/ (APPROPRIATE UNIT) CHANGE OF COMMAND MESSAGE//

RMKS/1. FOR (OUTGOING COMMANDER): THIS PARAGRAPH WILL INCLUDE A BRIEF OVERVIEW OF THE UNIT'S ACCOMPLISHMENTS DURING THE OUTGOING COMMANDER'S TENURE. THE LAST SENTENCE WILL READ,

"CONGRATULATIONS ON A JOB WELL DONE. BEST WISHES TO YOU AND (SPOUSE'S FIRST NAME) IN YOUR FUTURE ENDEAVORS."

2. FOR (INCOMING COMMANDER): YOUR PAST ASSIGNMENTS HAVE PREPARED YOU WELL FOR COMMAND. BEST WISHES FOR SUCCESS IN THE CHALLENGING DAYS AHEAD.

3. (CG'S NAME, RANK), COMMANDING.//

Enclosure (5)

WgO 5060.12D  
MAR 25 2008

FORMAT FOR PROPOSED CHANGE OF COMMAND NOTIFICATION MESSAGE

FM CG SECOND MAW//CG//

TO APPROPRIATE UNIT

INFO ALL SECOND MAW

UNCLAS //N05060//

MSGID/GENADMIN/SSEC//

SUBJ/ (APPROPRIATE UNIT) CHANGE OF COMMAND MESSAGE//

RMKS/1. ON (DATE AND TIME) (OUTGOING COMMANDER NAME) WILL RELINQUISH COMMAND OF (UNIT NAME) TO (INCOMING COMMANDER'S NAME) DURING A CEREMONY TO BE HELD (LOCATION OF CEREMONY), MCAS CHERRY POINT, NC.

2. ALL ARE CORDIALLY INVITED TO ATTEND. THE UNIFORM WILL BE (SEASONAL UNIFORM) OR APPROPRIATE CIVILIAN ATTIRE.

3. K. J. GLUECK JR., COMMANDING.//

Enclosure (6)

WgO 5060.12D

MAR 25 2008

SAMPLE COMMANDING GENERAL'S CERTIFICATE OF COMMENDATION

COMMANDING GENERAL, 2D MARINE AIRCRAFT WING  
U.S. MARINE FORCES COMMAND

takes pleasure in commending

(MR./MRS. FIRST NAME, MI, LAST NAME)

for

FAITHFUL AND DEVOTED SERVICE IN SUPPORT OF THE COMMANDING OFFICER, (SQUADRON). (FIRST NAME), AS YOUR HUSBAND/WIFE CONCLUDES A VERY SUCCESSFUL COMMAND TOUR, I WOULD LIKE TO TAKE THIS OPPORTUNITY TO EXPRESS THE SINCERE APPRECIATION OF ALL MARINES AND SAILORS IN 2D MARINE AIRCRAFT WING FOR YOUR UNSELFISH, FAITHFUL, AND DEVOTED SERVICE IN SUPPORT OF YOUR HUSBAND/WIFE, (SQUADRON), AND TO OUR CORPS. YOUR SUPPORT AND UNDERSTANDING DURING MANY DIFFICULT CIRCUMSTANCES HELPED TO MAKE POSSIBLE YOUR HUSBAND'S/WIFE'S LASTING CONTRIBUTION TO THE "(SQUADRON'S NICKNAME)." IT IS THEREFORE FITTING THAT YOU BE RECOGNIZED FOR YOUR CONTRIBUTIONS AS A STEADYING AND POSITIVE INFLUENCE. THE SUPPORT YOU SHOWED FOR THE SQUADRON'S FAMILIES THROUGH YOUR TIME AND SERVICE WITH THE KEY VOLUNTEERS IS ALSO DEEPLY APPRECIATED AND IS A TESTAMENT TO YOUR FINE PERSONAL CHARACTER. THANK YOU FOR YOUR VALUABLE DEDICATION AND SUPPORT. FAIR WINDS AND FOLLOWING SEAS.

Name  
Major General, U.S. Marine Corps  
Commanding

Enclosure (7)