

Hawaii National Guard Regulation 6
(HINGR 6)

State of Hawaii and the Hawaii National Guard
Guide to Protocol

**Hawaii Department of Defense
Office of the Adjutant General
3949 Diamond Head Road
Honolulu, Hawaii 96816-4495
1 April 2024**

UNCLASSIFIED

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Effective 1 April 2024

Personnel General

Guide to Protocol

By Order of the State of Hawaii Adjutant General:

KENNETH S. HARA
Major General, HING
Adjutant General

History. This printing publishes the initial guidance for the Hawaii National Guard (HING).

Applicability. This regulation applies only to the HING when not in service of the United States.

Proponent and exception authority. The proponent for this regulation is the Chief, Joint Staff (NGHI-JSC). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this authority in writing to the Director of Manpower & Personnel, J1 (NGHI-JSH).

Summary. This regulation prescribes the criteria, policies, processes, procedures and responsibilities to conduct ceremonies or events within the HING.

Suggested improvements. Users are invited to send comments and suggested improvements through their individual commands to the Director of Manpower & Personnel, J1 (NGHI-JSH).

Summary of Changes

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CHAPTER 1 Introduction

1-1. **Purpose:** This publication conveys the Hawaii National Guard (HING) Standards of Protocol customs and courtesies for during official events, ceremonies, visits, conferences, official social functions, and meals.

1-2. **Associated publications:** See Appendix A.

CHAPTER 2 Role of the Protocol Officer

2-1. **Role of Protocol:** The local protocol officer is responsible for implementing the protocol needs in support of their leadership at an official function, such as a meeting, ceremony, meal, or reception. Protocol should be familiar with military and diplomatic customs and courtesies, as well as local traditions when supporting leadership and official events. The tasks and responsibilities of a specific protocol officer may vary. Knowledge of the protocol practices and tasks of higher headquarters should also be observed.

2-2. **Guidance to leadership:** The local protocol officer is responsible for providing guidance to leadership on military and diplomatic courtesies and customs, as well as historical knowledge on events repeated over the years. Protocol officers may also provide guidance to subordinate units or elements.

2-3. **Pre-execution tasks:** Protocol officers may provide a range of support before an event hosted by their leadership, to include the following: coordinating funding or collection of money from guests; sending out an invitation; collecting Répondez s'il vous plait (RSVPs); coordinating events support to include music or chaplain; creating seating charts; creating event scripts; and producing event products such as seat tags, place cards, name tags, table tents, menu cards, and so forth.

2-4. **Execution tasks:** Protocol offices may provide a range of support during an event hosted by their leadership, to include the following: event location set-up and flag support (unless coordinated by another office); usher and greeting, reading of narration, and any other protocol support during event execution, as defined by the coordination team.

2-5. **Distinguished visits:** The protocol representative will work with a coordination team to support distinguished visits. The protocol tasks may include coordinating transportation, lodging, escorts, and the exchange of gifts.

CHAPTER 3

Invitations

3-1 Extending invitations:

a. The HING standard is to use electronic invitations for the majority of events; however, a small quantity of formal invitations may be printed for guests who do not have email or for keepsakes from the event.

b. All invitations should include at a minimum the following information:

- (1) Name and/or title of host.
- (2) Name of event or honoree.
- (3) Date and time of event.
- (4) Location of event.
- (5) Attire.
- (6) RSVP information.

3-2. Electronic invitations:

a. Electronic invitations should be sent for the majority of events.

b. HING uses the eInvitation system provided by the Air Force Institute of Technology (<https://einvitations.afit.edu/generator/index.cfm>). When using this system, format the invitation to reflect the formality of a hard copy invitation with a similar font and look.

c. Civilian email addresses have been known to have issues viewing electronic invitation web addresses when placed in the subject line. Ensure web address is placed in the body of the email invitation.

d. A portable document format (PDF) copy of the invitation may be emailed to the guest list, if the eInvitation system does not work or a PDF is more appropriate.

e. Figure 3-1 is an example of an electronic invitation from the eInvitation system.

f. Figure 3-2 is an example of an email with the electronic invitation from the eInvitation system.

3-3 Electronic invitation format and structure: (General Guidance)

a. Basic Invitation Info.

(1) RSVP cut-off date: Date is dependent on how much time is allowed. Should be at least one week prior to the event.

(2) Invitation Border and Button Color: Use a color that matches the theme or organization.

(3) Font Face: Arial is the preferred font. Organizations may deviate from this preference.

b. Edit Body (Sequence list).

- (1) Who is the Host.
- (2) What is the event.
- (3) Who is being honored.
- (4) Why are they being honored.
- (5) When is the event.
- (6) Where is the event.
- (7) Additional info.

- c. Envelope.
 - (1) Image is optional.
 - (2) If using images select one that represents the host or their organization.
- d. Page Topper.
 - (1) Image is optional.
 - (2) If using images select one that represents the host or their organization.
- e. Watermark.
 - (1) Image is optional.
 - (2) If using images select one that represents the host or their organization.
- f. Attach Files. Attachments are optional.
- g. RSVP Form. Edit this form is optional.

3-4. Printed invitations:

- a. Printed invitations are the most formal invitation and are issued for very special occasions. They are printed with black ink on a good quality white or cream-colored vellum card stock.
- b. Printed invitations often include an insert to be shown at the door. If inserts or seating cards are enclosed, they should be brought to the function.
- c. Figure 3-3 is an example of a printed invitation.

3-5. Invitation distribution list:

- a. Each component of the HING will maintain a master list (ML) of individuals by rank or position that will be invited to their events.
- b. Quarterly, each component will forward their ML to the HING Joint Staff J1.
- c. HING Joint Staff J1 will maintain a consolidated ML to include State of Hawaii elected officials, foreign delegates, retired General Officers, and anyone identified by The Adjutant General.

3-6. Replies to an invitation:

- a. The invitation should provide an email, phone number, or electronic button (on the elnivation system) for guests to RSVP for each event.
- b. The RSVP information should go directly to the protocol or executive services office, aide, or host's executive assistant.
- c. A reply to an invitation should be given 48 hours after receiving an invitation or by the RSVP date provided on the invitation.

3-7. Withdrawing an invitation or acceptance:

- a. To recall an invitation, an email can be sent or phone call made to each guest planning to attend. The Host may choose to share why the event is no longer happening, and whether the event is being cancelled or postponed.
- b. If the event is postponed, a new invitation is sent out and RSVPs should be collected again.
- c. To recall an acceptance of an invitation, an email can be sent or phone call made to the host's staff, and an explanation of the absence should be provided. There are few valid reasons to withdraw the acceptance of an invitation: serious illness, a

death in the family, absence due to an upcoming transfer, official duty, or very important business elsewhere.



Governor of the State Hawaii
Honorable Josh Green, M.D.
requests the pleasure of your company
at a promotion ceremony
in honor of
Brigadier General Roy J. Macaraeg
on the occasion of his promotion
to the rank of
Major General
Thursday, the second day of February
two thousand and twenty three
at nine thirty in the morning
at
Washington Place
320 South Beretania Street
Honolulu, Hawaii 96813
This event is also broadcasted through
Facebook live: <https://www.facebook.com/events/649062376904733/>

R.s.v.p. by 31 January 2023
POC: CW3 John T. Aloha
808-589-8532

Military: Summer White or Service
Equivalent
Civilian: Aloha Attire

[Click Here to R.s.v.p.](#)

Attachments:
[Washington Place Public Parking](#)

Figure 3-1. Electronic Invitation



To

Cc

Subject Brigadier General Macaraeg Promotion to Major General <https://einvitations.afit.edu/inv/index.cfm?i=718510&k=05604A0C7A57>

Governor of the State Hawaii
Honorable Joshua Green, M.D.
requests the pleasure of your company
at a promotion ceremony
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R.s.v.p. by 31 January 2023 <https://einvitations.afit.edu/inv/index.cfm?i=718510&k=05604A0C7A57>
POC: CW3 John T. Aloha
808-589-8532

Military: Summer White or Service Equivalent
Civilian: Aloha Attire

Figure 3-2. Email with Electronic Invitation

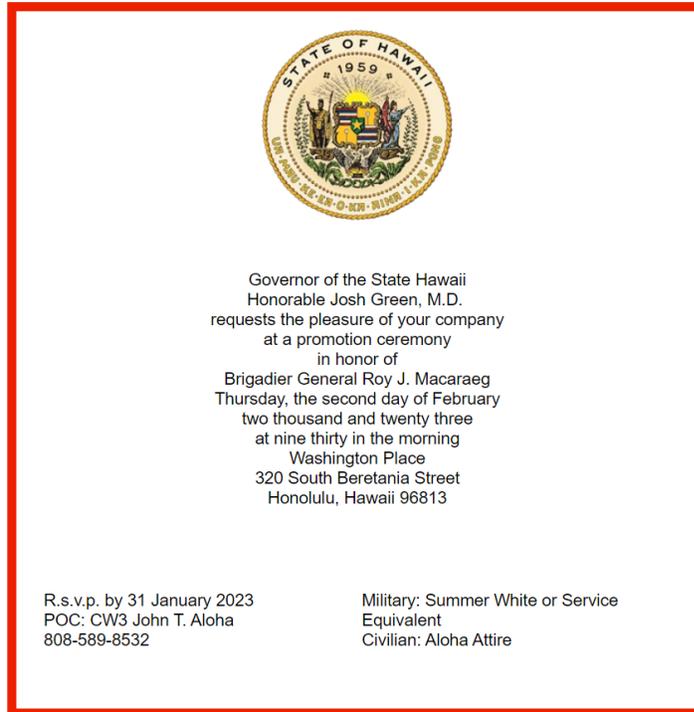


Figure 3-3. Printed Invitation

CHAPTER 4 Precedence

4-1. Determining precedence order:

a. This chapter contains general rules that should be followed when determining precedence order. Protocol governs the precedence of government, ecclesiastical, and diplomatic personnel.

b. The State Department is responsible for the official precedence list. For the most current precedence list, <https://www.state.gov/bureaus-offices/secretary-of-state/office-of-the-chief-of-protocol/>.

c. For a ceremony or event, the guest of honor and host will take precedence.

d. In the United States, an official position is determined by election or appointment to an office. Official positions and their precedence can be found in the State Department and DoD precedence lists.

e. TAG may direct changes to the precedence list based on the purpose of the occasion and the best interests of the State of Hawaii.

4-2. **Military precedence:**

- a. Date of rank often determines precedence within the military and DoD ranks.
- b. Retired military officers and former leadership.
 - (1) Retired officers are ranked following active duty officers of the same grade.
 - (2) Former leadership should be ranked immediately following the current. If there is more than one 'former', **the officer who served most recent (earlier title holders)** would receive precedence.
- c. At HING official and social functions, conferences, meetings, and ceremonies, the Senior Enlisted Leader (SEL) of the HING is accorded protocol ranking equivalent to a general officer (GO). For HING exclusive events only, when in attendance with TAG the SEL is seated as a team. The SEL has precedence over all other Brigadier General's. When the SEL and one or more former SELs are present, the serving SEL takes precedence, and the former SELs are ranked by date of rank as SEL, with the most recent serving SEL in precedence.
- d. Servicemembers in the grade of O-6 and below will be seated by date of rank with those senior in date of rank is seated first.
- e. Frocked individuals are entitled to all honors, courtesies, and benefits of the higher grade except for pay and allowances. They are, therefore, seated ahead of others in their actual pay grade but behind all individuals actually holding the rank to which frocked. When more than one frocked person is present (frocked to the same rank), effective date of frocking will dictate precedence.
- f. Individuals on approved promotion lists: Such individuals differ from those who are frocked to the next higher grade in that they continue to wear the insignia of rank of the current pay grade. There is no requirement to allow their seating above others in the same rank and grade.

4-3. **Department of Defense Civilians Order of Precedence:**

Senior Executive Service (SES) precedence is determined by DV codes or Priority Precedence codes and is based on the responsibility of the position not the pay grade held by a particular individual. Precedence among SES members accorded the same DV Code is determined by date of appointment to the Senior Executive Service. Refer to their website for current information.

4-4. **Order of precedence among elected officials:**

- a. Members of the United States Senate and Congress are ranked by length of continuous service. If this period is equal, then they are ranked by order in which their state was admitted to the Union or alphabetically by state.
- b. Other state and local officials can be difficult to rank. It is important to consider the purpose of the function, level of all guests, and political significance when determining seating arrangements or other tasks based on an order of precedence. When there is no definitive published guidance, it is vital to keep the best interests of the United States and State of Hawaii in the forefront of planning and be consistent.

4-5. Diplomatic precedence:

The State Department is responsible for the official precedence list. For the most current precedence list, <https://www.state.gov/bureaus-offices/secretary-of-state/office-of-the-chief-of-protocol/>.

4-6. Other rules to consider:

a. Spouses of government officials are often accorded the same rank or special consideration as the principals at official functions when attending official events to the interests of the principal. They are seated accordingly unless they hold official positions themselves. In a case where the principal and the spouse both hold official positions, they are then placed in the order dictated by their official position.

b. Widows or widowers of former presidents have a special place in the order of precedence. Widowed spouses of former presidents have a special place in the order of precedence. The widowed spouse is ranked according to seniority of the term of office held by the former president.

CHAPTER 5

Seating

5-1. Determining seating:

a. This chapter contains general rules to be followed when determining a seating arrangement for various events, to include ceremonies, dinners, meetings, and conferences. The HING standard for seating for an event will be based on precedence, the purpose of the event, and the host's intent.

b. Seating at ceremonies is an important way to show deference to VIPs and personal guests. Often-times, the seating of guests is based on whether the ceremony has troop movement involved, or no troop movement. When seating at a ceremony, there are several areas that need to be considered:

(1) Seating of the official party to include host, reviewing officer, or guest of honor.

(2) Seating of VIP guests.

(3) Seating of family and personal guests.

(4) Seat speakers or anyone making introductions (including the Chaplain if an invocation is offered) as close to the podium as possible.

5-2. Seating at a ceremony with troop movements:

a. For seating at a ceremony with formation movement, the HING standard for host and reviewing official is as follows:

(1) The reviewing officer will be seated on the reviewing stand (dais) to the right of the host of the event.

(2) The Hawaii Army National Guard (HIARNG) will refer to Training Circular (TC) 3-21.5 for specific guidance pertaining to ceremonies with Troop movements.

(3) The Hawaii Air National Guard (HIANG) will refer to Department of the Air Force Pamphlet 34-1203 for specific guidance pertaining to ceremonies with Troop movements.

b. For seating at ceremony with formation movements, the HING standard for VIP guests is:

(1) VIPs will sit on the left rear of the reviewing stand.

(2) It is important to remember that for purposes such as seating at official ceremonies, the spouses of officials assume the rank of their spouses when attending with that official. Spouses do not individually have precedence unless they also hold an office or position to which precedence is prescribed. However, if the spouse attends without the official, generally, the spouse should be seated according to the official's rank as a courtesy.

c. For seating at ceremony with formation movement, the HING standard for personal guests is as follows:

(1) The personal guests of the reviewing officer are seated to the rear of the reviewing stand on the right side facing the line of troops.

(2) For a Change of Command, the guests of the outgoing officer are on the right side of the audience (behind the outgoing officer on the reviewing stand) and the guests of the incoming officer are on the left of the audience (behind the incoming officer on the reviewing stand).

5-3. Seating at a ceremony without troop movements:

a. For seating at a ceremony without troop movements, the ceremony will be on a stage or designated area at the front of the room. The HING standard for seating the host and guest of honor is:

(1) The host will sit in the first seat, front row of the section to the left (in front of the stage).

(2) The guest of honor will be seated in the first seat, in the front row of the section to the right (in front of the stage).

b. HING standard for VIP guests.

(1) VIP guest seating begins in the front row of the left section, directly after the host (and spouse, if applicable), facing the stage or event area.

(2) *If the leadership prefers to seat command team first, the command team (group defined by your leadership) would be seated first, and the remaining VIPs in rank order following. (Only for ceremonies without formation movements)*

(3) For official events, if a VIP is not attending but their spouse or partner is, the spouse/partner will be seated in the place of the VIP.

c. Seating of personal guests.

(1) Immediate family (to include spouse, children, and parents/grandparents, if appropriate) will be seated after the guest of honor, on the right of the audience.

(2) Extended family and personal guests are seated in the remaining rows, on the right side of the audience.

d. Figure 5-1 is an example of a seating chart.

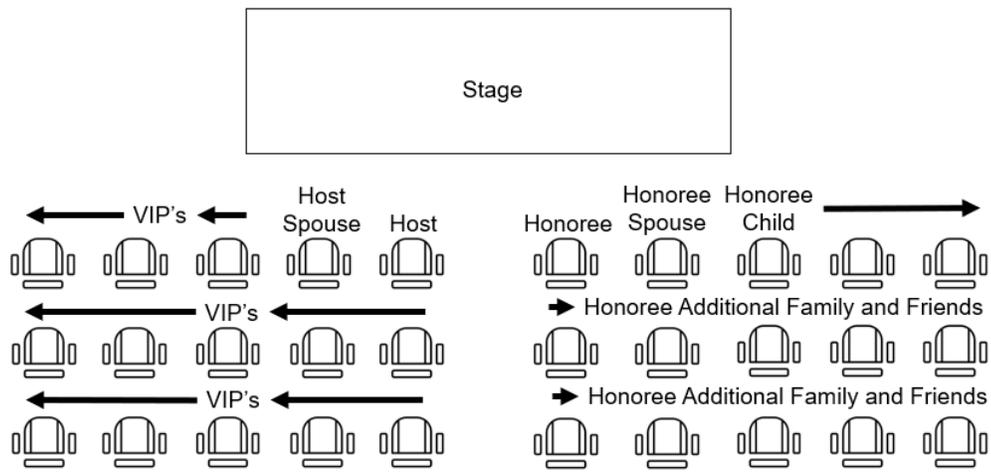


Figure 5-1. Example Seating Chart

5-4. Seating at a dinner by precedence:

- a. Seating at a dinner may be based on precedence or purpose of the dinner.
- b. Seating by precedence at a dinner. The plan in figure 5-2 is an example of a dinner seating with guests seated in precedence order, with host and host spouse being at the ends of the table. Figure 5-3 is an example of a dinner with guests seated in precedence order, with host and host spouse sitting in the middle of the table.

- (1) Organize the guest list in precedence order, with the host and host spouse or partner being placed in the first spot. Precedence for the rest of the guests may be based solely on their VIP code.
- (2) Spouses are seated at dinners according to their sponsor's ranks unless they personally hold official positions.
- (3) If strict observance of rank would seat spouses next to each other, one of them is moved. Select the person to be moved and the new position carefully, cause as little disruption of rank as possible.
- (4) When possible, seat men and women alternately. Avoid sitting a civilian guest without an accompanying spouse or companion at the end of, or outer edge of, a table. At some gatherings, it is acceptable to seat spouses together, but at formal events seat them opposite each other.

5-5. Seating at a dinner with guest of honor or awardee:

- a. A dinner with a guest of honor, awardee, or counterpart may require the aforementioned guests be given the second place of honor, after the hosts.
- (1) The guest of honor, awardee, or counterpart (and their spouses) for a dinner should be seated to the right and left of the host and host spouse. An example of an awardee dinner, with the host and spouse seated at the ends of the table (see fig 5-4).

(2) The main awardee and spouse should be seated to the host and spouse's right. If there is an additional awardee and spouse, they can be seated to the left of the host and spouse.

b. If the nature of the dinner means there are community outreach guests as well, intersperse the military guests with the community guests.

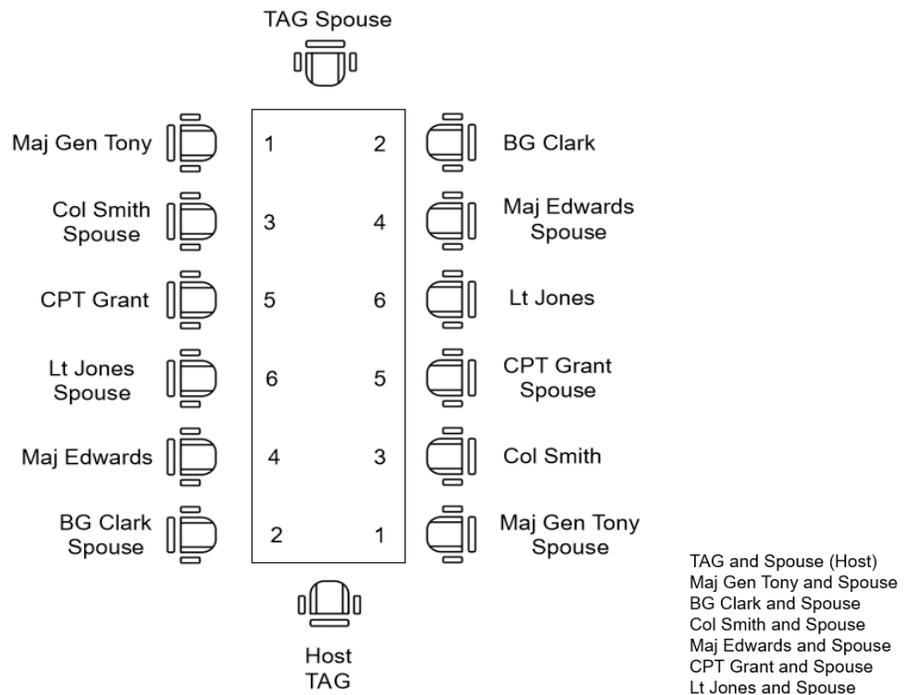


Figure 5-2. Example of a dinner seating with guests seated in precedence order, with host and host spouse being at the ends of the table.

5-6. Seating at a dinner with a foreign counterpart and interpreter:

a. An example of a dinner with a counterpart, with the host and spouse seated in the center of the table (see fig 5-5). The counterpart and counterpart spouse sit to the right of the host and host spouse. The rest of the counterpart party should sit interspersed with the host party, regardless of rank. This may mean that a U.S. Armed Forces two-star GO will sit next to a foreign country colonel, U.S. Armed Forces one-star GO will sit next to a foreign country lieutenant colonel, and so forth. A foreign party should not be seated at the ends of the table, because their ranks are junior. Linguistic ability may also be a deciding factor when foreign guests are present.

b. Seating plans for an event requiring an interpreter. While the HING standard is that the interpreter is not seated at the table, State Department interpreters might request a seat at the table. The interpreter's duties are demanding that he or she may find it difficult to eat and interpret effectively at the same time. However, this does not

preclude the interpreter from being seated at the table to the left of the foreign dignitary and being served with other dinner guests or seated behind the guest.

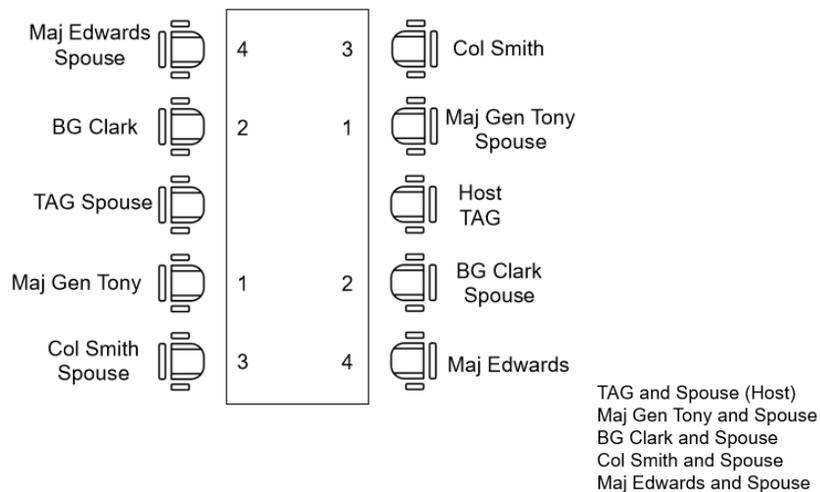


Figure 5-3. Example of a dinner with guests seated in precedence order, with host and host spouse sitting in the middle of the table.

5-7. Seating at a round table:

a. A lunch or dinner may require a round table format. An example of seating at a round table (see fig 5-6).

b. The host or highest-ranking person at the table, and the guest of honor (if applicable) have the best seats at the table.

(1) This might mean the best view of the front of the room, the podium, the screen, and so forth.

(2) Guests will then be placed in precedence order to the right of the host, left of the host, alternating back and forth.

5-8. Seating at a meeting and conference:

a. There are many different table configurations used for conferences and meetings, but determining seating arrangements is the same. The HING standard is to seat the meeting and conference participants by VIP code and purpose of the event. The State Department precedence list along with the HING specific order of precedence (Appendix B) establishes a precedence list that assigns a VIP code for high level positions within the government to assist with precedence placement of individuals.

b. Begin any seating plan by placing the host at the best seat (the end, middle, and so forth) that meets the meeting requirements. Place the guest of honor or first ranking attendee to the host's right. The second ranking attendee should be placed to the

host's left. The remainder of attendees should follow and be placed at the right and left of the host in rank order. An example of seating at a conference table (see fig 5-7).

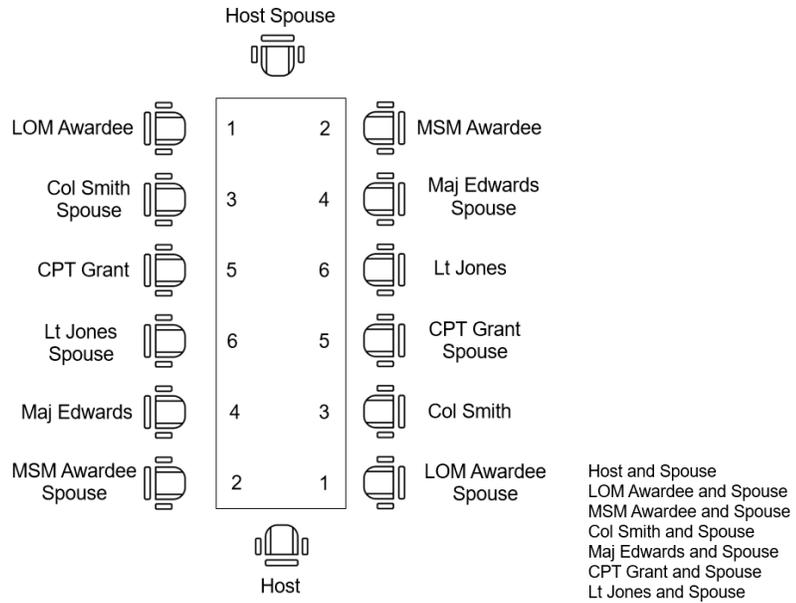
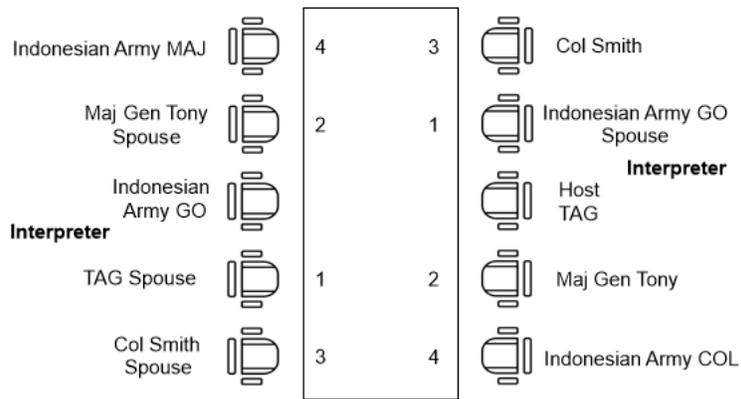
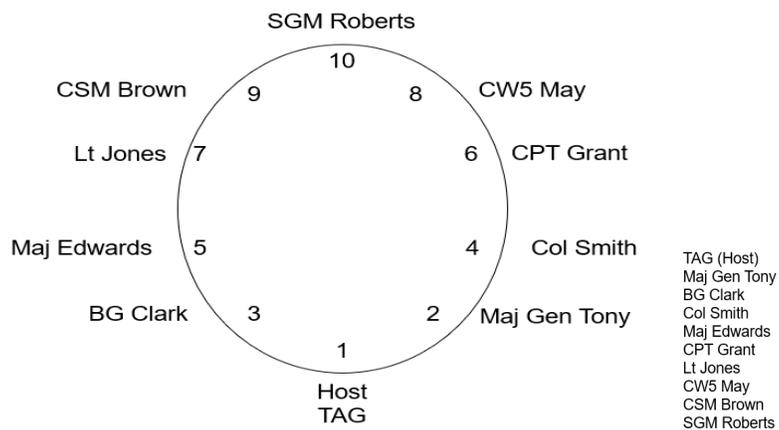


Figure 5-4. Example of an awardee dinner, with the host and spouse seated at the ends of the table.



TAG and Spouse (Host)
 Indonesian Army GO and Spouse
 Maj Gen Tony and Spouse
 Indonesian Army COL
 Col Smith and Spouse
 Indonesian Army MAJ

Figure 5-5. Example of a dinner with a counterpart, with the host and spouse seated in the center of the table.



TAG (Host)
 Maj Gen Tony
 BG Clark
 Col Smith
 Maj Edwards
 CPT Grant
 Lt Jones
 CW5 May
 CSM Brown
 SGM Roberts

Figure 5-6. Example of seating at a round table.

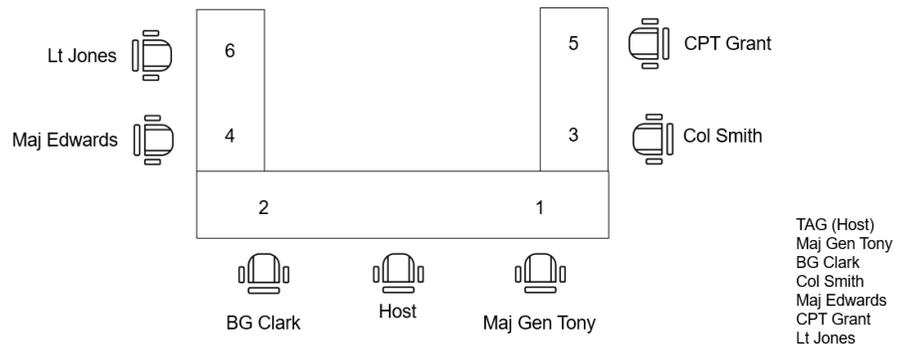


Figure 5-7. Example of seating at a conference table.

CHAPTER 6 Flags

6-1. Purpose:

The following information refers to the display of flags, and flags in relation to protocol and ceremonies. For additional information regarding flags, please refer to AR 840-10 or AFI34-1201.

6-2. Order of precedence of flags: The following is the order of precedence of flags:

- a. The flag of the United States.
- b. Foreign national flags. (Normally, these are displayed in alphabetical order using the English alphabet.)
- c. Flag of the President of the United States of America.
- d. Flag of the Vice President of the United States of America.
- e. State and Territorial flags. Normally, state flags are displayed in order of admittance of the State to the Union. However, they may also be displayed in alphabetical order using the English alphabet. Territorial flags are displayed after the State flags either in the order they were recognized by the United States or alphabetically.
- f. Military organizational flags of the Services in order of precedence.
 - (1) United States Army.
 - (2) United States Marine Corps.
 - (3) United States Navy.
 - (4) United States Air Force.
 - (5) United States Space Force.
 - (6) United States Coast Guard.
- g. Military organizational and distinguishing flags within a Service by echelon. The flag for the regimental corps will have precedence immediately before the

regimental proponent's command flag. The regimental corps flag will never have precedence above an Army Command flag.

h. Individual and positional flags in order of rank. For the purpose of order of precedence, the term "individual flags" includes the Senior Executive Service (SES) flag.

i. Combatant Command (COCOM) flags will be displayed before MAJCOM flags. When displaying COCOM flags, or seating COCOM commanders, precedence is established by order of the installment of the COCOM commander, not the establishment or activation date of the command. Currently there are 10 unified combatant commands:

- (1) United States Africa Command
- (2) United States Central Command
- (3) United States Cyber Command
- (4) United States European Command
- (5) United States Indo-Pacific Command
- (6) United States Northern Command
- (7) United States Southern Command
- (8) United States Special Operations Command
- (9) United States Strategic Command
- (10) United States Transportation Command

j. Table or Miniature Flags. Table flags must be arranged in accordance with the rules for flag precedence when using the United States flag with others in a display.

6-3. Display of the United States flag:

a. Ceremonies and parades.

(1) The flag of the United States will be carried on all ceremonial occasions when two or more companies or an appropriate honor guard participates. It is always displayed in the position of honor.

(2) When the flag of the United States is carried in a procession with other flags, the place of the flag of the United States is on the marching right; or, if there is a line of other flags, in front of the center of that line (see fig 6-1).

(3) The flag should never be carried flat or horizontally but always aloft and free.

(4) When the flag of the United States is displayed from a vehicle, the staff of the flag will be clamped firmly to the right front fender.

(5) For additional information on display of the U.S. flag, refer to Section 7, Title 4, United States Code (see 4 USC 7).

b. With foreign national flags. When the flag of the United States is displayed with foreign national flags, all flags will be comparable in size. The flagstaves or flagpoles on which they are flown will be of equal height. The tops of all flags should be of equal distance from the ground.

c. From staffs.

(1) When a number of flags are grouped and displayed from staffs radiating from a central point, and no foreign flags are involved, the flag of the United States will be in the center and at the highest point of the group.

(2) When a number of flags are displayed from staffs set in a line, the flag of the United States will be at the right; that is, to the left of an observer facing the display. However, if no foreign national flags are involved, the flag of the United States may be placed at the center of the line providing it is displayed at a higher level.

d. With State flags. When the flag of the United States is displayed with State flags, all of the State flags will be of comparable size. They will be displayed from separate flagstaves of equal height set on the same level. Example of flags displayed from staffs set in a line (see fig 6-2).

e. Against a wall.

(1) The flag of the United States, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(2) When the flag of the United States is displayed either horizontally or vertically against a wall, the union will be uppermost and to the flag's own right, that is to the observer's left facing the display.

(3) When displayed on the wall of a stage, it will be placed above and behind the speaker's stand.

f. In an auditorium, meeting hall, or chapel. When the U.S. flag is displayed from a staff in an auditorium meeting hall, or chapel, whether on the same floor level or on a platform, it should be in the position of honor at the speaker's or chaplain's right facing the audience or congregation in accordance with 4 USC 7. Other flags should be placed on the left of the speaker or chaplain; that is, to the right of the audience (see fig 6-3).



Figure 6-1. Example of U.S. flag carried with other flags.

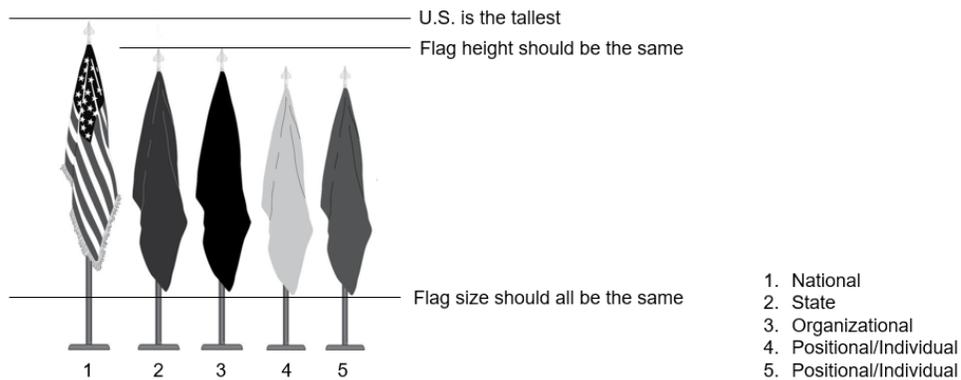


Figure 6-2. Example of flags displayed from staffs set in a line.



Figure 6-3. Example of flags displayed from a staff in an auditorium meeting hall.

6-4. Prohibitions regarding the U.S. flag: The following rules will be observed:

- a. No lettering or object of any kind will be placed on the flag of the United States.
- b. No other flag or pennant will be placed above the flag of the United States or, if on the same level, to the right of the flag.

c. The flag of the United States, when flown at a military post or when carried by Servicemembers, will not be dipped by way of salute or compliment (see AR 600-25 or AFI34-1201).

d. The flag of the United States will always be displayed flat or hanging free. It will not be festooned over doorways or arches, tied in a bow knot, or fashioned into a rosette.

e. The flag will not be used to cover a speaker's stand or to drape the front of a platform. Bunting of the national colors, arranged with the blue above, white in the middle, and red below, should be used for this purpose and for general decoration.

6-5. Display of State and Territorial flags:

a. A set of State and Territorial flags contains a flag for each State, the District of Columbia, Commonwealth of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Marianas. All flags are com-parable in size by area, to 3-foot hoist by 4-foot fly, or 4-foot, 4-inch hoist by 5-foot, 6-inch fly.

b. State and Territorial flags may be displayed, when approved by commands, on special occasions and holidays. Such displays must consist of all State and Territorial flags. These flags are not authorized for display by individuals on military vehicles or in personal areas to include billets, bunkers, and tents. (No individual is prohibited from the private possession of a flag. However, its display is not authorized in any manner that can be interpreted as representing the United States, its military units, or individuals as members of the HING.)

6-6. Display service component flags:

a. The U.S. Army flag (ceremonial or display) refer to AR 840-10.

b. The U.S. Air Force Flag (ceremonial or display) refer to AFI34-1201.

c. The National Guard Bureau

c. The U.S. Army National Guard is not authorized.

d. The U.S. Air National Guard can be posted only in conjunction with the National Guard Bureau flag.

6-7. Display of general officer flags at events and ceremonies:

a. For ceremonies and event flag lines, display only the GO flags of those GOs actively participating in the event, such as the host or presiding official, or speaker.

b. If there is more than one GO or SES participating of the same rank (of the same Service), display only one flag of the rank. Flags will not be displayed in a flag line for GOs just in attendance.

c. If there is more than one GO or SES participating in the event, and they are from different Services, both flags are displayed.

d. The Surgeon General 3-star flag is maroon.

e. The Army Chaplain GO flag is purple and Air Force Chaplain GO flag is blue.

f. Positional flags take precedence over personal flags. It is incorrect to display a four-star personal flag for the Chief of Staff or Vice Chief of Staff of the Army. When these individuals visit an installation or agency, someone in the official party normally carries a positional flag for use if the principal is hosting, or actively participating, in a ceremony while on the installation.

6-8. Display of retired general officer flags:

Retired GOs may display their personal flags privately in their homes. Public display of personal flags is prohibited except when the officer is being honored at an official military ceremony or the officer has an official role in the ceremony and another flag depicting his or her rank is not already displayed. Display of individual flags to represent other than the GO participating in the ceremony is prohibited.

6-9. General officer automobile plates:

a. Automobile plates are authorized for use on government owned and leased vehicles, not on privately owned vehicles. An automobile plate indicates the official status or rank of the senior military individual occupying the vehicle. The plate will be removed or covered when the individual for whom the plate is issued is not in the vehicle.

b. Automobile plates are locally fabricated.

c. Automobile plates are 6 inches high by 9 inches wide, with the design and color of each plate the same as the positional or individual military flag for whom it represents.

6-10. General officer aircraft plates:

a. Aircraft plates are authorized to represent the senior government official, civilian or military, occupying the Air Force aircraft. Aircraft plates are facsimiles, less fringe, of the positional or individual flag of the senior government official, civilian or military, occupying the aircraft.

b. Aircraft plates are 11 inches by 14 inches or smaller as required by individual aircraft. Brackets for aircraft plates are mounted according to existing technical orders.

6-11. Flag lines at events and ceremonies:

a. When displayed in a line, flags may be set up in one of two ways: from the flag's right to left (the most common method) or with the highest precedence flag in the center if no foreign national colors are present. When set up from right to left, the preferred method, the highest precedence flag always goes on the right of all other flags. In other words, as you look at the flag display from the audience, the highest precedence flag (normally the U.S. flag) is on your far left, other flags extend to your right in descending precedence (see fig 6-2).

b. The flag line is centered behind the receiving line, podium, head table, or where awards will be presented.

c. Flag spreaders will not be used during a ceremony or event.

d. When the U.S. flag is displayed with foreign national flags, all flags will be comparable in size. The flagstaves or flagpoles on which they are flown will be of equal height. The tops of all flags should be of equal distance from the ground.

e. Ensure the U.S. flag is always the same height than all other flags on display, making sure that the U.S. flag is never lower than the rest of the flags. This also holds true for other national colors being used in the same display.

f. The flagstaff head (finial) is the decorative ornament at the top of a flagstaff. The spearhead is the only finial to be used on a flag in a ceremonial flag line.

g. When an organization is authorized campaign streamers and unit decoration streamers for display on a flag or guidon, the streamers are arranged with the campaign streamer displayed first, then unit decoration streamers, by precedence and chronologically by date received (first awarded is first displayed).

h. Ensure that GO personal flags are hung on the staff right side up. When properly displayed, the single point of the star is up, two points to either side, and two points facing down.

i. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximate equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace (see 4 USC 7). The exception to this is when the President directs that the flag of the United States be flown at half-staff. In this instance, the flag of the United States will be flown at half-staff whether or not the flag of another nation is flown at full staff alongside the U.S. flag.

j. Flags for Virtual ceremonies. In accordance with the normal flag practices, you may post the standard flags in your flag line for the event and include the personal flags of the active participants in the ceremony, whether they are participating virtually or in-person. The display of multiple flags at multiple locations is not required.

6-12. Flagstaffs: The flagstaff is the staff on which a color, distinguishing flag, or guidon is carried or displayed. Authorized flagstaff lengths for the following size flags are as follows:

a. Flagstaffs for President of the U.S. flag are 10 feet, 3 inches and 7 feet, 9 inches.

b. Flagstaffs for positional colors, distinguishing flags, and organizational colors are 9 feet, 6 inches or 8 feet. The flagstaff for all flags in a display will be the same length.

c. Flagstaffs for GOs flags are 8 feet.

d. Flagstaffs for guidons are 8 feet.

e. Flagstaffs for markers and marking pennants are 7 feet.

f. Flagstaffs for automobile flags are of sufficient height that when mounted the lower edge of the flag will fly about one inch higher than the crest of the automobile's hood. Flagstaffs are normally mounted on the inside of the right bumper support. When this is not possible, the nearest location that does not interfere with the right headlight beam is used. Automobile flagstaffs are not stocked and are to be improvised locally.

6-13. Flagstaff head (finial):

a. The flagstaff head (finial) is the decorative ornament at the top of a flagstaff. The spearhead is the only finial to be used on a flag in a ceremonial flag line. The only exception would be if there is a State and Territorial flag line, and a state displays a different, authorized finial. (for instance, Maryland).

b. Ensure all finials are positioned in the same direction. For most Army flags, this means that the flat portion of the finial is facing forward.

c. The finial to be displayed at the top of an installation flagpole is the ball.

d. Eagle (Presidential flagstaffs) (see fig 6-4).

e. Spearhead (the spearhead is the only device used in an event flag line) (see fig 6-5). Although the Air Force is transitioning to the spade finial the HING will continue to use the spearhead as it's standard finial.

f. Acorn (markers and marking pennants flagstuffs) (see fig 6-6).

g. Ball (outdoor wall mounted for advertising or recruiting) (see fig 6-7).



Figure 6-4. Finial (eagle)

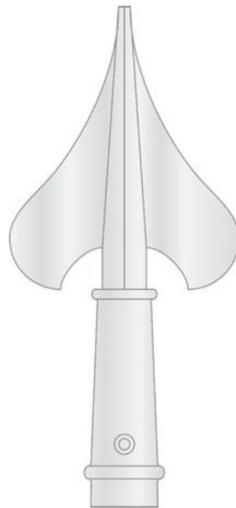


Figure 6-5. Finial (spearhead)



Figure 6-6. Finial (acorn)



Figure 6-7. Finial (ball)

6-14. Indoor vs outdoor flags:

- a. Indoor flags will normally be made of banner rayon or heavyweight nylon **with** rayon fringe.
- b. Outdoor flags be made of nylon-wool or heavyweight nylon **without** fringe.
- c. Older flags, made exclusively of wool, should be used until no longer serviceable and then replaced with flags made of newer synthetic materials.

CHAPTER 7

Ceremonies

7-1. Officiating Official:

The officiating official of a retirement, promotion, or award ceremony should be the first appropriate individual in the honoree's chain of command, officer or senior civilian. The officiating official should be higher in grade to the honoree. It is not appropriate for enlisted members to officiate a ceremony. If the honoree desires someone other than the first appropriate individual in the chain, the honoree should discuss this with his or her supervisor. An SES or General Schedule (GS) may officiate at all ceremonies with the exception of enlistment/reenlistment and initial commission ceremonies for officers. These ceremonies require an active, reserve, guard or retired officer to officiate. As an officiating official, an SES or GS may administer the oath of office when it is purely ceremonial in nature. Ensure General Officers or SESs with a participating role in the ceremony (i.e., making remarks, presenting a medal, etc.) are included in the official party. Personal or positional colors should be posted and musical honors played for the highest rank of the person in the official party, even if not the host.

7-2. Ceremony sequence of events: The following are examples of sequence of events for standard ceremonies.

a. A standard ceremony with formation movement—

- (1) Pre-review concert.
- (2) Formation of troops.
- (3) March on.
- (4) Arrival of the reviewing official.
- (5) Invocation.
- (6) Honors (National Anthem).
- (7) Sound off.
- (8) Inspection.
- (9) Honors to the Nation.
- (10) Presentation of award, promotion, retirement.
- (11) Remarks.
- (12) March in review.

b. A standard promotion ceremony—

- (1) Official party is announced.
- (2) National Anthem.
- (3) Invocation.
- (4) Remarks by host.
- (5) Promotion orders read.
- (6) Rank insignia pinned.
- (7) Flag presentation.
- (8) Reaffirmation of oath.
- (9) Remarks by honoree.
- (10) Presentations by honoree.
- (11) Army song.
- (12) Receiving line.

(13) Elements not required.

c. A standard retirement ceremony, with no formation movement—

- (1) Official Party is announced.
- (2) National anthem.
- (3) Invocation.
- (4) Remarks by host.
- (5) Official Army awards.
- (6) Retirement.
- (7) U.S. flag.
- (8) Spouse award.
- (9) Spouse certificate of appreciation.
- (10) Army song.
- (11) Receiving line.
- (12) Elements not required.

d. A standard retirement ceremony, with formation movement—

- (1) March on.
- (2) Honors.
- (3) Invocation.
- (4) Sound off.
- (5) Inspection.
- (6) Colors Advanced.
- (7) Honors to the Nation.
- (8) Presentation of award (if applicable) then retirement certificate to the retiree.
- (9) Presentation of award (if applicable) then certificate of appreciation to spouse.
- (10) Colors posted.
- (11) Remarks by:
 - (a) Host.
 - (b) Retiree.
- (12) March in review.
- (13) Final musical salute.
- (14) Receiving line.
- (15) Elements not required.

e. An award ceremony, follows the standard sequence of events, which is listed below—

- (1) Ceremony.
- (2) Official party is announced.
- (3) Remarks by Host (Award presenter).
- (4) Presentation of award.
- (5) Remarks by award recipient.
- (6) Receiving line.

7-3. **Ceremony general management:**

a. Flags may be pre-posted for most events if resources or stage space is limited.

b. Music is not a requirement for a ceremony, but if appropriate and available, may be used to add decorum to the ceremony.

(1) "Arrival Fanfare" is played while the official party is in motion; musical honors for general officers and above ("Ruffles and Flourishes", etc.) are rendered once the official party is in position in front of their chairs. "Ruffles and Flourishes" is not played while the party is in motion; however, it may be done so for the President.

(2) When the presiding official of a ceremony is a retired general officer, musical honors are played only if the presiding officer is in uniform.

(3) When the presiding official of a ceremony is an SES, musical honors are not played.

(4) During musical honors, while customary for those in attendance to face the general officer, it is not necessary for persons standing immediately beside the general officer to face in his or her direction.

(5) During outdoor ceremonies, and when musical honors are rendered, military members in uniform face and salute the person being honored. The person for whom the honors are rendered also salutes (as a symbolic gesture of "returning" the salute).

c. Any official or unofficial gathering of military and civilians that includes a meal as part of the activity (awards ceremony, dining in or out, farewell/retirement dinners, etc.), may include Comrades at Arms and/or POW/MIA tables/ceremonies. While there is the option for POW/MIA and Comrades at Arms tables/ceremonies, there can be either, both, or neither based on the desires/concurrence of the local and/or hosting commander.

(1) The POW/MIA table/ and Comrades at Arms tables are separate entities; do not combine them.

(2) If a POW/MIA table is incorporated into an event, the official script must be used.

(3) A Comrades at Arms table will include a written tribute to remind the audience of the courage, sacrifice and service of men and women currently serving in harm's way, both at home and abroad, and in troubled areas of the world. A "Comrades at Arms" script should be generic in nature, not referring to any one person or group on a personal level.

d. Receiving Lines. A receiving line usually includes the United States Flag, State of Hawaii Flag, and general officer's personal colors or a Senior Executive Servicemember's individual flag. The honoree stands in front of the flags and receives guests first, followed by the spouse. Additional family members are not recommended in receiving lines in order to prevent line stagnation.

e. While General Officers and SES are entitled to personal/positional colors (PCs) and musical honors for any event they participate in. PCs are posted and musical honors are played only at ceremonies. However, if the event is a combination of both (i.e. Dining-In/Out and Graduation Dinner), then PCs are posted and musical honors played.

7-4. Individual Retirements:

a. General. Recognition upon retirement is a long-standing tradition of military service. Commanders ensure members leave with a tangible expression of appreciation for their contributions to the HING and its mission, and with the assurance they will continue to be a part of the HING family in retirement. Since retirement ceremonies are ceremonial in nature, SES/GS individuals may act as the presiding official.

b. Sequence of Events. The following is the approved sequence of events for indoor retirement ceremonies. The order of the remarks by the speakers may be adjusted as desired by the host of the ceremony. If more than one individual is retiring in the same ceremony, retirement order is by rank, highest to lowest. However, if awards are being presented, retirements are conducted in order of awards being presented. (For example, a Master Sergeant receiving a higher award than a Major is retired first.)

c. Flag Furling and Casing. The furling and casing of personal colors is not authorized at retirement ceremonies. The personal colors of general officers remain active after retirement and displayed at the appropriate times. Furling and casing of a general officer's or SES member's personal flag is not appropriate during a retirement ceremony as it is symbolic of the death of the individual. For general officers, furling and casing of the personal colors is performed at the conclusion of the funeral.

7-5. Promotion Ceremony:

a. Promotions are significant events in the lives of military people. Commanders and supervisors are responsible for ensuring their people receive proper recognition. Since promotion ceremonies are ceremonial in nature, SES/GS individuals may act as the presiding officer, to include administering the oath of office (except for initial commissioning ceremonies).

b. Enlisted members may not officiate a promotion ceremony.

c. Officer promotion ceremonies should include a reaffirmation of the oath of office. Sample oath of office script is in figure 7-1.

d. Publishing of orders. Sample scripts are in figure 7-2.

Oath of Office:

Raise your right hand and repeat after me:

I, "state your name"/ do solemnly swear (or affirm)/ that I will support and defend the Constitution/ of the United States and the Constitution of the State of Hawaii/ against all enemies, foreign and domestic;/ that I will bear true faith and allegiance to the same;/ that I will obey the orders of the President of the United States and of the Governor of the State of Hawaii,/ that I make this obligation freely,/ without any mental reservation or purpose of evasion,/ and that I will well and faithfully discharge the duties of the Office of Captain,/ in the Army National Guard of the State of Hawaii/ upon which I am about to enter, so help me God.

Figure 7-1. Sample oath of office script

General officer:

Attention to Orders,
Department of Defense, National Guard Bureau, Washington, DC,
Special Order (order number), dated (day, month, year)
By order of the Secretary of the Army and direction of the President,
(name) is extended Federal recognition and appointed as a Reserve of the Army in the
grade of (rank), under authority 32 USC 305 and 307, and 10 USC 12212 effective
(date day, month, year)
By Order of the Secretaries of the Army and the Air Force.
Signed, Daniel R. Hokanson, General, United States Army, Chief, National Guard
Bureau.

Commissioned officer other than general officer:

Attention to Orders:

Departments of the Army and the Air Force, National Guard Bureau, Washington, DC,
dated (use order date). The President of the United States has reposed special trust
and confidence in the patriotism, valor, fidelity, and abilities of (name). In view of these
qualities and his demonstrated potential for increased responsibility, he is therefore
promoted to (rank) with a date of rank of (day, month, year). By Order of the Secretaries
of the Army and the Air Force signed Daniel R. Hokanson, General, United States
Army, Chief, National Guard Bureau.

Enlisted:

“Attention to Orders: Headquarters (use designation of State or unit issuing orders),
dated (use effective date of promotion). The AG of (State) has reposed special trust and
confidence in the patriotism, valor, fidelity, and professional excellence of (name). In
view of these qualities and demonstrated leadership potential and dedicated service to
the HING, (name) is promoted to (rank) with DOR of (day, month, year). By order of The
Adjutant General: signed (the local promotion authority is announced as the
authenticating officer).”

Figure 7-2. Sample publish order script.

7-5. Change of Command:

a. General. The primary purpose of a change of command ceremony is to allow subordinates to witness the formality of command change from one officer to another. The ceremony should be official, formal, brief and conducted with great dignity.

b. For SES/GS individuals participating in these ceremonies, substitute the word "Leadership" for "Command" on all items (i.e. invitations, script). SES/GS cannot command and do not salute. Statements such as "Sir /Ma'am, I relinquish leadership." should be substituted in the script.

c. Flag/Guidon Exchange.

(1) HIARNG will refer to TC 3-21.5 provides specific guidance.

(2) HIANG will refer to DAFPAM 34-1203 provides specific guidance.

7-6. Award Ceremony:

General. An award ceremony affords an opportunity to recognize a member's accomplishments. The commander or other official determines whether to present an award at a formal ceremony or to present it informally. Commanders and supervisors must ensure the presentation method reflects the significance of the award.

7-7. Virtual ceremonies:

Due to travel restrictions, social distance precautions, or other uncontrollable circumstances, the guest of honor may livestream a ceremony.

a. Flags for virtual ceremonies. Per the normal flag practices, you may post the standard flags in your flag line for the event and include the personal flags of the active participants in the ceremony, whether they are participating virtually or in-person. The display of multiple flags at multiple locations is not re-quired.

b. Sequence of Events for Virtual ceremonies. The sequence of events for a virtual ceremony should be similar to those listed (above) for a standard live ceremony, with applicable changes due to the virtual environment.

c. Videoconferencing/software medium for virtual ceremonies. The determination of which videoconferencing software to use should be based on the cyber security guidelines of your organization.

d. Socially distanced seating for virtual ceremonies. If audience members need to be distanced for safety, the Army standard is to seat guests apart and in accordance with federal, state, or local guidance.

e. Guidelines and measures. Follow current CDC guidelines/state HPCON measures. If couples or families attend together, they may sit together, but with recommended space between them and the next couple or family.

Chapter 8 Rendering Honors

8-1. Overview of rendering honors:

Proper protocol during ceremonies includes standing and saluting, or for civilians, hand over heart.

a. The intent of this section is to provide general information about the rendering of honors by military and civilian participants and attendees at military ceremonies. For

this publication, *participants* are defined as anyone participating in a ceremony and who would normally be on the reviewing stand or located with the ceremony's host. Attendee is defined as anyone attending a ceremony as a guest and who is not located on the reviewing stand or with the host. Neither definition applies to units participating in a ceremony (platoons, companies, batteries, troops, color guards, and so forth).

b. For information on the actual conduct of ceremonies, see TC 3 – 21.5 or DAFPAM34-1203.

8-2. Define rendering honors:

a. Cannon salute accompanied by musical honors.

(1) Participants. Military in uniform render the hand salute; military and civilians in civilian attire stand at attention, and if wearing a head covering, remove it.

Note. Individuals being honored will salute as well.

(2) Attendees. Military in uniform face the ceremonial party and render the hand salute; military and civilians in civilian attire face the ceremonial party and stand at attention and if wearing head covering, remove it.

b. During the National Anthem. For additional information regarding the National Anthem, see 36 USC 301.

(1) Participants. While outdoors, military in uniform stand at attention and render the hand salute, while indoors they stand at attention. While outdoors or indoors, civilians stand at attention with their right hand over the heart. While outdoors or indoors, military in civilian attire and veterans may render the hand salute. Persons not in uniform should remove their head covering with their right hand and place it over their left shoulder, with their right hand over heart.

(2) Attendees. Same as for participants.

c. During foreign national anthems.

(1) Participants. While outdoors, military in uniform stand at attention and render the hand salute, while indoors they stand at attention. While outdoors or indoors, civilians stand at attention and remove head covering.

(2) Attendees. Same as for participants.

d. During passing of colors.

(1) Participants. Military in uniform (outdoors) stand at attention and render the hand salute when the Colors come within six paces and hold the salute until the Colors are six paces beyond; (indoors) stand at attention six paces before and after the Colors. Civilians (outdoors) stand at attention holding head covering with the right hand over the left shoulder and with the right hand over the heart (if no head covering, hold the right hand over the heart); (indoors) stand at attention.

(2) Attendees. Same as for participants.

(3) Participants. Military in uniform.

e. During a military funeral (flag-draped casket). One may follow behind the casket with the mourners; it is not necessary to stay in place when the casket moves. If one is not following behind the casket, and the casket is being moved outdoors, stand at attention with the right hand over the heart if wearing civilian clothes or salute if in

uniform. If the casket is being moved indoors, stand at attention whether wearing civilian clothes or in uniform.

8-3. Receiving and deferring honors:

a. Who can and cannot receive honors. There are no honors for military members lower than the rank of brigadier general. There are no honors for members of the senior executive services. There are no honors for retired GOs.

b. Deferring honors. If the Host of the event defers their honors to the guest of honor, the guest of honor is placed to the right and the number of ruffles and flourishes played and gun salutes fired that are authorized to the guest of honor, not the number authorized to the host.

Chapter 9 Dinners

9-1. Dinner event products:

a. Place cards. The place cards most generally used are heavy white cards about 2 inches high and 3 inches long.

(1) The flag of the hosting official or GO or a unit crest may be printed onto the cardstock in the upper left corner or on the top, center of place card.

(2) Display name.

(a) The title or rank and surname are printed in black ink. If two people of the same rank and last name are present, a first initial may be used.

(b) Sergeants through sergeants first class are referred to as "sergeant."

(c) First sergeant is referred to as "first sergeant" and master sergeant is referred to as "master sergeant."

(d) Sergeants major and command sergeants major are referred as "sergeant major."

(e) Second lieutenants and first lieutenants are referred to as "lieutenant."

(f) Lieutenant colonels and colonels as "colonel."

(g) All GOs as "general."

b. Menu cards. Menu cards are for seated meals.

(1) Menu cards are usually on heavy white or cream card stock.

(2) The flag of the hosting official or GO or a unit crest may be printed at the top center.

(3) The menu should describe the food served at the table, not the food from the reception beforehand (passed hors d'oeuvres or cocktail hour).

(4) The location and date of the dinner can be printed at the bottom of the card.

c. Name tags. Name tags can be used for dinners, receptions, meetings, or conferences.

(1) Name tags can have the following elements:

(a) Rank.

(b) Go-by name and last name.

(c) Title and/or organization.

(2) Name tags are placed on the right side of the body.

(3) Name tags can be clip, magnetic, sticky, or lanyard.

9-2. **Dinner seating:**

Seating for information and examples of dinner seating, to include seating of interpreters (see chap 5).

9-3. **Toasts:**

a. On various occasions, toasts are given at dinners and dining-ins/outs. We honor individuals and/or institutions by raising our glasses in a salute while expressing good wishes and drinking to that salute. Etiquette calls for all to participate in a toast. Even those guests with non-alcoholic beverages should at least raise the glass to the salute.

b. Those offering a toast should stand, raise the glass in a salute while uttering the expression of good-will. Meanwhile, the individual(s) being toasted should remain seated, nod in acknowledgment, and refrain from drinking to one's own toast. Later, they may stand, thank the others, and offer a toast in return.

c. At a formal event, traditionally the host initiates the toasting, Mr. Vice/Madam Vice at a dining-in/out, or any guest when the occasion is informal. The subject of the toast is always based upon the type of occasion. General toasts would be "to your health," or to "success and happiness".

d. When you are the one making the toasts at a formal occasion, you must be well prepared. You must have advance information about the person or persons to be toasted so that your remarks are pertinent, related to the individual, and accurate. If the person is a close friend, you may make a more personal re-mark.

e. Toasts are generally given at the end of a meal, during or after dessert, as soon as the wine or champagne is served and before any speeches are made. Toasts at dining-ins or dining-outs are often presented just prior to being seated for the meal.

f. At a small dinner, a toast may be proposed by anyone as soon as the first wine has been served, and guests stand only if the person giving the toast stands. More than one toast may be rendered with the same glass of wine.

g. When toasting Prisoners of War, water is used as the toasting beverage.

9-4. **Dinner etiquette:**

a. Arrival and departure time. It is always best to arrive to a dinner on time, and not too early or late. If the departure time is not indicated on the invitation, follow the social and sequence cues of the host and other guests to know when to depart.

b. Thank you notes. A thoughtful guest will send a thank you note to the host/host spouse. It is generally unnecessary to write a thank you note for large official functions, such as a reception to which hundreds of guests have been invited.

c. Introductions. Brevity and accuracy are two requirements that must be kept in mind when introducing people. The person making the introduction is completely in charge of the situation for the length of time it takes. There are a few simple rules to remember, as shown below.

(1) The honored/higher ranking person's name is stated first, then the person's name being presented.

- (2) Young people are presented to older people.
- (3) A single person is introduced to a group.

Chapter 10

Receptions and Receiving Lines

10-1. Reception overview:

a. The reception provides an opportunity for personnel to meet honorees on his or her on arrival or departure from their position.

b. Receptions are convenient for other special events, such as introducing a group of newly-arrived individuals and spouses to other members of the community, such as a holiday or New Year's Eve reception.

10-2. Reception set-up:

The protocol officer or executive services are responsible for the arrangements of an official reception.

a. A group of personnel will be stationed at the building entrance to greet and escort distinguished guests to the receiving line.

b. Decorations should be appropriate to the event.

c. Non-alcoholic beverages are available for guests.

d. The bar and buffet tables are separated to avoid congestion at either end of the room and are appropriately decorated.

e. If there is a band, the acoustics are checked before the event, and the musical selections are discussed with the bandmaster before the reception.

f. Arrangements are made for appropriate photographs.

10-3. Receiving line set-up:

Formal receptions, dinners, balls, and ceremonies usually have a receiving line to allow each guest to greet the host, host spouse, and honored guest. The receiving line should be as small as possible.

a. Flags. Include any flags of the nations of foreign honorees, and the positional or personal flags of the officials in the receiving line as appropriate.

b. Carpet runner. A carpet runner is often laid in front of flags for a receiving line. The carpet is only for the official party to stand on. Carpet runners are not mandatory and may be excluded for reasons of safety.

c. Positioning of line. The line should be stationed so that the guests may pass smoothly and conveniently to the gatherings.

10-4. Receiving line arrangement:

a. Suggested arrangements for receiving lines for official functions are listed below. These are only guides. The guest of honor is positioned based upon the host's preference.

(1) Host, guest of honor, spouse of host, spouse of the guest of honor.

(2) Host, guest of honor, spouse of the guest of honor, spouse of host.

(3) It is acceptable for a person of any gender to stand at the end of the receiving line.

b. At the head of the line, there may be an aide-de-camp or an adjutant to announce the guests.

10-5. Guest etiquette for receiving lines:

When entering a receiving line, guests should follow the guidelines below.

a. As guests proceed through the line, the main invitee should go first and then introduce their spouse/guest to the principals in the receiving line.

b. Guests should not shake hands with the aide or staff officer receiving the name of the guest.

c. Guests give only their official titles or "Mr. (Mrs.) (Miss) (Ms.) (Dr.) (LTC)" Jones. The aide presents each attendee to the host, who then presents each attendee to the guest of honor.

d. The guest, in proceeding down the line, simply shakes hands and greets each person with a "How do you do?" or, in the case of a friend or acquaintance, "Good evening, General Smith," or "It is good to see you again, General Smith."

e. Because names do not travel well, the guest should repeat his or her name to any person in the line to whom it has obviously not been passed.

f. The receiving line is no place for lengthy conversations with either the host or the honored guest.

g. Do not receive guests or go through a receiving line holding a cigarette or a drink.

h. Unless the function is very large, hosts usually receive for 30 minutes from the time given on the invitation and then join their guests. Therefore, guests must be punctual. If a guest misses the receiving line, he or she may want to seek the host out, introduce himself or herself, and apologize for his or her tardiness. It may not be possible for latecomers to be introduced to the guests of honor at a large function. In any case, this is a matter for the discretion of the host.

10-6. Social calls and other receptions:

The practice of making social calls has significantly declined. Today's more common approach is to have a "Hail and Farewell" to introduce newcomers and say goodbye to those leaving. However, upon arrival at the new location, one should inquire about which method the commander prefers.

a. Making social calls. Some general rules for making social calls:

(1) Calls can be made at the officer's residence.

(2) The visit is planned at a time convenient to the officer visited.

(3) If the commander is married and the commander's spouse is present, the visiting officer's spouse should also attend.

(4) Social calls should last no less than 10 minutes and no more than 15 unless the caller is requested to stay longer.

b. Commander's reception. The custom at many installations is for the senior officer to periodically entertain assigned officers and their spouses at a reception or series of receptions, such as a Hail and Fare-well.

c. New Year's Day call. Historically, it was customary in many organizations for the unit officers to call the commanding officer on New Year's Day. One should inquire about the local policy and how the commander desires to have people call, for example, alphabetical: A – M 1300 – 1415, M – Z 1430 – 1545.

Chapter 11

Arranging Visits for Foreign Dignitaries

11-1. Planning:

a. The respective Protocol officers may execute the planning for the visit of a dignitary with guidance and specific requests from the dignitary. An aide for a U.S. dignitary will coordinate with the local Protocol action officer. Often the itinerary has been clearly defined by higher authority. Careful consideration must also be given to security requirements in the early planning stages of the visit.

b. The names of all persons in any way associated with the visit, their exact duties and schedules, rank and the transportation of persons and luggage should all be coordinated well in advance.

c. Planning should include, but not be limited to, the elements below.

(1) Ensure that all arrangements, including reservations for hotels and restaurants, are in writing.

(2) Provide for special dietary needs required by national custom, religion, or individual dietary re-strictions.

(3) Ensure that dignitaries are met and seen off by officers of equal rank whenever possible. As a general rule, this requires that a GO be present at the arrival and departure of a GO on an official visit.

(4) Ensure that all drivers of the official party are briefed regarding their schedules and are given exact directions so that they can operate independently if they become separated from the other vehicles.

(5) Ensure a welcome packet is prepared for each member of the visiting party. The packet should contain, as a minimum, a map of the area, the local itinerary, and lists of room assignments and tele-phone numbers.

(6) Provide billeting for the escort officer in the same building as the dignitary when possible. If not, make suitable transportation available to the escort.

(7) Set aside enough time in the schedule for meetings, calls, meals, changes of clothes, coffee breaks, occasional rest periods, and transportation. The planner should actually time the travel from place to place and allow extra time for boarding vehicles and transferring baggage.

(8) Aide and other personnel staff living accommodations should be in close proximity or as close as possible to the foreign dignitary they are supporting. Room assignments should be in keeping with their status as members of a dignitary's party rather than their rank.

(9) Carefully plan the schedules for spouses of guests, especially those of foreign guests. Determine their interests and make plans for the following:

(a) Sights. Sightseeing trips to places of historical interest, scenic views, or local attractions.

(b) Luncheons. When a dignitary's schedule includes a staff lunch, recommend coordinating a lunch for the dignitary's spouse. Spouse luncheons should be hosted by his or her American counterpart's spouse or another appropriate official's spouse. Coordinate for other American spouses to attend, along with notable local citizens, personnel of the same national origin as the guest, and the spouses of consular officials in the area.

11-2. The escort officer:

a. The event escort officer is in charge of the entire visit. It may be advisable to appoint an additional local escort officer who is familiar with the local installation or activity that the dignitary is visiting.

b. The local escort officer should be chosen carefully and briefed on the local schedule. All escort officers must be knowledgeable on:

(1) Schedule, point of contacts and routes and transportation.

(2) Uniform requirements for all attendees at all planned activities. Escorts should be in the same uniform as the guests.

(3) Emergency and support facilities (examples: urgent care facility, hospital, dry cleaners, and shoe repair).

(4) Event specifics, such as toasts offered at formal luncheons and dinners and for the correct responses to them. Speeches or press interviews.

c. When applicable, provide an escort for a foreign spouse. When choosing the escort, consider the spouse's language, age, and position. Escorts can be officers, preferably the same gender of the spouse they are escorting, or Service spouses whose language capabilities, travel, or position would make them valuable to the guest.

11-3. Entertaining foreign dignitaries:

Use distinctive local resources to vary the guests' exposure to American entertainment. By sharing the responsibility of host with different groups, visitors are exposed to larger social circles. Although many prefer to invite persons of equal position to a dinner or small party, some variety may improve larger functions such as receptions. When possible, include guests of the same national origin as the guest of honor, as well as a representative selection of junior personnel.

a. Menus. The menu should be planned at the same time the invitations are sent. Dietary restrictions are the most important aspect in planning menus for foreign guests. Individual dietary restrictions may vary. Guests may communicate that they will conform to local customs once they are outside their country. It is best, when in doubt, to contact the State Department Office of Protocol or the embassy of the foreign country.

b. Beverages. Many foreign guests do not drink alcoholic beverages. The host should provide a complete range of drinks, from non-alcoholic beverages (such as soft drinks, bottled water, and fruit juices) to light alcoholic beverages (such as wine and beer) to heavier alcoholic drinks (such as liquor and cocktails).

c. Aids to entertainment. Biographic notes on guests and country information sheets are invaluable in aiding conversation. Sending foreign guest lists to U.S. guests helps them become familiar with foreign guests. Names that have pronunciations unfamiliar to English-speaking persons may be spelled phonetically as well. The same courtesy may be extended to foreign guests.

d. Gifts. Gift exchanges are an important part of foreign visits so choosing an appropriate gift and method of presentation is essential. Refer to the State Department website for guidance on appropriate gifts, wrapping, and so forth.

Chapter 12

Forms of Address

12-1. Overview:

As part of their official duties, Army personnel and their spouses may be required to take part in social functions in the United States and overseas. This chapter provides general rules that will be helpful. The use of Mrs. or Ms. is based completely on the preference of the female. If you are unsure whether a female is married, the safest choice is "Ms."

12-2. High ranking officials:

Address high-ranking officials such as presidents, ambassadors, and Cabinet members by their titles only, never by name. When addressing the spouse of the President, alone or together with the President, use only the surname, never his or her full name or initials. Spouses of high-ranking officials, including the Vice President and Cabinet members, do not share their spouse's official titles; therefore, write and address them in the usual way.

12-3. Elected officials:

Address all Presidential appointees and Federal and State elected officials as "The Honorable." As a general rule, do not address county and city officials (excluding mayors) as "The Honorable." In the United States, an official retains "The Honorable" title after leaving office. In other words, once an Honorable, always an Honorable.

12-4. Use of "His/Her Excellency":

a. Although the courtesy title "His/Her Excellency" is accorded to high-ranking foreign officials, it is rarely used in addressing officials of the United States. However, some governors within their own States are accorded this title.

b. A few common examples are: "Your Excellency" when addressing a foreign ambassador, a foreign chief of state, a president of a foreign republic, the head of government, a foreign cabinet officer, or other foreign official. "Your Highness" is used to address foreign royalty other than a king or queen (such as a baron, earl or princess, etc.). "Your Majesty" denotes a king or queen.

12-5. Academic titles:

There are two forms of academic titles, the doctorate and the position. If the person holding the doctorate is also a professor, either "Dr." or "Professor" is correct. This also holds true for those holding a title such as "Chancellor," "President," etc. If the titleholder does not also have a doctorate, address him or her by title.

12-6. Military Chaplains:

Always address military chaplains as "Chaplain." When addressing her/ him in writing, it should read, "Chaplain, Colonel Jill Smith."

12-7. Military Doctors/Dentists:

Doctors and dentists can be addressed as either "Doctor" or by their rank. Always use their rank when writing.

12-8 Military Lawyers:

Lawyers are entitled to the use of "esquire" following their last name, but for military lawyers this is never done. Only their rank is used. It is acceptable for a military lawyer to use this designation without their rank when they are communicating with civilians in an unofficial capacity. For military purposes, always use rank.

12-9. Military couples:

a. When one spouse is in the military and their partner is not, the serving member's name comes first. The same is true when he or she holds a title and their partner does not. "Lt Col Jane Smith and Mr. John Smith" or "Lt Col Jane and John Smith" are correct.

b. When they are both in the military or hold titles, the ranking person's name comes first, unless the invitation is especially for the lower-ranking member (an awards ceremony honoring them, for instance) and their spouse as their guest. "CPT Susan Doe and Lt Jane Doe" and "CPT Susan and Lt Jane Doe" are correct.

c. When both spouses are of equal rank, the most senior member's name comes first, unless the invitation is for a particular servicemember with their spouse as their guest/escort. "Colonel Bill Jones and Colonel Mary Jones" or "Colonels Bill and Mary Jones."

12-10. Distinguished officials:

a. Definition of a DV. A DV is defined as (1) any general or flag officer; (2) any government official with rank equivalent to a brigadier general or higher; or (3) any foreign military officer or civilian designated a DV by TAG or their representative. At times, persons of lower rank but appointed to or filling certain positions, may be accorded DV status. The purpose of the visit will determine if the distinction of DV should be accorded. The commander determines the DV distinction on an individual basis.

b. Honors Accorded DVs. Honors are intended to extend a mark of courtesy, respect and recognition to a distinguished person (honors will be accorded only to the distinguished person, not to his/her personal representative). Honors are usually demonstrated using cannon salutes (if in a joint environment), escort of honor (such as Veteran organization formation or motorcade, etc.) or honor guard, parades or review of operations and ruffles and flourishes.

c. In general, honors and ceremonies are reserved for the President, Vice President, statutory appointees, general or flag officers of the United States military establishment, international dignitaries, and for occasions when such ceremonies promote international goodwill.

12-11. Minimizing frequency of Ceremonial Honors:

a. Formal welcoming ceremonies, when planned by appropriate authority for specific purposes, are always appropriate when they are instrumental in improving morale or maintaining national prestige.

b. In the interest of economy and manning, parades, honor cordons, motorcades, and other ceremonial aspects, which involve large number of personnel and equipment, will be held to an absolute minimum when officials entitled to such honors visit military installations. In general, full honors will be reserved for statutory appointees and general or flag officers of the military services, for foreign dignitaries, and for occasions when ceremonies promote international good will. It is the prerogative of the commander to determine types of honors to be rendered.

Chapter 13 Forms of Dress

13-1. Dress for Military and Civilians:

AR 670-1, Wear and Appearance of Army Uniforms and Insignia and AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, provides policy on wear of Army and Air Force uniforms as well as grooming and appearance standards for Servicemembers.

13-2. Formal Occasions:

HING personnel should wear service dress uniform for formal occasions such as funerals or events where business attire is appropriate for civilians. At memorial services, personnel should check with the organizing unit for proper uniform for the event.

13-3. Event Uniform Guidance When None Specified:

When a specific uniform is not specified, HING members should wear service dress if business attire is appropriate for civilians. If civilians will be in business casual, the long sleeve shirt with tie or short sleeve shirt with open collar is acceptable. For casual events such as community picnics or open-air events, where the Servicemember is attending as a representative of the HING, or unable to change into civilian dress, the uniform of the day is acceptable. The bottom line is to remember the Servicemember is always a representative of the HING and should present themselves in a manner that shows pride in uniform and must maintain customs and courtesies.

Appendix A References

Title 4 United States Code, Sections 6-8

Flag and Seal, Seat of Government, and the States (Available at [https://www.govinfo.gov/.](https://www.govinfo.gov/))

Title 18 United States Code, Section 700

Crimes and Criminal Procedure (Available at [https://www.govinfo.gov/.](https://www.govinfo.gov/))

Title 36 United States Code, Sections 301 and 901

Patriotic and National Observances and Organizations (Available at [https://www.govinfo.gov/.](https://www.govinfo.gov/))

AR 600-25

Salutes, Honors, and Visits of Courtesy, 10 September 2019

AR 840-10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, 17 July 2020

DAPAM 600-60

A Guide to Protocol, 14 September 2022

TC 3-21.5

Drill and Ceremonies, 3 May 2021

TC 7-22.7

The Noncommissioned Officer Guide, 1 January 2020

AFI 34-1201

Air Force Protocol, 11 October 2018

AFI 36-2903

Dress and Personal Appearance of Air Force Personnel, 7 February 2020

AFI 84-105

History, 17 June 2021

AFPAM 34-1202

Guide to Protocol, 08 May 2019

AFPAM 34-1203

Drill and Ceremonies, 13 September 2022

<https://armypubs.army.mil/>

<https://www.e-publishing.af.mil/>

Appendix B Event Checklist

Preparation of event:

- _____ Host identified (Name: _____)
- _____ Event date established (Date: _____)
- _____ Invitations drafted and approved by the host.
- _____ Coordinate for venue (Location: _____)
- _____ Master of Ceremonies Identified (Name: _____)
- _____ Chaplain Identified (Name: _____)
- _____ Proffer Identified (if required) (Name: _____)
- _____ DV list validated and approved by the host.
- _____ Received honorees invite list.
- _____ Music-Played or sang (_____)
- _____ Review venue prior to event.
 - _____ Ensure audio system tested.
 - _____ Validate layout (Seating, Audio, Video, additional requirements)
- _____ Script drafted and approved by the host.
- _____ Seating chart drafted and approved by the host.
- _____ Coordination for additional requirements identified. (lei's, coffee, etc.)

Event execution:

- _____ DV Seating name labels placed on the chairs IAW the seating chart.
- _____ Awards products ready for presentation. (if required)
- _____ Promotion Rank accounted for at event. (if required)

_____ Flags present, all same size, same height, correct finial

_____ Parking Identified for DVs

_____ Escorts briefed on duties and responsibilities

_____ Rehearsal conducted

_____ GO flag accounted for at event. (if required)

_____ Additional requirements accounted for at the event. (lei's, coffee, etc.)

Appendix C Washington Place

- a. Overview. At the direction of TAG all general officer promotions will be conducted Washington Place as known as the former residence of Queen Liliuokalani and until 2002 was the home to the Governor of the State of Hawaii. <https://washingtonplace.hawaii.gov/>
- b. The Governor is normally the host, and the Adjutant General is normally the officiating official at these events.
- c. Steps to conduct ceremony at Washington Place (WP).
- (1) Receive notification of GO promotion by VOCO or receipt of Federal Recognition.
 - (2) Work with the office of TAG for the availability of the Governor.
 - (3) Once a date is established submit request to use WP via <https://washingtonplace.hawaii.gov/facility-use-request/>.
 - (a) Ensure to contact is made with the current caretaker of WP. Current caretaker is Cameron Heen.
 - (b) Notify the Governor's protocol office of the event.
 - (4) Coordinate with State PAO for web broadcasting and to create the Governor's talking points. Submit talking points to the Governor's protocol office.
 - (5) Initiate einvite via <https://einvitations.afit.edu/>. Refer to chapter 3.
 - (a) Send invitations out no earlier than 30 days prior.
 - (b) RSVP should close no later than 5 working days prior to the event.
 - (c) Invitation will be sent to the following:
 1. Governor and First Lady
 2. Lt Governor and spouse
 3. Ensure invites are sent to all HING active and retired GOs.
 4. all HING O6 and above command Teams.
 5. U.S. Congressional Delegates for the State of Hawaii
 6. State of Hawaii Senator
 - Chair of Military Affairs
 - Vice Chair of Military Affairs
 7. State of Hawaii Representative
 - Speaker of the House
 - Committee on Corrections, Military & Veterans
 8. If promotion is to O8 and above, invitations will be sent to the Consular Corps.
 - (d) Post on HIARNG Mailer.
 - (6) Schedule planning group meetings and draft component taskings for support.
 - (7) Honoree must provide their invite list. Notify TAG is anyone from this list is 2 star or equivalent is being invited.
 - (8) Begin developing refreshment and lei support plan.
 - (9) Draft script and seating chart.
 - (10) Schedule a meeting with TAG to review concept, script, and seating chart.
 - (11) Finalize parking assignments. Normally there is 6 stalls on WP and 10 at the State Capitol next to WP. (This is usually the greatest challenge).
 - (12) Coordinate to set up for the event the day prior. Flags, chairs, names on chairs, tables, and sound system check are all done. The Washington Place – Event Staff Timeline form (ref. Table C-1) must be sent to the caretaker the day prior to entrance.
 - (13) Conduct event.
 - (a) Conduct rehearsal.

(b) Meet with the Governor to ensure the Governor understands the concept.

d. Washington Place – Event Staff Timeline Form:

Washington Place - (1 JUN 2023)						
ETA	Vendor	Check-in	Last Name	First Name	Vehicles (Yr/Color/Make/Model)	Lic Plates
6/1/2023 7:00	HIDOD	700	Silva	Anthony	2014/Silver/Honda/Accord	HIC808
		700	Aloha	John	2017/White/Ford/Transit	H490
6/1/2023 8:00		800	Logan	Stephen	Black/Ford/Expedition	J137

Table C-1. Washington Place-Event Staff Timeline

e. Previous ceremonies as reference.

- (1) BG Walter Ross: <https://www.facebook.com/events/484432100321744/>
- (2) MG Roy Macaraeg: <https://www.facebook.com/HIARNG/videos/bg-roy-j-macaraeg-promotion-to-mg/1204946843732492/>
- (3) Maj Gen Joseph Harris: <https://www.facebook.com/events/496734699276487/>
- (4) Brig Gen Kristof Sills: <https://www.facebook.com/events/235258129079656/>

f. Washington Place floor plan. See figure C-1.

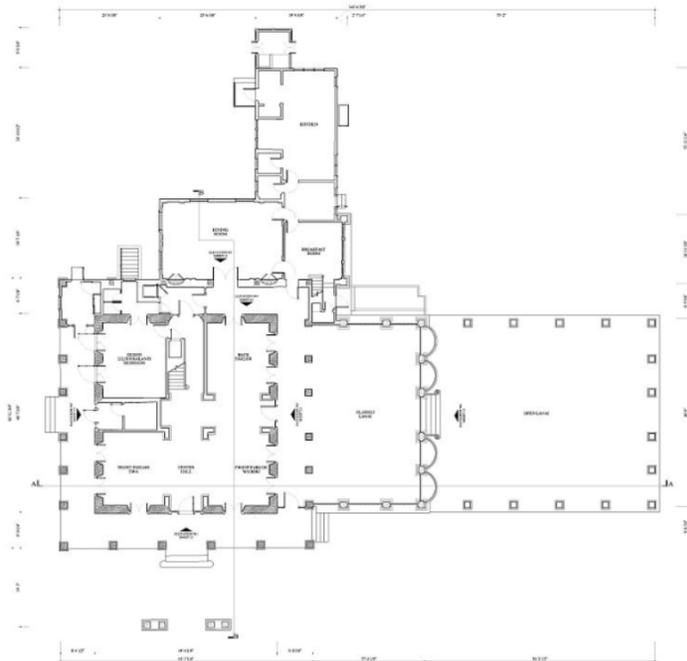


Figure C-1. Floor plan of Washington Place

Appendix D

Responsibilities

a. Overview. Planning for an event is not intended to be a duty of an individual. There are shared responsibilities within staff section to develop the product. This appendix outlines general guidance to ensure events are successful and every staff has a shared understanding of the event.

b. Commanders. The Commander is overall responsible of any event they are the host or Officiant off.

c. Protocol Officer. There is no specific position or job code to identify the Protocol Officer. If the command does not have an official or authorized Protocol Officer or Protocol Office, the duty may be appointed by the Commander as an additional duty.

d. Staff Sections.

(1) Personnel Section.

- (a) Invitations and distribution
- (b) Seating chart
- (c) DV listing
- (d) Script

(2) Operation Section.

- (a) Concept of the event.
- (b) Troop to task and taskings for support.
- (c) Manage event timeline.

(3) Logistics Section.

- (a) Resource equipment requirements
- (b) Coordinate for contracted services requirements

Appendix E

Sample Change of Command Script

SEQUENCE OF EVENTS

1. FORMATION OF TROOPS: At 1445, the units form on the final line. They are aligned and given the command Parade, REST.

2. EMCEE: At 1458; distinguished guests: ladies and gentlemen please take your seats. The ceremony will begin in two minutes. Please silence or turn off all cell phones and other electronic devices.

3. NARRATION: At 1500; Good afternoon, ladies and gentlemen, I am MAJ James Fe'a-Fiame and I will be today's Master of Ceremony. Welcome to the 29th Infantry Brigade Combat Team's change of command ceremony where COL Keith Tamashiro transfers command to COL Kenneth Hara. At this time, PFC Akana will present COL Tamashiro's wife Iwie with a lei and PFC Kahoopii will present COL Hara's wife Myoung with a lei.

Today, we are honored to have with us a number of distinguished guests and at this time I would like to acknowledge them. Please hold your applause until the last distinguished guest is acknowledged.

Acknowledge DVs (Most updated list will be provided by Bde S1 prior to the ceremony)

4. NARRATION: Ladies and gentlemen, please rise for the invocation to be given by Chaplain Ronaldo Pascua.

5. INVOCATION.

6. NARRATION: (Invocation complete) Ladies and gentlemen please be seated. The official party for today's ceremony includes:

The outgoing commander: COL Keith Y. Tamashiro

The incoming commander: COL Kenneth S. Hara

The reviewing officer, Commander of the Hawaii Army National Guard, Brigadier General Gary M. Hara.

The Commander of Troops for today's ceremony is LTC Moses Kaiwi Jr., Executive Officer of the 29th Infantry Brigade Combat Team.

7. FORMATION OF TROOPS:

a. At the completion of the announcement, the adjutant (from his position near the band) directs SOUND ATTENTION. The band immediately sounds Attention. Unit commanders immediately face about and command their units (in sequence from right to left) to ATTENTION and then face about. When the last unit is at Attention, the adjutant directs SOUND ADJUTANT'S CALL. The band immediately sounds Adjutant's Call. The adjutant then moves to his post midway between the line of troops and the designated post of the commander of troops (COT) and faces the COT. When the adjutant has halted at his post, the COT marches his staff to their post midway between the line of troops and the reviewing officer's post.

b. When the COT has halted at his post, the adjutant faces about and directs BRING YOUR UNITS TO PRESENT ARMS.

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

d. After all units is at Present Arms, the adjutant faces about, Salutes, and reports "Sir, the command is formed."

e. The COT returns the Salute of the adjutant and directs TAKE YOUR POST. (The members of the staff do not salute.) The adjutant takes his post by facing to the half left in marching, marches forward, halts at normal interval to the right of the right flank staff member and faces about. When the adjutant is in position, the COT directs BRING YOUR UNITS TO ORDER ARMS. Unit commanders terminate their Salutes; face about; command Order, ARMS; and then face about. When all units are at Order Arms, the left flank staff officer commands Right, FACE; Forward, MARCH; Column Left, MARCH; Column Left, MARCH; Staff HALT; and Left, FACE. At that time, the staff should be centered on, and two steps in front of, the COT.

f. When the units have completed Order Arms and the staff has reversed, the COT then faces the reviewing stand and waits for the reviewing officer to take his post.

8. PRESENTATION AND HONORS:

a. When the reviewing officer has halted at his post, the COT faces about and directs BRING YOUR UNITS TO PRESENT ARMS. Unit commanders face about; command Present, ARMS; face to the front; and salute. When the units have completed this movement, the COT faces about and commands his staff and himself to Present, ARMS.

NOTE: The commander or troops should verify that the band (band master's arms are at the ready-play position) is prepared to render honors before he faces the reviewing officer.

The Salute of the COT is the signal for the band to render honors. The reviewing party, and all military personnel within sight or hearing, salute on the first note of the music and terminate their Salute when honors have been completed.

b. Upon completion of the presentation and or honors, the COT commands his staff to Order, ARMS; faces about; and directs BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.

c. Unit Commanders terminate their Salutes; face about; command Order, ARMS and Parade, REST. They then face to the front and execute Parade Rest.

d. When all troops are at Parade Rest, the COT faces about. He and his staff remain at Attention.

9. INSPECTION:

a. When the COT has faced the reviewing stand, the reviewing officer and the host or host commander moves forward and halts three steps in front of the COT.

b. The COT salutes and reports "Sir, the command is prepared for inspection." The band begins to play marching music on the Salute of the COT and continues to play until the reviewing officer has returned to his post.

NOTE: When the band begins to play marching music, read the history of the 29th IBCT.

HISTORY

The 29th Infantry Brigade Combat Team's (IBCT) history can be traced back to 1893 when the Executive and Advisory Council of the Provisional Government in Hawaii passed an Act on January 27, 1893, providing for formation of the Hawaii National Guard.

Since the organization of the Hawaii National Guard, units that later formed the 29th IBCT provided an important role in Civil Support and the defense of the United States with units being called into State and Federal service on numerous occasions.

During World War I, two Hawaii National Guard regiments were integrated into the regular Army as the 1st and 2nd Hawaiian Infantry and assigned duty at Schofield Barracks and Fort Shafter. Soon thereafter, two additional regiments, the 298th and 299th Infantry Regiments, were formed in Hawaii to defend the Hawaiian Islands.

In 1940, war in Europe and Asia brought about mobilization of the 298th and 299th Infantry regiments to active duty. On December 7, 1941, members of the 298th and 299th Infantry were called to setup defenses along Hawaiian shores. The 299th Infantry was federalized and assigned to the 24th Infantry Division until deactivation in 1942.

In the summer of 1942 some 1,400 members of the 298th and 299th Regimental Combat Teams, most of Japanese ancestry, were to form the nucleus of what became the most decorated unit in the United States Army - the 100th Battalion, and 442nd Regimental Combat Team.

The 298th Infantry Regiment, known as "Hawaii's Own!" regiment, left Hawaii in September 1943 serving, until November 1944 in the New Hebrides and Guadalcanal theaters of operations.

Following the war, many of the former guardsmen who went into the 100th Battalion and 442nd Infantry returned to the Guard and the 299th Infantry Regiment was reconstituted.

In January 1954 the 29th IBCT was organized and federally recognized in Honolulu from elements of the 298th and 299th Infantry Regiments.

In May of 1968 Hawaii's 29th Infantry Brigade, just one of two Infantry brigades, mobilized for the Vietnam Conflict, was called to Federal service in Schofield Barracks to maintain a strategic reserve in the Pacific for contingencies while the 25th Infantry Division deployed to Vietnam. Several officers and Soldiers were levied to Active Duty units deployed to Vietnam. During the 1968 mobilization, 29 Soldiers gave their lives in service to their country.

On 16 August 2004, the 29th Infantry Brigade (Separate) was called to active duty to support the Global War on Terrorism. The Brigade mobilized at Schofield Barracks, Hawaii, then formed at Fort Bliss, Texas. On 2 October 2004 the Brigade deployed in support of Operation

Iraqi Freedom and assumed the Security Forces Mission in Iraq, Kuwait, and Saudi Arabia. During the 2004 OIF mobilization, 18 Soldiers gave their lives in service to their country.

In August of 2008, the 29th IBCT was again called upon to serve in support of Operation Iraqi Freedom. The Brigade mobilized at Fort Hood, Texas and teamed with the 45th Fires Brigade from the Oklahoma ARNG, forming "Task Force Lava Thunder." The 100th Battalion, 442d Infantry and the 1st Squadron, 299th Cavalry performed Convoy Security Escort Missions into Iraq. The 1st Battalion, 487th Field Artillery, 29th Brigade Support Battalion, and the 29th Brigade Special Troops Battalion were responsible for Camp Command Cell and Security Operations in Kuwait. During the 2008 OIF mobilization, three Soldiers gave their lives in service to their country.

Upon the Brigade's return home in the fall of 2009, the 29th IBCT was reorganized, replacing the 100th Battalion, 442d Infantry with the 1st Battalion, 294th Infantry from the Guam ARNG.

Currently, 29th Infantry Brigade Combat Team is preparing for deployment in support of operations in Afghanistan.

Today the 29th Infantry Brigade Combat Team, the largest organization in the Hawaii Army National Guard, continues to provide forces in support of both its Federal and State missions. In 2007, the 29th IBCT transformed from a Separate Infantry Brigade to the modular Brigade Combat Team design. As the light force, all IBCTs are uniform in design, replacing the specialized brigades of the airborne, air assault, and light infantry divisions. Previous to its transformation the brigade was one of the nation's 15 elite enhanced readiness brigades.

The 29th IBCT is truly a pan-Pacific organization with units located on the islands of Hawaii, Maui, Oahu, and Kauai, in the state of Arizona, and on the Pacific Island Guam.

c. The COT guides the reviewing party to the right flank of the band. The COT and the host or host commander march to the right of the reviewing officer.

d. Upon the departure of the reviewing party, the senior staff officer commands the staff to Parade, REST. After the inspection has been completed, the senior staff officer commands Staff, ATTENTION before the return of the COT.

e. When the reviewing party approaches the right flank of each unit, the unit commander faces about and commands Company (Battalion), ATTENTION and Eyes, RIGHT, but neither he nor his staff salute or execute Eyes Right. The guidon bearers execute Eyes Right and Present Guidons. Each Soldier turns his head to the right and, as the reviewing officer comes into his line of vision, each Soldier follows the officer with his head and eyes until the reviewing officer reaches the front. At that point, the head and eyes of each Soldier remain to the front. As soon as the reviewing officer has passed the left front of his unit, the battalion commander commands Order, ARMS and Parade Rest, assumes the position himself, and remains facing his unit. The left flank unit remains at Attention until the reviewing party has cleared the right rear of the unit. Other commanders remain facing to the rear and command their units to ATTENTION as the party passes to the rear of their units. They then command Parade, REST, face to the front, and assume Parade Rest.

f. As the reviewing party approaches the Colors, the COT inconspicuously commands Present, ARMS (six steps from the Colors) and Order, ARMS (six steps beyond the Colors). They do not salute when passing to the rear of the Colors. The Color guard and bearers execute Eyes Right. The organizational Color dips (salutes).

g. After passing in front of the troops the inspection continues along the rear of the troops and terminates at the right flank of the band. The COT commands Party, HALT. The bandmaster has the band play softly until the reviewing party members begin marching back to their posts. The COT faces to the half left in marching, takes two steps, halts, and faces about. The host or host commander repositions himself to the left of the reviewing officer. When the host or host commander is in position, the COT and the reviewing officer exchange Salutes. Upon termination of the Salutes, the reviewing officer and host or host commander immediately face to the half left in marching and return to their posts. The COT hesitates momentarily and then faces to the right in marching and returns to his post.

10. HONORS TO THE NATION:

a. When the reviewing party members have returned to their posts, the COT faces about and directs BRING YOUR UNITS TO ATTENTION. After all units are at Attention, the COT gives the command Colors Center (pause), MARCH. On the preparatory command Colors Center, the staff faces to the right. On the command of execution MARCH, the staff begins marching forward to a position offset to the left front of the reviewing stand, halts, and faces to the left. The Colors take seven steps forward and halt. The COT marches forward until he is three steps in front of the color detail, halts, and then faces about.

b. To move the Colors forward, the COT commands "Colors Forward, MARCH". On the command of execution MARCH, The COT and color detail march forward and then halt when the COT has reached his original post.

c. The COT execute the Hand Salute and reports to BG Hara, "Sir, the Colors are present". BG Hara then returns the Salute and directs the COT to ASSUME YOUR POST AND PRESENT THE COMMAND. On this directive the COT faces to the right and marching and marches by the most direct route to his post two steps in front of and centered on his staff, halts perpendicular to his staff, then faces to the right.

d. NARRATOR: Ladies and gentlemen, please rise for the playing of the National Anthem and State Song.

e. After the narrator asks the guest to please rise, the COT directs: BRING YOUR UNITS TO PRESENT, ARMS.

f. Unit commanders face about and command Company (Battalion), Present, ARMS. Each commander faces about and Salutes. When all units have completed these movements, the COT faces about and commands Present, ARMS for himself, his staff, and the Colors detail. On the execution of the Hand Salute by the COT, the band begins to play the National Anthem.

g. The Hawai`i State and organizational colors salute (DIP). The National Anthem is played. Once the National Anthem is completed the Hawai`i State colors execute Order, ARMS.

h. Upon completion of the National Anthem, State Song and once the narrator announces, “Ladies and Gentlemen, please be seated”, the COT executes Order, ARMS, commands his staff and the Colors detail to Order, ARMS; face about and directs BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.

i. Unit commanders terminate their Salutes, face about, and command Order, ARMS and Parade, REST; face about; and execute Parade Rest.

j. When the last unit has executed the directive, the COT faces about and commands his staff and himself to Parade, REST.

11. CHANGE OF COMMAND.

a. NARRATION: (Once the COT faces about and executes Parade Rest) This afternoon, we will witness the Change of Command ceremony for the 29th Infantry Brigade Combat Team. The event is signified by the traditional passing of the Colors from one commander to another. The very essence of a military unit is symbolized in the Colors under which it fights and serves. The history and accomplishments of the 29th IBCT are embodied in the Colors you see before you. These Colors record the glories of the past. They stand guard in the present and they ensure inspiration for the future. Soldiers and commanders may come and go... however, the Colors live on. The tradition is symbolic of the transfer of responsibility for the accomplishments of the mission and the welfare of the brigade’s Soldiers.

The 29th IBCT’s Command Sergeant Major, CSM Leonard Ventura, will pass the Brigade Colors to COL Tamashiro, who has held the responsibilities for the last two years. He will relinquish them by passing the Colors to BG Hara who will then pass the Colors to COL Hara, charging him with the prestigious responsibility for the brigade.

b. (Once all units complete Parade, Rest and the COT faces about –simultaneously the narrator reads paragraph above) COL Tamashiro commands Forward, MARCH. As the Reviewing party marches forward, BG Hara positions himself between COL Tamashiro and COL Hara. The Reviewing party moves so that the outgoing commander is positioned four steps in front of the organizational Color; BG Hara is directly to COL Tamashiro’s left. COL Tamashiro commands Detachment, HALT. COL Tamashiro and COL Hara both take one step forward and execute Facing movements, so they are facing each other.

c. As the party marches forward, (at the same time), CSM Ventura moves from his post by the most direct route and halts directly in front of the organizational Color. Once the reviewing party is in position, CSM Ventura then removes the organizational Color from the Color bearer’s sling (with his right hand above his left hand) and faces about. The Narrator reads the Assumption-of-Command order.

d. NARRATION: “By authority of Army Regulation 600-20, the undersigned assumes command of the 29th Infantry Brigade Combat Team, Kapolei, Hawai`i, effective 12 February 2012, signed COL Kenneth S. Hara, Commanding.”

e. (Upon completion of the narrator reading the assumption of command order), CSM Ventura steps forward and presents the organizational Color to COL Tamashiro, who grasps the organizational Color with his left hand above his right hand. Then COL Tamashiro passes the organizational Color to BG Hara, who grasps the Color with his right above his left hand and, in

turn, passes the organizational Color to COL Hara, who grasps the organizational Color with his left hand above his right hand. COL Hara passes the organizational Color to CSM Ventura who grasps it with his right hand above his left hand, faces about and returns the organizational Color to the Color bearer's sling.

f. As CSM Ventura faces about to return the organizational Color, COL Hara and COL Tamashiro execute Facing movements back to their original direction facing the Colors. Once the organizational Color is returned to the sling, COL Tamashiro commands About, FACE and Forward, MARCH. And the reviewing party and CSM Ventura return to their posts. As BG Hara steps off COL Hara (First) steps off toward the right to take the position the COL Tamashiro previously occupied. COL Tamashiro (Second) steps off toward the left to occupy COL Hara's old position and both get back online with BG Hara as he continues to march back to the Reviewing party's post. The Reviewing party executes an about face CSM Ventura then faces about and returns to his post.

12. REMARKS.

a. NARRATOR: Ladies and Gentlemen, Brigadier General Gary. M Hara, Commander, Hawaii Army National Guard will give his remarks. (The reviewing party takes their seats.)

b. BG Hara gives his speech and returns to his position.

c. NARRATOR: Ladies and Gentlemen, COL Keith Y. Tamashiro

d. COL Tamashiro gives his speech and returns to his position.

e. NARRATOR: Ladies and Gentlemen, the Commander of the 29th Infantry Brigade Combat Team, COL Kenneth S. Hara.

f. COL Hara gives his speech and returns to his position.

(1) Upon completion of the remarks, the COT brings his staff to Attention, faces about, and directs BRING YOUR UNITS TO ATTENTION. Unit commanders face about and command Company (Battalion), ATTENTION, and then face about. The COT faces about and commands Detachment, POST (pause), MARCH. On the command POST, the Colors Reverse March and halt.

(2) On the command MARCH, Colors step off, return to their original posts, and the band begins to play.

(3) As the Colors pass his position, the COT and his staff face to the left. He marches his staff back to the center of the field and faces them to the right as he faces to the left. After the Colors are in position, the COT then faces the reviewing officer.

13. MARCH IN REVIEW

a. When the COT has faced the reviewing officer, the host or host commander directs PASS IN REVIEW.

b. The COT faces about and directs PASS IN REVIEW. The band is then faced to the right and marched to a position that enables it to move straight forward onto the line of march without an initial turning movement, halts, and faces to the left. The left turn marker should be positioned to minimize the movement of the band.

NOTE: The commander takes no further action until the drum major turns his head and eyes and points his arm toward the commander.

c. Unit commanders face to the right when the COT directs PASS IN REVIEW. The commander next to the band waits until the band moves into position. He then commands Right turn, MARCH loud enough for the band to hear. The band takes this command as its signal to begin playing and to march forward onto the line of march. Other units move out in procession in the same manner and follow in column at the prescribed distance.

d. The band and each following unit change direction at points indicated by markers. The commander commands, Left turn, MARCH. The commander faces about while marching as his unit is making the turn. When his unit has completed the turn, the commander commands, Forward, MARCH, and faces back to the front.

e. All commanders, except the COT, move with their staff into positions in the column and at the head of their respective units just before turning onto the reviewing line.

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

g. On command, the commanders of troops execute Eyes, RIGHT and salute at the Eyes Right marker. The commander commands Ready, FRONT and terminates the Salute when the staffs have reached the Ready Front marker.

h. The reviewing officer returns only the Salute of the COT. (The return of the Salute by the reviewing officer represents the Salute for all subordinate commanders. This enables the reviewing officer to observe the review without being interrupted by frequent Salutes.) The reviewing officer, the host or host commander, their staffs, and military spectators salute the National Color when it passes.

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

j. Troop units execute Eyes Right on command from their battalion commander. Battalion commanders give the preparatory command Eyes over their right shoulder two steps from the marker as the right foot strikes the marching surface. The command of execution RIGHT is given when the right foot strikes the marching surface again and on line with the marker. On the preparatory command, the guidon bearer executes Raised Guidon. On the command of execution, the Battalion Commander executes Eyes Right and the Hand Salute. The guidon bearer executes Eyes Right and Present Guidon. The right file continues to look straight forward and maintains correct distance. All other members execute Eyes Right and maintain alignment. When the rear of the unit has passed six steps beyond the reviewing officer, the battalion commander commands Ready as the left foot strikes the marching surface and FRONT the next time the left foot strikes the marching surface. Unit personnel end their Salutes

and turn their heads and eyes to the front. The guidon bearer executes Raised Guidon on the command Ready and returns to the Carry position on the command FRONT.

k. Narrator will announce the COT, Bde Staff, Units and Battalion Commanders as they approach the Ready Line.

(1) NARRATION: Reviews can be traced to the Middle Ages when rulers, as a way of showing their strength, were likely to have military ceremonies. In the American Army, reviews were originally outlined in Baron Friedrich von Steuben's Blue Book and practiced by revolutionary Soldiers. The presence of the band represents the significant role that the drum, fife, and other musical instruments have played throughout military history for signaling in camp or on the battlefield. The presence of the Colors at the center of the formation represents their presence at the forefront of the unit during the heat of battle.

(2) The Commander of Troops LTC Moses Kaiwi Jr, Bde S1 MAJ Livingston Hickling, Bde S2, MAJ Brandon Torres, Bde S3 LTC Darryl Lindsey, and Bde S4 MAJ Calvin Arroyo.

(3) The 111th Army Band commanded by CW3 Curtis Hiyane and 1SG Jonathan Kimura.

(4) 1st Battalion, 158th Infantry commanded by LTC Christopher Lambesis and CSM Gary Papka; represented by LTC James Faleafine.

(5) 1st Battalion, 294th Infantry commanded by Michael Tougher and CSM Melchor Hennegan.

(6) 1st Squadron, 299th Cavalry commanded by LTC Paul Tamaribuchi and CSM Craig Ynigues.

(7) 1st Battalion, 487th Field Artillery commanded by LTC Roy Macaraeg and Acting CSM, 1SG Thomas Odoardi.

(8) 29th Brigade Support Battalion commanded by LTC Lynn Ishii and CSM James Jimenez.

(9) 29th Brigade Special Troops Battalion commanded by LTC Neal Mitsuyoshi and CSM Robert Balatico.

l. When passing the reviewing officer, the bandmaster salutes and continues to look straight forward. Simultaneously, the drum major executes Eyes Right and salutes. The other members of the band continue to play marching music without interruption. When the band has passed the reviewing officer, the drum major has the band execute three left turns into a position in front of and facing the reviewing officer and at least 12 steps from the left flank of the marching troops. As the Colors pass, the bandmaster and drum major salute while the band continues to play marching music without interruption.

m. As the Color guard passes the reviewing officer, each member, except the right flank man, executes Eyes Right on the command of the senior Color sergeant. The organizational color is dipped in Salute.

14. CONCLUSION

a. When the last troop element has passed the reviewing stand and has executed Ready Front, the band goes into an eight-bar drum cadence. On the first beat following the drum cadence, the band begins playing (in place) the official version of "The Army Goes Rolling Along," beginning at the introduction. At the appropriate time, the drum major has the band march forward and execute a left turn onto the reviewing line while continuing to play until the completion of the chorus.

NOTE: The band may play music representative of the command after the last troop element has passed the reviewing stand and before playing "The Army Goes Rolling Along."

NOTE: it is appropriate for spectators to rise, stand at Attention, and sing while "The Army Goes Rolling Along" plays.

b. NARRATION: Ladies and gentlemen, please rise for the Army Song.

c. At the completion of the Army song, the COT and the reviewing officer face each other and exchange Salutes, thus officially terminating the ceremony.

d. NARRATOR: Ladies and Gentlemen, this concludes the change of command ceremony for the 29th Infantry Brigade Combat Team. Please join COL Tamashiro at the conclusion of the ceremony for refreshments in BLDG J, Lobby Area.

Appendix F
Sample Change of Responsibility Script

SEQUENCE OF EVENTS

NARRATOR: (At 1458 announces) "LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN IN TWO MINUTES. PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES."

NARRATOR: (At 1500 announces) "GOOD AFTERNOON, LADIES AND GENTLEMEN. ON BEHALF OF MAJOR GENERAL KENNETH HARA, THE ADJUTANT GENERAL, AND HIS SPOUSE MYOUNG, WELCOME TO THE HAWAII NATIONAL GUARD COMMAND SENIOR ENLISTED CHANGE OF RESPONSIBILITY CEREMONY. TODAY, COMMAND SERGEANT MAJOR DANA WINGAD WILL RELINQUISH RESPONSIBILITY AS HAWAII COMMAND SENIOR ENLISTED LEADER TO COMMAND CHIEF MASTER SERGEANT ZANDRA FOX. WE EXTEND A SINCERE WELCOME TO OUR DISTINGUISHED GUESTS. PLEASE HOLD YOUR APPLAUSE UNTIL THE END.

MAJOR GENERAL JOSEPH HARRIS II, COMMANDER, HAWAII AIR NATIONAL GUARD AND HIS SPOUSE SARA

MAJOR GENERAL GARY HARA, FORMER DEPUTY COMMANDING GENERAL, UNITED STATES ARMY PACIFIC AND SPOUSE DIANNE

BRIGADIER GENERAL NEAL MITSUYOSHI, MOBILIZATION ASSISTANT TO THE USINDOPACOM J4

BRIGADIER GENERAL STEPHEN LOGAN, DEPUTY ADJUTANT GENERAL FOR THE STATE OF HAWAII AS WELL AS THE COMMANDER OF THE HAWAII ARMY NATIONAL GUARD

BRIGADIER GENERAL PHILLIP MALLORY, COMMANDER, 154TH WING, HAWAII AIR NATIONAL GUARD

BRIGADIER GENERAL WALTER R. ROSS JR., DIRECTOR OF THE JOINT STAFF, HAWAII NATIONAL GUARD

COMMAND CHIEF MASTER SERGEANT RETIRED ROBERT LEE, FORMER COMMAND SENIOR ENLISTED LEADER, HAWAII NATIONAL GUARD

CHIEF MASTER SERGEANT WILLIAM PARKER, FORMER COMMAND SENIOR ENLISTED LEADER, HAWAII NATIONAL GUARD

COMMAND SERGEANT MAJOR VERNON NAKASONE, FORMER STATE COMMAND SERGEANT MAJOR

NOTE: Protocol will provide the list just prior to the ceremony

NARRATOR: AT THIS TIME, WE WOULD LIKE TO WELCOME COMMAND SERGEANT MAJOR WINGAD'S FAMILY AND FRIENDS IN ATTENDANCE TODAY. HIS SIGNIFICANT

OTHER ERICA SALVADOR, HIS CHILDREN NOAH AND HIS SIGNIFICANT OTHER RACHEL JORDAN, EVAN, EMMALEE, AND BRODY, MOTHER PAULA POLK, HIS IN-LAWS VINCE AND AUDREY SALVADOR, MIKE TURNER, AND THE MUELLER OHANA.

NARRATOR: WE WOULD ALSO LIKE TO WELCOME COMMAND CHIEF MASTER SERGEANT FOX'S FAMILY AND FRIENDS ALSO IN ATTENDANCE TODAY. HER HUSBAN DENNIS, CHILDREN FAITH AND GREYSON, HER FRIENDS FROM WASHINGTON DC COMMAND CHIEF MASTER SERGEANT KIM TURNER, LANA EDWARDS AND CHARLIE AND JANET COOKE.

NARRATOR: "LADIES AND GENTLEMEN, AT THIS TIME (ERICA) IS BEING PRESENTED A BOUQUET OF RED ROSES THANKING HER FOR ALL THEIR SUPPORT AND DEVOTION TO THE SERVICEMEMBERS AND FAMILIES OF (THE HAWAII NATIONAL GUARD). RED ROSES SIGNIFY THE BONDS OF LOYALTY AND AFFECTION BETWEEN THE SERVICEMEMBERS AND FAMILIES, AND TO SIGNIFY OUR SORROW AT THEIR DEPARTURE FROM (THE HAWAII NATIONAL GUARD). THEY WILL BE REMEMBERED AND MISSED."

USHER: Presents flowers to Ms. Erica Salvador former Spouse's name.

*NOTE: Flowers may be substituted with a gift for the spouse if the COMMAND SERGEANT MAJOR chooses not to give flowers.

NARRATOR: "AT THIS TIME (DENNIS) SPOUSE OF (CHIEF MASTER SERGEANT ZANDRA FOX) IS RECEIVING A BOUQUET OF YELLOW ROSES WELCOMING HIM TO THE (THE HAWAII NATIONAL GUARD). YELLOW IS THE COLOR OF NEW BEGINNINGS AND SYMBOLIZES HIS ARRIVAL TO THE (THE HAWAII NATIONAL GUARD). IN TIME (DENNIS)'S ROSEBUDS WILL BLOSSOM, AS WILL HIS RELATIONSHIP WITH THE SERVICEMEMBERS AND THEIR FAMILIES."

NARRATOR: "LADIES AND GENTLEMEN, PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY AND THE PLAYING OF OUR NATIONAL AND STATE ANTHEM BY HAWAII NATIONAL GUARD BAND. ALSO, PLEASE REMAIN STANDING FOR THE INVOCATION GIVEN BY CHAPLAIN GUADIZ.

OFFICIAL PARTY: O/O, the official party marches to their post.

Once the official party has halted at their post:

CHAPLAIN: Moves to the podium (Prayer should not exceed 1 minute). After completion of his/her remarks, moves to his/her seat.

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

NARRATOR: "THE NONCOMMISSIONED OFFICER IN CHARGE FOR TODAY'S CHANGE OF RESPONSIBILITY CEREMONY IS COMMAND SERGEANT MAJOR BRANDON KUMALAE.

NARRATOR: "WE ARE HERE TODAY TO WITNESS THE EXCHANGE OF RESPONSIBILITY OF THE POSITION OF THE COMMAND SENIOR ENLISTED LEADER OF THE HAWAII NATIONAL GUARD." "DURING THIS CHANGE OF RESPONSIBILITY CEREMONY, YOU

WILL SEE A DISTINCT EXCHANGE OF THE OUTGOING SENIOR ENLISTED LEADER AND THE INCOMING SENIOR ENLISTED LEADER WILL BE PARTICIPATING IN. THE PASSING OF THE "POLOLU". "A TRADITIONAL HAWAIIAN WARRIOR SPEAR THAT REPRESENTS THE OFFICE OF COMMAND SENIOR ENLISTED LEADER USED TO STAND GUARD OVER THE ENLISTED SERVICEMEMBERS WHO SERVE THEIR NATION AND STATE AS PROUD MEMBERS OF THE HAWAII NATIONAL GUARD."

"AT THIS TIME, WILL COMMAND SERGEANT MAJOR DANA WINGAD AND COMMAND CHIEF MASTER SERGEANT ZANDRA FOX PLEASE JOIN MAJOR GENERAL HARA FRONT AND CENTER, FOR THE HAWAII NATIONAL GUARD COMMAND SENIOR ENLISTED LEADER CHANGE OF RESPONSIBILITY"

NCOIC & OFFICIAL PARTY: As the narrator begins reading (cue words: "AT THIS TIME"), the NCOIC & Official Party moves to position themselves two steps in front of the audience. The NCOIC positions himself behind MG Hara. Once in position NCOIC commands "Forward March". NCOIC and Official Party move towards the colors and centers themselves in front of the colors. The CSM MAJOR WINGAD and CMS FOX will stop one-step behind MG Hara and (simultaneously) the NCOIC will stop one-step behind CSM WINGAD and CMS FOX. The NCOIC commands Center, FACE will be given (both COMMAND SERGEANT MAJOR face inward and the MG Hara faces about) placing all parties in position.

NARRATOR: "THE CHANGE OF RESPONSIBILITY IS A SIMPLE YET TRADITIONAL EVENT THAT IS RICH WITH SYMBOLISM AND HERITAGE. THE KEY TO THE CEREMONY IS THE PASSING OF THE POLOLU SPEAR. THE SPEAR REPRESENT NOT ONLY THE LINEAGE AND HONORS OF THE UNIT, BUT ALSO THE LOYALTY AND UNITY OF ITS SERVICEMEMBERS. THE CUSTODIAN OF THE POLOLU SPEAR IS THE COMMAND SENIOR ENLISTED LEADER, WHO IS THE SENIOR ENLISTED SERVICEMEMBER IN THE UNIT, AND PRINCIPAL ADVISOR TO THE ADJUTANT GENERAL.

NARRATOR: THE NONCOMMISSIONED OFFICER IN CHARGE COMMAND SERGEANT MAJOR KUMALAE WILL PASS THE SPEAR TO COMMAND SENIOR ENLISTED LEADER COMMAND SERGEANT MAJOR WINGAD, WHO WILL IN TURN PASS THE SPEAR TO THE ADJUTANT GENERAL, MAJOR GENERAL HARA THE PASSING OF THE SPEAR SYMBOLIZES THE RELINQUISHMENT OF RESPONSIBILITY AND AUTHORITY FROM COMMAND SERGEANT MAJOR WINGAD, THE ADJUTANT GENERAL WILL THEN PASS THE SPEAR TO COMMAND CHIEF MASTER SERGAENT FOX CHARGING HER WITH THE RESPONSIBILITY AND AUTHORITY THAT COMES WITH THIS POSITION.

NARRATOR: "CHARGE ORDERS FOR COMMAND CHIEF MASTER SERGEANT ZANDRA FOX. LET IT BE KNOWN FROM THIS DAY FORWARD THAT THE ADJUSTANT GENERAL, HAS PLACED SPECIAL TRUST AND CONFIDENCE IN YOUR PATRIOTISM, DEDICATION, INTEGRITY, AND LEADERSHIP ABILITIES. THEREFORE, YOU ARE HEREBY APPOINTED AS THE COMMAND SENIOR ENLISTED LEADER, HAWAII NATIONAL GUARD.

NCOIC: Once the narrator reads (cue words: "CHARGE ORDER"), the Spear is then passed from the NCOIC (Right hand above their left hand) to the COMMAND SERGEANT MAJOR WINGAD (Left hand above their right hand) steps forward and presents the Spear to the Adjutant General (Right hand above their left hand), and then to the CMSgt FOX (Left hand above their right hand).

NARRATOR: COMMAND CHIEF FOX WILL NOW RETURN THE SPEAR TO THE NONCOMMISSIONED OFFICER IN CHARGE.”

Once the Spear are handed to COMMAND CHIEF MASTER SERGEANT FOX:

Upon completion of reading the Charge of Responsibility order, the spear is returned to the NCOIC: Command Sergeant Major Kumalae

NCOIC: Gives the command of ABOUT, FACE and all parties execute a movement to face the audience. the Adjutant General gives the command FORWARD, MARCH. MG Hara moves directly to the podium, and both CSM/CMS/NCOIC step off as in marching. While moving back to their seats, the CSM/CMS pass behind the NCOIC (incoming ahead of the outgoing) changing positions. As they pass their seats they will stop and stand Infront. CMS Fox will give the command TAKE SEATS; CSM/CMS then sits down.

NCOIC: On the command Forward March, he returns to initial position. Then assumes the position of Parade Rest.

NARRATOR: “LADIES AND GENTLEMEN, THE ADJUTANT GENERAL, MAJOR GENERAL KENNETH HARA.”

MG Hara: Comes forward and gives his remarks. After completion of his remarks, moves to his seat.

NARRATOR: “LADIES AND GENTLEMEN, THE OUTGOING COMMAND SENIOR ENLISTED LEADER COMMAND SERGEANT MAJOR DANA WINGAD.”

COMMAND SERGEANT MAJOR WINGAD: Moves to the podium and gives remarks. After completion of his remarks, moves back to his seat.

NARRATOR: “LADIES AND GENTLEMEN, THE COMMAND SENIOR ENLISTED LEADER COMMAND CHIEF ZANDRA FOX

CMSgt FOX: Moves to the podium and gives remarks. After completion of his/her remarks, moves to his/her seat.

Once COMMAND CHIEF MASTER SERGEANT FOX moves to her seat:

NARRATOR: “LADIES AND GENTLEMEN PLEASE STAND FOR BENEDICTION AND THE PLAYING OF THE ARMY AND AIR FORCE SONG.”

Following the Benediction and Army and Air songs.

NARRATOR: “LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY, WOULD LIKE TO THANK YOU FOR JOINING US THIS AFTERNOON TO HONOR OUR OUTGOING AND INCOMING COMMAND SENIOR ENLISTED LEADERS.

ON BEHALF OF THE COMMAND CHIEF MASTER SERGEANT FOX AND COMMAND SERGEANT MAJOR WINGAD, THEY WOULD LIKE TO THANK THE CHANGE OF RESPONSIBILITY PLANNING COMMITTEE AND EVERYONE WHO PARTICIPATED AND HELPED MAKE THIS CEREMONY HAPPEN.

OUR FONDEST FAREWELL TO COMMAND SERGEANT MAJOR DANA WINGAD AND OUR WARMEST WELCOME TO COMMAND CHIEF MASTER SERGEANT ZANDRA FOX.

“LADIES AND GENTLEMEN, AS WE CLOSE THIS CEREMONY, WOULD LIKE TO THANK YOU FOR JOINING US THIS AFTERNOON TO HONOR OUR OUTGOING COMMAND SENIOR ENLISTED LEADER.

BOTH CSEL’S WILL COME TO THE FRONT ON THE LEFT AND THE RIGHT OF THE COLORS. FOR THOSE OF YOU WHO WOULD LIKE TO CONGRATULATE THEM THEY WILL HAVE A RECEPTION LINE THERE.”

Appendix G

Sample Deployment Ceremony Script

DETAILED SEQUENCE OF EVENTS FOR DEPLOYMENT CEREMONY

1. OPENING MUSIC. The band is pre-positioned NLT 40mins prior to start. Sound coordinator begins to play pre-ceremonial music 30 minutes prior to start time.

2. FORMATION OF TROOPS.

NLT 1100, 6th AUG 2022, all set-up is complete. Set-up will include marking the of the ceremony ground, DV seating, family seating, podium, sound system, flag stands, and all appropriate flags posted. The senior NCO is in charge of the initial formation of troops. The formation (spacing, etc.) is based on space available, and the desires of the Commander. Prior to the ceremony, 1SG will hand formation to the Commander of Troops (COT).

(NLT 1350) Deploying Soldiers are standing in formation at the position of at ease.

(at 1355) MC: Please take your seats, the ceremony will begin in approximately 5 minutes, as a courtesy please put your cell phones on silent.

COT will conduct an about face and bring formation to attention, then to parade rest.

At this time, distinguished guests will move to the seating area.

(at 1400) MC: Good afternoon ladies and gentlemen, I am 2LT Paulo Dabu and I will be your Master of Ceremony for today.

MC: Welcome to the 117th Mobile Public Affairs Detachment deployment ceremony.

MC: Ladies and Gentlemen, please rise for the invocation by Chaplain Pascua and remain standing for the playing of The Star Spangled Banner and Hawaii Pono'i (PO-NO-EE). As this is an indoor event, in accordance with Training Circular 3-21.5, please do not render a salute during the playing of the National and State Anthems. Only the Soldiers in formation will be rendering honors.

INVOCATION by Chaplain

MC: Thank you Chaplain Pascua

The COT executes an about face and commands Present Arms.

The COT then executes an about face and salutes.

This is the cue for the start of the National Anthem

Distinguished guests will face the colors on the stage.

Once National Anthem is complete, this is the cue for the start of Hawaii Pono'i.

Upon completion of Hawaii Pono'i, the distinguished guests and all military spectators terminate their salute. The COT terminates his salute, does an about face and commands Order Arms and Parade Rest. COT then executes About Face and goes to Parade Rest.

MC: Ladies and Gentlemen, please be seated

Distinguished guests will take their seats.

Opening Remarks (MC will begin by welcoming all assembled and state the purpose for the ceremony).

MC: Ladies and gentlemen, our distinguished guests for today's ceremony are: (MC pause 2 seconds between reading names)

Brigadier General Stephen Logan - Commander of the Hawaii Army National Guard,

COL Tyson Tahara - Hawaii Army National Guard Chief of Staff ,

COL Pamela Ellison - Hawaii National Guard J1,

COL Walter Ross Jr. - State Surgeon General and Medical Detachment Commander,

COL Byron Cadiz - State Army Aviation Officer,

Chief Warrant Officer 5 Edwin Parubrur – Command Chief Warrant Officer of the Hawaii Army National Guard,

Command Sergeant Major James Jimenez - Command Sergeant Major of the Hawaii Army National Guard,

and Command Sergeant Major Michael Pray - Commandant of the 298th Multi-Function Training Regiment, Regional Training Institute

This ceremony is hosted by the Commander of the 103RD Troop Command - Colonel Barbara Tucker and Sergeant Major Roger Goodwin

The Commander of Troops is CPT Thomas Moriyasu – Commander of the 117th Mobile Public Affairs Detachment.

To all our distinguished guests, Soldiers, families, and friends, welcome to the deployment ceremony for the 117th MPAD. This ceremony marks a historic occasion in the history of this unit. The event today represents another successful milestone in the unit's distinguished service to the citizens of this country, the State of Hawaii, and the United States Army.

MC: Prior to hearing from our speakers, it is customary to conduct a reading of the order. We ask that all military members in our audience to please stand. Friends and families please remain seated.

The COT executes an about face, and commands Detachment, Attention then does an about face and remains at Attention.

COL Tucker stands: remains standing until time to give her remarks---

COL Tucker: Publish the order.

MC: Attention to Orders. DEPARTMENT OF THE ARMY, HEADQUARTERS, UNITED STATES ARMY, PACIFIC, PERMANENT ORDERS NUMBER 13-084-0016. PURSUANT TO PRESIDENTIAL EXECUTIVE ORDER 37922 OF 17 FEBRUARY 2022, YOU ARE RELIEVED FROM YOUR PRESENT ARMY RESERVE COMPONENT STATUS AND SELECTED MEMBERS ARE ORDERED TO ACTIVE-DUTY SERVICE 06 SEPTEMBER 2022, IN SUPPORT OF EUROPEAN DETERRENCE INITIATIVE FOR THE TIME PERIOD OF 365 DAYS UNLESS SOONER RELEASED BY PROPER AUTHORITY.

The COT executes an about face, and commands Parade Rest. When all troops are at Parade Rest, the COT does an about face and executes Parade Rest.

MC: Please be seated.

MC: Ladies and gentlemen, the Soldiers of The 117th Mobile Public Affairs Detachment.

Wait for audience applause to die down before continuing.

MC: Ladies and gentlemen, please welcome the host of today's ceremony COL Barbara Tucker, Commander of the 103d Troop Command.
COL Tucker does a right face and marches directly to the podium on the stage.

(Remarks by Speaker).

MC: Thank you, COL Tucker.

This is the cue for the CPT Moriyasu to execute an about face, and commands Detachment Attention, SFC Gualdarama, Post. The SFC Gualdarama marches directly to CPT Moriyasu 5 paces centered on formation and renders a hand salute to CPT Moriyasu, SFC Gualdarama then executes an about face commands Parade Rest.

The speaker comes to the position of Attention does an about face and marches directly back to seating.

When all troops are at Parade Rest, SFC Gualdarama does an about face and executes Parade Rest. At the same time, CPT Moriyasu executes an about face marches at a direct route to the podium.

MC: We will now hear remarks from the Commander of Troops, CPT Moriyasu.

(Remarks by Speaker).

CPT Moriyasu comes to the position of Attention, does an about face and marches directly back to formation.

MC: Thank you CPT Moriyasu.

This is the cue for the SFC Gualdarama to execute an about face, and command Detachment, Attention. When all troops are at Attention, SFC Gualdarama executes an about face and comes to the position of Attention.

CPT Moriyasu marches directly back to his location 6 paces centered of formation and takes command of formation from SFC Gualdarama . SFC Gualdarama renders a hand salute then executes about face and returns back to her position.

MC: At this time, please rise for the benediction and remain standing for the playing of the Army Song.

Chaplain: Benediction.

ARMY SONG Plays

COT: Ma'am, the Soldiers are trained and ready to deploy.

COL Tucker: Deploy the Soldiers.

MC: Thank you for attending today's ceremony, this concludes the formal portion of today's events. We invite our guests to meet the deploying troops and partake in the refreshments provided.

MC: We ask family and friends give time for the official party to meet and greet the deploying troops and to be dismissed before greetings their loved ones.

The CPT Moriyasu does an about face and commands Group Attention and open ranks. At this time distinguished guests can go greet the Soldiers.

CPT Moriyasu waits for official party to move pass formation, then gives command close ranks, then Fall Out.

Appendix H Sample Welcome Home Ceremony Script

DETAILED SEQUENCE OF EVENTS FOR WELCOME HOME CEREMONY

1. OPENING MUSIC. Sound coordinator begins to play pre-ceremonial music 15 minutes prior to start time.

All set-up is complete. Set-up will include marking of the ceremony ground, DV seating, family seating, podium, sound system, flag stands, and all appropriate flags posted. The 1SG is in charge of the initial formation of troops. The formation is based on space available, and the desires of the Commander.

2. FORMATION OF TROOPS.

C-5: Company marches into AASF #3 and forms _____ ranks. Unit remains at **Parade Rest**.

MC: At C-2; Please take your seats, the ceremony will begin in approximately 2 minutes, as a courtesy please put your cell phones on silent.

At this time, distinguished guests will move to the front of the bleacher to the DV seating area.

MC: At C +0; Good morning ladies and gentlemen, I am CPT Beth Datri and will be the Master of Ceremony. Welcome to 29th Infantry Brigade Combat Team's Welcome Home Ceremony.

Today, we are honored to have with us a number of distinguished guests and at this time I would like to acknowledge them.

CW5 Edwin Parubrur – Command Chief Warrant Officer, Hawaii Army National Guard; CSM Elva Schaben, Command Sergeant Major, Hawaii Army National Guard; COL Stephen Logan – Chief of Staff, Hawaii Army National Guard; COL Barbara Tucker – G1, Hawaii Army National Guard; COL James Barros, G3, Hawaii Army National Guard, COL Walter Ross, State Surgeon and Commander Medical Detachment; and LTC Phoebe Inigo– Executive Officer, 103d Troop Command.

MC: The Commander of Troops for today's ceremony is LTC James Fe'a-Fiame, Executive Officer of the 29th Infantry Brigade Combat Team.

The Commander of Troops (COT) executes an about face and commands **Attention**. The COT then executes an about face and stands at **Attention**.

MC: Ladies and gentlemen, please rise for the entrance of the official party, and remain standing for the Invocation given by Chaplain Mueller, and playing of the National Anthem and Hawaii Pono'i. As this event is indoors, it is not customary to salute indoors.

*The official party marches in, posts in front of their seats, facing the formation.

MC: The official party for today's ceremony includes the host, Brigadier General Moses Kaiwi Jr., Director of the Joint Staff – Hawaii National Guard; Colonel Roy Macaraeg, Commander of the 29th Infantry Brigade Combat Team; CW5 Edwin Parubrur – Command Chief Warrant

Officer of the Hawaii Army National Guard; and Command Sergeant Major Elva Schaben, Command Sergeant Major of the Hawaii Army National Guard.

Band begins to play “Trio to the National Emblem” for the official party to walk onto the stage and remain standing. After Official Party is in place, Band plays honors, “Ruffles and Flourishes” (1-Star).

MC: We will now receive the invocation from Chaplain xxxx.

Invocation.

The COT executes an about face and commands **Present Arms!** The COT then executes an about face and stands at **Present Arms!**

Playing of National Anthem and Hawaii Pono’i.

Upon completion of the National Anthem and Hawaii Pono’i, the COT does an about face and commands **Order Arms, Parade Rest.** COT does an about faces and stands at **Parade Rest.**

The Official Party takes their seats.
Opening Remarks

MC: Please be seated. Good morning distinguished guests, Families and friends, thank you for attending 29th Infantry Brigade Combat Team’s welcome home ceremony. Your continuous support for our Soldiers was the central reason for the unit’s success during their deployment and cannot be emphasized enough.

On August 26th, 2018, the unit formed here and ‘cased’ the headquarters Colors in preparation for their mobilization to Fort Hood, TX.

And today we are here to welcome Home the soldiers of the 29th Infantry Brigade Combat Team and thank them for their successful service to our country and state. With the Teams redeployment to its home station here at Kalaeloa, Hawaii, the Colors are ‘uncased,’ whereby it is removed from its canvas case and unfurled to signify the command is operational at its current location.

MC: At this time, BG Kaiwi will join COL Macaraeg and CSM Jimenez for the uncasing of the 29th IBCT Colors.

Simultaneously:

1. COT executes Attention, Left Face, marches 8 steps, halts, right face, parade rest.
2. BG Kaiwi and COL Macaraeg march forward to a position in front of the Colors and takes their rehearsed places, 4 steps in front of the Color bearer. COL Macaraeg moves to the right side of the color bearer, BG Kaiwi moves to his position directly centered on the color bearer.
3. CSM Jimenez moves from his post at the rear of the formation by the most direct route to the left side of the color bearer. BG Kaiwi, COL Macaraeg, and CSM Jimenez remain at attention while the unit history is read.

e. Uncasing of the Colors

a. BG Kaoiwi “**Uncase the Colors.**”

b. The color bearer lowers the cased colors, COL Macaraeg and CSM Jimenez remove the sheath and unroll the Colors. When completed, the color bearer raises the colors and returns to the carry position.

c. Upon completion of the uncasing, CSM Jimenez will direct “**About, face.**” On the command of “**About**” the color bearer will return to the carry position at a rate count of 3. Upon the command of execution “**Face**” BG Kaoiwi and the CSM will execute an about face, COL Macaraeg will execute a *right, face*, CSM Jimenez will then command “**Forward, March.**” BG Kaoiwi and COL Macaraeg will march back to the stage and take their seats; simultaneously, CSM Jimenez march back to his original positions.

COT will move to his original position and remains at Parade Rest.

Official Remarks

MC: At this time, it is my pleasure to welcome General Kaoiwi, to provide his remarks.

(Remarks by BG Kaoiwi).

MC: “Thank you, Sir.”

MC: Ladies and gentlemen, the commander of the 29th IBCT, COL Roy Macaraeg.

(Remarks by COL Macaraeg)

MC: “Thank you, Sir.”

MC: “Ladies and gentlemen please rise for the benediction and playing of the Army Song.”

Benediction: Chaplain xxxx

Band: THE ARMY SONG

At the conclusion of the Army Song, the COT renders a salute to COL Macaraeg and reports, “Sir, this concludes the ceremony.”

COL Macaraeg: Stands up, returns the salute. Official party departs stage.

[Pause for official party to leave immediate area]

MC: “Ladies and gentlemen, this concludes the ceremony welcoming home the 29th Infantry Brigade Combat Team.

The COT does an about face and commands “**Dismissed.**”

Appendix I

Sample Casing the Guidon Ceremony Script

SEQUENCE OF EVENTS

NLT 1530

PA plays interlude music. Deploying Soldiers are standing in formation at the position of at ease.

NLT 1550

COL Tucker and SGM Redding are seated on dais. SGM Redding will have the case for the guidon.

At 1355

MC: Please take your seats, the ceremony will begin in approximately 5 minutes, as a courtesy please put your cell phones on silent.

COT will conduct an about face and bring formation to attention, then to parade rest.

At this time, distinguished guests will move to the seating area.

At 1600

MC: Good afternoon ladies and gentlemen, I am Captain Jonathan Ringor and I will be your Master of Ceremony for today.

Welcome to the 1950th Support Detachment (Contracting Team) deployment ceremony.

Ladies and Gentlemen, please rise for the invocation by Staff Sergeant Joseph Sumang and remain standing for the playing of The Star Spangled Banner and Hawaii Ponoï. As this is an indoor event, in accordance with Training Circular 3-21.5, please do not render a salute during the playing of the National and State Anthems. Only the Soldiers in formation will be rendering honors.

INVOCATION by SSG Sumang

MC: Thank you SSG Sumang

The Commander of Troops (COT) executes an about face and commands "Detachment, Attention", "Present, Arms."

The COT then executes an about face and salutes.

This is the cue for the start of the National Anthem

Distinguished guests will face the colors on the stage.

Once National Anthem is complete, this is the cue for the start of Hawaii Ponoï.

Upon completion of Hawaii Pono, the COT goes to Order Arms, does an about face and commands "Order Arms", "Parade Rest." COT then executes About Face and goes to Parade Rest.

MC: Ladies and Gentlemen, please be seated

MC: Ladies and gentlemen, our distinguished guests for today's ceremony are:

☐ Look here for DV names, MC pause 2 seconds between reading names.

MC: This ceremony is hosted by the Commander of the 103rd Troop Command - Colonel Barbara Tucker and Sergeant Major Tyrone Redding.

The Commander of Troops is Major Robert Frank – Team Leader of the 1950th Support Detachment (Contracting Team).

To all of our distinguished guests, Soldiers, families, and friends, welcome to the deployment ceremony for the 1950th Support Detachment. This ceremony marks a historic occasion in the history of this unit. The event today represents another successful milestone in the unit's distinguished service to the citizens of this country, the State of Hawaii, and the United States Army.

The mission of the 1950th Support Detachment (Contracting Team) is to plan for and coordinate all contracting functions at the Brigade Combat Team Level. Core functions include developing, soliciting, awarding, managing, and closing theater support contracts.

The 1950th Support Detachment (Contracting Team) was constituted on 1 September 2008 in the Hawaii Army National Guard as the 1950th Support Detachment in Pearl City, Hawaii. In October of 2023, the detachment will be deploying to Kuwait in support of Operation Spartan Shield.

Prior to hearing from our speakers, it is customary to conduct a reading of the order while the guidon is cased.

The very heart of a unit is symbolized by the guidon under which the troops serve. The colors stand as a silent reminder of the past glories and traditions, lend inspiration for present endeavors, and shine like a guiding beacon into the future. The essence of the casing ceremony is an event marked by tradition, honor, respect, and sacrifice. The guidon will be uncased when the unit arrives in Kuwait.

Tradition holds that the guidon leads the unit into battle, emphasized by the regulation containing instructions to color bearers which states: "When in action, resolve not to part with the colors, but with your life."

At this time, we ask that all military members in our audience to please stand. Friends and families please remain seated.

The following occurs during reading of the activation order:

The COT executes an about face, and commands "Detachment, Attention". COT receives guidon from the guidon bearer, executes Carry Position, About Face, and Present Guidon.

Simultaneously, when COT commands Detachment, Attention, COL Tucker and SGM Redding rise to the position of attention and moves to position to case the guidon. Upon reaching designated position, COL Tucker and SGM Redding silently Center Face. As the MC reads the activation order, COL Tucker and SGM Redding roll the guidon and case the guidon.

MC: ATTENTION TO ORDERS. DEPARTMENT OF THE ARMY, HEADQUARTERS, UNITED STATES ARMY PACIFIC, PERMANENT ORDERS NUMBER AP-23-195-001. PURSUANT TO PRESIDENTIAL EXECUTIVE ORDER 13223 OF 17 SEPTEMBER 2001, YOU ARE RELIEVED FROM YOUR PRESENT ARMY RESERVE COMPONENT STATUS AND SELECTED MEMBERS ARE ORDERED TO ACTIVE-DUTY SERVICE 04 OCTOBER 2023, IN SUPPORT OF OPERATION SPARTAN SHEILD FOR THE DESIGNATED TIME PERIOD UNLESS SOONER RELEASED BY PROPER AUTHORITY.

The COT goes to Order Guidon, COL Tucker and SGM Redding execute Forward Face, move back to dais, does About Face, and remains at position of Attention.

MC: Please be seated.

MC: Ladies and gentlemen, the Soldiers of the 1950th Support Detachment (Contracting Team).

Wait for audience applause to die down before continuing.

MC: Ladies and gentlemen, please welcome the host of today's ceremony Colonel Barbara Tucker, Commander of the 103d Troop Command.

When the MC says "Ladies", COT executes About Face and returns guidon to guidon bearer. COT orders "Parade, Rest", executes About Face, and goes to Parade Rest.

COL Tucker moves towards podium. SGM Redding takes seat.

(Remarks by Speaker then returns to seat).

MC: Thank you, Colonel Tucker.

This is the cue for the MAJ Frank to execute an About Face, and commands "Detachment Attention", "MSG Renguul, Post". The MSG Renguul marches directly to MAJ Frank 5 paces centered on formation and exchanges salutes with MAJ Frank. MSG Renguul then executes an about face, commands "Parade Rest", executes an About Face, and goes to Parade Rest.

The MAJ Frank comes to the position of Attention does an about face and marches to podium.

MC: We will now hear remarks from the Team Leader, Major Robert Frank.

(Remarks by MAJ Frank).

MAJ Frank comes to the position of Attention, does an about face and marches directly back to formation.

MC: Thank you MAJ Frank.

This is the cue for the MSG Renguul to execute an about face, and command "Detachment, Attention". When all troops are at Attention, MSG Renguul executes an about face and comes to the position of Attention.

MAJ Frank marches directly back to his location 6 paces centered of formation and takes command of formation from MSG Renguul . MSG Renguul and MAJ Frank exchange salutes. MSG Renguul then returns to his position.

MC: At this time, please rise for the benediction and remain standing for the playing of the Army Song.

SSG Sumang goes to podium, gives benediction, then returns back to formation.

When SSG Sumang returns to position, Army Song Plays

5 seconds after Army Song concludes, MAJ Frank renders Salute to COL Tucker

COT: Ma'am, the Soldiers are trained and ready to deploy.

COL Tucker comes to the position of Attention and renders Salute.

COL Tucker: Deploy the Soldiers.

COL Tucker and MAJ Frank go to Order Arms

MC: Thank you for attending today's ceremony, this concludes the formal portion of today's events. We invite our guests to meet the deploying troops and partake in the refreshments provided.

MC: We ask family and friends give time for the official party to meet the deploying troops and to be dismissed before greeting their loved ones. We wish the 1950th Support Detachment a successful mission and a very safe return. Mahalo nui loa.

PA plays music.

The MAJ Frank does an about face and commands "Detachment At Ease". At this time distinguished guests can go greet the Soldiers.

MAJ Frank waits for official party to move pass formation, then gives command to Fall Out.

Appendix J

Service Equivalent Uniforms

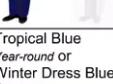
Table of Service Equivalent Uniforms							
Event When Worn	USA	USMC	USN	USAF	USCG	Civilian Men	Civilian Ladies
Official formal and evening functions, state occasions, private and formal dinners or at occasions that are less formal requiring more formality than Service Uniforms *	Blue Mess Evening Dress w/bow tie  or Blue Army Service w/ bow tie or with four-in-hand tie  <i>picture is with four-in-hand tie</i>	Evening Dress "A"/"B"  or Blue Dress "A"/"B" Year-round or Blue-White "A"/"B" Summer ("A" w/ medals "B" w/ ribbons) 	Formal Dress (white tie) or Dinner Dress Blue/White Jacket   or Dinner Dress Blue/White 	Mess Dress  or Service Dress 	Formal Dress Blue White Tie (not pictured) or Dinner Dress Blue/ White Jacket Black Tie  	<i>Formal</i> Tuxedo, Bow Tie is Standard <i>Formal or Semi-Formal</i> Tuxedo or Dark Dinner Jacket **	<i>Formal</i> Cocktail or Evening Gown <i>Formal or Semi-Formal</i> Long or short evening dress or evening trousers with a dressy top **
Parades, ceremonies, reviews, when special honors are being paid, official visits of US or foreign dignitaries *	Blue Army Service or Green Army Service  	Blue Dress or Blue-White "A"/"B" ("A" w/ medals "B" w/ ribbons) (Service "A" may be worn if command directed) 	Full Dress Blue/White (ceremonial)  or Service Dress Blue/White 	Service Dress  	Full Dress Blue/White or Dinner Dress Blue/White or Service Dress Blue/White   	<i>Informal, Smart or Business Casual</i> Business Suit or Sport Coat and tie **	<i>Informal, Smart or Business Casual</i> Evening or Cocktail attire, Sunday Dress or Business suit or Pant suit **
Business and informal social occasions, uniform of the day, office work	Blue or Green Army Service Class "B" 	Service "A"/"B"/"C" 	Service Khaki Year-round Summer White Summer 	Service Uniform "Blues" 	Tropical Blue Year-round or Winter Dress Blue Summer  	<i>Informal, Smart or Business Casual</i> Business Suit or Sport Coat w/out tie. Trousers with open collar shirt **	<i>Informal, Smart or Business Casual</i> Simple skirt or dress, slacks with jacket, pantsuit. Low or flat shoes acceptable **

Figure G-1. Service equivalent uniforms