

DEPARTMENT OF THE ARMY
HEADQUARTERS III CORPS AND FORT HOOD
Fort Hood, Texas 76544

FH REGULATION
No. 600-7

19 January 1983

Personnel - General
CEREMONIES

Local supplementation of this regulation is prohibited
except upon approval of AFZF-DPT-PO.

1. GENERAL. This regulation provides guidance and establishes responsibilities for the conduct of ceremonies and the use of bands and parade fields at this installation.

2. CEREMONIES. Ceremonies are conducted in accordance with FM 22-5, Drill and Ceremonies; DA Pamphlet 672-2, Conduct of Ceremonies Handbook; and the following policies:

a. Presentation of awards and decorations are made at formal ceremonies whenever feasible.

b. The National Anthem is played at all ceremonies when a band is present.

c. Color Guards are to be in the same uniform as the troop unit.

d. During the "March in Review" phase of reviews and parades, the band is not to play "Ruffles and Flourishes" while passing the reviewing stand or for the passby of the Colors.

e. The conclusion of each review, parade, or honor guard ceremony is marked by the playing of the Army Song.

f. During the presentation of awards or decorations, the receiving rank is at attention; the troops and other ranks of awardees are at parade rest.

g. During the remarks portion of all ceremonies, the Colors may be grounded if the remarks are of long duration or if there is a high wind.

h. During all dress rehearsals and ceremonies, the responsible command provides medical coverage. Commands desiring assistance in fulfilling this requirement are to submit request to this headquarters, ATTN: AFZF-DPT-PO.

i. Civilians, particularly military dependents, are encouraged to attend ceremonies.

j. Salutes and honors to high ranking military and civilian visitors are prescribed by AR 600-25.

k. The display and use of Flags, Colors, and Guidons in ceremonies is prescribed by AR 840-10.

l. Not used.

m. In case of the death of the President, Ex-President, President-Elect, or other high ranking official, subordinate commands and units are to implement the observances required by AR 600-25.

n. Detailed instructions for the conduct of specific ceremonies are published as required by the Operations Division, G3/DPT.

o. Detailed instructions for the conduct of the III Corps and Fort Hood Monthly Retirement and Awards Ceremony are contained in FH Cir 600-82-8.

3. BANDS.

a. The Operations Division, G3/DPT, this headquarters, 685-4211 or 5324 is responsible for scheduling and coordinating the use of the 1st Cavalry and 2d Armored Divisions' Bands for nondivisional ceremonies and events.

b. Nondivisional requests for band support are made in writing to this headquarters, ATTN: AFZF-DPT-PO.

*This regulation supersedes Regulation 600-7, this headquarters, 15 August 1972

c. All requests for off-post band support are forwarded to this headquarters, ATTN: AFZF-GE, for coordination and approval prior to acceptance of the commitment.

4. PARADE FIELDS. Fort Hood has three major parade fields. Control, use, and maintenance of these parade fields are prescribed below. The using unit is responsible for the police of the parade field before and after the parade, and for grass cutting of areas inaccessible to tractor mowers. The using unit is further responsible (within capability) for the repair of any damage to sodded or hardstand areas resulting from the movement of vehicles over the area. Units or activities desiring use of these parade fields are to contact the responsible activity as follows:

a. Sandowski Field. Located between Headquarters and South Avenues, and west of Hood Road; controlled by the Operations Division, G3/DPT, this headquarters (685-4211 or 5324), and maintained by Headquarters Command, this headquarters.

b. Gaffey Field. Located between 56th and 62d Streets and Headquarters and Battalion Avenues; controlled and maintained by the ACofS, G3, 1st Cavalry Division (685-6203 or 3531).

c. Hell on Wheels Field. Located on Central Drive between 25th and 26th Streets; controlled and maintained by the ACofS, G3, 2d Armored Division (685-5544 or 6717).

d. Units. Units may establish and use additional parade fields within their assigned unit areas.

5. RESPONSIBILITIES.

a. The ACofS, G3/DPT is assigned primary staff responsibility for the ceremonies conducted by III Corps and Fort Hood.

b. The Public Affairs Officer, this headquarters, is responsible for publicity for parades and ceremonies (685-7823 or 6697).

c. The ACofS, C-E, this headquarters, is responsible for the fixed public address system at Sandowski Field. Using units are to notify the ACofS, C-E in writing of requirements for the public address system. Subsequent coordination can be effected by telephone (685-7289).

d. Provost Marshal, this headquarters:

(1) Coordinates Military Police support for parades and ceremonies.

(2) Coordinates subordinate commands' traffic control plans.

(3) Provides additional Military Police support to major subordinate commands when organic resources are inadequate.

e. Major subordinate commanders are to coordinate traffic control with the Provost Marshal.

6. COORDINATING INSTRUCTIONS.

a. Units participating in ceremonies are not permitted to move to and from ceremonial areas during the following times:

(1) 0700-0730, Monday through Friday.

(2) 1125-1235, Monday through Friday.

(3) 1635-1700, Monday through Friday.

b. Retreat ceremonies, except those conducted at Sandowski Field and Gaffey Field, are exempt from the requirement of a, above.

c. Efforts are to be made not to schedule events on paydays.

d. Sandowski and Gaffey Fields were designed and constructed for dismounted activities only; no vehicles larger than 1/4 ton are to be operated or parked on the asphalt surfaces of either field. Vehicles of a greater weight than 1/4 ton may be drawn up to the edge of the asphalt surface if required as part of the ceremony.

7. REFERENCES. Related Publications.

- a. AR 28-76, Official Army Song.
- b. AR 310-25, Dictionary of US Army Terms.
- c. AR 360-5, Public Information
- d. AR 360-61, Community Relations.
- e. AR 600-20, Army Command Policy and Procedure.
- f. AR 600-25, Salutes, Honors, and Visits of Courtesy.
- g. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
- h. AR 672-1, Awards of Trophies and Similar Devices in Recognition of Accomplishments.
- i. AR 672-5-2, Military Awards.
- j. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.
- k. FM 12-50, The Marching Band.
- l. Not used.
- m. FM 22-5, Drill and Ceremonies.

The proponent of this regulation is the Office of the Assistant Chief of Staff, G3/DPT. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-DPT-PO.

FOR THE COMMANDER:



JAMES R. TAYLOR
 Brigadier General, USA
 Chief of Staff

R. A. KOLIN
 COI, AGC
 Adjutant General

- 2 Annexes
- Annex I. Retreat Parades and Ceremonies
- Annex II. III Corps Salute Howitzer Standing Operating Procedure

DISTRIBUTION: (1 cy each unless otherwise stated)
 IAW FH Form 1853:
 1 thru 7, 10, 14, 15, 17, 18(30), 22(2), 23(2), 24(5), 25,
 27, 28, 29, 30, 32(2), 33, 35, 36, 43, 44, 45, 46, 48, 57,
 59(5), 61(5), 62(5), 63(5), 64(5), 67, 68(5), 71(5), 73(5),
 74(10), 75, 82(5), 83(5), 87, 88, 90, 92

ANNEX I

RETREAT PARADES AND CEREMONIES

1. GENERAL. Retreat ceremonies at this installation are normally conducted as follows:

a. A daily retreat ceremony is conducted at Headquarters, III Corps and Fort Hood, except when a special ceremony is scheduled.

b. Formal retreat ceremonies may be conducted by subordinate commands and units as desired, and take precedence over the ceremony conducted in front of Building 1.

2. RESPONSIBILITIES.

a. ACoFS, G3/DPT, this headquarters:

(1) Exercises primary staff responsibility for the retreat ceremonies conducted by III Corps and Fort Hood.

(2) Determines the precedence if conflicting ceremonies are scheduled.

(3) Processes requests to conduct formal retreat ceremonies.

(4) Notifies the Provost Marshal and the Headquarters Command, this headquarters, if retreat ceremonies other than the daily ceremony at Headquarters, III Corps and Fort Hood are scheduled.

b. Provost Marshal:

(1) Provides a Military Police detail daily to raise and lower the flag, fire the salute howitzer, and control traffic in the vicinity of Building 1 during retreat.

(2) Coordinates with the Staff Duty NCO (Admin) to ensure the correct flag is flown in the proper manner for each calendar day of the year with reference to holidays, special events, and other customs affecting the type of flag to be flown.

c. Commander, Headquarters Command, III Corps and Fort Hood:

(1) Coordinates with the Operations Division, ACoFS, G3/DPT, and the Provost Marshal if any unit conducts a scheduled retreat parade in lieu of this ceremony.

(2) Provides the Corps Salute Howitzers to subordinate commands as required, after coordination with the Operations Division, ACoFS, G3/DPT, this headquarters.

(3) Provides for the daily cleaning of the salute howitzers and the procurement, storage, and security of flags.

d. The Chief, Telephone Operator Branch, Directorate of Communications-Electronics (685-5719) plays recorded music for the daily retreat ceremony as in 3d, below.

e. The Staff Duty NCO (Admin) reports any discrepancies in the conduct of the ceremony to the Operations Division, ACoFS, G3/DPT, by 0730 on the following day.

3. COORDINATING INSTRUCTIONS.

a. Requests to conduct formal retreat ceremonies are submitted in writing to this headquarters, ATTN: AFZF-DPT-PO not later than 10 days prior to the scheduled ceremony.

b. Requests to fire a retreat howitzer in areas other than Building 1 are submitted as in a, above.

c. Recorded music is not played at retreat ceremonies other than at Building 1.

d. Units conducting formal retreat ceremonies on main post are to ensure the unit ceremony and the lowering of the flag at Building 1 are coordinated. The unit provides liaison with this headquarters at Building 1, to coordinate with the PM retreat detail and the Chief Telephone Operator, 685-5719. The LNO/LNOC, located at Building 1, parks his

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radio equipped vehicle on the west side of Building 1 adjacent to the salute howitzer pads. Communications are established with the parent unit by radio and with the Chief Operator (5-5719) by telephone. A telephone is affixed to a tree adjacent to the salute howitzer. Coordination required by the unit LNO/LNCO is as follows:

(1) The LNO/LNCO reports to the Operations NCO, Room 206, Building 1, prior to 1645.

(2) The LNO/LNCO makes a time check, not later than 1650, by calling 112.

(3) When the salute howitzer is to be fired at Building 1, the unit LNO/LNCO notifies the unit of the start of each piece of recorded music played by the Chief Operator, and the firing of the howitzer so that the unit ceremony coincides with Building 1 retreat sequence of events.

(4) When the salute howitzer is to be fired at the unit ceremony, the LNO/LNCO notifies the MP Flag detail and the Chief Operator of the start of each piece of Band Music and the firing of the salute howitzer so the Building 1 sequence of events coincides with the unit ceremony.

e. The sequence of events for the daily retreat ceremony at Building 1 is as follows:

(1) The flag and salute detail arrives at Building 1 not later than 1645. At 1655 the flag detail marches to its position at the flagpole and the gunner assumes his position at the howitzer.

(2) At 1700:

(a) "Retreat" is sounded.

(b) Gunner fires salute howitzer on the last note of "Retreat."

(3) "To the Color" is played.

(4) Flag detail starts lowering the flag on the first note of "To the Color," and completes lowering the flag on the last note of the music.

(5) Flag detail folds the flag, marches to the main entrance of Building 1, and turns the flag over to the Staff Duty NCO (Admin).

ANNEX II

III CORPS SALUTE HOWITZER STANDING OPERATING PROCEDURE

1. GENERAL. The III Corps and Fort Hood Salute Howitzers consist of six 75mm pack howitzers which are normally located on the west side of Post Headquarters. The howitzers are fired with either the regular 75mm blank round or, by use of a subcaliber device, a 10 gauge shotgun blank.

2. USE.

a. The primary use of the salute howitzers is the daily firing of reveille and retreat. This firing is conducted by a Military Police detail.

b. Formal retreat ceremonies conducted by subordinate commands take precedence over the ceremony conducted in front of Building 1.

c. III Corps and Fort Hood Honor Guard Ceremonies. Unless otherwise specified by the mission letter, the salute howitzers are furnished to a designated unit, whenever Honor Guard Ceremonies are held by Headquarters, III Corps. The use of the howitzers for practice sessions prior to the ceremony is permitted, providing that at least two guns are returned to Building 1 not later than 1600 each day.

d. Subordinate Command Honor Guard Ceremonies. Subordinate commands conducting Honor Guard Ceremonies are to be provided the salute howitzers providing:

(1) The requesting unit ceremony does not conflict with another scheduled ceremony.

(2) The requesting unit has a trained artillery unit available to fire the salute.

3. COORDINATING INSTRUCTIONS.

a. When a unit desires use of the salute howitzers, the unit submits a request to this headquarters, ATTN: AFZF-DPT-PO, no later than 10 days prior to the ceremony. G3/DPT notifies Headquarters Command of the approval. The unit contacts Headquarters Command Operations to arrange to pick up the howitzers and blank adapters. Request for blank 10 gauge shotgun ammunition is submitted to this headquarters, ATTN: AFZF-DPT-TT, five days prior to the required day.

b. It is the responsibility of the using unit to clean the howitzers after firing a salute.

c. Responsibility for the daily care and maintenance of the six salute howitzers is published in a mission letter from this headquarters. Cleaning materials are provided by Headquarters Command (Phone 685-2702).