

Sequence of Events

_____ Relief and Appointment

a. Parade elements, to include the band, will be formed in position at parade rest fifteen minutes prior to the commencement of the ceremony. At _____, Marines will be formed on the line of troops designated by the Sergeant Major; platoons will be in column at normal interval and ordered to Parade Rest. The Staff will form on each side of the reviewing stand in the designated area.

b. If/when CG arrives, hoist appropriate flag on portable flagpole.

BILLET	COMMAND/REMARKS
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H – 15	Band moves into position for opening music.
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	Band plays first two songs.
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NARRATOR	LADIES AND GENTLEMEN, THE MUSIC FOR TODAY’S PRE-PARADE SERENADE IS PROVIDED BY THE MARINE FORCES RESERVE BAND UNDER THE DIRECTION OF _____, THE DRUM MAJOR IS _____.
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Commented [TM1]: RANK / NAME BAND CONDUCTOR

Commented [TM2]: RANK / NAME BAND DRUM MAJOR

	Band plays last song.
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H – 5	Band moves to its position on the right of line, counter marches and halts.
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NARRATOR	“GOOD MORNING LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS AND TURN OFF ALL ELECTRONIC DEVICES. THE CEREMONY IS ABOUT TO BEGIN.”
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H – HOUR

NARRATOR	LADIES AND GENTLEMEN, ON BEHALF OF THE COMMANDING GENERAL, _____, AND _____, WELCOME TO TODAY’S RELIEF AND APPOINTMENT CEREMONY WHERE _____ WILL RELINQUISH HIS POST AS THE _____ SERGEANT MAJOR TO _____. TODAY’S CEREMONY IS BEING EXECUTED BY THE MARINES AND SAILORS OF _____.
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Commented [TM3]: ANNOTATE WHO THE COMMANDING GENERAL IS

Commented [TM4]: ANNOTATE COMMANDING OFFICER

Commented [TM5]: OUTGOING SGTMAJ NAME

Commented [TM6]: COMMAND/ BATTALION NAME

Commented [TM7]: INCOMING SGTMAJ NAME

Commented [TM8]: COMMAND/ BATTALION NAME

Commented [TM9]: DESCRIBE BRIEF HISTORY OF THE COMMAND/ BATTALION OR UNIT

HISTORY OF COMMAND/BATTALION

Enclosure (2)

COT **NOW TAKING HIS POSITION AS COMMANDER OF TROOPS FOR TODAY'S CEREMONY IS [REDACTED].**

Commented [TM10]: RANK/NAME COT

COT (Wait for sergeant major cue) At this point the COT will march to a designated position (Between Dress Guidons), halt, face about and command, **"STAFF, FALL IN."** The staff will then fall in on their designated marks. COT faces about towards the line of troops.

NARRATOR **LADIES AND GENTLEMEN PLEASE RISE FOR THE INVOCATION GIVEN BY THE [REDACTED] CHAPLAIN, [REDACTED], CHAPLAIN CORPS, UNITED STATES NAVY.**

Commented [TM11]: COMMAND / BATTALION NAME

Commented [TM12]: RANK/NAME OF CHAPLAIN/MINISTER

CHAPLAIN **LET US PRAY.....AMEN.** (Staff will not bow their heads)

NARRATOR **LADIES AND GENTLEMEN PLEASE BE SEATED.**

COT **TAKE YOUR POST.** The COT will command the Adjutant to take his post. The Adjutant moves by the most direct route to his position on the line of troops.

NARRATOR (As the Adjutant moves into position) - **PRESENT DAY PARADES IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION. THE MASSED FORMATION OF TROOPS ON ONE LONG LINE AT CLOSE INTERVAL MADE POSSIBLE THE MASSING OF FIREPOWER FROM MUZZLE LOADED MUSKETS OF YESTERDAY. IN THOSE EARLY DAYS, THE LINE OF BATTLE WAS JUST THAT, A LINE OF TWO OR THREE RANKS, AND LOOKED MUCH LIKE THE PARADE FORMATION YOU WILL SEE TODAY. THE ADJUTANT FORMS THE LINE FOR BATTLE. THE ADJUTANT FOR TODAY'S CEREMONY IS [REDACTED].**

Commented [TM13]: RANK/NAME OF ADJUTANT

ADJUTANT **"SOUND ATTENTION"**

BAND Plays "[ATTENTION](#)"

CMDRS **"[REDACTED], ATTENTION"**
face about on last note, then faces back to front

Commented [TM14]: COMMAND/BATTALION NAME

ADJUTANT When all units are at attention the adjutant commands, **"SOUND ADJUTANT'S CALL."**

BAND Plays **"ADJUTANT'S CALL"** then plays appropriate music for the march on of the troops. [ADJUTANT'S CALL / CMTC MARCH COMBINED](#)

COT **"STAFF, FORWARD, MARCH"** on the first note of music following adjutant's call (**NOT AT THE START OF ADJUTANTS CALL**). The Staff marches forward from their position, in front of the reviewing area to a post midway between the reviewing area and the line of troops and halts facing the line of troops.

BAND Once the Staff comes to a halt the band stops playing.

ADJUTANT **The adjutant moves to a position 3 paces in front of and centered on the COT, facing the line of troops.**
"PARADE, REST,"... "SOUND OFF." (Division goes to parade rest, the staff, COT and ADJ remain at POA, ADJ remains facing the line of troops.)
[BAND PLAYS "SOUND OFF ROUTINE"](#)

ADJUTANT	Once the band is back in position and stops playing, the adjutant commands “DIVISION, ATTENTION,...(Color Guard goes to carry colors) PRESENT, ARMS” and faces about after color guard is finished moving.
COLOR GUARD	Executes present colors. NATIONAL COLORS DO NOT DIP. REGT CMDRS, PLT CMDRS and PLT SGTS, GUIDES execute hand salute.
ADJUTANT/COT	Executes a hand salute, and reports “SIR, THE PARADE IS FORMED” to the COT.
COT	States “TAKE YOUR POST,” The COT terminates his/her salute and then the Adjutant terminates his/her salute.
ADJUTANT	The adjutant marches directly to the COT’s right, takes his position with the staff, halts and faces about.
COT	“ORDER, ARMS.” Wait for the Color Guard to stop moving after going to order colors.
COLOR GUARD	Remains at the order.
COT	“RECEIVE THE REPORT, SIR” The adjutant goes to a position 3 paces in front of the COT facing the line of troops.
ADJUTANT	“REPORT.” The REGT CMDRS in succession, from right to left, salute the adjutant with their head and eyes to the front and report, “(ADJUTANT ANOUNCES BATTALION/UNIT), ALL PRESENT OR ACCOUNTED FOR.”
ADJUTANT	After the adjutant receives his last report, he faces about, salutes the COT and reports “SIR, ALL PRESENT OR ACCOUNTED FOR.”
COT	The COT salutes and commands the adjutant to “PUBLISH THE ORDERS.” The adjutant terminates his salute, faces about and publishes the orders.
ADJUTANT	“ATTENTION TO ORDERS, _____, _____, THE OFFICER OF THE DAY TODAY IS _____. THE OFFICER OF THE DAY TOMORROW IS _____. _____. BY ORDER OF _____, UNITED STATES MARINE CORPS RESERVE, COMMANDING.” (Draw out “commanding”)
ADJUTANT	“OFFICERS – CENTER – MARCH”
BAND	PLAYS <u>OFFICER OF THE DAY</u>
NOTE	On the command; “CENTER,” CMDRS will face left/right towards the center of the parade field. On the command; “MARCH,” the band starts playing. The “Officers” step off after a pause as in “and step.”
ADJUTANT	On his own command of “MARCH” the adjutant takes a half-step forward then executes to the rear march and returns to his designated position in the parade staff.
UNIT CMDRS	The CMDRS march directly to their positions in the center of the parade deck, halt and face left/right towards the cot at close interval.

Commented [TM15]: BATTALION / UNIT NAME

Commented [TM16]: MAJOR COMMAND NAME

Commented [TM17]: RANK / NAME TODAY’S OOD

Commented [TM18]: RANK / NAME TOMORROW’S OOD

Commented [TM19]: RANK NAME OF CO OR CG

SENIOR CMDR
Once everyone has halted and faced the COT, the Senior Cmdr will command: **“FORWARD, MARCH.”** As the ranks of officers march forward, alignment is maintained towards the center, with the officer in the center of the leading rank setting the pace and direction. As the senior officer approaches the COT, commands, **“OFFICERS, HALT.”** They will halt approximately 6 paces away and salute.

OFFICERS
The officers will execute a four-count halt. On the first two counts, they execute a halt. On the third count all pause, and on the fourth count the officers execute a hand salute.

COT
The COT returns the salute and commands; **“READY, TWO.”**

OFFICERS
On the command **“READY,”** the officers stand fast. On the command **“TWO,”** the officers and guides terminate their salutes.

COT
Commands; **“POST, MARCH”.**

BAND
PLAYS OFFICER OF THE DAY

OFFICERS
On the command of “POST” all officers and guides face about. On the command; “MARCH;” officers and guides step off and march back to the center of the line of troops (“and step”). Alignment is maintained towards the center, with the officer in the center of the leading rank setting the step and direction.

SENIOR CMDR
When the officers and guides reach the line of troops the senior officer commands, **“OFFICERS, HALT;” “POST;” “MARCH.”** On the command: “POST,” all Officers face left/right in the direction of their units. On the command: “MARCH,” all Officers step off in succession at 4-pace intervals (and step, two, three, four, step, two...). by the most direct route, return to their posts, halt, and face front.

COT
Once the Officers are back in position, COT commands **“BOX THE STAFF.”**

ADJUTANT
The adjutant will give commands to the Staff. **“STAFF, LEFT FACE; “STAFF, COLUMN RIGHT, MARCH.”** The Staff will execute two column rights and a rolling mark time to their new positions. Once in position, the Adjutant will command, **“STAFF, HALT;” “STAFF, RIGHT, FACE.”**

COT
FACE ABOUT

IF THE COMMANDING GENERAL IS PRESENT

NARRATOR
“LADIES AND GENTLEMEN NOW TAKING HIS POSITION IN THE REVIEWING AREA IS THE COMMANDING GENERAL,
_____,
_____. **LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO**
_____.”

COT
As the CG moves into position, the COT executes about face and commands , **“PRESENT, ARMS.”** The COT faces about and commands, **“STAFF, PRESENT, ARMS.”** The Color guard executes with the Regiments. Organizational colors salute (dip) with staff.

BAND
RUFFLES AND FLOURISHES (tap star for appropriate R/F)

★ ★★ ★★★ ★★★★★

CG
CG salutes and cuts his salute and remains in place.

Commented [TM20]: COMMAND NAME

Commented [TM21]: RANK/NAME OF CG

Commented [TM22]: RANK / NAME OF CG

NARRATOR "LADIES AND GENTLEMEN PLEASE BE SEATED."

COT After Ruffles and Flourishes and the CG cuts his salute, COT commands "STAFF ORDER, ARMS." The COT executes an about face, and commands "ORDER ARMS." Color guard remains at the carry. COT face about toward reviewing area.

COT "SERGEANTS MAJOR, FRONT AND CENTER, MARCH."

SGTSMaj The SgtsMaj move from their position onto the parade field in front of and centered on the CG. The old SgtMaj carries the sword of office in the unrigged carry.

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

NARRATOR "FROM: COMMANDANT OF THE MARINE CORPS
TO: [REDACTED]
EFFECTIVE [REDACTED], YOU WILL STAND
DETACHED FROM YOUR DUTIES AS
[REDACTED] SERGEANT MAJOR
AND ARE DIRECTED TO REPORT FOR DUTY AS
[REDACTED] SERGEANT MAJOR,
[REDACTED].

SIGNED, [REDACTED],
GENERAL, COMMANDANT OF THE MARINE CORPS"

Commented [TM23]: RANK/ NAME OUTGOING SGTMAJ

Commented [TM24]: TIME AND DATE

Commented [TM25]: CURRENT COMMAND/BATTALION NAME

Commented [TM26]: FUTURE COMMAND/ BATTALION NAME

Commented [TM27]: FUTURE INSTALLATION NAME

Commented [TM28]: COMMANDANTS NAME

OUTGOING SGTMAJ Outgoing Sergeant Major then steps front and center of the CG, salutes and reports
" [REDACTED]
REPORTING AS THE OLD SERGEANT MAJOR."

Commented [TM29]: OUTGOING SGTMAJ NAME

CG The CG returns the salute and states "YOU ARE RELIEVED." The old Sergeant Major then yields the responsibility of his post by surrendering the sword of office to the CG, who places it at unrigged carry. The old Sergeant Major then moves to his new position approximately 3 paces to the left and abreast of the CG.

NARRATOR Once the movement is complete, the Narrator will read the incoming orders:

"FROM: COMMANDANT OF THE MARINE CORPS
TO: [REDACTED]
EFFECTIVE [REDACTED], YOU ARE
APPOINTED AS THE [REDACTED]
SERGEANT MAJOR, [REDACTED].

SIGNED, [REDACTED],
GENERAL, COMMANDANT OF THE MARINE CORPS"

Commented [TM30]: INCOMING SGTMAJ NAME

Commented [TM31]: TIME AND DATE

Commented [TM32]: COMMAND /BATTALION NAME

Commented [TM33]: CURRENT INSTALLATION NAME

Commented [TM34]: COMMANDANTS NAME

NEW SGTMAJ "READY STEP" CG and SgtsMaj take their seats

COT The commander of troops commands "MARINE TO BE DECORATED, AND

ALL COLORS, CENTER, MARCH.” Wait for all to be seated.

STAFF	On the command “ CENTER, ” the Staff executes a right face, COT commands “ MARCH, ” the staff marches 8-10 paces, halts, executes a left face on command of the Adjutant.
COLOR GUARD	On the command of execution, “ MARCH ” Color Sergeant gives the command “ CARRY, COLORS ” and Color Guard executes and waits for COT.
COT	On his own command of “ MARCH ” the COT takes a half-step forward then executes to the rear march to a point 10 paces in front of the Color Guard, halts, salutes, and executes an about face. Loud enough for the color guard and band to hear, to cot gives the command, “ DETAIL, FORWARD, MARCH. ” The COT and Color Guard step off and march forward to a point approximately 3 paces in front of the CG. Then commands, “ DETAIL, HALT ” when the cot ends up 3 paces from the CG. (loud enough for the band to hear the command)
CG	As the COT and Color Guard take start marching back to the reviewing area, the CG will take his position in the reviewing area.
BAND	Plays, “ GRAND OLD FLAG. ”
OUTGOING SGTMAJ	The outgoing SgtMaj being awarded then takes his position in front of the Colors and behind the COT (Salutes the colors).
ADJUTANT	The Adjutant commands the Staff to left face and marches the staff back to its position when the Colors pass, where the staff halts, then faces the reviewing area.
COT	When everyone is in place, the COT salutes, and reports to the CG, “ SIR, MARINE TO BE DECORATED AND ALL COLORS ARE PRESENT. ”
CG	States, “ PRESENT THE COMMAND ” then cuts his salute.
COT	The COT cuts his salute, and faces to the right as in marching while passing the Colors, executes a hand salute and returns to his position in the staff, and facing the line of troops, commands “ PRESENT, ARMS. ” Faces about and commands, “ STAFF, PRESENT, ARMS. ”
NARRATOR	“ LADIES AND GENTLEMEN PLEASE STAND FOR THE PLAYING OF OUR NATIONAL ANTHEM. YOU ARE REMINDED THAT IF NOT IN UNIFORM, PLEASE PLACE YOUR RIGHT HAND OVER YOUR HEART. ”
BAND	Plays, “ NATIONAL ANTHEM. ”
CG/SGTMAJ	Salutes on the first note and cuts on last note.
COLOR GUARD	Executes movements with staff. Organizational Colors dips on first note and rises on last note.
NARRATOR	“ LADIES AND GENTLEMEN, PLEASE BE SEATED. ”
COT	After the narrator announces for the crowd to be seated, the COT commands, “ STAFF, ORDER, ARMS. ” COT faces about and commands, “ ORDER, ARMS. ” After the command “ ORDER, ARMS, ” COT will face about, (facing the reviewing area).
COLOR GUARD	The Color Guard executes order colors when Staff executes order arms.

CG The CG, assisted by the new SgtMaj moves forward and presents the award. As the CG arrives in front of the outgoing SgtMaj the narrator reads the award citation.

NARRATOR **READS AWARD CITATION.**

NOTE INSERT AWARD CITATION.

CG When the medal is attached the CG and outgoing SgtMaj shake hands, and all take their seats.

NARRATOR **MARINE** “LADIES AND GENTLEMEN, THE _____,
_____, _____.”
Remarks complete, takes seat

Commented [TM35]: BILLET NAME / CO OR CG

Commented [TM36]: COMMAND / BATTALION NAME

Commented [TM37]: RANK / NAME OF SPEAKER

NARRATOR “LADIES AND GENTLEMEN, _____.”
Remarks complete, takes seat

Commented [TM38]: RANK/NAME OF OUTGOING SGTMAJ

NARRATOR “LADIES AND GENTLEMEN, _____,
_____.”
Remarks, takes his seat.

Commented [TM39]: COMMAND / BATTALION NAME

Commented [TM40]: RANK/NAME OF NEW SGTMAJ

NARRATOR “LADIES AND GENTLEMEN, FLOWERS ARE BEING PRESENTED TO
_____ AND
_____ FAMILY
MEMBERS FOR THEIR SUPPORT AND DEDICATION TO
_____.”

Commented [TM41]: RANK / NAME OUTGOING SGTMAJ

Commented [TM42]: RANK / NAME NEW SGTMAJ

Commented [TM43]: COMMAND / BATTALION NAME

COT Face about and command, “DIVISION, ATTENTION.” Face about toward reviewing area. **Once flowers have been presented.**

SGTMAJ K Takes his position, “MARCH THE COMMAND IN REVIEW.”

COT Salute, “AYE SGTMAJ.”

NARRATOR “AT THIS TIME, WE ASK THAT ALL FORMER SERGEANTS MAJOR OF
_____, JOIN
_____ AND _____
IN THE REVIEWING AREA. LADIES AND GENTLEMEN, AS A REMINDER,
PLEASE RISE AS THE COLORS PASS IN FRONT OF YOUR POSITION AND
REMAIN STANDING FOR ANCHORS AWEIGH AND SINGING OF THE
MARINES HYMN.

Commented [TM44]: COMMAND / BATTALION NAME

Commented [TM45]: RANK / NAME NEW SGTMAJ

Commented [TM46]: RANK/ NAME OLD SGTMAJ

FORMER SGTSMJ Join the new SgtMaj in reviewing area, to the left of.

COT After receiving the command (March the Command in Review), cuts his salute, faces about and orders “PASS IN REVIEW” (drawn out). After a pause, commands “RIGHT, FACE.” After color guard and platoon commanders stop moving, commands.

COLOR GUARD On the COT’s command of “RIGHT, FACE” goes to carry colors and executes a right turn.

REGT CMDRS After regiment execute right face, CMDRS take their positions in front of regiments.

BAND Gets in position.

COT After the Drum Major’s mace is raised, commands **“FORWARD, MARCH.”** Platoons, Colors and Band will execute forward march. COT will step left as in marching and Staff will execute a right turn, followed by two left turns. As all units approach the reviewing area, they will execute **“EYES, RIGHT”** and **“READY, FRONT”** on the unit leader’s command. All units will continue to their designated areas.

BAND Play **“[SEMPER FIDELIS](#)”**

NARRATOR **THE MARINE FORCES RESERVE BAND IS UNDER THE DIRECTION OF**
_____. **THE DRUM MAJOR IS**
_____.
THE COMMANDER OF TROOPS IS _____
_____. **IS** _____
_____. **IS** _____
THE COLOR SERGEANT IS _____
_____. **IS** _____
_____. **IS** _____

- Commented [TM47]: RANK/ NAME CONDUCTOR
- Commented [TM48]: RANK/ NAME OF DRUM MAJOR
- Commented [TM49]: RANK / NAME COT
- Commented [TM50]: PLATOON / UNIT 1 NAME
- Commented [TM51]: RANK / NAME PLATOON CMDR
- Commented [TM52]: PLATOON / UNIT 2 NAME
- Commented [TM53]: RANK / NAME PLATOON CMDR
- Commented [TM54]: RANK/NAME COLOR SGT
- Commented [TM55]: PLATOON / UNIT 3 NAME
- Commented [TM56]: RANK/NAME PLATOON CMDR
- Commented [TM57]: PLATOON / UNIT 4 NAME
- Commented [TM58]: RANK/NAME PLATOON CMDR

COT About 6 paces before the staff reaches the first guidon by the reviewing stand, the COT will command, **“STAFF, EYES, RIGHT.”** COT and all staff will hand salute. COT and all staff except the right file will turn heads. When the staff passes the second guidon, the COT will command, **“STAFF, READY, FRONT.”**

COT About 20 yards beyond the reviewing area, the COT will command **“STAFF, RIGHT TURN, MARCH.”** The staff will right turn three times, mark time and halt on the line of review and command, **“STAFF, HALT.”**

COT As the color guard approaches, the COT will command **“STAFF, HAND, SALUTE.”** Once the Color Guard passes, the COT will command, **“STAFF, READY, TWO.”**

REGT CMDRS About 6 paces before the first dress guidon, REGT CMDRS will execute eyes right and salute. REGT CMDRS will face back to the front and cut their salute when they pass the second dress guidon.

COLOR GUARD About 6 paces before the first guidon, Color Sergeant will command **“EYES, RIGHT.”** Organizational colors will salute. Left rifleman and Organizational Colors will turn their heads. At the second guidon, Color Sergeant will command **“READY, FRONT.”**

BAND **After the band passes in review, they will position themselves 12 paces from the reviewing party and continue to play until the last platoon has passed. The band plays [ANCHORS AWEIGH AND MARINES' HYMN](#). The Drum Major salutes the reviewing party. **Only the new SGTMAJ returns the salute.****

COT After the band marches off, the COT will face left and say, **“SGTMAJ THIS CONCLUDES TODAY’S CERMONY”** and salute the new SGTMAJ.

SGTMAJ K New SGTMAJ will face right, return COT’s salute and command **“DISMISS THE STAFF.”**

COT **“AYE SGTMAJ,” “STAFF, DISMISSED.”** On command, the Staff will take one step to the rear and render a hand salute. The COT will return the salute. Once the COT

completes his salute, the Staff will cut their salute, face about and move out of the area smartly (Will be executed in an eight count movement).

NARRATOR

“LADIES AND GENTLEMEN, THIS CONCLUDES TODAY’S RELIEF AND APPOINTMENT CEREMONY. ON BEHALF OF THE COMMANDING [REDACTED],, THANK YOU FOR YOUR ATTENDANCE.

Commented [TM59]: BILLET: GENERAL OR OFFICER

Commented [TM60]: COMMAND / UNIT’S NAME

