

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.

<u>BILLET</u>	<u>COMMAND/REMARKS</u>
H – 15	Band moves into position for opening music. Band plays first two songs.
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 _____. Band plays last song.
H – 5	Band moves to its position on the right of line, counter marches and halts.
NARRATOR	“GOOD MORNING LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS AND TURN OFF ALL ELECTRONIC DEVICES. THE CEREMONY IS ABOUT TO BEGIN.”
H – HOUR	
NARRATOR	LADIES AND GENTLEMEN, ON BEHALF OF THE COMMANDING GENERAL, <u>ANNOTATE GENERAL</u>, <u>ANNOTATE COMMANDING OFFICER</u>, WELCOME TO TODAY’S RELIEF AND APPOINTMENT CEREMONY WHERE <u>OUTGOING SGT MAJ NAME</u> WILL RELINQUISH HIS POST AS THE <u>UNIT NAME</u> SERGEANT MAJOR TO <u>INCOMING SGTMAJ NAME</u>. TODAY’S CEREMONY IS BEING EXECUTED BY THE MARINES AND SAILORS OF <u>NAME OF COMMAND/BATTALION/UNIT</u>. <u>DESCRIBE BRIEF HISTORY OF COMMAND/BATTALION/UNIT.</u> NOW TAKING HIS POSITION AS COMMANDER OF TROOPS FOR TODAY’S CEREMONY IS <u>RANK/NAME OF COT</u>.
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 <u>UNIT</u> CHAPLAIN, <u>CHAPLAIN/MINISTER NAME</u>, CHAPLAIN CORPS, UNITED STATES NAVY.
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 RANK NAME OF ADJUTANT.
ADJUTANT	“SOUND ATTENTION”
BAND	Plays “<u>ATTENTION</u>”
CMDRS	“REGIMENT, (BATTALION), ATTENTION” face about on last note, then faces back to front
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. <u>ADJUTANT’S CALL / CMTc MARCH COMBINED</u>
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.) <u>BAND PLAYS “SOUND OFF ROUTINE”</u>
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, BATTLAION NAME, MAJOR COMMAND NAME, DATE OF CEREMONY, THE OFFICER OF THE DAY TODAY IS RANK NAME/ OOD TODAY. THE OFFICER OF THE DAY TOMORROW IS RANK NAME OOD TOMORROW. BY ORDER OF COMMANDING OFFICER/GENERAL, 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.
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, COMMAND, RANK/NAME. LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO CG RANK/NAME.”
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) <div style="display: flex; justify-content: space-around; align-items: center;"> ★ ★★ ★★★ ★★★★ </div>
CG	CG salutes and cuts his salute and remains in place.
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.”
SGTSMJ	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: RANK/NAME OF OUTGOING SGTMAJ

EFFECTIVE **TIME, DATE**, YOU WILL STAND DETACHED FROM YOUR DUTIES AS **BATTALION /UNIT NAME** SERGEANT MAJOR AND ARE DIRECTED TO REPORT FOR DUTY AS **FUTURE COMMAND NAME** SERGEANT MAJOR, **FUTURE INTALLATION LOCATION**.

SIGNED, **COMMANDANTS NAME**,
GENERAL, COMMANDANT OF THE MARINE CORPS”

OUTGOING SGTMAJ Outgoing Sergeant Major then steps front and center of the CG, salutes and reports “**OUTGOING SGTMAJ NAME** REPORTING AS THE OLD SERGEANT MAJOR.”

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: **RANK/NAME OF INCOMING SGTMAJ**

EFFECTIVE **TIME, DATE**, YOU ARE APPOINTED AS THE **BATTALION /UNIT NAME** SERGEANT MAJOR, **CURRENT INSTALLATION LOCATION**.

SIGNED, **COMMANDANT NAME**,
GENERAL, COMMANDANT OF THE MARINE CORPS”

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 OLE 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, <u>“NATIONAL ANTHEM.”</u>
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 <u>COMMANDING GENERAL/OFFICER, BATTALION/UNIT, RANK/NAME.</u>” Remarks complete, takes seat
NARRATOR	“LADIES AND GENTLEMEN, <u>RANK/NAME OUTGOING SGTMAJ.</u>” Remarks complete, takes seat
NARRATOR	“LADIES AND GENTLEMEN, <u>COMMAND/ BATTALION NAME, RANK / NAME NEW SGTMAJ .</u>” Remarks, takes his seat.

NARRATOR	“LADIES AND GENTLEMEN, FLOWERS ARE BEING PRESENTED TO INCOMING SGTMAJ SPOUSE/FAMILY MEMBER WELCOMING HER TO THE BATTALION/UNIT 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 BATTALION /UNIT, JOIN RANK/NAME NEW SGTMAJ 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.
FORMER SGTMAJ	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 RANK/NAME CONDUCTOR. THE DRUM MAJOR IS RANK/NAME DRUM MAJOR. THE COMMANDER OF TROOPS IS COT RANK /NAME UNIT 1 NAME IS RANK/NAME CMDR UNIT 2 NAME IS RANK/NAME CMDR THE COLOR SERGEANT IS RANK/ NAME UNIT 3 NAME IS RANK/NAME CMDR UNIT 4 NAME IS RANK/NAME 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 <u>ANCHORS AWEIGH AND MARINES’ HYMN</u>. The Drum Major salutes the reviewing party. <u>Only the new SGTMAJ returns the salute.</u>
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 <u>GENERAL/OFFICER, BATTALION/UNIT</u>, THANK YOU FOR YOUR ATTENDANCE.

