

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Memorandum
No. 600-1

1 March 1988

Decorations, Awards, and Honors
MONTHLY RETIREMENT AND AWARDS CEREMONY

1. PURPOSE. To outline/assign procedures and responsibilities for conducting the Fort Sam Houston Monthly Retirement and Awards Ceremony.
2. GENERAL. The Monthly Retirement and Awards Ceremony is to recognize military and civilian personnel who are retiring from the service and/or have earned awards for exceptional performance. The ceremony is conducted monthly in the courtyard, Fort Sam Houston Headquarters, building 300. The specific dates and times will be published by Plans and Operations Division, DPTMSEC.
3. RESPONSIBILITIES.
 - a. Directorate of Plans, Training, Mobilization, and Security (DPTMSEC)
 - (1) Staff responsibility/coordination for conduct of the ceremony.
 - (2) Inform concerned units/staff activities of the date and time of ceremony NLT the last day of the preceding month.
 - (3) Prepare and forward a ceremony announcement notice to DOIM to be published in the Bulletin.
 - Coordinate for photo coverage.
 - Conduct a rehearsal at the ceremony site with all participants.
 - Provide a Project Officer/NCO for the ceremony.
 - (7) Provide the Post Commander with a list of military and civilian honorees NLT one working day prior to the ceremony.
 - (8) Provide the Director, DPTMSEC, with biographical data, awards, certificates, etc., NLT three working days prior to the ceremony.
 - b. Headquarters Command (HQ CMD)
 - Provide point of contact (POC) for coordinating HQ CMD requirements.

*This memorandum supersedes FSH Memo 600-1, 16 Oct 79

(2) Ensure the ceremony area is well policed, to include cleaning of the carpet, on the day of the ceremony.

Provide personnel to set up ceremony site two hours prior to ceremony

(4) Provide a four-person Color Guard with the National Colors and the U.S. Army Flag. Color Guard is to be in position 15 minutes prior to the start of the ceremony.

Position the 50 State Flags around the ceremony site.

Position 30 chairs in the courtyard of building 300.

(7) Position red carpet and podium in the ceremony area.

(8) Remove all ceremonial equipment NLT 25 minutes after the ceremony.

c. Fifth U.S. Army Band (with concurrence of the Fifth U.S. Army Commander) Provide musical support for rehearsal and ceremonies as directed.

d. Directorate of Personnel and Community Activities (DPCA).

(1) Provide POC for coordination of DPCA support.

(2) Provide Plans and Operations Division, DPTMSEC, with a list of military honorees in the order of their presentation (highest award by rank) NLT four working days prior to the ceremony.

(3) Provide Plans and Operations Division, DPTMSEC, with biographical data on military participants NLT four working days prior to the ceremony.

(4) Provide Plans and Operations Division, DPTMSEC, with awards, medals, certificates, pins, and associated material, to include certificate with folder for spouse of retiree(s), when appropriate, NLT four working days prior to the ceremony.

Provide a Reading Officer and ceremony narrative

(6) Inform honorees and Reading Officer of the uniform, date, and time of the ceremony and rehearsal.

e. Public Affairs Office (PAO). Provide media coverage on the ceremony date, as required.

f. Civilian Personnel Office (CPO).

(1) Provide Plans and Operations Division, DPTMSEC, with names of civilian honorees NLT four working days prior to the ceremony.

(2) Provide Plans and Operations Division, DPTMSEC, with biographical data of civilian honorees NLT four working days prior to the ceremony.

(3) Provide Plans and Operations Division, DPTMSEC, with awards, certificates, and associated material, to include certificate with folder for spouse of retiree(s), when appropriate, NLT four working days prior to the ceremony.

(4) Inform honorees of the attire, time, and date of the ceremony and rehearsal.

g. Directorate of Information Management (DOIM)

(1) Provide an appropriate public address system to be installed and operational NLT 15 minutes prior to the ceremony. Equipment is to be dismantled immediately following the ceremony.

(2) Publish ceremony announcement notice provided by Plans and Operations Division, DPTMSEC, in the Bulletin.

h. Provost Marshal's Office (PMO). Provide appropriate military police support for the ceremony.

i. Directorates/Staff Sections.

(1) The retiree's/honoree's unit/activity/organization is responsible for providing an escort officer or NCO. If the retiree/honoree is not assigned to a unit/activity/organization, then the escort will be provided by HQ CMD.

(2) Coordinate with CPO on the writing of the biographical data for civilian employees, sample biography is at Appendix D.

4. COORDINATING INSTRUCTIONS

a. Rehearsal will normally be conducted the day prior to the actual ceremony at the Post Headquarters, building 300. Sequences of events for the ceremonies are at Appendixes A, B, and C.

b. In case of inclement weather, an abbreviated ceremony will be conducted in the Post Commander's office. The sequence of events is at Appendix E.

c. Escort responsibilities are at Appendix F.

d. Uniform.

(1) Rehearsal. Duty uniform. Color Guard will carry rifles, harness, and cased colors.

(2) Ceremony.

(a) Male military participants will wear Army Green (Class A) with Garrison Cap (Service Cap for officers), unless otherwise specified. Female participants will wear Army Green (Shade 388) with black beret.

(b) Civilians will wear appropriate civilian attire.

APPENDIX A

AWARD/RETIREMENT CEREMONY SEQUENCE OF EVENTS
FOR MILITARY HONOREE(S) WITH SPOUSE

- H-15 min Band forms and plays appropriate music.
- H-3 min Narrator takes his position at the podium and ensures that the PA system is operational.

Color Guard takes its position.
- H-2 min NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR THE POSTING OF THE NATIONAL COLORS."

Color Guard posts the National Colors.
- H-1 min Honorees: Senior Honoree commands, "HONOREES, FORWARD MARCH."
Honorees will move forward and stop on the tape mark centered on the red carpet on the cement walkway. Senior Honoree commands, "RIGHT FACE."

Ops Officer contacts Command Group (Post Commander) that the ceremony is about to begin.
- H-hour BAND SOUNDS: "ATTENTION."

Post Commander moves from his office and stops approximately six paces in front of honorees.

NARRATOR: "LADIES AND GENTLEMEN, THE NATIONAL ANTHEM."
Honorees execute an about face.

COLOR GUARD COMMANDS: "PRESENT ARMS."

Honorees execute "present arms" on the Color Guard command.

Band plays the National Anthem.

After the National Anthem is completed, Color Guard commands, "ORDER ARMS." Honorees execute "order arms" on the same command and execute an "about face".

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

Commander will move forward and present the awards. The CSM will adjust to a position on the Post Commander's left to assist him.

The Narrator will read the award citation and then the retirement certificate. After the retirement certificate is read, the Commander moves to the front of the second honoree for presentation of the award and retirement certificate.

After presentations, the Commander will move to the lectern to make his remarks. The CSM moves to the porch.

SENIOR HONOREE: "PARADE REST."

Post Commander makes appropriate remarks. Post Commander then says, "WILL _____ PLEASE COME FORWARD TO JOIN YOUR SPOUSE."

Honoree's spouse is escorted forward to join the honoree

Post Commander moves to a position in front of the honoree's spouse. CSM moves to the Post Commander's left.

Post Commander presents a certificate of appreciation to the honorees' spouses as the narrator reads the certificates.

Post Commander moves to his original position of Attention in front of the honorees, facing the Colors. CSM executes a "right face" and moves to the porch.

NARRATOR: "PLEASE RISE FOR THE DEPARTURE OF THE NATIONAL COLORS AND REMAIN STANDING FOR THE PLAYING OF THE ARMY SONG."

SENIOR HONOREE: "ABOUT FACE, PRESENT ARMS." (Note: Honorees will execute "about face" and "present arms" on the command of the senior honoree. Spouse will turn to face the Colors. The Post Commander will execute "present arms" on the command of the senior honoree.)

COLOR GUARD COMMANDER: "RETIRE COLORS."

As the last member of the Color Guard reaches the large palm tree at the southeast corner of the courtyard, the Senior Honoree commands, "DETACHMENT, ORDER ARMS. ABOUT FACE." (Note: The Post Commander and the honorees will execute "order arms" on the command of the senior honoree. The honorees will execute an "about face" on the command of the senior honoree. Spouse will turn to face the Post Commander.

The Band will then play the Army Song (32 bars, 1 chorus).

NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY. THE HONOREES WILL REMAIN IN POSITION TO ACCEPT YOUR CONGRATULATIONS." The Post Commander will move directly to the first honoree and offer congratulations.

APPENDIX B

AWARD/RETIREMENT CEREMONY SEQUENCE OF EVENTS
FOR CIVILIAN HONOREE(S) WITH SPOUSE

- H-15 min Band forms and plays appropriate music.
- H-3 min Narrator takes his position at the podium and ensures that the PA system is operational.
- Color Guard takes its position.
- H-2 min NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR THE POSTING OF THE NATIONAL COLORS."
- Color Guard posts the National Colors
- H-1 min Honorees: Senior Honoree commands, "HONOREES, FORWARD MARCH." Honorees will move forward and stop on the tape mark centered on the red carpet on the cement walkway. Senior Honoree commands, "RIGHT FACE."
- Ops Officer contacts Command Group (Post Commander that the ceremony is about to begin.
- H-hour BAND SOUNDS: "ATTENTION.
- Post Commander moves from his office and stops approximately six paces in front of honorees.
- NARRATOR: "LADIES AND GENTLEMEN, THE NATIONAL ANTHEM."
Honorees execute an "about face."
- COLOR GUARD COMMANDS: "PRESENT ARMS."
- Honorees execute "present arms" on the Color Guard command.
- Band plays the National Anthem.
- After the National Anthem is completed, Color Guard commands, "ORDER ARMS." Honorees execute "order arms" on the same command and execute an "about face."
- NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."
- Commander will move forward and present the awards. The CSM will move to a position on the Post Commander's left to assist him.
- The Narrator will read the award citation and then the retirement certificate. After the retirement certificate is read, the Commander moves to the front of the second honoree for presentation of the award and retirement certificate.

After presentations, the Commander will move to the lectern to make his remarks. The CSM moves to the porch.

SENIOR HONOREE: "PARADE REST."

Post Commander makes appropriate remarks. Post Commander then says "WILL _____ PLEASE COME FORWARD TO JOIN YOUR SPOUSE."

Honoree's spouse is escorted forward to join the honoree.

Post Commander moves to a position in front of the honoree's spouse. CSM moves to the Post Commander's left.

Post Commander presents a certificate of appreciation to the honorees' spouses as the narrator reads the certificates.

Post Commander moves to his original position of Attention in front of the honorees, facing the Colors. CSM executes a "right face" and moves to the porch.

NARRATOR: "PLEASE RISE FOR THE DEPARTURE OF THE NATIONAL COLORS AND REMAIN STANDING FOR THE PLAYING OF THE ARMY SONG."

SENIOR HONOREE: "ABOUT FACE, PRESENT ARMS." (Note: Honorees will execute "about face" and "present arms" on the command of the senior honoree. Spouse will turn to face the Colors. The Post Commander will execute "present arms" on the command of the senior honoree.)

COLOR GUARD COMMANDER: "RETIRE COLORS."

As the last member of the Color Guard reaches the large palm tree at the southeast corner of the courtyard, the Senior Honoree commands, "DETACHMENT, ORDER ARMS. ABOUT FACE." (Note: The Post Commander and the honorees will execute "order arms" on the command of the senior honoree. The honorees will execute an "about face" on the command of the senior honoree. Spouse will turn to face the Post Commander.

The Band will then play the Army Song (32 bars, 1 chorus)

NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY. THE HONOREES WILL REMAIN IN POSITION TO ACCEPT YOUR CONGRATULATIONS." The Post Commander will move directly to the first honoree and offer congratulations.

Honoree's spouse is escorted to join the retiree.

APPENDIX C

AWARD/RETIREMENT CEREMONY SEQUENCE OF EVENTS
FOR UNMARRIED MILITARY HONOREES

- H-15 min Band forms and plays appropriate music.
- H-3 min Narrator takes his position at the podium and ensures that the PA system is operational.
- Color Guard takes its position.
- H-2 min NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR THE POSTING OF THE NATIONAL COLORS."
- Color Guard posts the National Colors
- H-1 min Honorees: Senior Honoree commands, "HONOREES, FORWARD MARCH."
Honorees will move forward and stop on the tape mark centered on the red carpet on the cement walkway. Senior Honoree commands, "RIGHT FACE."
- Ops Officer contacts Command Group (Post Commander that the ceremony is about to begin.
- H-hour BAND SOUNDS: "ATTENTION."
- Post Commander moves from his office and stops approximately six paces in front of honorees.
- NARRATOR: "LADIES AND GENTLEMEN, THE NATIONAL ANTHEM."
Honorees execute an "about face."
- COLOR GUARD COMMANDS: "PRESENT ARMS."
- Honorees execute "present arms" on the Color Guard command.
- Band plays the National Anthem.
- After the National Anthem is completed, Color Guard commands, "ORDER ARMS." Honorees execute "order arms" on the same command and execute an "about face".
- NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."
- Commander will move forward and present the awards. The CSM will move to a position on the Post Commander's left to assist him.
- The Narrator will read the award citation and then the retirement certificate. After the retirement certificate is read, the Commander moves to the front of the second honoree for presentation of the award and retirement certificate.

After presentations, the Commander will move to the lectern to make his remarks. The CSM moves to the porch.

SENIOR HONOREE: "PARADE REST."

Post Commander makes appropriate remarks

Post Commander moves to his original position of Attention in front of the honorees, facing the Colors. CSM executes a "right face" and moves to the porch.

NARRATOR: "PLEASE RISE FOR THE DEPARTURE OF THE NATIONAL COLORS AND REMAIN STANDING FOR THE PLAYING OF THE ARMY SONG."

SENIOR HONOREE: "ABOUT FACE, PRESENT ARMS." (Note: Honorees will execute "about face" and "present arms" on the command of the senior honoree. The Post Commander will execute "present arms" on the command of the senior honoree.)

COLOR GUARD COMMANDER: "RETIRE COLORS."

As the last member of the Color Guard reaches the large palm tree at the southeast corner of the courtyard, the Senior Honoree commands, "DETACHMENT, ORDER ARMS. ABOUT FACE." (Note: The Post Commander and the honorees will execute "order arms" on the command of the senior honoree. The honorees will execute an "about face" on the command of the senior honoree.)

The Band will then play the Army Song (32 bars, 1 chorus).

NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY. THE HONOREES WILL REMAIN IN POSITION TO ACCEPT YOUR CONGRATULATIONS." The Post Commander will move directly to the first honoree and offer congratulations.

APPENDIX D
SAMPLE BIOGRAPHY

JANE DOE

JANE'S ENTIRE CIVIL SERVICE CAREER HAS BEEN SPENT AT FORT SAM HOUSTON. IN 1951 SHE BEGAN HER CAREER IN THE AG SECTION OF POST HEADQUARTERS, BUILDING 300 AS A GS-2 MAINTAINING THE DUTY ROSTER AND TYPING THE DAILY BULLETIN. THE FOLLOWING 35 YEARS HAVE BEEN SPENT IN THE SUPPLY FIELD WORKING WITH ALL TECHNICAL SERVICES, I.E., CHEMICAL ORDNANCE, SIGNAL ENGINEER AND QUARTERMASTER, ADVANCING TO ASSISTANT CHIEF, SUPPLY AND SERVICES DIVISION, DIRECTORATE OF LOGISTICS AS A GS-11. JANE HAS RECEIVED A VARIETY OF PERFORMANCE AWARDS DURING HER CAREER INCLUDING EXCEPTIONAL, OUTSTANDING, SUSTAINED SUPERIOR AND SEVERAL QSIs. SHE HAS RECEIVED A MULTITUDE OF LETTERS OF APPRECIATION AND COMMENDATION.

JANE AND HER HUSBAND JOHN HAVE RAISED THREE SONS, TOM, WHO LIVES IN SAN ANTONIO, DICK, NOW LIVING IN WACO, AND HARRY WHO IS ATTENDING COLLEGE IN UVALDE WITH PLANS OF ATTENDING A&M NEXT SEMESTER.

JANE AND JOHN HAVE TWO GRANDCHILDREN BURT AND ERNIE.

JANE'S PLANS FOR THE FUTURE INCLUDE TAKING THE TIME TO WORK WITH THE ARTS AND CRAFTS PROJECTS SHE HAS NOT PREVIOUSLY HAD THE TIME TO DEDICATE TO. SHE ALSO PLANS TO TAKE AN ACTIVE ROLE IN THE PECAN COMPANY SHE AND JOHN OWN, IN ADDITION TO SPENDING MORE TIME TRAVELING AND RELAXING.

APPENDIX E

INCLEMENT WEATHER SEQUENCE OF EVENTS

- H-5 Participants gather in Commander's secretary's office in preparation for movement into the the Commander's office.
- H-1 Participants prepare to move into the Commander's office. The post Executive Officer will direct participants as to the proper time to move into the Commander's office.
- H-HOUR Participants have moved into the Commander's office and have occupied their proper places. See the diagram in the retirement book.

Narrator reads the biographical data.

Commander moves forward and presents awards. The CSM will move to the Commander's left to assist him.

The narrator will read the award citation. After the award citation is read, the Commander will then present the retirement citation. For civilians, the Commander would either present to or pin on the retirement pin

The narrator reads the retirement citation while the Commander makes his presentation.

After the presentation of the retirement certificate, the Commander will make appropriate remarks to those in attendance.

After the Commander's remarks are concluded, the narrator will announce, "LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY, HONOREES WILL REMAIN IN POSITION TO ACCEPT YOUR CONGRATULATIONS."

APPENDIX F
ESCORT RESPONSIBILITIES

1. The retiree's unit/activity/organization is responsible for providing an escort if the retiree is married and the spouse is attending the ceremony. Escorts for military members will be of equal or greater rank.
2. Escorts will:
 - a. Attend all rehearsals and coordination meetings.
 - b. Wear Class A uniform to the ceremony
 - c. Sit in the second row, right-most seat while facing the ceremony. This seat will be directly behind the spouse.
 - d. At the appropriate time, the escort will deliver the spouse to the retiree's side in the ceremony.

FSH Memo 600-1

FOR THE COMMANDER:



GEORGE A. FINLEY
Director of Information
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BRUCE L. WHITE
CPT, AG
Assistant Director of
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DISTRIBUTION:
A