

S/S May 70

Changes in force: C 5 and C 6

AR 600-25
C 6

CHANGE
No. 6

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 10 July 1969

PERSONNEL—GENERAL

SALUTES, HONORS, AND VISITS OF COURTESY

Effective 1 August 1969

This change updates procedures regarding saluting and visiting cards.

AR 600-25, 25 September 1963, is changed as follows:

- ✓ *Page 2, paragraph 3a.* The first sentence is superseded as follows: "All Army personnel in uniform are required to salute at all times when they meet and recognize persons entitled to the salute, except in public conveyances such as trains and buses or in public places such as theaters, or when a salute would be manifestly inappropriate or impractical (e.g., when officers are acting as drivers or passengers of civilian vehicles)."
- ✓ *Page 9, paragraph 19.* In line 1, after the title "Visiting cards," the following sentence is added: "Visiting cards are used during calls as an individual optional courtesy."

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGSC-R, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:
KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

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02

S/S May 70

Change in force: C 5

AR 600-25
*C 5

CHANGE
No. 5

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 28 June 1969

PERSONNEL GENERAL

SALUTES, HONORS, AND VISITS OF COURTESY

Effective 1 August 1969

This change updates the music prescribed for the Vice President, and other procedures regarding saluting, funerals, and half-staffing the flag.

AR 600-25, 25 September 1963, as changed as follows:

Page 2, paragraph 4. (As superseded by C 3, 9 Jul 65)

4. Flags. The flag of the United States, national color, and national standard are never dipped by way of salute or compliment. (One exception to this rule is followed by Naval vessels when, upon receiving a salute of this type from a vessel registered by a nation formally recognized by the United States, the compliment must be returned.) The organizational color or standard will be dipped in salute in all military ceremonies while the United States National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the organizational commander, an individual of higher grade to include foreign dignitaries of higher grade, but in no other case. The United States Army Flag is considered to be an organizational color and as such is also dipped while the United States National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the Chief of Staff of the United States Army, his direct representative, or an individual of higher grade to include a foreign dignitary of equivalent or higher grade, but in no other case.

Page 2, paragraph 5d. (As superseded by C 4, 28 Jan 66)

d. The flag of the United States, national color, or national standard is always displayed at the time of firing a salute, except as indicated in paragraph 32b(2).

Page 3, paragraph 8, lines 13-17. (As changed by C 4, 28 Jan 66)

Fort Wadsworth, Staten Island, N.Y. 10305.
Fort Monroe, Hampton Roads, Va. 23351.
Presidio of San Francisco, Calif. 94129
Fort Ord, Monterey, Calif. 93941.
Fort Lewis, Tacoma, Wash. 98432.

Page 4, paragraph 9e, line 4. (As changed by C 2, 23 Oct 64)

The following sentence is added at the end of the paragraph: "However, when Memorial Day occurs on Saturday appropriate honors as set forth in b above will be rendered on Saturday."

Page 4, paragraph 10 (As superseded by C 3, 9 Jul 65)

10. Foreign national anthems. During the conduct of a ceremony, the performance of the national anthem to any foreign country will be followed without pause by playing the national anthem of the United States. (An exception may be made only when two or more foreign national anthems are played in succession. The United States National Anthem will be played following the sequence.) The same honors rendered to the United States National Anthem will be rendered during the playing of the foreign national anthems. The United States and foreign national anthems will not be incorporated into any musical arrangement, composition, or medley and will be played through without repetition of any part except as required to make both words and music complete. See AR 220-90.

This change supersedes C 1, 19 February 1964; C 3, 9 July 1965; and C 4, 28 January 1966.

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✓ *Page 4, paragraph 11a, Table of Honors.* In column 5, line 5, "March" is changed to "Hail to Columbia."

✓ *Page 4, paragraph 11a, Table of Honors.* In column 5, line 6, "Do." is changed to "March."

Page 12. Paragraph 32b is superseded as follows:

b. (1) On the day of the interment, a 21-minute gun salute will be fired commencing at noon at all military installations equipped with the necessary personnel and the materiel. Guns will be fired at 1-minute intervals. Personnel will not salute.

(2) In addition, on the day of the interment, a salute of a number of guns equal to the number of States of the Union will be fired at the close of the day (retreat) at all military installations equipped with the necessary personnel and the materiel. This salute will be fired at 5-second intervals immediately following lowering of flag and personnel will not salute.

Page 13, paragraph 35a, lines 2 and 3. (As changed by C 4, 28 Jan 66) Change "on the active or retired list" to "in active service."

✓ *Page 13, paragraph 38.* In line 1, after the title "National flag at half-staff." the following sentence is added: "When the President directs that the flag be flown at half-staff at military facilities and naval vessels and stations abroad, it will be so flown whether or not the flag of another nation is flown full-staff alongside the United States flag."

Page 13, paragraph 38c, line 2. (As changed by C 4, 28 Jan 66) Add "a former Vice President;" after "a member of the cabinet;."

Page 13, paragraph 38c, line 5. (As changed by C 4, 28 Jan 66) Change "the Chairman of the Joint Chiefs of Staff;" to "the Chairman or former Chairman of the Joint Chiefs of Staff;."

Page 14, paragraphs 38.1 and 38.2. (As added by C 1, 19 Feb 64)

38.1 Mourning brassard. See AR 670-5.

38.2 Draping of flags. See AR 840-10.

✓ *Page 16, paragraph 43b.* In line 21, "ZI Army commander" is changed to "Commanding Generals of CONUSAMDW and major Army commanders."

✓ *Page 16, paragraph 43b.* In line 26, "Army commanders" is changed to "Commanding Generals of CONUSAMDW and major Army commanders."

✓ *Page 16, paragraph 43b, line 32.* (As changed by C 1, 19 Feb 64) After the words "point of interment." add the following sentence: "Army commanders may also authorize the issuance of meal tickets for one additional meal if, in his judgment, circumstances warrant such action."

✓ *Pages 2 and 3, Change 1.* The appendix is superseded as follows:

APPENDIX
COURTESIES RENDERED BY INDIVIDUALS DURING VARIOUS CEREMONIES AND PUBLIC EVENTS
(Both on- and off-post)

	Reveille	Retreat when played as prelude to "To The Color"	"To The Color" or National Anthem (see note 9)	When passing uncased Colors or when uncased Colors pass by	Cannon salutes rendered as honor to a person (see note 1)	Military funerals
1. Military personnel in uniform and in formation (includes female).	Execute Present Arms at the command of officer or NCO in charge. Execute Order Arms at the command of officer or NCO in charge.	Execute Parade Rest at the command of officer or NCO in charge. Remain at Parade Rest until given Attention by officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge. Execute Order Arms at the command of officer or NCO in charge.	COLORS PASSING: Execute Present Arms at the command of officer or NCO in charge. Command is given when Colors approach six paces of the flank of the unit and the salute is held until the Colors are six paces past the flank of the unit at which time the command Order Arms will be given. PASSING COLORS: Execute Orders at the command of officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge. Hold salute until command Order Arms is given by officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge whenever casket is moved.
2. Military personnel not in formation (includes female).	At the first note of music, face the flag (or music if flag is not in view) and execute Present Arms. Salute is ended on last note of music.	At the first note of music, face the flag (or music if flag is not in view) and come to position of Attention until the first note of "To the Color" is played.	Execute Present Arms at the first note of the music. Salute is ended on the last note of the music. See note 8.	COLORS PASSING: (See note 3.) Execute Present Arms when Colors are within six paces. Hold the salute until Colors have passed six paces and return to Order Arms. PASSING COLORS: Turn head in direction of Colors and execute Present Arms. Hold salute until six paces past Colors and return to Order Arms.	At the first note of music, or the first round of salute, execute Present Arms. Hold salute until the last note of music or last round of salute and return to Order Arms.	Execute Present Arms any time the casket is moved when out of doors. When indoors, stand at Attention.

	Reveille	Retreat when played as prelude to "To The Color" (see note 9)	"To The Color" or National Anthem (see note 9)	When passing uncased Colors or when uncased Colors pass by	Cannon salutes rendered as honor to a person (see note 1)	Military funerals
3. Military personnel and civilians in civilian dress with headdress (includes casual attire and sport clothes). See notes 2 and 5.	At the first note of music, face the flag (or music if flag is not in view) assume the position of Attention, remove headdress with right hand and hold over left shoulder with hand over heart. Remain at this position until last note of music.	At the first note of music, face the flag (or music if flag is not in view) remove headdress with right hand and assume the position of Attention. Remain at Attention until first note of To the Color is played.	At the first note of music, remain at Attention, hold the headdress over the left shoulder with the right hand over the heart. Remain at this position until the last note of music. See note 8.	COLORS PASSING: (See note 3.) When Colors are within six paces, assume the position of Attention, remove headdress with right hand and hold it over the left shoulder with right hand over the heart. Remain at this position until Colors have passed six paces. PASSING COLORS: Turn head in direction of Colors, remove headdress with right hand and hold over left shoulder with right hand over heart. Assume position above when approaching within six paces of flag and retain until six paces past.	At the first note of music or first round of salute, remove headdress with right hand and assume the position of Attention. Remain at this position until last note of music or last round of salute has been fired.	At any time the casket is moved when out of doors, assume the position of Attention, remove headdress with right hand and hold over the left shoulder with right hand over heart. When indoors, stand at Attention.

NOTES.

1. When a cannon salute is rendered to the Union or Nation, no individual action is required.
2. Personnel engaged in sports and attired in a sport uniform will conform to requirements for military and civilian personnel in civilian dress. When in civilian clothes, without headdress, to render courtesies personnel stand at Attention with right hand over heart.
3. When indoors and uncased Colors pass by or National Anthem is played, assume the position of Attention.
4. When any of the ceremonies other than military funerals are being conducted, moving vehicles will be brought to a halt. Passengers, including the driver, will dismount and render the appropriate courtesy. (This does not apply to buses and/or trucks. -in this case, the sailor will dismount and render appropriate courtesy.)
5. Ladies never remove headdress during ceremonies. When a headdress is worn, a lady places her right hand over heart to render proper courtesy.
6. Military personnel in civilian clothing without headdress render honors as in note 3 except that they place right hand over heart.
7. In general, when indoors, stand at Attention to render honors, except when reporting to a superior. When outdoors, courtesies are rendered by either saluting with the hand salute or by placing right hand over heart when in civilian clothes.
8. Military photographers covering ceremonies will render appropriate courtesy during the playing of the National Anthem. Action will be as prescribed in item 2 or 3 or as in note 6, as appropriate.
9. Military personnel in uniform and without headdress, when outdoors, will salute when the National Anthem is played.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGSC-R, Department of the Army, Washington, D.C. 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

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8/5 C 5

Changes in force: C 1, C 3, and C 4

AR 600-25
C 4

CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 28 January 1966

PERSONNEL--GENERAL

SALUTES, HONORS, AND VISITS OF COURTESY

AR 600-25, 25 September 1963, is changed as follows:

5. Cannon salutes.

* * * * *

d. (Superseded) The flag of the United States, national color, or national standard is always displayed at the time of firing a salute, except as indicated in paragraph 32b(2).

* * * * *

8. Saluting stations. Listed below are * * * The Adjutant General.

Fort Wadsworth, Staten Island, N.Y., 10305.

Fort Monroe, Hampton Roads, Va., 23351.

Presidio of San Francisco, Calif., 94129.

Fort Ord, Monterey, Calif., 93941.

Fort Lewis, Tacoma, Wash., 98432.

35. Funeral of general officer. *a.* Orders announcing the death of a general officer in active service will specify the installation or installations at which cannon salutes will be fired. A minute gun * * * Sunday or holiday.

* * * * *

38. National flag at half-staff.

* * * * *

c. Death of an Associate Justice of the Supreme Court; a member of the cabinet; a former Vice President; the Deputy Secretary of Defense; a former Secretary of Defense; the Secretary of the Army, the Navy, or the Air Force; the Chairman or former Chairman of the Joint Chiefs of Staff; the Chief of Staff, or former Chief of Staff, United States Army; or a General of the Army. On the death * * * day of interment.

* * * * *

(AGAO)

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

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S/S C 5

Changes in force: C 1 and C 3

AR 600-25

*C 3

CHANGE }
No. 3 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 9 July 1965

PERSONNEL—GENERAL

SALUTES, HONORS, AND VISITS OF COURTESY

AR 600-25, 25 September 1963, is changed as follows:

✓ 4. **Flags.** (Superseded) The flag of the United States, national color, and national standard are never dipped by way of salute or compliment. (One exception to this rule is followed by Naval vessels when, upon receiving a salute of this type from a vessel registered by a nation formally recognized by the United States, the compliment must be returned.) The organizational color or standard will be dipped in salute in all military ceremonies while the United States National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the organizational commander, an individual of higher grade to include foreign dignitaries of higher grade, but in no other case. The United States Army Flag is considered to be an organizational color and as such is also dipped while the United States National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the Chief of Staff of the United States Army, his direct representative, or an individual of higher grade to include a foreign dignitary of equivalent or higher grade, but in no other case.

9. **Holidays.**

✓ *c. Holiday falling on Saturday.* (As changed by C 2, 23 Oct 64) When holidays listed * * * military operations prevent. However, when Memorial Day occurs on Saturday appropriate honors as set forth in *b* above will be rendered on Saturday.

✓ 10. **Foreign national anthems.** (Superseded) During the conduct of a ceremony, the performance of the national anthem of any foreign country will be followed without pause by playing the national anthem of the United States. (An exception may be made only when two or more foreign national anthems are played in succession. The United States National Anthem will be played following the sequence.) The same honors rendered to the United States National Anthem will be rendered during the playing of the foreign national anthems. The United States and foreign national anthems will not be incorporated into any musical arrangement, composition, or medley and will be played through without repetition of any part except as required to make both words and music complete. See AR 220-90.

(As changed by C 2, 23 Oct 64.) APPENDIX, COURTESIES RENDERED BY INDIVIDUALS DURING VARIOUS CEREMONIES, is changed as follows:

Item 2, military personnel in uniform, not in formation (includes female), column 4, is amended to read as follows: "Execute Present Arms at the first note of the music. Salute is ended on the last note of the music. See note 8."

✓ This change supersedes C 2, 23 October 1964.

AR 600-25

C 3

Item 3, military personnel and civilians in civilian dress *with* headdress (includes casual attire and sport clothes), column 4, is amended to read as follows: "At the first note of music, remain at Attention, hold the headdress over the left shoulder with the right hand over the heart. Remain at this position until the last note of music. See note 8."

Add note 8 as follows:

8. Military photographers covering ceremonies will render appropriate courtesy during the playing of the National Anthem. Action will be as prescribed in item 2 or 3 or as in note 6, as appropriate.

[AGAO]

By Order of the Secretary of the Army:

HAROLD K. JOINSON,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

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PERSONNEL—GENERAL

SALUTES, HONORS, AND VISITS OF COURTESY

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 23 October 1964

AR 600-25, 25 September 1963, is changed as follows:

9. Holidays.

* * * * *
c. *Holiday falling on Saturday.* When holidays listed * * * military operations prevent. However, when Memorial Day occurs on Saturday appropriate honors as set forth in b above will be rendered on Saturday.

* * * * *
APPENDIX, *Courtesies Rendered by Individuals During Various Ceremonies*, is changed as follows:

Item 2, Military personnel in uniform not in formation (includes female), column 4, is amended to read as follows: "Execute Present Arms at the first note of the music. Salute is ended on the last note of the music. See note 8."

Item 3, Military personnel and civilians in civilian dress *with* headdress (includes casual attire and sport clothes), column 4, is amended to read as follows: "At the first note of music, remain at Attention, hold the headdress over the left shoulder with the right hand over the heart. Remain at this position until the last note of music. See note 8."

Add note 8 as follows:

8. Military photographers covering ceremonies will render appropriate courtesy during the playing of the National Anthem. Action will be as prescribed in item 2 or 3 or as in note 6, as appropriate.

[AGAO]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

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S/S C5

PERSONNEL—GENERAL
SALUTES, HONORS, AND VISITS OF COURTESY

CHANGE
No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 19 February 1964

AR 600-25, 25 September 1963, is changed as follows:

32. Notice of death of President, ex-President, or President-elect.

* * * * *

b. (Superseded) (1) On the day of the funeral, a 21 minute-gun salute will be fired commencing at noon at all military installations equipped with the necessary personnel and the materiel. Guns will be fired at 1-minute intervals. Personnel will not salute.

(2) In addition, on the day of the funeral, a salute of a number of guns equal to the number of States of the Union will be fired at the close of the day (retreat) at all military installations equipped with the necessary personnel and the materiel. This salute will be fired at 5-second intervals immediately following lowering of flag and personnel will not salute.

* * * * *

38.1 Mourning brassards. (Added) See AR 670-5.

38.2 Draping of flags. (Added) See AR 840-10.

43. Firing squad and bugler for funeral of individual who dies while on active duty or on retired list.

* * * * *

b. *Interment occurring off installation.* The commanding officer * * * point of interment. Army commanders may also authorize the issuance of meal tickets for one additional meal if, in his judgment, circumstances warrant such action. If it is * * * substantially as follows:

* * * * *

○ *This change supersedes DA message 955009, 10 February 1964.

APPENDIX (Added)
COURTESIES RENDERED BY INDIVIDUALS DURING VARIOUS CEREMONIES

	Reveille	Retreat when played as prolude to "To The Color"	"To The Color" or National Anthem	When passing uncessed Colors or when uncessed colors pass by	Cannon salutes rendered as honor to a person (see note 1)	Military funerals
1. Military personnel in uniform and in formation (includes female).	Execute Present Arms at the command of officer or NCO in charge. Execute Order Arms at the command of officer or NCO in charge.	Execute Parade Rest at the command of officer or NCO in charge. Remain at Parade Rest until given Attention by officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge. Execute Order Arms at the command of officer or NCO in charge.	COLORS PASSING: Execute Present Arms at the command of officer or NCO in charge. Command is given when Colors approach six paces of the flank of the unit and the salute is held until the Colors are six paces past the flank of the unit at which time the command Order Arms will be given. PASSING COLORS: Execute Orders at the command of officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge. Hold salute until command Order Arms is given by officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge when ever casket is moved.
2. Military personnel in uniform not in formation (includes female).	At the first note of music, face the flag (or music if flag is not in view) and execute Present Arms. Salute is ended on last note of music.	At the first note of music, face the flag (or music if flag is not in view) and come to position of Attention until the first note of the Color is played.	Execute Present Arms at the first note of the music. Salute is ended on the last note of the music.	COLORS PASSING: (See note 3.) Execute Present Arms when Colors are within six paces. Hold the salute until Colors have passed six paces and return to Order Arms. PASSING COLORS: Turn head in direction of Colors and execute Present Arms. Hold salute until six paces past colors and return to Order Arms.	At the first note of music, or the first round of salute, execute Present Arms. Hold salute until the last note of music or last round of salute and return to Order Arms.	Execute Present Arms any time the casket is moved when out of doors. When indoors, stand at Attention.

<p>3. Military personnel and civilians in civilian dress with headaddress (includes casual attire and sport clothes). See notes 2 and 5.</p>	<p>At the first note of music, face the flag (or music if flag is not in view) assume the position of Attention, remove headaddress with right hand and hold over left shoulder with hand over heart. Remain at this position until last note of music.</p>	<p>At the first note of music, face the flag (or music if flag is not in view) remove headaddress with right hand and assume the position of Attention. Remain at Attention until first note of Color is played.</p>	<p>At the first note of music, remain at Attention, hold the headaddress over the left shoulder with the right hand over the heart. Remain at this position until the last note of music.</p>	<p>COLORS PASSING: (See note 3.) When Colors are within six paces, assume the position of Attention, remove headaddress with right hand and hold it over the left shoulder with right hand over the heart. Remain at this position until Colors have passed six paces.</p> <p>PASSING COLORS: Turn head in direction of Colors, remove headaddress with right hand and hold over left shoulder with right hand over heart. Assume position above when approaching within six paces of flag and retain until six paces past.</p>	<p>At the first note of music or first round of salute, remove headaddress with right hand and assume the position of Attention. Remain at this position until last note of music or last round of salute has been fired.</p>	<p>At any time the casket is moved when out of doors, assume the position of Attention, remove headaddress with right hand and hold over the left shoulder with right hand over heart. When indoors, stand at Attention.</p>
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NOTES:

1. When a cannon salute is rendered to the Union or Nation, no individual action is required.
2. Personnel engaged in sports and active in a sport uniform will conform to requirements for military and civilian personnel in civilian dress. When in civilian clothes, without headaddress, to render courtesies personnel stand at Attention with right hand over heart.
3. When indoors and uncased Colors pass by or National Anthem is played, assume the position of Attention.
4. When any of the ceremonies other than military funerals are being conducted, moving vehicles will be brought to a halt: - passengers, including the driver, will dismount and render the appropriate courtesy. (This does not apply to buses and/or trucks--in this case, the soldier will dismount and render appropriate courtesy.)
5. Ladies never remove headaddress during ceremonies. When a headaddress is worn, a lady places her right hand over heart to render proper courtesies.
6. Military personnel in civilian clothing without headaddress render honors as in note 3 except that they place right hand over heart.
7. In general, when indoors, stand at Attention to render honors, except when reporting to a superior. When outdoors, courtesies are rendered by either saluting with the hand salute or by placing right hand over heart when in civilian clothes.

AR 600-25
C 1

[AGAO]

By Order of the Secretary of the Army:

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

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318 May 70
C 1, 2, 3, 4, 5

*AR 600-25

ARMY REGULATION
No. 600-25

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 25 September 1963

PERSONNEL—GENERAL
SALUTES, HONORS, AND VISITS OF COURTESY

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This regulation supersedes AR 600-25, 23 January 1959, including C 1, 29 September 1959 and C 4, 6 October 1961, and AR 632-110, 26 March 1956, including C 2, 25 May 1962.

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Section I. GENERAL

1. Purpose. This regulation provides general policies and procedures for the rendition of salutes and honors to individuals and for visits of courtesy.

2. Explanation of terms. *a.* Honors to persons consist of cannon salutes, an escort of honor or honor guard, parades or review of troops, and ruffles and flourishes, together with certain music which is played upon presentation of the escort to the person being honored and as part of the parade or review of troops.

b. The terms "commander" and "commanding officer" as used in this regulation includes chiefs of staff sections, installation commanders, division commanders, and heads of branches, offices, and agencies of comparable size.

3. Hand salutes and salutes with arms. *a.* ~~All Army personnel in uniform are required to salute at all times when they meet and recognize persons entitled to the salute, except in public conveyances such as trains and buses or in public places such as theaters, or when a salute would be manifestly inappropriate or impractical. Accompanying the rendering of the hand salute with an appropriate greeting such as, "Good morning, sir," is encouraged. Personnel will not salute indoors except when reporting to a superior officer. (See FM 21-13.)~~

b. Salutes will be exchanged between officers (commissioned and warrant) and between officers (commissioned and warrant) and enlisted personnel. Salutes will be exchanged with personnel of the United States Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard entitled to the salute. It is customary to salute officers of friendly foreign nations when recognized as such. Civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap will not be raised as a form of salutation.

c. Military personnel under arms will render the salute prescribed for the weapon with which they are armed, whether or not that weapon ordinarily is prescribed as part of their equipment.

d. For general rules on saluting, see FM 21-13.

e. If the exchange of salutes is otherwise appropriate, it is customary for military members in civilian clothes to exchange salutes upon recognition.

f. Civilian personnel, including civilian guards,

will not be required to render the hand salute to military personnel or other civilian personnel.

4. Flags. The flag of the United States, national color, and national standard are never dipped by way of salute or compliment. The organizational color or standard will be dipped in salute in all military ceremonies while the national anthem or "To the Color" is being played, and when rendering honors to the organizational commander or an individual of higher grade, but in no other case. The United States Army flag is considered as an organizational color and as such is also dipped while the national anthem or "To the Color" is being played and when rendering honors to the Chief of Staff of the U.S. Army, his direct representative, or an individual of higher grade, but in no other case.

5. Cannon salutes. *a.* A salute with cannon (towed, self-propelled, or tank-mounted) will be fired with a commissioned officer present and directing the firing.

b. Salutes will not be fired between retreat and reveille, on Sundays, or on national holidays (excluding Memorial and Independence Days) unless, in the discretion of the officer directing the honors, international courtesy or the occasion requires an exception. They will be rendered at the first available opportunity thereafter, if still appropriate.

c. The salute to the Union consists of one gun for each State. The national salute and the salute to a national flag are each 21 guns.

d. The flag of the United States, national color, or national standard is always displayed at the time of firing a salute.

e. For cannon salutes to be rendered in honor of persons see section II.

6. Salute to the President's flag. When any vessel or craft flying the President's flag passes an Army installation which is equipped to fire salutes, that installation commander will fire the national salute, except as provided in paragraph 5*b*.

7. Salutes involving vessels. *a.* It is the custom of ships of war when in territorial waters of other countries to fire salutes and participate in other ceremonies of that country.

b. It is the custom of foreign ships of war upon entering a harbor or passing near a fortification of another country to display at the main truck the flag of that country and to salute it with the

national salute of 21 guns. On the completion of the salute to the flag of the United States, a salute of the same number of guns will be returned promptly by the designated saluting station. It is the rule, however, in the United States Navy and foreign navies to fire salutes only between sunrise and sunset. The United States Navy further refrains from firing salutes prior to 0800 hours and on Sunday, except when international courtesy requires. Certain type vessels such as cargo and transports are not normally equipped with saluting batteries, and thus do not salute. United States vessels return salutes to the flag in United States waters only when there is no fort or battery designated to do so. United States vessels do not salute United States Army installations, or the converse.

c. A salute fired to the nation by a foreign ship arriving in port or a salute fired to a flag or general officer by a foreign ship or station shall be returned gun for gun. These salutes should be done promptly upon completion of the salute by the foreign ship or station, if practicable, but in no case should the intervening time exceed 24 hours. Failure to return such salutes is regarded as an act of discourtesy or lack of friendship justifying the other party in asking for an explanation.

d. Notice by a vessel of an intention to salute the flag is sometimes given direct to a fort, but as giving notice involves delay, vessels may salute without it. If notice of intention to salute the flag is received at a fort or installation other than a designated saluting station (par. 8), the commanding officer will notify the designated saluting station and will inform the vessel to that effect.

e. Commanders of saluting stations or other military installations will, as directed by the Department of the Army acting upon the request of the Department of State, participate with vessels of war of foreign nations at peace with the United States, lying in United States ports or harbors, in celebration of their national festivities by firing salutes or by parading troops. In such cases the ceremonies prescribed in paragraph 14, for raising and lowering the flag of the United States, will be conducted simultaneously with those of the ship on which the celebration occurs.

8. **Saluting stations.** Listed below are Department of the Army saluting stations designated for the purpose of returning salutes of foreign vessels of war in the ports and territorial waters of the

United States. In the event any of these designated stations is inactivated or placed under caretaker status, thus rendering it incapable of returning salutes, or in the event that any additional stations are manned and able to return salutes, the major commanders in the United States and overseas will so notify The Adjutant General.

Fort Jay, Governors Island, N.Y.

Fort Monroe, Hampton Roads, Va.

Presidio of San Francisco, Calif.

Fort Ord, Monterey, Calif.

Fort Lewis, Tacoma, Wash.

9. **Holidays.** a. *General.* The public holidays established by law and listed in (1) through (8) below will be observed by the Army except when military operations prevent.

- (1) 1 January (New Year's Day)
- (2) 22 February (Washington's Birthday)
- (3) 30 May (Memorial Day)
- (4) 4 July (Independence Day)
- (5) First Monday in September (Labor Day)
- (6) 11 November (Veterans Day)
- (7) Fourth Thursday in November (Thanksgiving Day)
- (8) 25 December (Christmas)

b. *Memorial Day.* On Memorial Day (30 May), the national flag will be displayed at half-staff from reveille until noon at all Army installations. Immediately before noon the band, if one is available, will play an appropriate air, and at 1200 hours the national salute of 21 guns will be fired at all installations provided with the necessary equipment for firing salutes. At the conclusion of the salute, the flag will be hoisted to the top of the staff and will remain so until retreat. When hoisted to the top of the staff, the flag will be saluted by playing appropriate patriotic music. In this manner tribute is rendered the honored dead.

c. *Independence Day.* On Independence Day (4 July), a salute to the Union of a number of guns equal to the number of States of the Union will be fired at 1200 hours at all Army installations provided with the necessary equipment for firing salutes, in commemoration of the Declaration of Independence.

d. *Armed Forces Day.* In addition to the holidays listed above, Armed Forces Day will be observed each year with appropriate ceremonies.

e. Holiday falling on Saturday. When holidays listed in *a* above fall on Saturday, the preceding Friday will be considered a holiday, unless military operations prevent.

f. Holiday falling on Sunday. When holidays listed in *a* above fall on Sunday, the succeeding Monday will be considered a holiday. When Memorial or Independence Day occurs on a Sunday, special ceremonies or salutes commemorating these days normally will be held the following day. However, when Memorial Day occurs on Sunday, the flag will be displayed at half-staff

until noon both Memorial Day and the following Monday. Honors other than half-staffing the flag will be rendered on Monday.

10. Foreign national anthems. During the conduct of a ceremony, the performance of the national anthems of any foreign countries will be followed without pause by the playing of the national anthem of the United States. (An exception may be made only when two or more foreign national anthems are played in succession. The United States national anthem will be played following the sequence.)

Section II. PERSONAL SALUTES AND HONORS

11. Table of honors. *a.* The following is a list of persons who are entitled to honors, together

with the number of guns, ruffles and flourishes, and the prescribed music for each:

Grade, title, or office	Number of guns		Ruffles and flourishes	Music
	Arrival	Departure		
President.....	21	21	4	National anthem or "Hail to the Chief," as appropriate.
Ex-President or President-elect.....	21	21	4	National anthem.
Sovereign or Chief of State of a foreign country or member of a reigning royal family.	21	21	4	National anthem of foreign country.
Vice President.....	19		4	March. <i>5-11-65</i>
Speaker of the House of Representatives.....	19		4	Do.
American or foreign ambassador, or high commissioner while in country to which accredited.	19		4	National anthem of United States or official's country.
Premier or prime minister.....	19		4	National anthem of official's country.
Secretary of Defense.....	19	19	4	March.
Cabinet member, President pro tempore of Senate, governor of a State, or Chief Justice of the United States.	19		4	Do.
Deputy Secretary of Defense.....	19	19	4	Do.
Secretary of the Army.....	19	19	4	Do.
Secretary of the Navy or Air Force.....	19	19	4	Do.
Director of Defense Research and Engineering.....	19	19	4	Do.
Chairman, Joint Chiefs of Staff.....	19	19	4	General's or admiral's march as appropriate.
Chief of Staff, United States Army; Chief of Naval Operations; Chief of Staff, United States Air Force; or Commandant of the Marine Corps.	19	19	4	Do.
General of the Army, Fleet Admiral, or General of the Air Force.	19	19	4	Do.
Chairman of a Committee of Congress.....	17		4	March.
Assistant Secretaries of Defense and General Counsel of the Department of Defense.	17	17	4	Do.
Governor of a Territory or foreign possession within the limits of his jurisdiction.	17		4	Do.
Under Secretary of the Army.....	17	17	4	Do.
Under Secretary of the Navy or Air Force.....	17	17	4	Do.
Generals, admirals.....	17	17	4	General's or admiral's march as appropriate.

Grade, title, or office	Number of guns		Ruffles and flourishes	Music
	Arrival	Departure		
Assistant Secretaries of the Army.....	17	17	4	March.
Assistant Secretaries of the Navy or Air Force.....	17	17	4	Do.
American envoys, American ambassadors having returned to U.S. but on official business, or ministers and foreign envoys or ministers accredited to the United States.	15		3	Do.
Lieutenant general or vice admiral.....	15		3	General's or admiral's march as appropriate.
Major general or rear admiral.....	13		2	Do.
American ministers resident and ministers resident accredited to the United States.	13		2	March.
American chargés d'affaires and chargés d'affaires accredited to the United States.	11		1	Do.
Brigadier general or commodore.....	11		1	General's or admiral's march as appropriate.
Consuls general accredited to the United States.....	11			March.

b. The music indicated in the table will follow the ruffles and flourishes without pause. Unless otherwise directed, civilian officials of the Department of Defense and military departments receive the 32 bar medley in the trio of "The Stars and Stripes Forever."

c. Foreign military persons holding positions equivalent to those of Department of Defense and military department officials, both military and civilian, listed in *a* above, will be rendered the honors to which the equivalent United States official is entitled, regardless of actual military rank. All other foreign military persons will receive the honors due their actual rank or its United States Army equivalent.

d. A designated representative of an official entitled to honors will be afforded honors based on his (the representative's) rank.

12. Reduction of frequency of ceremonial honors rendered on the occasion of official visits to field installations. *a.* In the interest of economy and efficiency, such ceremonies as parades, guard mounts, motorcades, and other ceremonies which involve large numbers of men and equipment will be held to an absolute minimum when officials entitled to such honors visit military installations on field trips. In general, full honors will be reserved for statutory appointees and general or flag officers of the United States Military Establishment, for foreign dignitaries,

and for occasions when ceremonies promote international good will.

b. Officials of the Department of the Army entitled to ceremonial honors, when preparing for an official visit to an installation, will advise the installation commander of the impending visit. Notification will include adequate advance notice, the general purpose of the visit, and particular items or areas of interest to the visitor. Such officials will also notify the field commander that ceremonies will be dispensed with unless for compelling reasons they are desirable. All visitors are encouraged to decline routine honors unless the ceremony serves a useful purpose. Officials of the Department of Defense and of the other military departments may be expected to conform to this practice.

c. Commanders who receive requests to omit ceremonies will comply with such requests unless special local circumstances indicate that ceremonies will be rendered, in which case the commander will so advise the visitor. If, however, the notification of the impending visit omits a request to dispense with ceremonies, the field commander will accord the visitor the honors prescribed in these regulations.

d. Normally an aide or duty officer will be present at the airport, pier, or railway terminal at which important visiting officials are scheduled to arrive, to greet such officials. The visitors will

then be escorted to the field commander's headquarters, if appropriate, to be welcomed and to conduct the official business of the visit.

e. Nothing in these regulations will be construed as discouraging formal welcoming ceremonies when planned by appropriate authority for specific objects and purposes, such as improving morale or maintaining national prestige, nor does this paragraph minimize regulation protocol observed within the military chain of command.

13. When and how rendered. a. *General.*

- (1) Except in the case of the President, an ex-President, or President elect of the United States, honors are rendered only when the persons listed in paragraph 11 are officially visiting a military installation.
- (2) Honors will not be rendered between retreat and reveille, on Sundays, or on national holidays (except Memorial and Independence Days) unless, in the discretion of the officer directing the honors, the occasion requires an exception. The person or persons will be honored at the first available opportunity thereafter.
- (3) As a rule, honors are not rendered by troops not assigned to garrison duty.
- (4) In cases where honors are to be rendered a person senior to or of the same grade as the installation commander, the latter will meet the visitor on his arrival at the entrance to the installation and will escort him to the place of exit upon his departure. If a dignitary senior to the person arriving or departing is already present, the installation commander will detail another officer to represent him. When honors are to be rendered a person junior to the installation commander, the latter may detail another officer to meet and escort the visiting person.
- (5) When two or more persons entitled to honors arrive at or depart from an installation at the same time, only the senior will receive honors. If they arrive or depart successively, honors will be paid to each in turn, except that a senior will be notified prior to the rendering of honors to a junior.
- (6) Any official or officer holding two or more positions (civil or military), any

one of which entitles him to honors, will receive only the honors due the highest grade. In no event will the same person be honored in more than one capacity.

b. *Cannon salutes to persons.*

- (1) The time interval between rounds in a cannon salute will be three seconds except—
 - (a) When honors are rendered at funerals, the time interval between rounds for the cannon salute will be fired at 5-second intervals (sec. VI).
 - (b) When such interval is in conflict with prescribed safety regulations for the type cannon employed.
 - (c) When such interval is not feasible considering condition of ammunition and materiel, number of guns available, proficiency of gun crews, atmospheric conditions, and other local limitations.
- (2) As a rule, the firing of a salute will begin at the time the person entitled to it enters the installation and, if he is entitled to a salute on departing, the last round thereof will be fired as he leaves the installation.
- (3) Cannon salutes generally will be rendered only to officers and officials of four-star or equivalent grade or higher. Cannon salutes for officers and officials of lower than four-star or equivalent grade may be rendered on special occasions when so ordered by the major commander concerned, or by the Department of the Army acting in accordance with the request of the Department of State in the case of foreign dignitaries.
- (4) Cannon salutes to officers and officials of four-star or equivalent grade or higher will be rendered on the occasion of each official visit if requested (par. 12). Salutes to officers and officials of lesser grade will not be fired at the same place in compliment to the same person more than once in a calendar year, unless in the meantime such person has been advanced in grade.
- (5) When the cannon salute is an integral part of other honors (ruffles and flourishes and appropriate music), the band and the firing battery will be coordinated so that

the first round of the salute is fired simultaneously with the first note of the music. Military personnel being saluted and other military personnel in the ceremonial party will render the hand salute during the playing and firing. Civilian personnel being honored and other civilians in the ceremonial party will stand at attention. Troops in formation will "present arms" while the salute is being fired and the music playing. Other military personnel, except those on security duty, in the vicinity of the ceremonial party will, if in uniform, face the ceremonial party and render the hand salute. Military personnel in civilian attire, in the vicinity of the ceremonial party will uncover, face the individual being honored, and stand at attention. Cus-

tomarily, civilian personnel face the person being honored and stand at attention. If the national anthem is a part of the honors, military personnel in the vicinity of the ceremonial party will face the flag displayed in the ceremonial formation and salute. Military personnel in uniform render the hand salute. Military personnel in civilian attire and civilian personnel salute in the same manner as prescribed in paragraph 14 *b* and *c*. If the flag is not displayed military personnel not in the ceremonial formation, face the music and, if in uniform, render the hand salute. Military personnel in civilian attire and civilian personnel will stand at attention, men removing the headdress.

c. Honor Guard. See FM 22-5.

Section III. CEREMONIES AND PARADES

14. Reveille and retreat. *a. Time.* Installation commanders will set the time of sounding reveille and retreat.

b. Reveille. At every installation garrisoned by troops other than caretaking detachments, the flag will be hoisted at the sound of the first note of reveille. Military personnel in uniform, not in formation, within saluting distance of the flag, will face the flag, or the music if the flag is not in view, salute, and maintain the salute until the completion of the music. Male military personnel in civilian attire and male civilian personnel will remove the headdress with the right hand and hold it at the left shoulder with the hand over the heart, face the flag, or the music, if the flag is not in view, and stand at attention, or if no headdress is involved, stand at attention holding the right hand over the heart. Female military personnel in civilian attire and female civilian personnel place the right hand over the heart but do not remove the headdress.

c. Retreat. During retreat, military personnel in formation will stand at "parade rest." Military personnel in uniform, not in formation will face the flag, or the music, if the flag is not in view, and stand at attention. Military personnel in civilian attire and civilian personnel will uncover, face the flag, or the music, if the flag is not in view, and stand at attention. At the last note of retreat

a gun will be fired if the ceremony is on a military installation, at which time the band or field music will play the national anthem or sound "To the Color" and the flag will start to be lowered. At this time military personnel in formation will be called to attention and present arms, military personnel in uniform not in formation, will render the hand salute. Male military personnel in civilian attire and male civilian personnel will stand at attention and hold the headdress at the left shoulder with the right hand over the heart, face the flag, or the music, if the flag is not in view, or, if no headdress is involved, stand at attention holding the right hand over the heart. Female military personnel in civilian attire and female civilian personnel place the right hand over the heart but do not remove headdress. These positions will be maintained until the last note of the music. The lowering of the flag will be regulated so as to be completed at the last note of the music. The same respect will be observed by all military personnel whether the national anthem is played or "To the Color" is sounded.

15. Precedence of troops at parades and reviews. *a.* For the conduct of parades and reviews, see FM 22-5.

b. On occasions of ceremony, except funerals, troops ordinarily will be arranged from right to left in line, with the unit representing the slowest

moving element on the right and progressing to the unit representing the most rapidly moving element on the left, subject to the discretion of the commander of troops.

c. In reviews in which two or more branches are present, units of various branches will be posted at the discretion of the commander of troops.

d. In parades and in ceremonies on shore in which several services are participating, precedence should be according to *c* below, without regard to the relative grades of the commanding officers of the detachments. A member of the senior service present will bear the National Colors, and the organizational colors of the services represented will be carried in order of seniority from right to left.

e. (1) Members of the Armed Forces of the United States will take precedence in the following order during formations in which members thereof may participate, except as indicated in (2) below:

- (a) Cadets, United States Military Academy.
- (b) Midshipmen, United States Naval Academy.
- (c) Cadets, United States Air Force Academy.
- (d) Cadets, United States Coast Guard Academy.
- (e) United States Army.
- (f) United States Marine Corps.
- (g) United States Navy.
- (h) United States Air Force.
- (i) United States Coast Guard.
- (j) Army National Guard of the United States.
- (k) Army Reserve.
- (l) Marine Corps Reserve.
- (m) Naval Reserve.
- (n) Air National Guard of the United States.
- (o) Air Force Reserve.
- (p) Coast Guard Reserve.
- (q) Other Reserve training organizations of the Army, the Marine Corps, the Navy, the Air Force, and the Coast Guard, in that order, respectively. School cadet corps not recognized as bona fide ROTC units do not fall within these categories.

- (2) During any period when the United States Coast Guard operates as a part of the United States Navy, the cadets, United States Coast Guard Academy, the United States Coast Guard, and the Coast Guard Reserve will take precedence respectively, next after the midshipman, United States Naval Academy, the United States Navy, and the Naval Reserve.

16. Participation of foreign troops in parades.

a. When foreign troops are invited by U.S. Forces to participate in parades, they will be assigned a position of honor ahead of United States troops. As a special compliment, a small escort of honor composed of United States troops will precede the foreign troops. Police or special forces may be assigned to clear the line of march, and the grand marshal and his staff should lead the parade.

b. On occasions when troops of more than one foreign nation participate, the order of precedence as between them will be decided by the grand marshal as may seem most appropriate. The normal method of fixing this precedence is as follows:

- (1) When the parade of ceremony is in honor of a particular nation, for example, a celebration of a national holiday of that nation, the troops thereof should be assigned a position in the line ahead of all others.
- (2) On occasions other than those in (1) above, assignments may be made by the relative grades of the commanders of the forces from which parade detachments are drawn. In cases where this method is not readily applicable, precedence may be fixed by—
 - (a) Relative grades of the commanders of the parade detachments, or
 - (b) Alphabetical order in the English language of the names of the nations concerned.

17. Retirement ceremonies. Military personnel being retired after long and faithful service will be given appropriate recognition on the occasion of their retirement to include parades, ceremonies, or other similar functions. Official notice of the retirement of personnel from the Army is made in Department of the Army special orders. Local commanders may issue separate general orders citing in brief the career of each person retired from the Army after completion of 20 years or

more of military service. It is especially important that commanders of Army hospitals, where these personnel may be undergoing final type physical examination for the purpose of being processed for a physical disability retirement, advise

the appropriate major commanders of those in this category so that such arrangements may be made. Maximum publicity will be given any such ceremonies arranged. See AR 135-16 for Reserve Component personnel.

Section IV. COURTESY VISITS WITHIN THE ARMY

18. General. *a.* The exchange of visits of courtesy is the primary basis for the establishment of those social contacts among officers of the Army essential to the development of that mutual understanding, respect, confidence, and teamwork which together with professional competence and physical ability insures adequate military leadership at all echelons. The present size and complexity of the Army may preclude the exchange of courtesy calls in accordance with traditional concepts. However, the established customs of the service in this respect should be adhered to by all concerned to the extent practicable. Failure to follow the customs of official and polite society is prejudicial to the best interests of the service. Commanders will adhere as closely as possible to the principles outlined in this regulation but may exercise individual discretion as to the extent to which these principles can be observed in a given situation. Individual officers will obtain guidance as to the commander's wishes from the organization or installation adjutant, the commander's aide, or the executive officer of their agency, as applicable.

b. Visits of courtesy will be paid promptly and should be of approximately 15 minutes' duration. They should be made at a time presumably convenient to the officer being visited.

c. Visits of courtesy other than those made by departing officers should be returned in person within 10 days except in the following instances:

- (1) In cases where the numbers are so great that this is not possible, a general officer occupying the position of a major general or higher may designate a staff officer to return the courtesy visit of an officer below general officer grade.
- (2) In case of sickness or other unavoidable circumstances, such visits may be omitted. In such cases the officer should send his visiting card and a brief note expressing his regrets and the cause of his failure to pay the visit.

(3) Calls may be returned by senior officers through a mass social function.

d. Courtesy visits are not required in connection with short absence on leave or TDY away from a home station.

19. Visiting cards. *added - C6* The grade indicated on visiting cards will be the grade in which the officer is serving and the service designated as United States Army. The visiting cards of chaplains will not designate grade. Indication of branch is optional and component will not be shown. Size and type are optional; however, the most commonly accepted size is 3¼ by 1½ inches, with shaded Roman engraving.

20. By newly arrived officers. A newly arrived officer who will remain at an installation for over 24 hours will pay a visit of courtesy to his immediate superior and that officer's immediate superior. For example, a lieutenant assigned to an infantry battalion would call upon his company commander and his battalion commander. If the arriving officer is of a higher rank than the ranking commander of the installation, the latter will pay the first visit. Official calls should be made at the offices of those called upon within 48 hours after the officer's arrival. Courtesy visits to commanders will be repeated at their quarters as soon as practicable after arrival, at proper calling hours; the newly arrived officer's spouse should accompany him, unless, by reason of duty assignment, distances to be traveled make such visit impractical. Officers should inquire of the adjutant of the organization or installation, or the executive officer, as to normal calling hours.

21. By departing officers. Officers who are about to depart permanently from an installation or unit will inquire of the adjutant thereof as to the visits of courtesy which should be made.

22. To newly arrived officers. Each officer assigned or attached for duty to a company or battery; battalion, group, or comparable headquarters; division of a staff section of a corps, army, or comparable headquarters; or branch of a staff sec-

tion of a higher headquarters, except the commanders referred to in paragraph 2*b*, will pay a welcoming courtesy visit to each officer who has more recently arrived under permanent assignment to duty in the same organizational element.

Section V. INTERSERVICE AND MILITARY-CIVILIAN VISITS

24. General. The interchange of visits of courtesy among Army, Navy, Air Force, and Marine Corps officers opens the way to official and social courtesy among the members of the several services, and furthers mutual understanding.

25. United States Air Force. Customs governing visits of courtesy among officers of the United States Air Force are as prescribed by the individual installation commander.

26. Between ship and shore. *a.* In the case of a naval vessel or of naval vessels arriving at an installation, it is proper for the installation commander to send a suitable officer to the flagship or ship of the senior naval officer present afloat to offer civilities and assistance. This is called the "boarding visit," and it is expected that this civility will be returned. The provisions of this subparagraph and *b* below do not apply if the senior officer of the newly arrived vessel or vessels is junior to the senior naval officer present afloat already present at the installation.

b. Within 24 hours of the boarding visit, weather permitting, the senior naval officer present afloat should pay a visit of courtesy to the commanding officer of the installation, should the latter be his equal or superior in rank. This visit should be returned within 24 hours. Should the senior naval officer present afloat be superior in rank to the installation commander, the latter will pay the first visit. This visit should be returned within 24 hours, circumstances permitting, if the installation commander is a colonel or a general. If the installation commander is of lower grade than colonel, the senior naval officer present afloat, when of flag rank, may send his chief of staff to return official visits. When an Army officer officially visits a naval vessel, he will give notice in advance of his intention to do so by causing his adjutant or aide to make arrangements with the aide of the senior naval officer present afloat or the executive officer of the naval vessel or unit. Similarly, notice may be expected of the intended official visit of the senior naval officer present afloat.

23. On New Year's Day. It is customary for all officers of a unit, organization or installation to call upon the commanding officer on New Year's Day. Usually the commander will designate a convenient hour and place for receiving such visits.

c. If a naval vessel or vessel carrying troops carries on board an Army officer of higher rank than the installation commander, the latter will pay a visit of courtesy to the Army officer aboard the naval vessel subsequent to the initial visit prescribed above. Similarly, should the installation commander be of higher rank than the Army officer aboard ship, the latter will pay the first visit.

d. Approaching or leaving a vessel.

- (1) A naval vessel will be approached and boarded by commissioned officers and persons in their company by the starboard side and accommodation ladder; all other persons use the port accommodation ladder. If only one side is rigged with a brow or accommodation ladder, as when the ship is moored to a pier, then the forward such access is used by commissioned officers and those who accompany them. This rule is subject to change because of particular circumstances in the discretion of the commanding officer of the ship.
- (2) In entering a boat the lowest ranking officer goes first and the other officers follow in order of rank; in leaving a boat this order is reversed.
- (3) A landing over another boat will not be made without permission, and permission to do so will not be asked if it can be avoided.
- (4) Boats will always haul clear of a ship's accommodation ladder while waiting, and when about to leave a ship's side will endeavor to give way in ample time to clear the accommodation ladder for other boats approaching.
- (5) Naval vessels designated as saluting ships fire gun salutes to those officers entitled to receive them. If the visiting officer is entitled to a gun salute on arrival, the salute is fired as the officer approaches and is still clear of the side. If the ship being visited is moored to a pier in such a posi-

tion that it is not practicable to render the gun salute prior to the arrival on board, the salute is rendered, provided local regulations do not forbid gun salutes, after the visiting officer has been piped over the side of the vessel. On departure, the gun salute is fired after he is clear of the side of the vessel. When on board during the firing of a gun salute, the officer saluted will stand at attention and render the hand salute; when alongside and clear of the side, he will cause his boat or vehicle to be stopped, if practicable to do so, and will render the hand salute.

e. Reception of an officer on board a naval vessel.

- (1) An officer paying a boarding visit to a naval vessel is met at the accommodation ladder by the officer of the deck.
- (2) An Army installation commander paying a visit of courtesy to the senior naval officer present afloat aboard a naval vessel is met at the accommodation ladder by that officer, the commanding officer and the officer of the deck and accompanied there on departure by the same officers. When the visiting officer is a general officer, the senior naval officer present afloat, if a unit commander, is accompanied by his chief of staff. When the visiting officer is junior to the senior naval officer, the latter may have one of his staff or ship's officers represent him at the accommodation ladder.
- (3) Upon the occasion of the official reception of an officer of the Army on board a naval vessel, except between sunset and 0800 hours, during meal hours of the crew, general drills and evolutions, period of regular overhaul, and on Sunday, the side is piped and side boys attend at both the arrival and departure of the visiting officer. General officers are invited to inspect the guard after the completion of the gun salute or such other honors as may be rendered.
- (4) The salutes to be exchanged upon boarding and leaving a naval vessel are prescribed in the following paragraph of United States Navy Regulations, to which

all members of the Army visiting a naval vessel will conform:

2108. Salutes to the National Ensign.

1. Each person in the naval service, upon coming on board a ship of the Navy, shall salute the national ensign if it is flying. He shall stop on reaching the upper platform of the accommodation ladder, or the shipboard end of the brow, face the national ensign, and render the salute, after which he shall salute the officer of the deck. On leaving the ship, he shall render the salutes in inverse order. The officer of the deck shall return both salutes in each case.
2. When passed by or passing the national ensign being carried, unceasing, in a military formation, all persons in the naval service shall salute. Persons in vehicles or boats shall follow the procedure prescribed for such persons during colors.
3. The salutes prescribed in this article shall also be rendered to foreign national ensigns and aboard foreign men-of-war.

27. Between officers on shore. *a.* In the interchange of visits between commanding officers of the Army and commanding officers of the Navy, the Air Force, and the Marine Corps, on shore, whether within the continental limits, outlying Territories, or insular possessions of the United States, the officer already established will send an officer to render the customary courtesies on the arrival for duty of a newcomer of the other service.

b. After the visit described in *a* above has been paid, the commanding officers will exchange visits, the lower in rank paying the first visit. If the commanding officers are of equal rank, the newcomer will pay the first visit.

c. When a commanding officer of the Navy, the Air Force, or Marine Corps visits an Army installation he will be met by the commander thereof at headquarters, if during office hours, otherwise at his quarters. On occasions of unusual ceremony special arrangements may be made.

28. Change of station of a unit. *a.* When an organization or unit as such is moved to an installation or facility of any service of the United States or of a friendly nation, a commanding officer of the organization will make and receive the appropriate courtesy visits in behalf of his command unless by mutual agreement of the commanders involved other arrangements are made. Preliminary arrangements will usually be made by adjutants or aides of the two commanders and generally the commander of lesser rank will make the initial visit.

b. When an organization or unit as such is moved from an installation or facility of any service of the United States or of a friendly nation the commanding officer of the departing unit, if he be of equal or lesser rank than the installation commander, will make the appropriate courtesy visit in behalf of his command unless by mutual agreement between the commanders other arrangements are made. If the unit commander is of higher rank, the installation commander will make the courtesy visit.

29. Official visits between commanding officers and civil officials. *a.* Upon arrival at the capital of a United States Territory or possession having a governor general or governor commissioned as such by the President, the ranking officer will pay an official call to the governor general or

governor within 24 hours after arrival. Similar visits will be made whenever a governor general or governor takes office. The provisions of this paragraph may be modified by agreement with the governor general or governor.

b. Upon the official arrival of United States troops in a foreign municipality or locality where United States diplomatic or consular representatives are stationed, the ranking officer will exchange official visits with the ranking diplomatic and the ranking consular representatives. Prior notice of such visits should be furnished when possible. Commanding officers of the Army will make the first visit to diplomatic officials of the rank of chargé d'affaires and above. An individual officer on official business will pay calls to diplomatic and consular officials in like manner.

Section VI. DEATHS AND FUNERALS

30. General. Action will be taken to render the honors prescribed in this section immediately upon receipt of official notice or information received through DA message, radio, television, or other news media, of the death of any person entitled to such honors. At joint installations or commands the procedures prescribed by the responsible military commander will be executed uniformly by all United States military units present.

31. Announcement of death. Official notice of the death of any of the following persons and such others as may be directed by the Secretary or Acting Secretary of the Army will be published in Headquarters, Department of the Army general orders:

- a.* The President, ex-President, or President-elect of the United States.
- b.* The Vice President of the United States.
- c.* Secretary, Deputy Secretary, or former Secretary of Defense.
- d.* Secretary of the Army.
- e.* Chairman of the Joint Chiefs of Staff.
- f.* Chief of Staff, or former Chief of Staff, United States Army.
- g.* General of the Army.

32. Notice of death of President, ex-President, or President-elect. *a.* On the day after receipt of notice of the death of the President, ex-President, or President-elect of the United States unless this day falls upon a Sunday or holiday, in

which case the honors will be rendered on the day following the Sunday or holiday, the commanding officers of all Army installations equipped with the necessary personnel and materiel will require the following:

- (1) One gun to be fired every half-hour, beginning at reveille and ending at retreat.
- (2) All troops at Army installations and the cadets of the United States Military Academy to be paraded at 1000 hours and the official order announcing the death to be read.

b. On the day of the funeral, a 21-minute gun salute will be fired at noon at all military installations equipped with the necessary personnel and the materiel, and a number of guns equal to the number of States in the Union will be fired at the close of the day. This salute will be fired at 5-second intervals.

c. If the remains are removed from the immediate vicinity of the place of death, all troops along the route of the funeral train will be paraded to render appropriate honors.

33. Notice of death of the Vice President. *a.* On the day after receipt of notice of the death of the Vice President of the United States, unless this day falls upon a Sunday or holiday, in which case the honors will be rendered on the day after the Sunday or holiday, the commanding officers at all installations equipped with the necessary personnel and materiel will cause a 19-minute gun salute to be fired at noon.

b. On the day of the funeral, a 19-minute gun salute will be fired at noon at all installations equipped with the necessary personnel and material.

c. If the remains are removed from the immediate vicinity of the place of death, all troops along the route of the funeral train will be paraded to render appropriate honors.

34. Announcement of death of certain other officials. a. Upon the death of the Secretary of Defense, the Secretary of the Army, or the Deputy Secretary of Defense, the same honors will be rendered as prescribed in paragraph 33.

b. Upon the death of any other person who was entitled to a salute of cannon, with the exception of those persons specifically provided for in paragraphs 32, 33, and a above, and whenever it is desired to render honors other than those prescribed, the order announcing the death will so specify. The number of guns to which the official or functionary was entitled as a salute will be fired at noon on the day after receipt of the official notice of death, unless this day falls on a Sunday or holiday, in which case the honors will be rendered on the day after the Sunday or holiday, and again at noon on the day of the funeral.

35. Funeral of general officer. a. Orders announcing the death of a general officer ~~on the active or retired list~~ will specify the installation or installations at which cannon salutes will be fired. A minute gun salute limited to the number of rounds to which the officer was entitled (par. 11) will be fired at noon on the day after receipt of the order, unless this day falls on a Sunday or holiday, in which case the honors will be rendered on the day after the Sunday or holiday.

b. The military installations mentioned in the general orders will fire a minute gun salute equal to the number of rounds to which the officer was entitled (par. 11) at noon on the day of the funeral.

c. During the religious gravesite service the chaplain will pause before the final benediction at which time a cannon salute corresponding to the grade of the deceased (par. 11) will be fired with 5-second interval between rounds; then the chaplain will pronounce the final benediction. At its completion three rounds of musketry will be sounded followed by taps.

36. Remains of flag officer or general officer brought ashore. a. If the remains of a flag officer of the Navy or a general officer are brought ashore

in the vicinity of a military installation, the flag will be displayed at half-staff and a minute gun salute will be fired at noon on the day of the funeral, provided the funeral takes place in the vicinity of the installation.

b. The number of guns will be that to which the officer was entitled as a salute (par. 11).

37. Funeral of civil functionary. a. In the case of the funeral at or near a military installation of a civil functionary who was entitled to a cannon salute, the flag will be displayed at half-staff and a minute gun salute will be fired at noon on the day of the funeral.

b. The number of guns will be that to which the functionary was entitled as a salute (par. 11).

38. National flag at half-staff. a. *Death of President, ex-President, or President-elect.* On the death of such person, the national flag will be flown at half-staff on all installations, activities, and vessels of the Department of the Army in the District of Columbia and throughout the United States and its Territories and possessions during prescribed hours for 30 days from the date of death. The flag also will be flown at half-staff for such period at all United States embassies, legations, and other facilities abroad, including all military facilities and naval vessels and stations.

b. *Death of Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives.* On the death of such person, the national flag will be flown at half-staff on all installations, activities, and vessels of the Department of the Army in the District of Columbia and throughout the United States and its Territories and possessions during prescribed hours for 10 days from date of death.

c. *Death of an Associate Justice of the Supreme Court; a member of the cabinet; the Deputy Secretary of Defense; a former Secretary of Defense; the Secretary of the Army, the Navy, or the Air Force; the Chairman of the Joint Chiefs of Staff; the Chief of Staff, or former Chief of Staff, United States Army; or a General of the Army.* On the death of such person, the national flag will be flown at half-staff on all installations, activities, and vessels of the Department of the Army in the District of Columbia and throughout the United States and its Territories and possessions, during prescribed hours from the day of death until retreat on the day of interment.

d. Death of a United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico. On the death of such person, the national flag will be flown at half-staff on all installations and activities of the Department of the Army in the metropolitan area of the District of Columbia on the day of death and on the following day. It will also be flown at half-staff on all installations and activities of the Department of the Army in the State, Congressional District, Territory or Commonwealth of such Senator, Representative, Delegate, or Commissioner, respectively, during prescribed hours, from the day of death until retreat on the day of interment.

e. Death of the Governor of a State, Territory, or possession. On the death of such person, the national flag will be flown at half-staff on all installations and activities of the Department of the Army in such State, Territory, or possession, during prescribed hours, from the day of death until retreat on the day of interment.

f. Death of officer. On the death of an officer on the active or retired list of the Army at a military installation, except as provided in *c* above, the national flag will be displayed at half-staff and so remain between reveille and retreat, except that on the day of the funeral the flag will be hoisted to the top after the last salvo or volley has been fired over the grave; or, if the remains are not interred at the installation, until they are removed therefrom.

g. Funeral of warrant officer or enlisted person. During the funeral of a warrant officer or enlisted person, either in an active or retired status, at a military installation, the national flag will be lowered to half-staff. It will be hoisted to the top after the final volley is fired over the grave, or, if the remains are not interred at the installation, after they have been removed therefrom.

h. Death of other officials. In the event of the death of other officials, former officials, or foreign dignitaries, the national flag will be displayed at

half-staff in accordance with such orders or instructions as may be issued by or at the direction of the President, or in accordance with recognized customs or practices not inconsistent with law.

i. Exception at burial site. As an exception to the provisions of *c*, *d*, and *e* above, flags flown at the place of burial will be hoisted to the top after the last salvo or volley is fired over the grave.

39. Funeral escorts. *a.* A funeral escort will be formed and marched as prescribed in FM 22-5.

b. The composition and commander of the funeral escort for the President, ex-President, Vice President, Secretary of Defense, Secretary of the Army, Deputy Secretary of Defense, former Secretary of Defense, Chairman of the Joint Chiefs of Staff, Chief of Staff, former Chief of Staff, and General of the Army will be as directed by the Secretary of the Army or the Acting Secretary of the Army.

c. Commanders of funeral escorts of other officers will be officers of the same grade as the deceased or of a higher grade, or, if none such be present, as directed by the commanding officer.

d. The composition and commander of the funeral escort for a cadet of the United States Military Academy will be as prescribed by the Superintendent of the United States Military Academy when death or the funeral service occurs at West Point. When death or the funeral service occurs elsewhere, the composition and commander of the escort will be the same as that for a lieutenant.

e. Funeral escorts for warrant officers will be commanded by a lieutenant or higher; for a noncommissioned officer of pay grades E 5 through E-9 by a noncommissioned officer of equal or higher grade; for all other grades by a sergeant; or, if none be present, as directed by the commanding officer.

f. The composition of funeral escorts of honor of persons other than those listed in *b* above is discretionary with commanders. The following composition is furnished for guidance only, and may be changed locally, as appropriate:

- (1) Chief of Staff and Special military funeral: 10 companies plus a band (normally reinforced). Such troops may be furnished by any of the armed services (including the U.S. Coast Guard and cadets from the service academies, where available), as well as members of the women's services.
- (2) Former Chief of Staff and 4-star general. Special full honor funeral: 4 companies from the officer's service, plus a band.

- (3) 3-star general through full colonel. Full honor funeral: 1 company (normally 2 platoons) with band.
- (4) Lieutenant colonel through warrant officer (includes cadets). Full honor (plat) funeral: 1 platoon with band.
- (5) All enlisted personnel. NCOIC, firing squad of 7 with an NCO; 6 pallbearers, and 1 bugler.

g. In the event the deceased was a member of the Women's Army Corps and the funeral occurs on a military installation, in addition to the above an honorary escort of eight members of the Women's Army Corps will be furnished, if practicable, by the commanding officer, when requested by the family of the deceased or its representative.

40. Pallbearers. *a.* For military funerals occurring on an installation, six active pallbearers (enlisted personnel) will be used if requested by the family of the deceased or its representative. Otherwise they will be selected by the commanding officer, unless civilian pallbearers are requested by the family.

b. When specifically requested by the family or its representative six active pallbearers will be selected for funerals occurring off an installation of a person who dies while on active duty or in a retired status.

c. The decision as to selecting honorary pallbearers rests with the family of the deceased or its representative, if present; otherwise, with the commanding officer.

41. Conduct of military funerals. *a.* Military funerals will be conducted in accordance with FM 22-5, and will be under the supervision of the commanding officer of the installation or his representative.

b. At a military funeral all persons in the military service in uniform attending in their individual capacity will face the casket and execute the hand salute at the following times: When honors, if any, are sounded; at any time when the casket is being moved (the exception being when they themselves are moving); during cannon salutes, if sounded; during the firing of volleys; and while taps are being played. Honorary pallbearers in uniform will conform to these instructions when not in motion. Military personnel in civilian clothes in the above cases and during the service at the grave, will stand at "attention" uncovered, and hold the headdress over the left breast, or if no headdress is worn the right hand will be held over the heart. Female military personnel in civilian clothes will hold the right hand over the heart. During the religious gravesite service, all personnel will bow their heads at the words, "Let us

pray." All personnel except the active pallbearers will follow the example of the officiating chaplain. If he uncovers, they will uncover, if he remains covered they will remain covered. When the officiating chaplain wears a biretta (clerical headpiece) during the gravesite service all personnel as indicated above will uncover. When the officiating chaplain wears a yarmulke (skull cap) (Jewish) all personnel will remain covered.

c. The active pallbearers will remain covered and will not salute while carrying the casket and while holding the interment flag over the casket during the service at the grave.

d. Female military personnel will remain covered during military funerals.

42. Service responsibility for burial honors. It is the responsibility of each service to provide burial honors, if requested for deceased military personnel of that service, including active duty and retired personnel as well as veterans, in consonance with paragraphs 43 and 44. However, there is no objection to making local arrangements with other services covering the furnishing of burial honors for deceased military personnel of the other services when such action does not interfere with the mission of the command. Commanders who have been requested to provide firing squads and buglers for funerals, regardless of the service of the deceased, will exert every reasonable effort to insure that a firing squad and bugler are obtained to include making the initial contact with the other services, or with veterans' organizations, when appropriate.

43. Firing squad and bugler for funeral of individual who dies while on active duty or on retired list. *a. Interment occurring on installations.* The commanding officer will furnish a firing squad, preferably from the branch of the deceased (e.g., armor, infantry, engineers); to include a bugler wherever possible, to attend the funeral on the installation of a person who died in the military service or on the retired list when request is made by the relatives or friends of the deceased.

b. Interment occurring off installation. The commanding officer of an installation will furnish

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a firing squad, preferably from the branch of the deceased (e.g., armor, infantry, engineers), to include a bugler wherever possible, to attend the funeral of a person who dies in the military service or while on the retired list and whose remains have been turned over to relatives or friends for interment off the installation, provided there is no Reserve unit or veterans' or patriotic organization capable of furnishing the firing squad located nearer to the site of interment than the installation, and provided further that there is no military reason to the contrary. Requests for the firing squad and bugler must be made by the relatives or friends of the deceased. Available funds may be used for the transportation and subsistence of firing squads and buglers required to travel some distance away from the military installation to render military honors at burial ceremonies, as determined necessary by the ~~ZI Army commander~~ concerned. When a firing squad and bugler cannot be provided by a veterans' or patriotic organization in the vicinity of point of interment, or such an organization is physically incapable of furnishing a firing squad and bugler, ~~Army commanders~~ *may authorize the issuance of invitational travel orders, so worded as to obligate the Government only for meal tickets for the noon or evening meal, to a volunteer ROTC firing squad and bugler from an educational institution located in the vicinity of point of interment. If it is impracticable to issue meal tickets, reimbursement may be made for the cost of such meals, not to exceed the cost of the meal tickets which otherwise would have been utilized. Meal tickets or reimbursement therefor will be authorized only when it is necessary for such squads to be en route during the noon or evening meal hour. Cost of meal tickets so issued or reimbursement for the cost of meals so authorized will be charged to or paid from funds available to the Army commander authorizing the issuance or reimbursement. The wording of such*

[AGAO]

By Order of the Secretary of the Army:

Approved, added @

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

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