

Middle School Initiative

**PART I
COVER SHEET**

CAP 4 SEMESTER 1 WEEK 17

COURSE: Public Affairs Officer Drill and Ceremonies, Achievement 11

LESSON TITLE: Decorations and Retirements

LENGTH OF LESSON: 50 Minutes

METHOD: Informal Lecture - Discussion

REFERENCE(S):

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 10
2. AFM 36-2203, *Drill and Ceremonies*, Chapter 7, 3 Jun 96

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S): Chalkboard and chalk

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet to:

1. Become aware of the procedure for the presentation of decorations and retirements during a parade and review.
2. Understand and be able to master an indoor ceremony involving decorations and retirements.

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet should willingly:

1. Recognize and understand the purpose and procedure for an outdoor awards and retirement ceremony.
2. Be able to be a participant at an indoor ceremony, either as a recipient or as a staff member involved in the presentation.

AFFECTIVE OBJECTIVE: N/A

AFFECTIVE SAMPLES OF BEHAVIOR: N/A

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PART II TEACHING PLAN

Introduction

ATTENTION: How do you feel about the current way in which awards and decorations are handled in Civil Air Patrol? Could there be more formality in this procedure?

MOTIVATION: As you have progressed through the program, you have received your awards and promotions in a rather formal fashion, within our capabilities. Do you believe that we could do better?

TRANSITION: Let's press on and see what we can accomplish in the betterment of these ceremonies.

Body

MP 1 Presentation of decorations and awards to Civil Air Patrol personnel and the appending of unit awards onto the unit flag are generally done at a parade or indoor ceremony. This same parade, or indoor ceremony, may honor persons being retired. I will cover both procedures in this section of instruction.

NOTE: The instructor should be able to draw the required formation symbols on the chalkboard and describe the activity as the "chalk talk" progresses.

Parade Ceremony - Persons to be decorated/retired will be positioned to the right of the reviewing stand. They line up in column according to rank of the decorations to be conferred, with the highest-ranking decoration in front. After the command has been presented to the reviewing officer, the reviewing officer directs the commander of troops (COT) to have the persons to be honored and colors to come forward.

After the wing has been brought to order arms, the commander of troops commands "**Persons to be decorated (receive awards, be retired, etc.) and Colors, CENTER, MARCH.**" On the command "**MARCH,**" the band plays a march and the commander of troops moves forward and halts six paces from the front rank of the detachment (colors). The COT then faces about and commands "**Detachment, Forward, MARCH.**"

Upon the command of "**CENTER,**" the wing staff officers face to the right and upon the command "**MARCH**" move forward a sufficient distance to provide clearance for the colors to pass, halt and face to the left. After the colors have passed, the staff faces left and returns to their original position.

The COT continues directly towards the reviewing officer. At a point five paces in front of the reviewing officer, the COT commands "**Detachment, HALT.**" At this point the band stops playing. After the detachment halts, the persons to be honored move forward, execute a column left and halt at a position five paces in front of and centered on the colors. They then face to the left.

If any flags are to be decorated, they are placed in a column to the left of the reviewing stand according to the rank of the decoration, with the highest decoration at the rear. They will take their place in the detachment three paces in front of the persons being honored. If this action is to be accomplished, the distance in which the COT is in front of the colors must be increased to ten paces.

The COT salutes the reviewing officer and reports "**Sir/Ma'am, the persons/flags to be decorated (receive awards, etc.) and Colors are present.**" The reviewing officer returns the salute and directs the command to be presented. The COT passes around the right flank of the detachment and returns to his/her post with the staff. The COT then directs that the command be brought to present arms. He/she faces about and commands the staff to present arms. The band plays the national anthem or To The Colors. Upon completion of the music the staff is brought to order arms, the COT faces about and directs that the wing be brought to order arms and parade rest. Prior to the national anthem/To The Colors, the senior flag bearer commands the detachment to present arms and upon completion of the music commands the detachment to execute order arms.

Awardees salute the reviewing officer prior to the reading of orders, usually shake hands afterwards and salute again after being honored. Citations to accompany decorations/awards and retirement orders are read for each individual, or flag, in order of precedence. Upon completion of the honors, the persons decorated/retired are invited by the reviewing officer to take a position in the reviewing party, either to the his/her right or left. This placement decision is based on the senior award recipient's decoration or rank.

The flags are returned to their post by the most direct route. Once the flags are positioned, the COT salutes the reviewing officer, but gives no report. The reviewing officer directs the COT to march the command in review.

TRANSITION: That concludes the awards portion of an outdoor ceremony. Let's now take a quick look at what might happen at an indoor ceremony for decorations and/or retirements.

MP 2 An indoor ceremony is generally less formal than the outdoor ceremony and allows for some variance in protocol. Prior to the ceremony, the administrative staff assures that all award materials are laid out on a table in the order of precedence. The award recipient is called forward, halts three paces in front of the presiding officer, salutes are exchanged and the orders/citations are read by the moderator. Awards are made, as appropriate, then a handshake between the presiding officer and the recipient, followed by an exchange of salutes.

If the recipient is retiring, the spouse of the retiree may be given a token of appreciation for his or her support of the retiree over the years.

Conclusion

SUMMARY: During this period, we have discussed that portion of a parade, which pertains to awards, decorations and retirements. This is a very formal method of honoring personnel for their untiring service to the organization. A less formal method of doing the same thing is the indoor or office ceremony. The indoor ceremony gives you more latitude on how you will accomplish it.

REMOTIVATION: Have we accomplished some of our aims in this period to show that there can be and is a more formal way of presenting decorations and retiring personnel from Civil Air Patrol. There might even be a much better way of doing this if we put our minds to it.

CLOSURE: Next time we will discuss a change of command ceremony, both outdoors and indoors. Continue your studies in the area of ceremonies, as we will cover a change of command in our next session. Class is dismissed.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was for each cadet to become acquainted with an outdoor formal decoration and retirement ceremony and a less formal indoor decoration and retirement ceremony.

LESSON QUESTIONS: Completion of the chapter review exercise satisfies this requirement.