



UNITED STATES MARINE CORPS  
11TH MARINES  
BOX 555503  
CAMP PENDLETON, CA 92055-5503

5060  
CO

JAN 13 2021

REGIMENTAL ORDER 5060

From: Commanding Officer  
To: Distribution List

Subj: CEREMONIAL CANNON PLATOON ASSIGNMENT

Ref: (a) United States Navy Regulations  
(b) Technical Manual, Howitzer M101A1  
(c) Artillery Instruction Battery – MCB Quantico, Salute Handbook

Encl: (1) Example, State Funeral Support Letter of Instructions  
(2) Example, Camp Pendleton 21 Gun Salute Layout  
(3) US Navy Regulation, Chapter 12, Section 4 Gun Salutes  
(4) Artillery Instruction Battery – MCB Quantico, Salute Handbook Ceremony Excerpt

1. Situation. This order establishes the assignment of and responsibilities as the Ceremonial Cannon Platoon for the calendar year. 11th Marines supports special ceremonies and functions that require a traditional gun salute by maintaining a dedicated section for proficient use and coordination.

2. Cancellation. This order cancels all previous memorandums of understanding and relinquishes Ceremonial Cannon Platoon responsibilities from 5th Battalion, 11th Marines.

3. Mission. On order, the assigned battalion will assume the duties and responsibilities as the Ceremonial Cannon Platoon in order to support 1st Marine Division with special ceremonies and functions that require a transitional gun salute.

4. Execution

a. Concepts of Operations. This is a 12-month assignment. Relinquishment of this assignment will begin two weeks prior to effective date. For the period specified, the assigned battalion will ensure the proper and successful execution of all events requiring ceremonial gun salutes as tasked by the Regimental S-3. All task orders for events that require ceremonial gun salutes are received from the Division G-3 to 11th Marines S-3 and subsequently tasked by the S-3.

b. Task

(1) 1st Battalion, 2d Battalion, 3d Battalion, 5th Battalion

- (a) Ensure required ceremonies maintain proper military standards as defined in reference (a).
- (b) Maintain adequately trained gun crews in accordance with references (b) and (c).
- (c) Ensure ammunition for ceremonies is adequately scheduled for use via the Regimental Ammunition Chief.
- (d) Ensure proper maintenance for M101A1 Howitzers is conducted in accordance with reference (b).

Subj: CEREMONIAL CANNON PLATOON ASSIGNMENT

(e) Ensure proper administrative transfer of (6) M101A1 Howitzers in Global Combat Support System-Marine Corps (GCSS-MC) from the unit relinquishing duties to the unit assuming duties.

(f) Provide proper training and turnover to subsequent unit upon completion of this assignment.

(g) Enclosures (1) through (4) serve as examples and guidelines for the conduct of ceremonies.

(2) Regimental S-3. Task assigned battalion to support events that require ceremonial gun salutes.

(3) Regimental S-4. Provide ammunition to support ceremonial gun salutes as required.

(4) Field Artillery Chief. Provide assistance to Ceremonial Cannon Platoon as required.

c. Coordinating Instructions

(1) Assignment is from 1 January to 1 January.

(2) Rotation for calendar year:

(a) 1st Battalion, 11th Marines: CY 2021

(b) 2d Battalion, 11th Marines: CY 2022

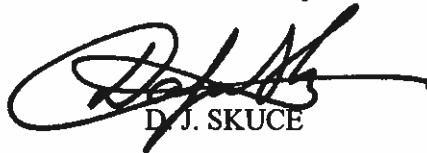
(c) 5th Battalion, 11th Marines: CY 2023

5. Administration and Logistics. Omitted.

6. Command and Signal

a. Command. This order is effective upon signature.

b. Signal. The point of contact for this order is the Assistant Operations Officer at (760) 763-6217.



D. J. SKUCE

Distribution List:

1st Battalion, 11th Marines

2d Battalion, 11th Marines

3d Battalion, 11th Marines

5th Battalion, 11th Marines



UNITED STATES MARINE CORPS  
5TH BATTALION, 11TH MARINES  
1ST MARINE DIVISION (REIN), FMF, BOX 555534  
CAMP PENDLETON, CA 92055-5534

INREPLY REFER TO:  
3000  
S-3  
27 Apr 17

LETTER OF INSTRUCTION 06-17

From: Commanding Officer, 5th Battalion, 11th Marines  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR 20-23 MAY 2017 STATE FUNERAL SUPPORT

Ref: (a) 11th Marine Regiment State Funeral Scenario Standard Operating Procedures  
(b) Artillery Instructor Battalion Salute Handbook

1. Situation

a. General. 11th Marine Regiment has been tasked by Marine Corps National Capital Region Command (MCNCRC) to perform cannon salute honors for state funerals in the event of the death of a past or current President of The United States of America, President Elect, or any person designated by the President of the United States to receive such an honor. In May and June 2017, 5th Battalion assumes duties as salute battery from 1/11 while they support ITX.

b. Friendly. Omitted.

2. Mission. Upon notification, 5th Battalion, 11th Marine Regiment supports Joint Task Force Ceremony-FWD by providing Salute Battery support for State Funeral operations at the airfield arrival/departure ceremonies in order to render honors to former Presidents and other state officials as directed by the President of the United States.

3. Execution

a. Commander's Intent

(1) Purpose. To ensure that 5th Battalion Salute Battery successfully deploys in support of JTF Ceremony-FWD to render ceremonial honors in a professional and dignified manner, and returns to Camp Pendleton safely with all gear and Marines.

(2) Method. Salute Battery will participate in JI and Fly-Around rehearsals from 20-23 May, 2017.

(3) Endstate. Salute Battery successfully executes all rehearsals for SFS and is postured to rapidly execute Salute Battery duties in support of any SFS tasking.

b. Concept of Operations. Reference the 11th Marines State Funeral Scenario brief.

ENCLOSURE (1 )

c. Tasks

(1) Battalion S-1

- (a) Ensure all deploying Salute Battery personnel are issued funded TAD orders in accordance with Reference (a).

(2) Battalion S-3

- (a) Execute notification plan for key leaders as required and coordinate the overall execution of Salute Battery operations.

(3) Battalion S-4

- (a) Assist Salute Battery in embarkation timeline as required and ensure appropriate logistical support is provided in accordance with Reference (a).

(4) Battalion Field Artillery Chief

- (a) Supervise training of Salute Battery crews and assist preparations as necessary in accordance with Reference (a).

(5) Battery R Commander

- (a) Act as Salute Battery Commander.
- (b) Provide an Officer in Charge (OIC) of Firing
- (c) Provide a Salute Battery Gunnery Sergeant.
- (d) Ensure all requirements per Reference (a) are met. Designate personnel as required and coordinate with S-3 and S-4 as necessary.
- (e) Provide 2 firing crews.

(6) Battery S Commander

- (a) Provide 2 firing crews.

(7) Battery T Commander

- (a) Provide 2 firing crews.

d. Coordinating Instructions

- (1) See Reference (a).

(2) Relevant documents, brief templates, etc. for planning can be found on the 5th Battalion share drive at the following link:  
Z:\S-3\13. State Funeral Support (SFS)

Subj: LETTER OF INSTRUCTION (LOI) FOR 20-23 MAY 2017 STATE FUNERAL SUPPORT

4. Admin and Logistics

a. Administration. Batteries are responsible for ensuring their firing crew rosters are submitted and any additional administrative information is routed in accordance with follow on guidance from the Salute Battery Commander.

b. Logistics. N/A.

5. Command and Signal.

a. Signal. The point of contact for this LOI is Captain J. A. McIlwain, Operations, who can be reached at comm: 760-725-9589 or email: jacob.mcilwain@usmc.mil.

b. Command. Omitted.

/S/

R. J. STINNETT

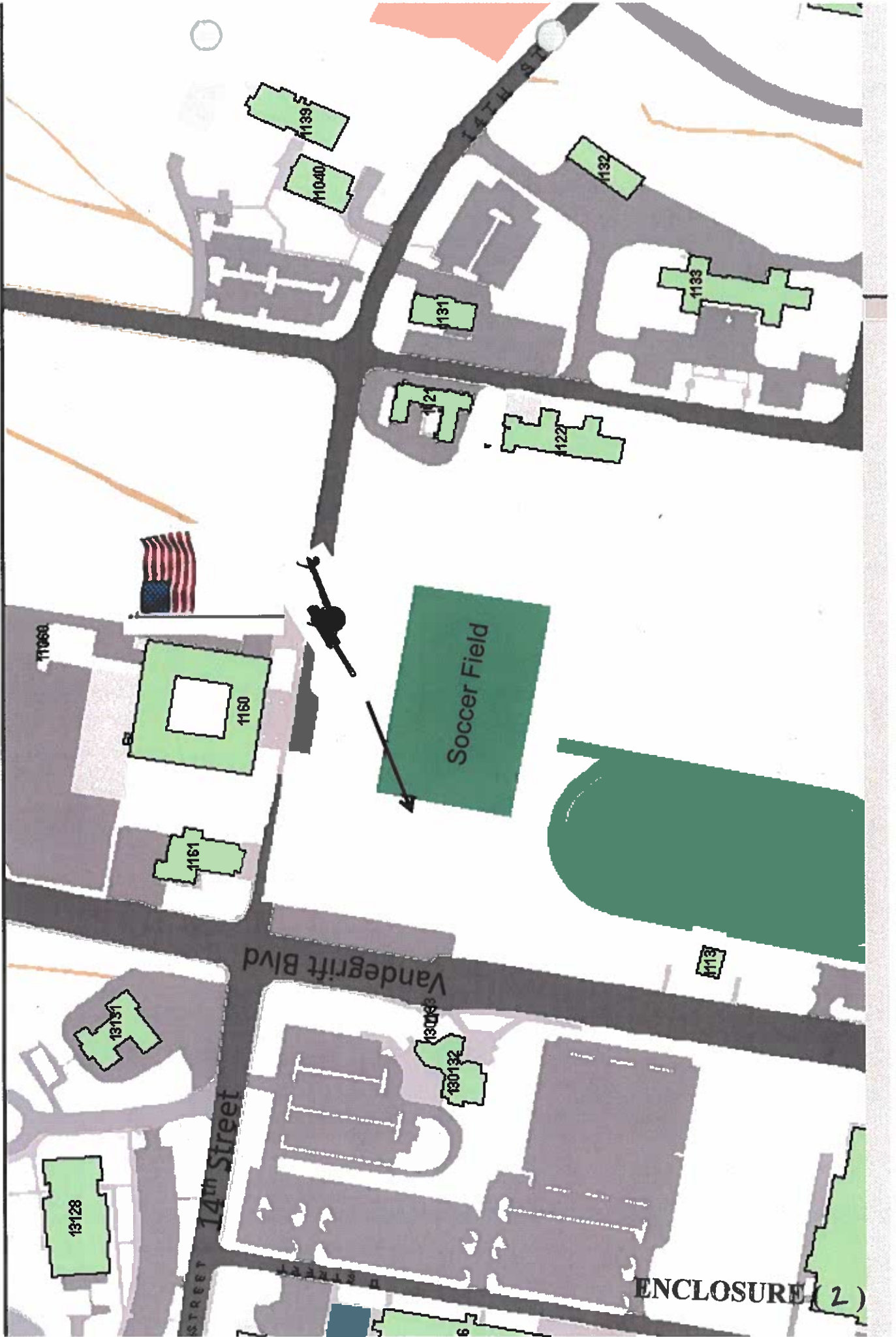
By direction

Distribution:

Battery Commander, Headquarters Battery  
Battery Commander, Battery R  
Battery Commander, Battery S  
Battery Commander, Battery T  
Battalion Staff Sections and Special Staff

ENCLOSURE ( 1 )

# Memorial Day 21 Gun Salute



## Chapter 12

# FLAGS, PENNANTS, HONORS, CEREMONIES AND CUSTOMS

## Section 4. Gun Salutes

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#### 1212. Saluting Ships and Stations.

Saluting ships and stations of the naval service are those designated as such by the Secretary of the Navy or by the Secretary's duly authorized representative. The gun salutes prescribed in these regulations shall be fired by such ships and stations. Other ships and stations shall not fire gun salutes unless directed to do so by the senior officer present on exceptional occasions when courtesy requires.

#### 1213. Gun Salutes to the Flag of the President or the Secretary of State.

1. A 21-gun salute shall be fired to the flag of the President:

a. by each ship falling in with a ship displaying such flag, arriving at a place where such flag is displayed ashore or present when such flag is broken;

b. by a naval station when a ship displaying such flag arrives at the naval station, or when such flag is broken by a ship present; and

c. by a flag or general officer assuming command or, while in command, breaking the flag of an increased grade, in the presence of a ship or naval station displaying the flag of the President.

2. Under the circumstances prescribed by this article, a 19-gun salute shall be fired to the flag of the Secretary of State when acting as special foreign representative of the President.

1214. Gun Salutes to the Flag of the Secretary of Defense, Deputy Secretary of Defense, the Secretary of the Navy, an Under Secretary of Defense, an Assistant Secretary of Defense, the General Counsel of the Department of Defense, the Under Secretary of the Navy or an Assistant Secretary of the Navy.

1. A 19-gun salute shall be fired to the flag of the Secretary of Defense, Deputy Secretary of

## FLAGS, PENNANTS, HONORS, CEREMONIES AND CUSTOMS

Defense, the Secretary of the Navy, Under Secretary of the Navy, Under Secretary of Defense, the General Counsel of the Department of Defense, or the Under Secretary or an Assistant Secretary of the Navy:

a. by each ship falling in with a ship displaying such flag, arriving at a place where such flag is displayed ashore or present when such flag is broken. When two or more ships are in company, only the senior shall salute;

b. by a naval station when a ship displaying such flag arrives at the naval station, or when such flag is broken by a ship present; and

c. by a flag or general officer assuming command or, while in command, breaking the flag of an increased grade, in the presence of a ship or naval station displaying the flag of such official; provided that such officer is the senior officer present or the senior officer present on shore.

2. When the flags of two or more such officials are displayed under the circumstances prescribed by this article, only the flag of the senior shall be saluted.

### 1215. Gun Salutes to a Foreign Nation.

1. When a ship enters a port of a foreign nation, the government of which is formally recognized by the Government of the United States, she shall fire a salute of 21 guns to that nation unless:

a. there is present no saluting battery or warship of that nation capable of returning the salute; or

b. the ship is returning from a temporary absence from port, when, by agreement with local authorities, the salute may be dispensed with.

2. When a ship is passing through the territorial waters of a foreign nation with no intention of anchoring therein, the salute to the nation need not be fired unless unusual circumstances make it desirable to do so.

3. In case of two or more ships arriving in port or passing through territorial waters of a foreign nation in company, only the senior shall fire the salute prescribed in this article.

4. The salute to the nation, if fired, shall precede any salutes fired in honor of individuals.

### 1216. Returning Salute to the Nation fired by Foreign Warship.

A salute to the nation fired by a foreign warship entering a port of the United States shall be returned by the senior ship present, provided no saluting battery of an armed service of the United States, designated to return such salutes, is present in the area.

### 1217. Gun Salutes to the Flag of a Foreign President, Sovereign or Member of a Reigning Royal Family.

1. A 21-gun salute shall be fired by a ship or station to the flag or standard of the president, sovereign or member of a reigning royal family under the circumstances prescribed in these regulations for firing a salute to the flag of the President of the United States.

2. In some foreign countries it is the custom to fire special 21-gun salutes on certain occasions in honor of the president, sovereign or member of the reigning royal family. In such cases, ships shall conform to the national custom when requested by the proper local authorities.

### 1218. Gun Salutes When Several Heads of State Are Present.

1. Each ship, upon entering a port where the personal flags or standards of several presidents, sovereigns or members of reigning royal families are displayed, shall fire a 21-gun salute to each of the several flags or standards displayed, in the following order:

a. the president, sovereign or member of the reigning royal family of the nation to which the port belongs;

b. the President of the United States;

c. the presidents or sovereigns of other nations, in alphabetical order of the names of the nations in the English language; and

d. members of reigning royal families of other nations, in the same order as in subparagraph c. above.

2. In the circumstances set forth in this article, only the flag or standard of the senior dignitary of each nation will be saluted.



## FLAGS, PENNANTS, HONORS, CEREMONIES AND CUSTOMS

### **1219. Authority to Fire Gun Salutes to Officers in the United States Naval Service.**

Gun salutes prescribed in Article 1235 of these regulations for officers and officials entitled to 17 or more guns shall be fired on the occasion of each official visit of the individual concerned. Gun salutes prescribed in these regulations for officers and officials entitled to 15 guns or less shall not be fired unless so ordered by the senior officer present or higher authority.

### **1220. Gun Salutes to the Senior Officer Present.**

1. A flag officer who is the senior officer present shall be saluted by the senior of one or more ships arriving in port.
2. When a flag officer embarked in a ship of his or her command arrives in port and is the senior officer present, or when a flag officer assumes command and becomes the senior officer present, he or she shall be saluted by the former senior officer present.
3. A gun salute shall be fired by the flagship when a flag officer who is the senior officer present assumes or is relieved of command, or is advanced in grade.
4. A flag officer who is not the senior officer present shall, upon assuming command, fire a salute to the senior officer present.
5. The provisions of this article shall be subject to the provisions of Article 1226.4 and shall apply, where appropriate, to officers of the naval service in command ashore.

### **1221. Gun Salutes to Foreign Flag Officers.**

1. When a ship enters a port where there is present no officer of the naval service senior to the senior arriving officer, and finds displayed there, afloat or ashore, the flags of foreign flag officers of one or more nations, salutes shall be exchanged with the senior flag officer present of each nation.
2. The senior officer present of the United States Navy in a port shall exchange gun salutes with the senior foreign flag officer displaying a flag in an arriving warship, provided such flag officer is the senior officer present of his or her nation.

3. Upon departure from port of the senior officer present of the United States Navy, the new senior officer present shall exchange gun salutes with the senior flag officer present of each foreign nation.

4. The senior officer present of the United States Navy shall exchange gun salutes with the senior officer present of a foreign nation when either hoists the flag of an increased grade.

5. In firing the salutes prescribed by this article, the following rules shall govern:

- a. An officer of a junior grade shall fire the first salute.
  - b. When officers are of the same grade, the arriving officer shall fire the first salute.
  - c. Seniors shall be saluted in order of rank, except that when firing salutes to two or more foreign officers of the same grade, the first salute fired to an officer in that grade shall be to the flag officer of the nationality of the port.
6. When a ship of the Navy falls in at sea with a foreign warship displaying the flag of a flag officer, an exchange of salutes shall be fired, the junior saluting first. Such salutes shall be exchanged only between the senior United States ship and the senior foreign ship. Should flag officers be of the same grade and their relative rank be unknown or in doubt, they should mutually salute without delay.

7. The provisions of this article shall be subject to the provisions of Article 1226.4.

### **1222. Notification of Gun Salute.**

Whenever practicable, an official or officer to be saluted shall be notified of the salute and the time that it is to be fired.

### **1223. Procedure During a Gun Salute.**

1. The interval between gun salutes normally shall be five seconds.
2. During the gun salute, persons on the quarter-deck, or in the ceremonial party if ashore, shall render the hand salute. Observers on deck, or in the vicinity of the ceremonial party if ashore, shall stand at attention facing the personage, or if the personage is not in view, toward the ceremonial party, and if in uniform shall salute.

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3. Officers being saluted shall render the hand salute during the firing of the gun salute.

4. The boat or vehicle in which a person being saluted is embarked shall be stopped, if practicable to do so, during the firing of the gun salute.

### 1224. Inability to Render or Return a Gun Salute.

1. A gun salute shall not be fired when a return salute is required and cannot be fired, but shall be considered as having been rendered and returned.

2. In cases where, from any special cause, a ship, from which a salute in compliment to a foreign power or official may reasonably be expected, is unable to salute, the circumstances are to be explained immediately to the representative of such foreign power.

3. In cases where, from any special circumstances, the failure to salute cannot be explained without giving offense to a foreign power or official, salutes shall be fired by any ship which can do so with safety.

### 1225. Returning a Gun Salute.

1. The following rules shall be observed by United States ships and stations:

a. A salute fired to the nation by a foreign ship arriving in port shall be returned gun for gun.

b. A salute fired to a flag or general officer by a foreign ship or station shall be returned gun for gun.

c. A salute fired in honor of the President of the United States, or of the Secretary of State when acting as special representative of the President, shall not be returned.

d. A salute fired in honor of any official or officer on the occasion of an official visit or inspection shall not be returned.

e. A salute fired in honor of a flag or general officer by his or her flagship or headquarters shall not be returned.

f. A salute fired in honor of an anniversary, celebration or solemnity shall not be returned.

g. Subject to the provisions of this article, a salute fired in honor of a United States officer or official shall be returned with the number of guns specified for the grade of the flag or general officer rendering the salute, or, if he or she is not a flag or general officer, with seven guns.

2. No return salute may be expected in the case of a salute fired by a United States ship or station in honor of a foreign sovereign, head of state, member of a reigning royal family or special representative of a head of state, or on the occasion of a foreign anniversary, celebration or solemnity, or on the occasion of an official visit. Otherwise a salute fired in honor of a foreign nation, or of a foreign official or officer, may be expected to be returned gun for gun.

### 1226. Restrictions on Gun Salutes.

1. In the presence of the President of the United States, or the president, sovereign or a member of the reigning royal family of a foreign nation, no gun salute which may be prescribed elsewhere in these regulations shall be fired to any other official of lesser rank of that nation.

2. When two or more officials or officers, each entitled to a gun salute, make an official visit in company to a ship or station, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered the gun salute to which he or she is entitled.

## **FLAGS, PENNANTS, HONORS, CEREMONIES AND CUSTOMS**

3. Salutes shall not be fired in ports or locations where they are forbidden by local regulations.

4. No official or officer, United States or foreign, except those entitled to 17 or more guns, shall be saluted by the same ship or station more than once in twelve months, unless, and subject to the other provisions of these regulations, such official or officer has been advanced in grade, makes an official visit or inspection, or is on special duty in which international courtesy is involved or exceptional circumstances exist. In the latter case, the commanding officer, in the absence of instructions, shall exercise discretion.

5. No officer, except a flag or general officer, shall be saluted with guns except in return for a gun salute.

6. No officer of the armed services, while in civilian clothes, shall be saluted with guns, unless he or she is at the time acting in an official civil capacity.

7. No salute shall be fired between sunset and sunrise, before 0800 or on Sunday, except where international courtesy so dictates, or when related to death ceremonies. Subject to the provisions of this paragraph, a gun salute in honor of an official or officer who arrives before 0800 shall be fired at 0800. However, if the day is Sunday, the salute shall be fired on Monday. The salute shall not be fired if the official or officer has departed meanwhile. In case of a gun salute at 0800, the first gun of the salute shall be fired immediately upon the completion of morning colors or the last note of the last national anthem.

## Chapter 12

# FLAGS, PENNANTS, HONORS, CEREMONIES AND CUSTOMS

## Section 9. Special Ceremonies, Anniversaries and Solemnities

### Contents

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#### 1281. Ships Passing Washington's Tomb.

When a ship of the Navy is passing Washington's tomb, Mount Vernon, Virginia, between sunrise and sunset, the following ceremonies shall be observed insofar as may be practicable:

a. The full guard and band shall be paraded, the bell tolled, and the national ensign half-masted at the beginning of the tolling of the bell.

b. When opposite Washington's tomb, the guard shall present arms, persons on deck shall salute, facing in the direction of the tomb, and "Taps" shall be sounded.

c. The national ensign shall be hoisted to the truck or peak and the tolling shall cease at the last note of "Taps," after which the National Anthem shall be played.

d. Upon completion of the National Anthem, "Carry on" shall be sounded.

#### 1282. Ships Passing U.S.S. ARIZONA Memorial.

When a ship of the Navy is passing the USS ARIZONA Memorial, Pearl Harbor, Hawaii,

between sunrise and sunset, passing honors consisting of sounding "Attention" and rendering the hand salute by all persons in view on deck and not in ranks shall be executed by that ship.

#### 1283. National Holidays.

1. The following shall be observed as holidays on board ships of the Navy and at naval stations and activities: New Year's Day, the 1st of January; Martin Luther King Day, the third Monday in January; President's Day, the third Monday in February; Memorial Day, the last Monday in May; Independence Day, the 4th of July; Labor Day, the first Monday in September; Columbus Day, the second Monday in October; Veterans Day, the 11th of November; Thanksgiving Day, the fourth Thursday in November; Christmas Day, the 25th of December; and such other days as may be designated by the President.

2. Whenever any of the above-designated dates falls on Saturday, the preceding day shall be observed as a holiday, and whenever such date falls on Sunday, the following day shall be observed.

## FLAGS, PENNANTS, HONORS, CEREMONIES AND CUSTOMS

### 1284. Ceremonies for National Holidays.

1. On President's Day and on Independence Day, every ship of the Navy in commission, not under way, shall full-dress ship. At noon each saluting ship, and each naval station equipped with a saluting battery, shall fire a national salute of 21 guns.

2. On Memorial Day, each saluting ship and each naval station having a saluting battery shall fire at noon a salute of 21 minute-guns. All ships and naval stations shall display the national ensign at half-mast from 0800 until the completion of the salute or until 1220 if no salute is fired or to be fired.

3. When the 4th of July occurs on Sunday, all special ceremonies shall be postponed until the following day.

### 1285. Foreign Participation in United States National Anniversaries and Solemnities.

1. Prior to celebrating a United States national anniversary, or observing a national solemnity, in a foreign place or in the presence of foreign warships, the senior officer present of the United States naval service shall give due notice to the foreign port authorities, and to the senior officer of each nationality present, of the time and manner of conducting the celebration or solemnity, and shall, as appropriate, invite their participation therein. An officer shall be sent to thank the foreign authorities or ships which participate in such celebration or solemnity.

2. When foreign troops participate in parades within the territorial jurisdiction of the United States, they shall be assigned a position of honor ahead of United States troops, except that a small detachment of United States troops will immediately precede the foreign troops as a guard of honor.

3. On occasions when troops of two or more foreign nations participate, the troops of the nation in whose honor the parade is held will be assigned a position ahead of all others, otherwise the order of precedence among foreign troops will be determined, as appropriate, by:

a. The relative ranks of the commanders of the forces from which the parade detachments are drawn; or

b. The relative ranks of the commanders of the parade detachments; or

c. The alphabetical order in the English language of the names of the nations concerned.

### 1286. Observance of Foreign Anniversaries and Solemnities.

1. In a foreign place, or when in company with a foreign warship, when a national anniversary or solemnity is being observed by foreign port authorities or a foreign warship, a ship of the Navy shall, upon official invitation, follow the example of the foreign authority or warship in full-dressing or dressing ship, firing salutes, and half-masting ensigns. Salutes shall not exceed 21 guns unless the senior officer present deems it proper to fire a larger number in order to participate properly in the ceremony or to avoid giving offense. Upon all such occasions, efforts shall be made to accord, so far as practicable, with the foreign authorities in the time and manner of conducting the ceremonies.

2. Uniform accoutrements of mourning, including mourning badges or bands, may be worn on the uniform when appropriate, or when directed by competent authority, by persons in the naval service who are stationed in, or who are officially visiting, a foreign nation during the period the foreign government ordains as the period of national mourning.

**\*Note:** This document is for reference only, specifically to the conduct of ceremonies. Roles and responsibilities depicted correlate to the National Capital Region and may not necessarily reflect the requirements of 11th Marines.

## **ARTILLERY INSTRUCTOR BATTERY – MCB Quantico**

### **SALUTE HANDBOOK**

#### **1. SALUTE PLATOON BILLETS**

- a. Platoon Commander
- b. Officer in Charge (OIC)
- c. Battery Gunnery Sergeant (BG)
- d. Battery Guide
- e. Section Chief (SC)
- f. Loader
- g. Ammo man
- h. Artillery Mechanic
- i. Alternates (two cannoneers)
- j. Motor Transport Mechanic
- k. Ammo Technician

#### **2. ROLES AND RESPONSIBILITIES**

- a. Platoon commander - link to National Capital Region Forward, responsible for coordination involving deployment of Salute Platoon. Handles all administrative tasks i.e. Defense Travel System (DTS), Deployment orders.
- b. Officer In Charge – ensures accountability of personnel, ensures salute training is conducted. Inspect serviceability of uniforms. Recalls platoon and ensures all are briefed on salute event and supervises pack out of personnel and equipment.
- c. BG – conducts salute training, performs uniform inspections. Ensure pack out is done and all equipment and personnel are accounted for secured and in good working order. Ensures artillery mechanic packs all tool and spare parts are packed. .
- d. Gun section – ensures all equipment is accounted for, secures all equipment and prepares for embark
- e. Artillery Mechanic – Execute all preventative and corrective maintenance in accordance with (IAW) TM00497B. only “Ceremonial Quarterlies” are required for PMCS as follows:
  - 1. Check Wheels for loose wheel lugs tightened to 50 Ft lbs
  - 2. Check Tires for cuts, stones, nails, and for PSI of 40.
  - 3. Function check of M101A1.

**ENCLOSURE ( 4 )**

4. Ensure proper operations of Travel locks and brakes. Artillery Mechanics are also required to maintain electronic paperwork on M101A1s Artillery Mechanic – Provides 2<sup>nd</sup> Echelon Support for M101A1 Howitzer and Salute Team.

### 3. SALUTE DRILL (4) GUNS

BG forms Salute Platoon on line 5 paces apart between gun sections.

- a. BG gives the command Battery Attention, right/left face, forward march.
- b. BG will march the Salute team to the guns while calling cadence and center himself in front of the OIC, once the gun section marches in between their trails they will begin to mark time.
- c. BG will face the gun-line and give the command platoon halt, left face.



- d. BG will order Report, SC will report in gun order (Gun One all present)



- e. Once all guns report, the BG will about face and report to the OIC, "Platoon all present"

**ENCLOSURE ( 4 )**



- f. OIC will order take your post. At that time the BG will march around the OIC and take his post to the left of the OIC.

- g. OIC will give the salute platoon the command "Post". sections will about face,



- h. OIC then gives the command "March", the Salute platoon will then march onto the guns with the ammo man taking three steps and positioning on the left trail next to the ammo box, the loader will take five steps forward and position on the left side of the breech, SC taking five steps forward and position on the right side of the breech.



- i. OIC will give the command Ready face; the sections will face inboard.





- j. OIC will give the command Battery Load. The ammo man will bend at the waist and reach with his right hand and grab the shell sleeve, his left hand will be placed on the right bicep and parallel to the deck.



- k. Ammo man stands back up cradling the shell sleeve and passes it to the loader.



- l. The loader takes the sleeve and inserts it into the breech utilizing a clenched fist. Injury may occur if loader uses open hand to load.

ENCLOSURE ( 4 )



- m. Once all the breeches are loaded the SCs will close the breeches in gun order. The Salute platoon will then stand by for the verbal/ visual command to fire.



- n. The command to fire will be by piece starting with gun one. The time between rounds will be 5 seconds. (Example: 21 gun salute 100 seconds or 1:40 )
- o. Once the section fires the round the section chief will open the breech, the loader will remove the shell sleeve, extract the spent shell and the ammo man will load a new shell into the sleeve. The loader will reinsert the sleeve into the breech; the SC will close the breech and stand by to fire again.



- p. Once Firing is complete the OIC will give the command Hand Salute all personnel will render a salute. OIC will then give the command "Ready to" all personnel will cut their salute.



- q. OIC will then give the command "Battery" at that time the SCs will put their right hands on the breech handle and the loaders will put their right hands on the breech and wait for extraction, this will happen simultaneously. OIC will then give the command "Unload", at that time the SCs will unload their guns one at a time starting with gun one, the loader will catch the sleeve then hand it to the ammo man.



- r. OIC will then give the command "Ready To", the ammo man will then put the sleeve down on the box with the right hand, the left arm parallel to the deck with the finger tips touching the right bicep, and wait for the OIC to order "up", at that time the ammo man will snap back to attention.





- s. OIC will order "Post", the sections will face the OIC. The OIC will then give the command "March", the loader and the SC will take two steps forward until they are on line with the ammo man and all will march three steps forward.



- t. OIC will order the Battery Gunnery Sergeant to center, the BG will take his post in from of the OIC. The OIC will then order "Take charge of the Platoon", the BG will render salute, perform an about face and give the command "Post", the Salute platoon will conduct a left/right face. BG will order March. The platoon marches clear off the gun line





#### 4. MISFIRE PROCEDURES

- a. During firing should any of the guns have a misfire, the SC will announce MISFIRE! Simultaneously raising his right hand and pointing in the direction of fire.



- b. The next gun in succession will immediately fire.
- c. The piece that misfired is now out of action. The SC will command section attention, bow heads. This is the position that the section will stand in till completion of the salute.





- d. When the last round is fired the section that is out of action will snap their heads back up and render salute when commanded by the OIC.



- e. On the command Battery Unload the misfired piece will not unload their gun. They will execute all other drill movements
- f. The misfired round will be unloaded after completion of salute and March Order is given.

5. STATE FUNERAL DRILL (3) GUNS (1) IN RESERVE

1. For the State Funeral only three guns will fire. Gun four will be manned in reserve.
2. Should a misfire occur with any of the three guns, gun four will now go into rotation and be commanded to fire by the OIC. The piece with the misfire will be out of action for the remainder of the 21 gun salute.

6. SALUTE/ MAINTENANCE EQUIPMENT

- a. (4) M101 105 MM Howitzers
- b. (4) Tube lights
- c. (6) Ramming staffs
- d. (2) Bore brushes
- e. (4) 101 spare tires
- f. (5) High back HMMWV (1 is the ammo high back)
- g. (5) HMMWV spare tires
- h. Tire irons bead, breakers
- i. (8) Blank sleeves
- j. (8) Firing pins minimum
- k. (4) Ammo crates
- l. (2) fire mechs
- m. (2) Spare lanyards
- n. (2) Breech handles
- o. (1) Spare Breech Block
- p. (1) Arty mech general tools kit
- q. CLP
- r. Crocus cloth
- s. Armor all and tire shine
- t. Rags
- u. Wire brushes
- v. Trash bags
- w. Cargo straps
- x. Duct tape
- y. Goo gone

7. INDIVIDUAL EQUIPMENT

- a. Clothing bag
- b. Carryon bag
- c. Dress blue "A" uniform
- d. Dress blue "C" uniform
- e. Dress blue "D" uniform
- f. (2) pairs of white gloves
- g. (2) sets MARPAT utilities (seasonal)

ENCLOSURE ( 4 )

- h. (2) sets of proper civilian attire
- i. Gore-Tex
- j. Pair of working gloves
- k. 10 days skivvies
- l. Hygiene gear
- m. (2) sets of clippers (the world is watching, don't be the one without a haircut)

8. LESSONS LEARNED

- a. Ensure your firing pins are in before a salute
- b. Ensure muzzle plug is out of tube prior to firing
- c. Always conduct a test fire (allocate ammo accordingly)
- d. Remove your firing pins prior to towing guns (they may fall out or chip during travel)
- e. Misfires will happen so practice them
- f. Duct tape around pinel, breech block, and tube lights prior to travel

**ENCLOSURE ( 4 )**