

NROTC UNIT THE UNIVERSITY OF ARIZONA INSTRUCTION 1601.3

Subj: CEREMONY STANDING OPERATING PROCEDURES AND SCRIPTS

Ref: (a) NSTC M1533.2 (series)

Encl: (1) NROTC End of Semester Awards Ceremony Script
(2) Navy and Marine Corps Ball Script
(3) Joint Awards Ceremony Script
(4) Change of Command Script
(5) Dining In/ Mess Night Script
(6) Commissioning Ceremony Script

1. Purpose. To establish Standing Operating Procedures (SOPs) for Naval Reserve Officer Training Corps, University of Arizona (NROTC) Ceremonies.

2. Cancellation. None.

3. Background. Reference (a) directs that each Naval Reserve Officer Training Corps unit execute various ceremonies. This instruction serves as a way to standardize the implementation and execution of those ceremonies.

4. Responsibility.

a. The Battalion Administration Officer (BN S-1) is responsible for maintaining and updating this instruction.

b. The Ball Officer and Assistant Ball Officer (Ball-O and A/Ball-O) are responsible for planning and executing the Navy and Marine Corps Birthday Ball in the Fall semester.

c. The Battalion Sergeant Major (BN SgtMaj) is responsible for organizing and executing all Battalion ceremonies except for the Navy and Marine Corps Ball, planned by the Ball Officer (Ball-O).

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d. The Battalion Supply Officer (BN S-4) is responsible for providing logistical support for all ceremonies.

e. The Assistant Marine Officer (AMOI) is responsible for supervising the execution and practices for all ceremonies.

f. The Battalion SgtMaj shall:

(1) Manage and execute all Battalion ceremonies utilizing enclosures 1-6.

(2) Meet with AMOI at the beginning of each semester and set dates for all upcoming ceremonies.

(3) Organize and execute practices well in advance of each ceremony.

(4) Request all logistical support through the Battalion Supply Officer (S-4). This may include items such as tables, chairs, podiums, etc.

(5) Publish practice schedules and list of participants prior to practices.

e. The Ball Officer (Ball-0 and A/Ball-0) shall:

(1) Manage and execute all BN forms regarding the Marine Corps ball.

(2) Meet with AMOI at the beginning of each semester and set dates for upcoming Birthday Ball ceremonies.

(3) Organize and execute practices well in advance of the Birthday Ball ceremony.

(4) Request all logistical support through the Battalion Supply Officer (S-4). This may include items such as tables, chairs, podiums, etc.

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(5) Publish practice schedules and list of participants prior to practices.

(6) Be well informed on all matters pertaining to the Birthday Ball and act as the point of contact for anything regarding the Birthday Ball.

5. Action. It is primarily the Battalion SgtMaj responsibility to execute Battalion ceremonies. The AMOI will serve in a supervisory role, but the Battalion SgtMaj will plan, organize, and execute all Battalion ceremonies.

6. Policy.

a. All ceremony SOPs are included as enclosures to this instruction.

b. At the beginning of the semester the Ball-O and the BN SgtMaj will meet with the AMOI in order to establish days to perform confirmation briefs for their respective events. Briefs will be performed NLT 2 weeks prior to major events.

i. Major Events:

(-) Birthday Ball

(-) End of Semester Awards Ceremony

(-) Change of Command Ceremony

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