Print Form | E-mail Form | Reset Form | Prescribing Directive

REQUEST FOR USAREUR SALUTE BATTERY SUPPORT
(AE Reg 600-25)

1. Ceremony title or purpose of ceremony	2. Date and time of ceremony (YYYYMMDD HH:MM) at
3. Location of ceremony (Kaserne, installation, city, or field)	4. Individual receiving honors (Name, grade, title)

5. Honor details

	Yes	No
a. Has the individual received honors at this ceremony location within the current calendar year? Individuals in a rank of lower than General, or equivalent grade, will not receive honors more than once in a calendar year in the same location (AE Reg 600-25).	☐	☐
b. Will a ceremonial shell be presented to the honoree during the ceremony? **If yes, unit purchased shell** ☐ **or salute battery provided shell** ☐ Battery-provided shells are for presentation purposes only and will be returned to the salute battery.	☐	☐
c. Is this request being submitted within 60 days before the ceremony? If yes, a memorandum of lateness stating the reason for the late request, signed by the first O6 (or equivalent) in the requester's chain of command, must be submitted with this form.	☐	☐

6. Requester's responsibilities (Check each box to acknowledge.)

a. Costs associated with the participation of the salute battery. Costs may include, but are not limited to, line-haul of cannons, and salute-battery personnel TDY. **Unit Department of Defense activity address code (DODAAC)** _____	☐
b. Provide adequate space for the salute battery to execute the mission. Area must be a minimum of 100m by 150m and clear of personnel, vehicles, and windows. Cannons require 400m clearance for the blast area.	☐
c. Provide exact directions to (maps or grid coordinates) **and site sketches of the ceremony site.**	☐
d. Provide a script or agenda to the salute battery not later than 72 hours before the event.	☐
e. Establish an inclement-weather plan.	☐
f. Ensure the flag of the United States, or national colors, is displayed according to AR 600-25, paragraph 1-7d.	☐
g. If a ceremonial band is supporting the event, inform them that there will be a cannon salute.	☐
h. If overnight arrangements are necessary, provide adequate and secure storage for the battery equipment and ammunition. Battery ammunition requires HAZ Cat 2 storage.	☐
i. Inform local host-nation officials of the date and time of the ceremony and obtain approval for the firing of the cannons.	☐
j. Not later than 90 days before the event, inform the local public affairs office of the event and of planned cannon firing.	☐
k. Inform any behavioral health facility within the immediate area of the upcoming cannon firing.	☐

7. Ceremony point of contact (Name, grade, title, organization	a. Telephone number
	b. E-mail address
8. Requester (Name, grade, title, organization	a. Telephone number
	b. E-mail address
c. Date (YYYYMMDD)	**d. Signature**