

OPORD 18-0001 “Commissioning Ceremony”

(U) References:

- (U) TC 3-21.5 Drill and Ceremony
- (U) AR 600-25 Customs and Courtesies
- (U) AR 220-90 Army Bands

(U) Time Zone: Central Standard Time

(U) Task Organization: UTSA Roadrunner Battalion
A Company
B Company
HHD

1. (U) Situation:

- a. (U) Area of Interest: UTSA Main Campus
- b. (U) Area of Operations: BB 2.01.02 Richard Lui Auditorium
 - (1) (U) Terrain: Indoors, Classroom setting
 - (2) (U) Weather: High: 99 Low: 77 Precip: none
- c. (U) Enemy Forces: None
- d. (U) Friendly Forces: None
- e. (U) Civil Considerations: Students, Family, and Faculty in the AO
- f. (U) Attachments and Detachments: SAC/PAC/NVC/TAMU/WBU

2. (U) Mission: UTSA Army ROTC Roadrunner Battalion conducts MSIV/V commissioning ceremony on 171100AUG2018 at UTSA main campus Richard Lui Auditorium Business Building (BB) 2.01.02 in order to commission graduating Cadets into the United States Army.

3. (U) Execution

- a. (U) Commander’s Intent: To execute a commissioning ceremony that recognizes and honors Second Lieutenant’s commitment to the United States Army in a professional and standardize fashion IAW TC 3-21.5.
- b. (U) Concept of Operations: This operation has four phases.
 - (1) (U) Phase I: This phase starts with the site recon, establishing a timeline of events, obtaining key personnel, and Cadet information. Richard Lui Auditorium BB 2.01.02 is reserved for rehearsals and ceremony. This phase ends with finalizing the script.
 - (2) (U) Phase II: This phase starts with the ASU inspection by the OIC and Cadre on 201000JUL18 and the publishing of the OPORD. 3rd IPR is at 240930JUL18 in the ROTC conference room with the first rehearsal immediately following in the same location. This phase ends with a full-dress rehearsal at 160945AUG18 in the Richard Lui Auditorium.

(3) (U) Phase III: This phase begins with arrival of key personnel on 170730AUG18 to finalize the site, conduct head count of key personnel, refreshments set up, and ceremony execution. This phase ends at the conclusion of the ceremony.

(4) (U) Phase IV: This phase begins when guests vacate the reception area, cadet detail performs a site clean-up. cadet led AAR concludes this phase.

c. Scheme of Maneuver:

Phase I:

Phase I begins with site recon on **17 JUL** by OIC CDT Ripley. The script will be completed by CDT Ripley and Captain Pattillo on **10 JUL** (see Annex C). On **20 JUL**, those that are commissioning will have their ASUs inspected. First dress rehearsal is on **24 JUL** at Richard Lui auditorium. Invitations are sent **NLT 27 JUL**. Cake is ordered on **02 AUG**. Programs are completed and printed **NLT 09 AUG**. This phase ends when S3 publishes the OPORD on **10 AUG**.

Phase II

This phase begins with Full Dress Rehearsal set up/ teardown on **160935AUG18** in the Richard Lui auditorium (BB 2.01.02), those attending will report to OIC. Set up/ teardown crew along with OIC and AOIC will begin testing all equipment, placing tables, table cloths, and chairs. Marking spots with blue masking tape for color guard and commissionees for the rehearsal. At **160945AUG18** all key personnel will arrive and the Full-Dress Rehearsal will begin. The rehearsal will include going through the script with all personnel, conducting several walkthroughs of all events (minimum of 2 times) and adjusting script for any errors found during the rehearsal. This phase ends when rehearsal is completed, and all personnel will leave the area to prepare for the commissioning ceremony the following day.

Phase III

This phase begins with the commissioning ceremony set up/ teardown on **170730AUG18**, crew will report to OIC at site location. Any further preparation for the ceremony will be conducted by the set up/ teardown crew. All other personnel will report to OIC at **170800AUG18** at the site location. Color Guard will conduct a secondary practice then break into VIP escort and primary ushers. VIP escort will go to the ROTC war room and wait for guest speaker to arrive. After the guest speaker has arrived the VIP escort will direct the official party to the site location NLT 1045. Refreshment detail will pick up the cake at 1000 and stage refreshments in the hallway after cake has been brought to the site location. This phase will end when the Commissioning Ceremony begins at 1100, official party and commissionees will enter and events will follow according to the script.

Phase IV

This phase begins with completion of the ceremony and guest vacating the area set up/ teardown crew will begin breaking down equipment and moving them back to respected areas. Refreshment detail will be assisting the guest and commissionees with cake cutting and serving. This phase ends when all personnel (VIP escort, refreshment detail, ushers, color guard, setup/

tear down crew, AOIC and OIC) reports to the ROTC war room at 1300 for the AAR and dismissal.

d. (U) Tasks to Staff:

- (1) (U) **S-1:** Create a roster of "commissionee's" and a seating plan based off the estimated number attendees. Print programs and provide to ushers. O/O support HRA staff with invitations.
- (2) (U) **S-2:** Complete storyboard NLT 31AUG18.
- (3) (U) **S-3:** Publish WARNO and OPORD.
- (4) (U) **S-4:** Provide and transport three matching tablecloths, two sanitized drinking dispensers, one box of utensils, eight chairs, two trash bags, and three tables to the site location. Pick up cake from commercial vendor and transport to ceremony location.
- (5) (U) **S-6:** Provide technical support throughout this operation for the projector, microphone and computer used for the ceremony. Document ceremony with still and videos images throughout this operation.

e. (U) Tasks to Subordinate Units:

- (1) (U) **HHD:** Provide 2 cadets for VIP escort, 2 cadets for primary usher, 2 cadets for refreshments, 4 cadets for color guard, and 4 cadets for set up/tear down. All personnel will report to OIC at 170800AUG18 at the site location.

e. (U) Coordinating Instructions:

(1) (U) Timeline:

Cadet Bio/First Salute Information Due	291700JUN18
WARNO Published	021700JUL18
Script completion	101700JUL18
2nd IPR / CONOP	130930JUL18
ASU Inspection	201000JUL18
OPORD Published	201700JUL18
First Rehearsal/ 3rd IPR	241035JUL18
Programs (drafts) complete	241700JUL18
Invitations Sent	271700JUL18
Cake Ordered	020900AUG18
Final IPR	021045AUG18
Printed programs complete	091700AUG18
Set up detail reports to auditorium	160935AUG18
<i>Full Dress</i> Rehearsal (tape/mark stage)	160945AUG18
Set up detail reports to auditorium	170730AUG18
Cake pick up	171000AUG18
Commissioning Ceremony begins	171100AUG18
AAR (cadet led)	171300AUG18

- (2) (U) Uniform and Equipment: ASUs for color Guard, VIP escort, &Primary Ushers.

OCPs/ACUs appropriate business attire for non-contracted cadets, and OCP/ACU for set up and tear down detail.

(3) (U) Safety: Cadets are aware of their surroundings upon movement throughout the designated parking areas.

(4) (U) Special instructions: TBD]

4. (U) Sustainment

a. (U) Logistics:

(1) (U) Class I: Cake and refreshments

(2) (U) Class II: three matching tablecloths, two sanitized drinking Dispensers, one box of utensils, eight chairs, two trash bags, and three Tables.

(3) (U) Class III: N/A

(4) (U) Class IV: N/A

(5) (U) Class V: N/A

(6) (U) Class VI: N/A

(7) (U) Class VIII: N/A

(8) (U) Class IX: N/A

(9) (U) Class X: N/A

b. (U) Personnel: N/A

c. (U) Health Service Support: Medical Emergency and Non-Emergency Evacuation:

(1) (U) Emergencies: Medical emergencies are directed immediately to OIC and the ROTC Cadre for assessment. If required, notify on-campus police for all emergencies, medical or non-medical at 210-458-0911 or 911. They will activate emergency medical service.

(2) (U) Non-Emergencies: First aid/CLS bag will be on site, cadets apply self aid or have cadre assist.

5. (U) Command and Signal

a. (U) Command:

(1) (U) Battalion Commander Location: On Site

(2) (U) Executive Officer Location: On Site

(3) (U) OIC/AOIC Location: On Site

(4) (U) S-3 Location: On Site

(5) (U) Succession of Command: Battalion Commander, Executive Officer, S-3

b. (U) Signal:

(1) (U) OIC: C/Ripley 210-857-6900, AOIC: C/Warren 907-252-5589

ACKNOWLEDGE:

Prior

C/LTC

OFFICIAL:

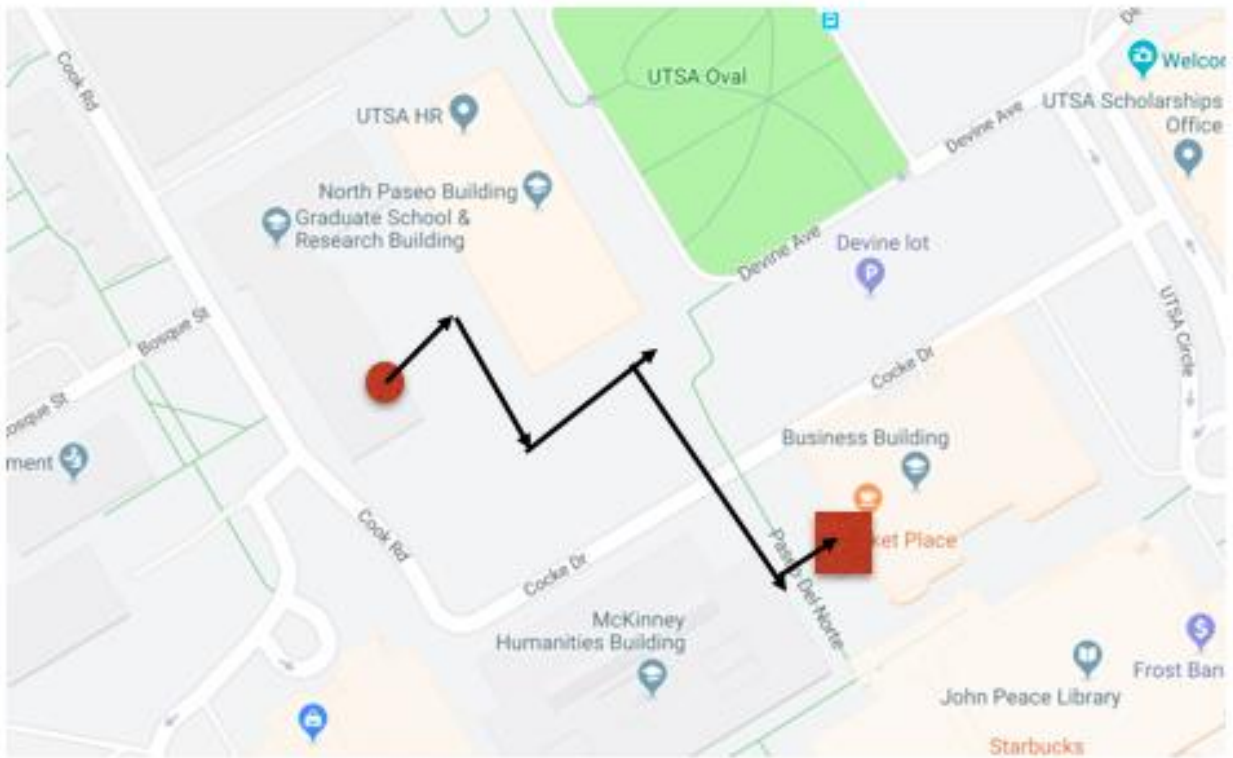
Bosquez

C/S3

Attachment 01:

Directions to Richard Lui Auditorium

Annex A:



Annex B:



- The Auditorium is in the Business Building (BB) in room 2.01.02
- You will first exit out the back door of the GSR located at the red point
- Upon exiting you will follow the side walk (Indicated by Black Arrows) to the BB located at the Red Square
- Once you enter the BB you will walk strait down the long hallway 5 meters and on your right, you will see the entrance at 2.01.02

Annex C: Script

UTSA ARMY ROTC SUMMER 2018

COMMISSIONING CEREMONY

17 AUG 2018, 1130-1300 HRS

MC: Master of Ceremony - CDT Cody Warren

3-5 MINUTES PRIOR

MC: Ladies and gentlemen, the Commissioning Ceremony will begin in 3 minutes. Please take a moment to locate your seats.

CEREMONY BEGINS

MC: Ladies and gentlemen, the Commissioning Ceremony is ready to begin. Please silence all electronic devices and stand for the entrance of the official party and the commissionees.

OFFICIAL ENTRY MUSIC PLAYS

[Official Party and Commissionees enter]

MC: Please take your seats.

Lead Commissione: "Take Seats"

[Commissionees Take Seats]

INTRODUCTIONS

MC: Distinguished guests, ladies and gentlemen, welcome to the University of Texas at San Antonio's Army ROTC Summer 2018 Commissioning Ceremony. I am CDT Cody Warren and will serve today as your master of ceremonies. Today we will administer the Oath of Office, conduct the Pinning Ceremony, and take part in the Silver Dollar Salute. Please feel free to move about and take pictures at any time.

MC: Today is a special occasion. Five Cadets will commission as Second Lieutenants in the United States Army. Family members, friends, and fellow Cadets will witness the culmination of years of training as these Cadets are administered the Oath of Office and become commissioned officers in the United States Army.

MC: Today's official party includes the Battalion Commander of Headquarters and Headquarters Battalion U.S. Army North, Lieutenant Colonel Timothy Hickman, the UTSA Professor of Military Science, Major Kristen Shifrin and the UTSA Senior Military Instructor, Master Sergeant Danny Casillas.

MC: Please rise for the presentation of the colors and remain standing for the National Anthem sung by CPT Xyla Corpus.

Color Guard Commander: "COLORS, POST"

NATIONAL ANTHEM PLAYS

INVOCATION

MC: CDT David Ripley will now give the invocation.

[CLICK TO NEXT SLIDE.]

MC: Please be seated.

[CLICK TO NEXT SLIDE.]

HISTORY

MC: The Commissioning Ceremony marks the transition from Cadet to Army Officer. Before these Cadets enter into the ranks of the Officer Corps, we are reminded that they follow in the footsteps of many outstanding UTSA Army ROTC Commissionees.

MC: The UTSA Army ROTC Program dates back to 1979 when it was initially part of Saint Mary's University's ROTC Program. UTSA Army ROTC became a separate program in 1982. Since then, the Roadrunner Battalion has grown in both prestige and size. Over 800 Second Lieutenants have received commissions through the Roadrunner battalion. UTSA is one of 38 universities within the 5th Brigade of the US Cadet Command. It is also the ROTC host school for Northwest Vista College, San Antonio College, Palo Alto Community College, Wayland Baptist University, and Texas A&M University at San Antonio.

[CLICK TO NEXT SLIDE.]

SPECIAL GUEST REMARKS

MC: Ladies and Gentlemen, MAJ Shifrin, the UTSA Professor of Military Science will now make a few remarks and introduce our special guest.

PMS: REMARKS / INTRO LTC HICKMAN

Lieutenant Colonel Timothy Hickman speech

After LTC Hickman speech. [\[CLICK TO NEXT SLIDE.\]](#)

MC: Thank you, LTC Hickman for your sharing your insight and wisdom and for being our special guest today.

MC: We will now administering the Oath of Office to the Army's newest 2nd Lieutenants. The Oath we hear today is essentially the same oath taken by American officers since 1776. The wording has evolved over time however, the vow to support and defend the Constitution remains the same.

OATH OF OFFICE

MC: Please rise as the Class of Summer 2018 makes their way to the stage to receive the Oath of Office from LTC Hickman.

Lead Commissionee: "On your feet!"

[Commissionees rise]

Lead Commissionee: "Left, Face! Forward, March!"

[Commissionees will rise, left face and make way towards stage.]

Lead Commissionee: "Mark-time, March!"

[Commissionees will file into a formation and once in position]

Lead Commissionee: "Group, Halt! Right, Face!"

[Commissionees execute facing movement towards audience]

Ensure all cadets can be seen during rehearsals. If two ranks, offset the commissionees while in marktime

[LTC Hickman will post on the left side of the stage (facing Cadets, in front of podium), towards the commissionees and execute the oath of office.]

"I, (state your name), having been appointed an officer in the Army of the United States, as indicated above in the grade of Second Lieutenant do solemnly swear (or affirm) that I will support and defend the Constitution of the

United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter; So help me God."

(APPLAUSE)

Lead Commissionee: "Right, Face! Forward, March!"

[Lieutenants file back to seats, starting with the rear commissionee]

*Lead Commissionee: "Mark-time, March! Group, Halt! Left, Face! Take, Seats!"
[Commissionees are now in their seats]*

PINNING/SALUTE

MC: We will now begin the pinning ceremony. Cadets are joined by their friends and family on stage have selected individuals who greatly assisted them in obtaining their goal of earning a commission in the Army. These individuals will pin the Lieutenant rank on the Army's newest leaders and stand by to witness their first official act as an officer: Receiving a Salute.

MC: As is tradition in the United States Army, these newly commissioned officers present a silver dollar to the first enlisted service member to render them a salute. The presentation of the coin symbolically acknowledges the receipt of respect due the new lieutenant. This ritual recognizes those who have paved the way and is a commitment to serve with the same honor.

BELLM

MC: Lieutenant Bellm and your guests, please join us on the stage.

[CLICK TO NEXT SLIDE.]

Lieutenant moves to Center Stage and faces Audience.

MC: Lieutenant Bellm earned a BACHELOR'S Degree in Criminal Justice. HE was selected for the TEXAS ARMY NATIONAL GUARD in the _____BRANCH_____. HE will attend the Basic Officer Leadership Course at _____BOLC LOCATION_____ followed by his assignment to be determined later.

The rank of Second Lieutenant will be affixed by his mother and father, James and Charlotte Bellm.

Pinners move to behind podium.

MC: Lieutenant Bellm will now receive a Silver Dollar Salute from _SFC Garrie Gordon__.

Lieutenant executes a Right Face, takes on step backwards, and gives the command "POST."

Once salute is complete, Lieutenant takes one step forward to Center Stage and executes a Left Face to face the audience.

MC: Ladies and gentlemen, the newest Lieutenant in the United States Army...Second Lieutenant Anthony Bellm

CLEVELAND

MC: Lieutenant Cleveland and your guests, please join us on the stage.

[CLICK TO NEXT SLIDE.]

Lieutenant moves to Center Stage and faces Audience.

MC: Lieutenant CLEVELAND earned a BACHELORS OF SCIENCE Degree in KINESIOLOGY WITH A FOCUS IN ATHLETIC MEDICINE. SHE_ was selected FOR ACTIVE DUTY in the ENGINEERING CORPS. SHE will attend the Basic Officer Leadership Course at FORT LEONARDWARD.

MC: The rank of Second Lieutenant will be affixed by HER MOTHER AMY EARLE AND SISTER CAMARYN EARLE.

Pinner move to behind podium.

MC: Lieutenant Cleveland will now receive a Silver Dollar Salute from her father SGM(R) Timothy Earle.

Lieutenant executes a Right Face, takes on step backwards, and gives the command "POST."

Once salute is complete, Lieutenant takes one step forward to Center Stage and executes a Left Face to face the audience.

MC: Ladies and gentlemen, the newest Lieutenant in the United States Army...Second Lieutenant Rhiannon Cleveland

[Once applause, photos, etc. ends] Lieutenant executes right face, receives paperwork from PMS, exits stage right.

ENATE

MC: Lieutenant Enate and your guests, please join us on the stage.

[CLICK TO NEXT SLIDE.]

Lieutenant moves to Center Stage and faces Audience.

MC: Lieutenant Enate earned a BACHELOR'S Degree in Psychology. SHE was selected for ACTIVE DUTY in the Corp of Engineer. SHE will attend the Basic Officer Leadership Course at Fort Leonardwood, Missouri.

MC: The rank of Second Lieutenant will be affixed by her mother Jeanne (Jean) Enate and Husband Anthonie (Anthony) Rose.

MC: Lieutenant Enate will now receive a Silver Dollar Salute from her father, Staff Sergeant (ret) Rene Enate.

MC: Lieutenant executes a Right Face, takes one step backwards, and gives the command "POST."

Once salute is complete, Lieutenant takes one step forward to Center Stage and executes a Left Face to face the audience.

MC: Ladies and gentlemen, the newest Lieutenant in the United States Army...Second Lieutenant Christina Enate

[Once applause, photos, etc. ends] Lieutenant executes right face, receives paperwork from PMS, exits stage right.

JACKSON

MC: Lieutenant Jackson and your guests, please join us on the stage.

[CLICK TO NEXT SLIDE.]

Lieutenant moves to Center Stage and faces Audience.

MC: Lieutenant Jackson earned a Bachelor's degree in Sociology. Lieutenant Jackson served three years in the Texas Army National Guard as a Medical Logistician. He was selected for active duty in the Medical Service Corp Branch. He will attend the Basic Officer Leadership Course at Fort Sam Houston followed by his assignment at Fort Hood.

MC: The rank of Second Lieutenant will be affixed by his Mother and Father, Christu and John Jackson. Along with his Daughter Kamylah (Ka-me-la) Jackson

MC: Lieutenant Jackson will now receive a Silver Dollar Salute from his Father Retired Staff Sergeant John Jackson.

Once salute is complete, Lieutenant takes one step forward to Center Stage and executes a Left Face to face the audience.

MC: Ladies and gentlemen, the newest Lieutenant in the United States Army...Second Lieutenant Marcus Jackson

[Once applause, photos, etc. ends] Lieutenant executes right face, receives paperwork from PMS, exits stage right.

RAMIREZ

MC: Lieutenant Ramirez and your guests, please join us on the stage.

Lieutenant moves to Center Stage and faces Audience.

MC: Lieutenant Ramirez earned a BACHELOR'S Degree in Marketing. _HE was selected for ARMY RESERVES in the Adjutant General BRANCH. He will attend the Basic Officer Leadership Course at Fort Jackson, South Carolina.

MC: The rank of Second Lieutenant will be affixed by his mother and father Jessica Maciel & Lauro Maciel.

MC: Lieutenant Ramirez will now receive a Silver Dollar Salute from RETIRED SSG Karl.

Lieutenant executes a Right Face, takes on step backwards, and gives the command "POST."

Once salute is complete, Lieutenant takes one step forward to Center Stage and executes a Left Face to face the audience.

MC: Ladies and gentlemen, the newest Lieutenant in the United States Army...Second Lieutenant Ramirez!

[Once applause, photos, etc. ends] Lieutenant executes right face, receives paperwork from PMS, exits stage right.

FINAL

MC: Ladies and gentlemen, this completes the pinning and first salutes. We will now conclude our ceremony with a benediction, the Soldier's creed, and the signing of the Army song, please stand.

CLICK NEXT SLIDE. BENEDICTION

Cadet Ripley gives the Benediction, and finishes with "Amen."

CLICK NEXT SLIDE. SOLDIER'S CREED

Recite Soldier's Creed

[CLICK NEXT SLIDE. PLAY ARMY SONG.]

The new Lieutenants lead the Audience in singing the Army Song.

MC: This concludes the Summer 2018 Commissioning Ceremony. Please congratulate our new Lieutenants and join the UTSA Roadrunner Battalion Cadre and Cadets for a cake cutting reception directly outside the auditorium.

Annex E:

Oath of Commissioned Officers

I, _____, having been appointed an officer in the Army of the United States, as indicated above in the grade of _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter; So help me God."

Annex F:

The Army Song

March along, sing our song, we're the Army of the free.
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim:
First to fight for the right,
And to build the Nation's might,
And the Army goes rolling along.
Proud of all we have done,
Fighting till the battle's won,
And the Army goes rolling along.
Then it's hi! hi! hey!
The Army's on its way.
Count off the cadence loud and strong;
For where'er we go,
You will always know
That the Army goes rolling along.