



DEPARTMENT OF THE ARMY
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG
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AFZA-JAA

22 September 2015

MEMORANDUM FOR Soldiers and Civilians of XVIII Airborne Corps and Fort Bragg

SUBJECT: Corps Policy Letter #14: Cannon Salutes in Support of Ceremonies and Special Events

1. Reference. AR 600-25 (Salutes, Honors, and Visits of Courtesy), 24 October 2004.
2. Purpose. This policy clarifies standards and procedures for the use of cannon salutes, requesting and approval procedures as listed in AR 600-25. Specifically, this policy establishes a local standard for what constitutes a special occasion, who is approving authority for rendering honors via a cannon salute, and compliance with other general restrictions.
3. Applicability. This policy applies to all units assigned or attached to Senior Commander (SC), XVIII Airborne Corps and Fort Bragg, to include tenants.
4. This policy memorandum supersedes XVIII Airborne Corps and Fort Bragg Master Policy #89, published on 15 December 2010.
5. Policy.
 - a. Special Occasions. AR 600-25, paragraph 2-3b(3), states "Cannon Salutes generally will be rendered only to officers and officials of 4 star or equivalent grade or higher. Cannon salutes for officers and officials of lower than 4 star or equivalent grade may be rendered on special occasions when so ordered by the major commander concerned..."

(1) The term "major commander concerned" has been a point of misinterpretation. Per the proponent and exception authority, Chief of Staff, Army Chief of Protocol, "major commander concerned," will be replaced with "Senior Commander" during the next revision of AR 600-25.

(2) The XVIII Airborne Corps Commander, as Senior Commander, may, therefore, deem certain events as "special occasions" and render cannon salutes for officers and officials of lower than 4-star or equivalent grade. Any individual rendered honors must be entitled IAW Table 2-1 of the listed reference (from POTUS to brigadier general, for the most part).

b. Salute Frequency. AR 600-25, paragraph 2-3b(4) states "Cannon salutes to officers and officials of 4 star or equivalent will be rendered on the occasion of each

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official visit if requested (see para 2-2). Salutes to officers of lesser grade will not be fired at the same place in compliment to the same person more than once in a calendar year unless, in the meantime, such person has been advanced in grade." The CG, XVIII Airborne Corps, as Senior Commander of Fort Bragg, may only receive one salute in the same place in compliment once in a calendar year, unless advanced in grade.

c. Events/Special Occasions: IAW AR 600-25 and Senior Commander authority to determine special occasions for Fort Bragg, the following events and special occasions are approved for a cannon salute. Cannon salutes for additional events may only be executed after Senior Commander designation as a special occasion and approval.

- (1) General Officer Change of Command Ceremonies.
- (2) General Officer Welcomes, Farewells, and Retirements.
- (3) Command Sergeant Major Changes of Responsibility (only if the Reviewing Officer is a BG or above).
- (4) Fort Bragg's 4th of July Celebration.

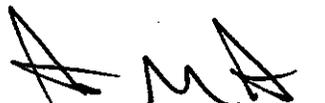
d. When the Senior Commander defers the salute, the salute will be rendered in accordance with AR 600-25, Table 2-1.

6. Staffing and Approval Procedures. All requests for a cannon salute, to include those listed above, must be submitted in writing, using a memorandum format, and addressed to the XVIII Airborne Corps G3. The request memorandum must contain the purpose or justification of the requested salute and the rank and name of the senior officer hosting or reviewing the event.

a. Upon receipt of requested support, Corps G3 will staff the request and recommendation through Protocol to the Chief of Staff for decision.

b. Upon decision, Corps G3 will inform the requesting organization and issue the appropriate tasking order, if approved.

c. Reasons for non-support are not limited to compliance with AR 600-25. Availability of resources and priority of other events may result in non-support.


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