

**United States Army Signal Center  
& Fort Gordon, Georgia**

**Warrant Officer Change of Insignia  
Welcoming Ceremony**

**DRAFT**  
**TABLE OF CONTENTS**

|   |         |
|---|---------|
| Header Page   | Page 1  |
| Table of Contents                                   | Page 2  |
| Purpose   | Page 3  |
| Scope   | Page 3  |
| General   | Page 3  |
| Sequence of Events                                  | Page 3  |
| Annexes:  |         |
| A: Diagram of Ceremony Layout                       | Page 5  |
| B: CW5 Change of Insignia Narration                 | Page 6  |
| C: Warrant Officer Insignia Narration               | Page 7  |
| D: Adjutant General Branch Insignia Narration       | Page 8  |
| E: Corps of Engineers Branch Insignia Narration     | Page 9  |
| F: Judge Advocate General Branch Insignia Narration | Page 10 |
| G: Medical Corps Branch Insignia Narration          | Page 11 |
| H: Military Intelligence Branch Insignia Narration  | Page 12 |
| I: Military Police Branch Insignia Narration        | Page 13 |
| J: Ordnance Corps Branch Insignia Narration         | Page 14 |
| K: Quartermaster Corps Branch Insignia              | Page 15 |
| L. Signal Corps Branch Insignia Narration           | Page 16 |
| M. Coordination checklist                           | Page 17 |

## DRAFT

1. PURPOSE: To conduct a welcoming ceremony commemorating the change in the requirement for warrant officers to wear the insignia of branch instead of the warrant officer insignia (Eagle Rising). The ceremony will also change the insignia of grade worn by the CW5 and recognize promotions of \_\_\_\_\_ warrant officers.

2. SCOPE: This guidance will be used by all personnel involved with the branch and grade insignias ceremony conducted at Fort Gordon on 9 Jul 2004.

### 3. GENERAL:

a. All warrant officers assigned to Fort Gordon, regardless of branch, will participate in the ceremony. Any warrant officers not assigned to Fort Gordon may participate in the ceremony. This includes active, reserve and retired warrant officers.

b. The Regimental Chief Warrant Officer (RCWO) of the Signal Regiment has overall responsibility for the ceremony. The conduct of the ceremony is a combined effort.

c. The ceremony will be conducted on the courtyard at the base of Signal Towers in front of the Flagpole.

d. The event will be conducted as a retreat ceremony.

e. The uniform will be any version of the BDU or DBDU with sleeves rolled up and black leather boots (w/BDU). (The requirement for the reverse flag TBD)

f. Information identifying this event will be provided in the post and local newspapers. Flyers identifying the event will be placed in locations such as PX, commissary, hospital pharmacy, VFW and American Legion. We will request information from the reserve and retired populations to identify if they desire to be part of the ceremony or if they desire to sit in the VIP section of the audience.

### 4. SEQUENCE OF EVENTS:

a. All warrant officers participating in the ceremony will line up in their formation NLT 1615 (Annex A). They will fall in, be given open ranks and at ease NLT 1625 by the senior CW4 responsible for the particular formation. The band will provide music beginning at 1610.

b. The Master of Ceremonies (MC) will announce that the ceremony will begin in one minute at 1629 or when the host, BG Hicks, arrives (Whichever comes first).

c. The formation will be called to attention at 1630 by the RCWO.

d. The MC will announce the ceremony is beginning and the warrant officer(s) who will

## DRAFT

be promoted will march to their position(s) for the promotion. (We have at least one warrant being promoted, but may have many.) The soldiers will be identified individually by the MC, orders read and promoted by BG Hicks and/or the individual of the Soldiers' choosing.

e. At the conclusion of the promotion(s), the soldiers will march from the front to the rear of the formation and take their appropriate place in the formation.

f. The MC will now identify the CW5s who are at the front of the formation.

g. The CW5s will move forward, BG Hicks will change the insignia of grade on the RCWO. Individual leaders of the other CW5s will move to the formation and change the insignia of grade for their CW5. (The change of grade for CW5s may all be done by BG Hicks). Upon completion of the insignia of grade change, the CW5s, in unison and by command of the RCWO will remove their berets with the MWO insignia, place it in their left BDU pants pocket, remove another beret with the proper CW5 insignia from their right pocket and place it on their head. (The MC will read the reason for the change and describe the new bar while the insignia is being changed per annex B). The change may be done by using the metal pinned insignias or place a pinned insignia over a sewed insignia (open to discussion).

h. The insignia of branch will be done next. The MC will read Annex C identifying the history of the Eagle Rising. The insignia of branch change will be conducted by platoon. The CW5s will have their insignias of branch changed when the other warrant officers in the formation receive their change. (Do the CW5s assist with changing the other warrants if the other officers desire them after the CW5s are changed??) The MC will invite the leaders who will welcome the warrant officer to the particular branch and change the insignia of branch to move to the specified place in the formation and change the insignia of branch. The MC will identify each of the branches as they are being changed. The MC will read the significance of this change by reading the history of each particular branch insignia. This will be done separately for the 3 platoons and the nine branches. (Annexes D thru L identify the specific branches that will be read by the MC during the pinning)

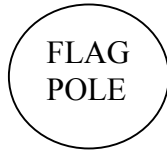
i. Upon completion of the change of branch insignias of each platoon, the leaders who changed the insignias will return to their area with the audience. The RCWO will request permission from the CG to take control of the formation and render a salute. The RCWO will do an about face, give an order for parade rest which will start the band for retreat and then attention for the National Anthem.

At the conclusion of the ceremony, the MC will announce its conclusion and identify the reception.

**DRAFT**

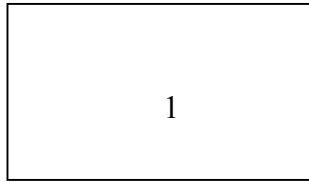
ANNEX A

FORMATION DIAGRAM FOR COURTYARD

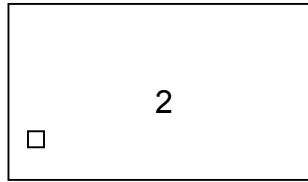


STATE FLAGS

BRANCH FLAGS OF BRANCHES PARTICIPATING



CW4



CW4



CW4

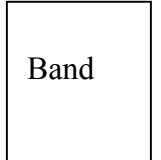
□

OTHER CW5s

RCWO



Chief of Signal



Formation 1: Signal Warrant Officers

Formation 2: All AG, EN, JA, MP, MSC, OD, QM, VC Warrant Officers

Formation 3: Military Intelligence Warrant Officers

## **DRAFT**

### **Annex B**

The Master Warrant Officer (W4) insignia was approved by the Chief of Staff on April 8, 1988 to designate certain CWO W4 as master warrants. The appointment to Master Warrant Officer required completion of the Warrant Officer school at Fort Rucker. The first class graduated on December 8, 1988 and class members were authorized to wear the insignia. With passage of the Warrant Officer Management Act on December 5, 1991, the grade of CW5 was established. On March 28, 1991, the Chief of Staff approved continued use of the Master Warrant Officer insignia for Chief Warrant Officer W5.

As of this date, 9 July 2004, the CW5 insignia that was approved by the Chief of Staff in 1970 will be worn. The Army no longer has any Master Warrant Officers and the CW5 insignia of grade will make it easier to identify the officers who have reached the pinnacle of their profession.

## DRAFT

### Annex C

The warrant officer collar insignia is an eagle rising with wings displayed standing on a bundle of two arrows, all enclosed in a wreath, all gold color 3/4 inch in height.

The collar insignia was worn by all warrant officers in lieu of a branch insignia. The first warrant officers of the Army were in the Army Mine Planter Service, a service in the Coast Artillery Corps. This service was authorized for the Army by an Act of Congress on 9 July 1918. The insignia prescribed was the Coast Artillery Corps insignia, with a submarine mine of the same material. War Department General Orders No. 65, dated 20 October 1920, stated that warrant officers would not be permanently appointed in branches; they would be appointed warrant officers of the Army at large. Warrant officers at large could be changed from one arm of the service to another or from one duty to another at will, which virtually made them a special corps of their own.

On 20 November 1920, the Chief of Staff approved an insignia for all warrant officers, "an eagle standing on a bundle of arrows; all enclosed in a wreath." The warrant officers' insignia was prescribed for wear on both cap and collar in cutout form. For a brief period in 1943, the warrant officers' insignia was rescinded and the arm or service insignia prescribed. The insignia was rescinded on 29 April 1943 and restored on 20 July 1943. Although the symbolism was not documented at the time of approval, the eagle and arrows probably were taken from the Coat of Arms of the United States; the laurel wreath, used by the ancient Greeks as a symbol of triumph, often has been used to represent victory and achievement.

Beginning on this date, 9 July 2004, all warrant officers will wear the insignia of their branch upon completion of their specific branch qualification. Ten of the 15 branches that possess warrant officers are represented here today. They are the Adjutant General, Engineer, Judge Advocate, Medical Services, Military Police, Military Intelligence, Ordnance, Quartermaster, Signal and Veterinary Corps. The tradition of wearing the warrant officer branch insignia will continue. It will be worn while attending the Warrant Officer Candidate School and the specific Warrant Officer Basic Courses.

## **DRAFT**

### **Annex D**

#### **Adjutant General Branch Insignia:**

A silver metal and enamel shield one inch in height on which are 13 vertical stripes, seven silver and six red; on a blue chief one large and 12 small silver stars.

The basic design – the shield from the Coat of Arms of the United States – was adopted in 1872 as a solid shield of silver, bearing 13 stars. In 1924, this design was authorized to be made in gold metal with the colors red, white and blue in enamel. In December 1964, the insignia was changed to silver base metal with silver stars and silver and red enamel stripes.

## **DRAFT**

### **Annex E**

#### **Corps of Engineers Branch Insignia:**

A gold color triple-turreted castle, 11/16 inch in height.

The triple-turreted castle has been in use by the Corps of Engineers since it was adopted in 1840. Prior to that time, an insignia of a similar design was worn on the uniforms of the Corps of Cadets of the United States Military Academy since the Academy was under the supervision and direction of the Chief of Engineers. Selection of the turreted castle as the Engineer insignia followed the first major construction undertaken by the Corps of Engineers – the building of a system of castle-like fortifications for the protection of harbors along the Atlantic Coast. These fortifications, many of which are still standing, were in fact called “castles.” By 1924, the insignia had involved into its current design and color (gold).

## **DRAFT**

### **Annex F**

#### **Judge Advocate General Branch Insignia:**

A gold color sword and pen crossed and superimposed on a laurel wreath, 1 1/16 inches in height.

In May 1890, “a sword and pen crossed and wreathed, embroidered in silver” was adopted for wear by officers of the Judge Advocate General’s Department. In 1899, the color was changed to gold. The pen represents the recording of testimony; the sword symbolizes the military character of the Corps. The wreath is symbolic of honor. The enlisted branch of service insignia was authorized on 4 August 1967.

## **DRAFT**

### **Annex G**

#### **Medical Corps Branch Insignia:**

A gold color medal caduceus, one inch in height. With the exception of the Medical Corps, each Corps is identified by black enamel letters centered on the caduceus indicative of their Corps. The insignia for Medical Service Corps is silver.

In 1851, “a caduceus embroidered in yellow silk on a half chevron of emerald green silk” was worn by hospital stewards of the Medical Department. The caduceus, in its present form, was approved in 1902. Rooted in mythology, the caduceus, historically an emblem of physicians, symbolizes knowledge, wisdom, promptness and various aspects of medical skill.

‘We have warrant officers from the Medical Services and Veterinary Services here today. A distinctive MS or V appears on their respective insignias.’

## DRAFT

### Annex H

#### **Military Intelligence Branch Insignia:**

On a gold color metal dagger, point up, 1 1/4 inches overall in height, a gold color metal heraldic sun composed of four straight and four wavy alternating rays surmounted by a gold heraldic rose, the petals are dark blue enamel.

The insignia was originally approved in 1962 for the Army Intelligence and Security Branch and redesignated to the Military Intelligence Branch on 1 July 1967. The sun, composed of four straight and four wavy alternating rays, is the symbol of Helios who, as God of the Sun, could see and hear everything. The four straight rays of the sun symbol also allude to the four points of the compass and the worldwide mission of the Military Intelligence Branch. The placement of the sun symbol beneath the rose (an ancient symbol of secrecy) refers to the operations and activities being conducted under circumstances forbidding disclosure. The partially concealed, unsheathed dagger alludes to the aggressive and protective requirements and the element of physical danger inherent in the mission. The color gold signifies successful accomplishment and the dark blue signifies vigilance and loyalty.

## **DRAFT**

### **Annex I**

#### **Military Police Branch Insignia:**

Two crossed gold color metal pistols 3/4 inch in height.

The insignia was approved in 1922. The old-type pistol sometimes referred to as the Harper's Ferry Pistol (made at the Harper's Ferry Arsenal), was selected because it was the first American Military pistol and remained the Army model for many years. The parts of this weapon were standardized and interchangeable, thereby marking an advance in arms.

## **DRAFT**

### **Annex J**

#### **Ordnance Corps Branch Insignia:**

A gold color metal shell and flame, one inch in height.

The use of the “shell and flame” by the Ordnance Corps dates back to 1832. It is considered to be the oldest branch insignia of the Army. Similar insignia had been used by the British Army. After its adoption by the American Army, the design was used by the Artillery as well as the Ordnance until 1834 when the crossed cannon was adopted by the Artillery. In 1835, the shell and flame were used on a button for members of the Ordnance Corps and the design had been used in various items worn on the uniform since it was first adopted. The simplicity of the shell and flame harmonizes with the armament of days gone by, while the action it connotes is applicable with equal force to the weapons of today.

## DRAFT

### Annex K

#### **Quartermaster Corps Branch Insignia:**

A gold color eagle with wings spread perched on a wheel with a blue felloe set with 13 gold stars, having 13 gold spokes and the hub white with a red center; superimposed on the wheel a gold sword and key crossed diagonally hilt and bow up. The insignia is 3/4 inches in height.

The insignia of the Quartermaster Department was approved in 1895. The design was retained when the Corps was established in 1912. After World War I, the earlier design, with the eagle's head superimposed on one wing, was changed to depict the head above the wings. The wagon wheel is symbolic of transportation and symbolizes the original colonies and the origin of the Corps during the Revolutionary War. The sword, indicative of the military forces, and the key, alluding to storekeeping functions, symbolize the control of military supplies by the Quartermaster Corps. The eagle symbolizes our nation; red, white and blue are the national colors.

## **DRAFT**

### **Annex L**

#### **Signal Corps Branch Insignia:**

Two signal flags crossed, dexter flag white with a red center, the sinister flag red with a white center, staffs gold, with a flaming torch of gold color metal upright at center of crossed flags; 7/8 inch in height.

“Crossed flags” have been used by the Signal Corps since 1868, when they were prescribed for wear on the uniform coat by enlisted men of the Signal Corps. In 1884, a burning torch was added to the insignia and the present design adopted on 1 July 1884. The flags and torch are symbolic of signaling or communication.

# DRAFT

## Annex M

### Coordination Checklist

Post commander's office (DPTM): Reserve area and provide detail to support the ceremony setup and removal (i.e. flags, chairs, etc)

Branch flags

Band

Flyers

Newspaper articles

Rehearsal

Command support by all commanders

Backup plan if weather does not allow the outside ceremony