

Chapter 11

Marine Corps Birthday Cake Cutting Ceremony

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Chapter 11

Marine Corps Birthday Cake Cutting Ceremony

1. General. The following procedure is prescribed as a guide for the conduct of the Marine Corps Birthday Cake Cutting Ceremony. It is outlined on the basis of a Marine Corps post commanded by a General Officer. At posts where no General Officer is present, and at staff noncommissioned officer, enlisted or unit balls, modifications may be made as necessary to meet local conditions. Rehearsals must be conducted to ensure that the ceremony proceeds smoothly and precisely.

2. Sequence of Events for the March On

a. H-Hour-15 Minutes. All participants in the ceremony are formed at the entrance to the ballroom. (See figure 11-1.) All bars, if any, will close.

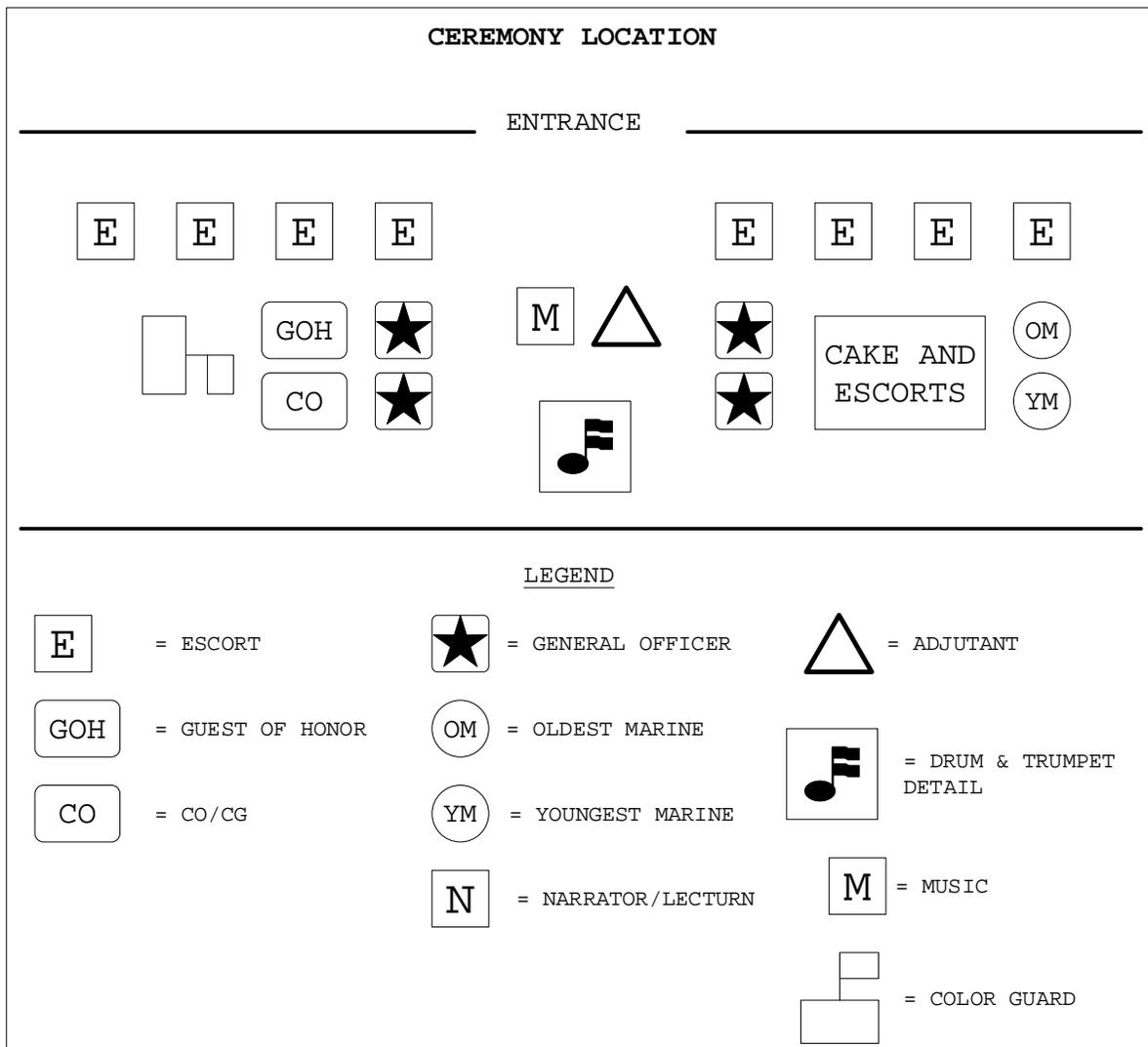


Figure 11-1.—Participants Staged.

b. H-Hour-5 Minutes

(1) Bugler moves to position centered on the dance floor and sounds "Attention," followed by "Officers Call" (or "First Sergeant's Call" at staff noncommissioned officer/enlisted balls) and then departs the floor and returns to a position with the drummers and trumpeters. (See figure 11-2.)

(2) The escorts draw swords and go to parade rest.

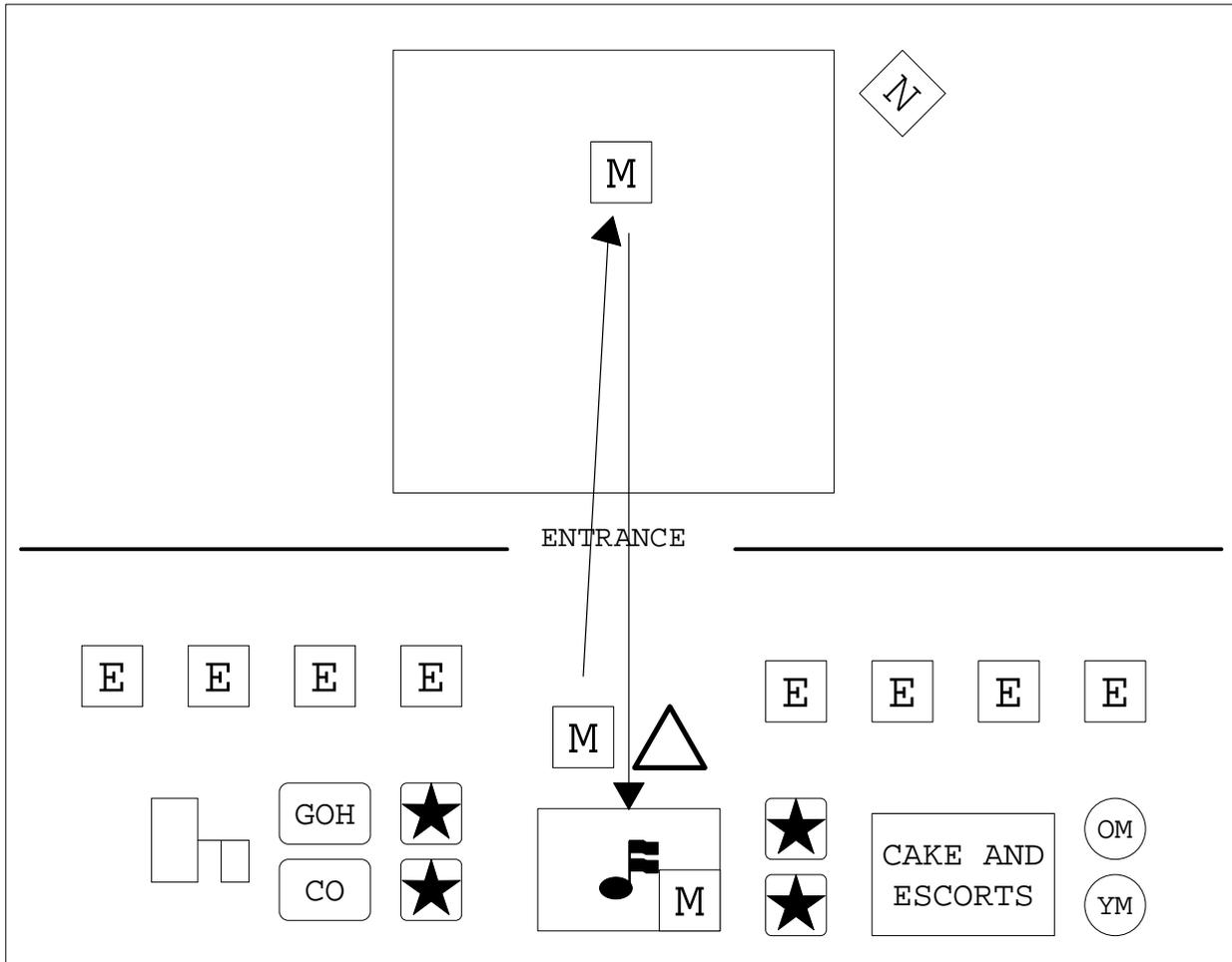


Figure 11-2.--Music's Movements.

Note: As an option; the CMC/SMMC Birthday message video may be played before the start of the ceremony.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED AS THE CEREMONY IS ABOUT TO BEGIN."

NARRATOR: "GOOD EVENING LADIES AND GENTLEMEN, WELCOME TO THE UNITS NAME BALL CELEBRATING THE # OF BIRTHDAY (e.g., 244th) BIRTHDAY OF OUR CORPS. (INVOCATION OPTIONAL) PLEASE RISE AS NAME OF CHAPLAIN DELIVERS THE INVOCATION."

Chaplain delivers the invocation.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE DIRECT YOUR ATTENTION TO THE (LOCATION, EX. "LEFT OF THE STAGE"), YOU WILL FIND AN ILLUMINATED TABLE THAT HAS BEEN PREPARED IN HONOR OF OUR FALLEN COMRADES. IT SYMBOLIZES THE VALIANT SACRIFICES OF OUR MARINE CORPS-NAVY TEAM. TONIGHT, WE PAY SPECIAL TRIBUTE TO THE MEMBERS OF OUR MARINE CORPS FAMILY WHO HAVE BEEN TAKEN FROM US. THEIR SACRIFICES, AND THE SACRIFICES OF THEIR FAMILIES, HELP PRESERVE OUR NATION'S FREEDOM AND ENABLE MILLIONS OF OUR CITIZENS TO ENJOY THE AMERICAN DREAM. WE STAND FREE TODAY BECAUSE OF THEM. LADIES AND GENTLEMEN, PLEASE JOIN IN A MOMENT OF SILENCE AS WE PAUSE TO HONOR THOSE BRAVE MEN AND WOMEN WHO HAVE GIVEN THEIR LIVES IN THE SERVICE OF OUR COUNTRY."

c. H-Hour. The adjutant moves to a position at the far end of the dance floor from the entrance, halts faces the entrance, and draws sword. (See figure 11-3.)

d. Adjutant commands "SOUND ATTENTION." Drum and trumpet detail sounds "Attention." Escorts execute attention without command.

e. Adjutant commands "SOUND ADJUTANT'S CALL." Drum and trumpet detail sounds "Adjutant's Call."

(1) Immediately after "Adjutants Call," the drum and trumpet detail plays "French Foreign Legion." Drum and trumpet detail marches down a cleared lane to the far end of the dance floor, countermarches in front of the adjutant, and followed by the adjutant, marches back to the main entrance, countermarches again, and halts. Drum and trumpet detail then moves sufficient distance left or right to clear the entrance doorway.

Note: If the ballroom is too small for the drum and trumpet detail to remain on the dance floor, or if they are part of the main band, then they would march off the dance floor.

(2) The adjutant moves to a position behind the cake. The march is ceased on command of the drum major. (See figure 11-3.)

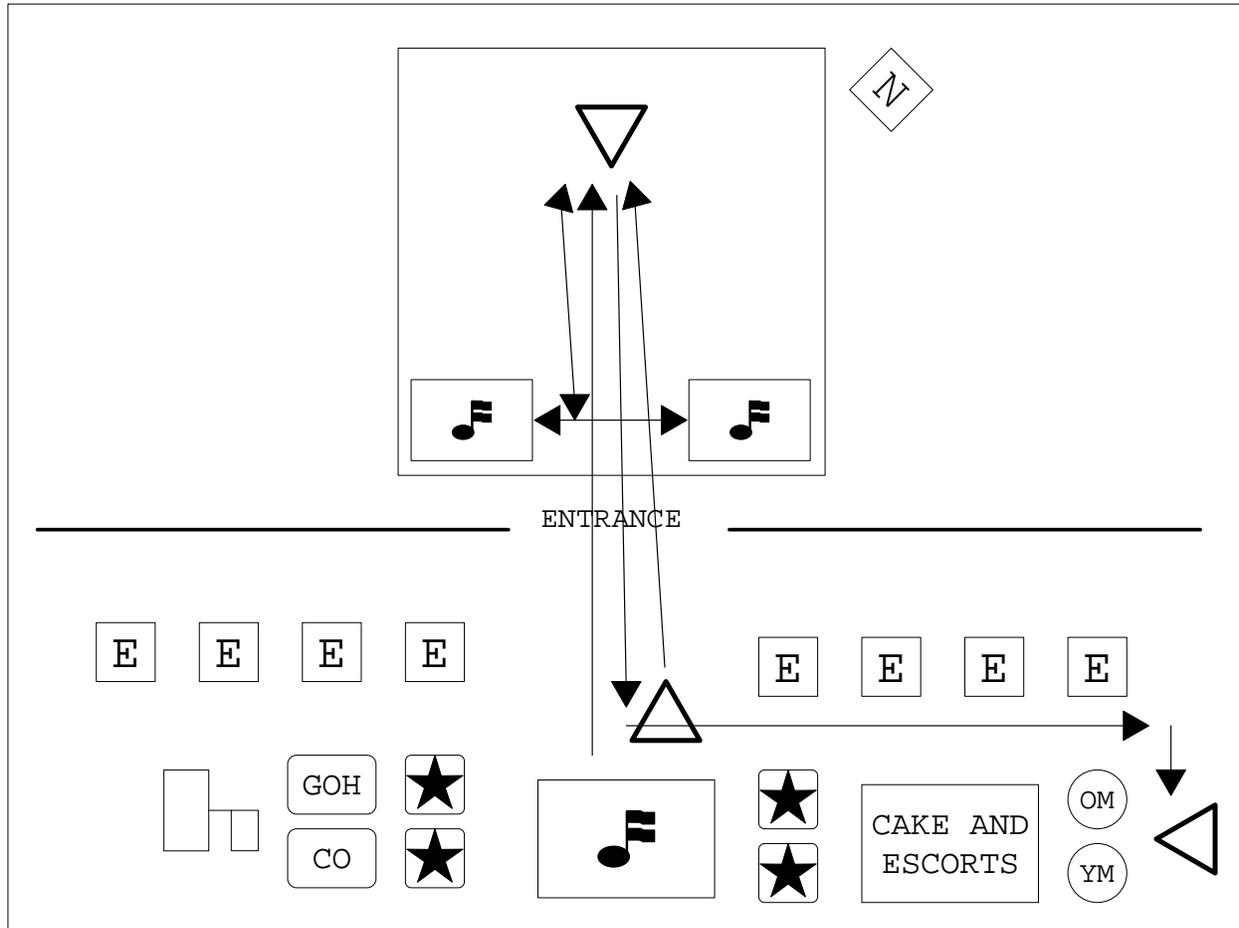


Figure 11-3.--Adjutant, Drummers and Trumpeters Movements.

f. Senior escort commands **"Forward, MARCH."**

(1) Band commences playing *"Semper Fidelis."*

(2) The two senior escorts (1st pair) enter the ball room together and march to their position at the far end of the dance floor, halt, face outboard, march forward to their position (4-8 paces) halt, face about and go to order swords.

(3) The remainder of the escorts step off by twos (2nd pair, 3d pair, etc.) from senior to junior, at 4-pace intervals and move to their position on the dance floor in the same manner as the lead escorts, the two lines forming the two long sides of a hollow rectangle. (See paragraph 6 of this chapter for the recommended composition of escorts.)

(4) Once all escorts are in position and at order sword, General Officers, if present, enter the ball room in pairs from the main entrance, march down the line of escorts to their position at the far end of the dance floor, halt and face the entrance thus forming the third side of the rectangle.

(5) Two spaces are left open in the center of the line of General Officers. When all are in position, the band stops playing. (See figure 11-4.)

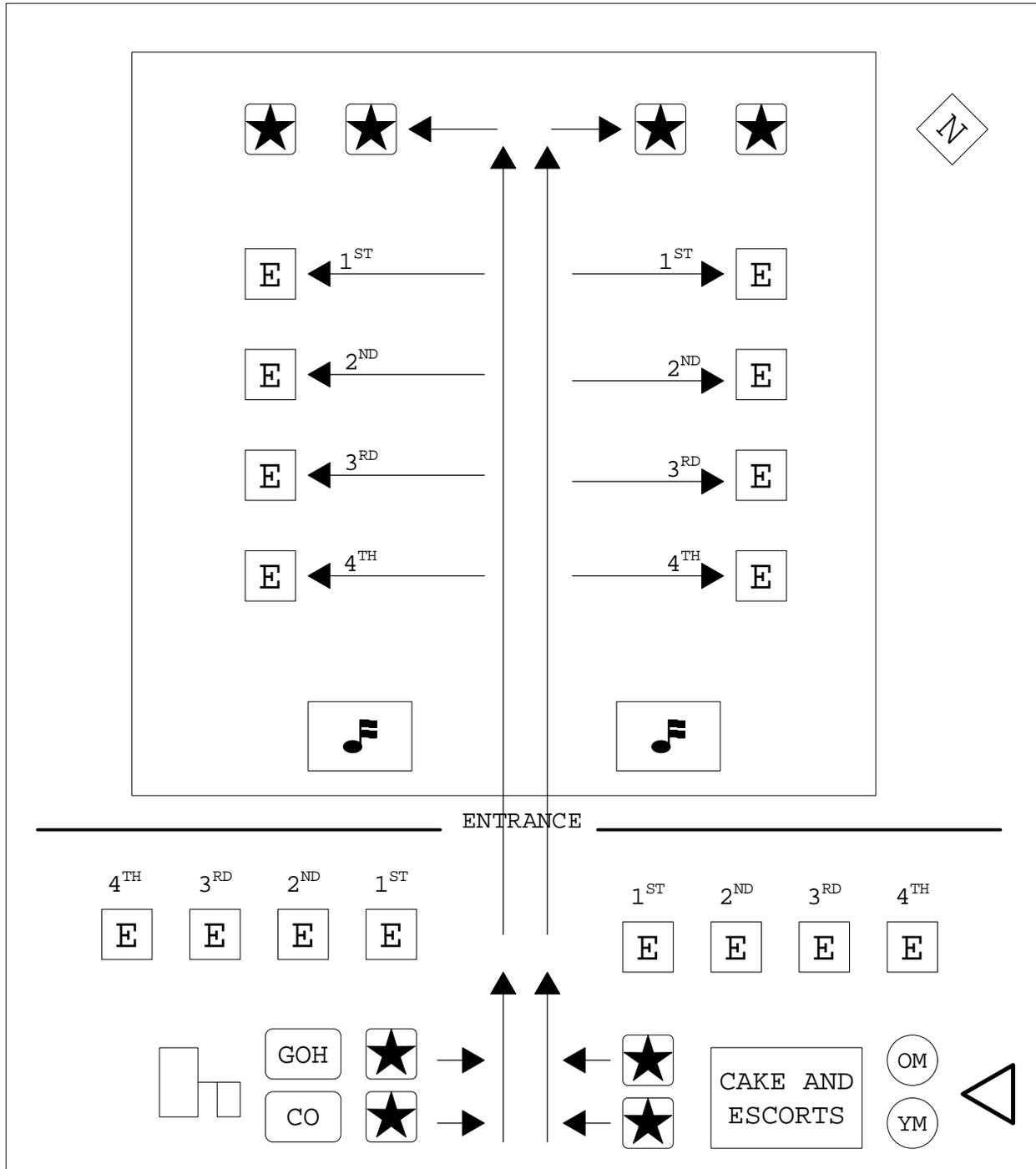


Figure 11-4.--March on of General Officers and Escorts.

(6) Band sounds "Attention." The Commanding General (see note) and the guest of honor enter the ballroom together and move to a position centered between the line of escorts and halt. (See figure 11-5.)

**NARRATOR: "LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO THE COMMANDING GENERAL (GUEST OF HONOR AND COMMANDING OFFICER) AND REMAIN STANDING FOR THE PRESENTATION OF THE COLORS."**

Note: At a ball where neither the guest of honor nor the escort rate musical honors, then the narrator makes the above statement, but no musical honors are rendered. The escorts simply "Present, ARMS." In this case, the line of General Officers would be omitted.

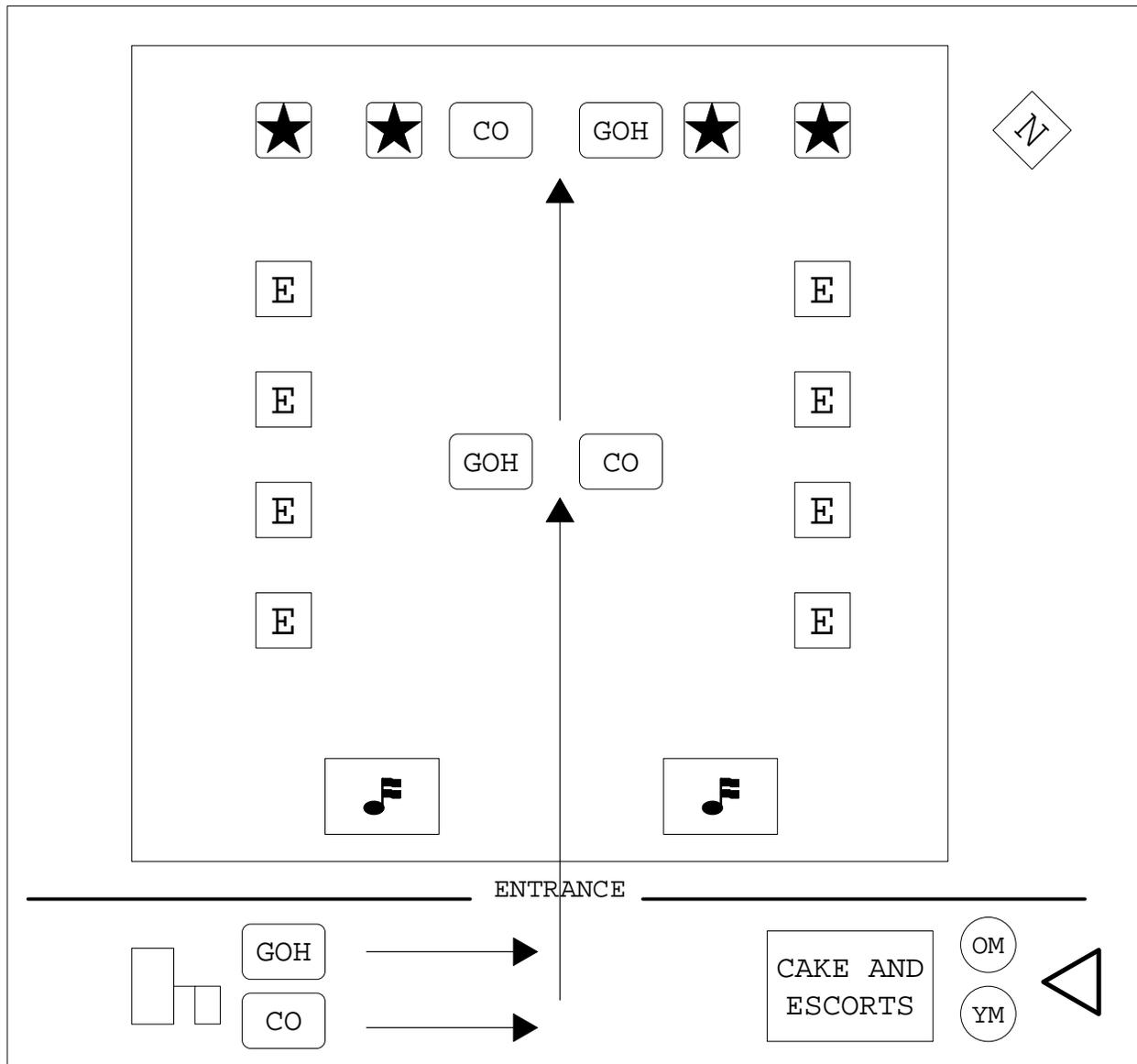


Figure 11-5.--Movements of the Commanding General (or Commanding Officer) and Guest of Honor.

Note: The commanding officer will march in to the right of the guest of honor, regardless of rank.

g. The senior escort commands **"Present, SWORD."** The escorts execute present sword. The band plays appropriate musical honors. The commanding general (or commanding officer) and the guest of honor return the salute if covered. After the last note of honors, the Commanding General (or commanding officer) and guest of honor terminate their salute.

h. The senior escort commands **"Order, SWORD."** The escorts execute order sword. The Commanding General (or commanding officer) and guest of honor move to their positions in the line of General Officers, halt and face about. (See figure 11-5.) When both are in position.

i. Band sounds *"Attention."* The color guard enters the ballroom at the carry and marches to a point halfway down the line of escorts, halts and remains at the carry (see figure 11-6).

j. The senior escort commands **"Present, SWORD."** The escorts present sword.

(1) Commanding General (or commanding officer), guest of honor and General Officers, if covered, salute on the first note of the music.

(2) The color guard riflemen execute present arms from the carry on the command of present sword by the senior escort. The band then plays the *"National Anthem."* The organizational colors presents on the first note of the music and returns to the carry on the last note. The color guard riflemen execute shoulder arms on the command of order arms by the senior escort.

(3) Commanding General (or commanding officer), guest of honor and General Officers, if covered, cut their salute on the last note of the music.

k. The senior escort commands **"Order, SWORD."** The escorts order sword.

(1) The color guard riflemen return to the carry. The color guard then marches forward to the far end of the dance floor, countermarches and marches back down the line of escorts to their position by the main entrance, countermarches, halts and goes to the order. The color guard then separates by executing sufficient left and right steps for the cake and escorts to enter the ballroom. (See figure 11-6.) Once the color guard is in position.

<p><b>NARRATOR: "LADIES AND GENTLEMEN, PLEASE REMAIN STANDING FOR THE ENTRANCE OF THE TRADITIONAL MARINE CORPS BIRTHDAY CAKE."</b></p>
--

(2) Band sounds *"Attention."*

(3) The band then plays the *"Marines Hymn"* (slow version) and the cake escorts (see paragraph 6.c. of this chapter for the recommended composition of the cake escorts) enter the ballroom. Between them, they push a serving cart on which are placed the birthday cake, a Marine sword (officer or noncommissioned officer), two plates, three forks and napkins. The oldest and youngest Marine present, and adjutant follow the cake. The escorts slowly roll the cake to a position in front of the Commanding General (or commanding officer), halt, take one side step and face inboard

toward the cake. (See figure 11-7.) The band stops playing.

**NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."**

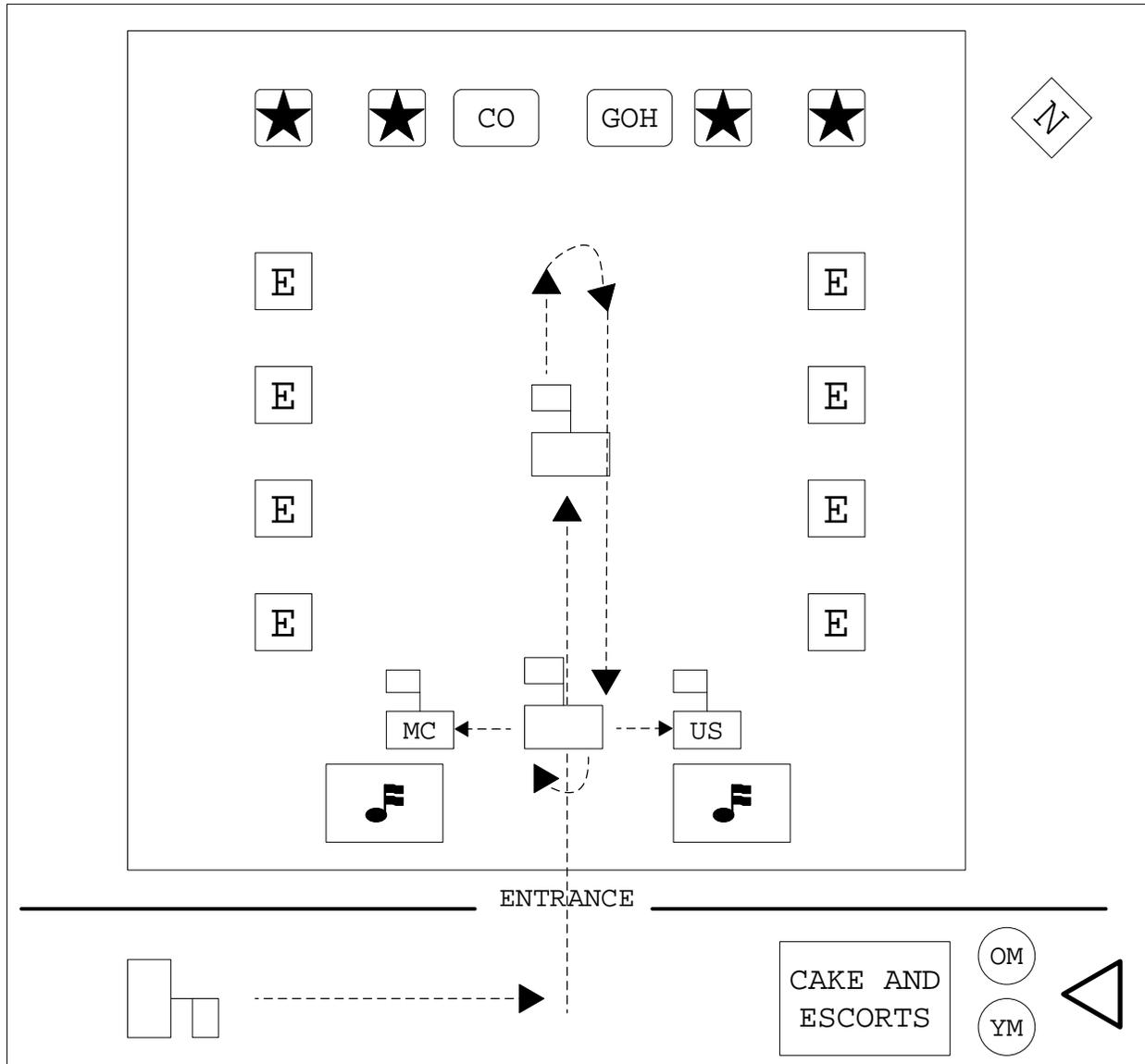


Figure 11-6.--Movements of the Color Guard.

1. The senior escort commands "**Parade, REST.**" All escorts, cake escorts, color guard, band, General Officers and guest of honor execute.

(1) The adjutant remains at attention, faces about goes to order sword, and moves the sword into the position for reading documents described in enclosure 1, chapter 5. The adjutant carries the scroll under the left arm in the same manner as a cased sword would be carried.

(2) The adjutant then unfurls the scroll containing General Lejeune's Message and prepares to read it after the narrator has read the introductory statement.

Note: In particularly large formations or facilities where the adjutant may be hard to hear and/or a wireless microphone is not available, the narrator may read General Lejeune's Message. In that case, the adjutant would remain at carry sword during the reading of the message.

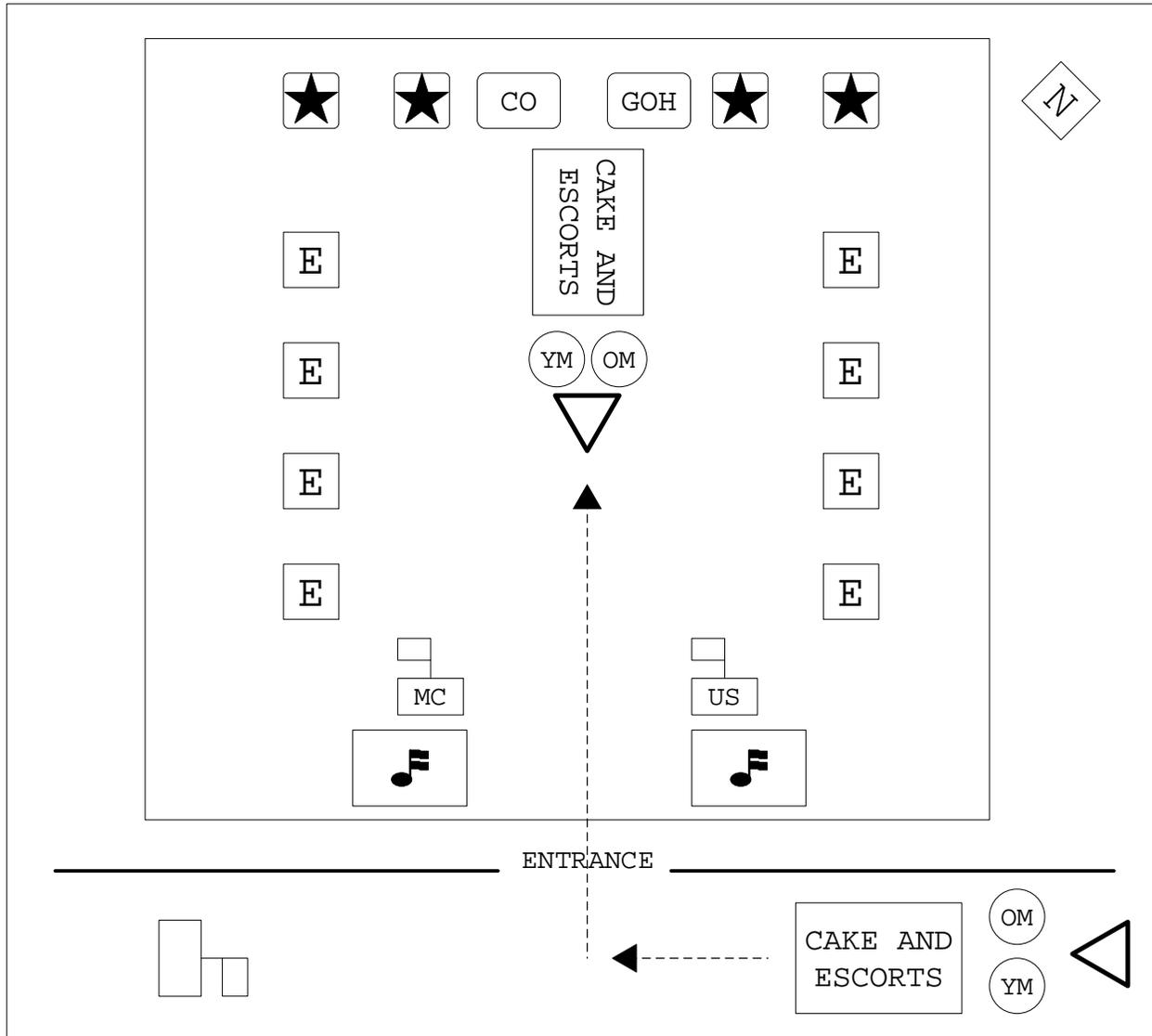


Figure 11-7.--Movements of the Cake.

3. Reading the Messages and Cutting the Cake

a. The narrator begins this portion of the ceremony by reading the introductory statement to General Lejeune's traditional birthday message.

NARRATOR: "ON ONE NOVEMBER 1921, THE 13TH COMMANDANT OF THE MARINE CORPS, LIEUTENANT GENERAL JOHN A. LEJEUNE, DIRECTED THAT A REMINDER OF THE HONORABLE SERVICE OF THE CORPS BE PUBLISHED BY EVERY COMMAND TO ALL MARINES THROUGHOUT THE GLOBE, ON THE BIRTHDAY OF THE CORPS. SINCE THAT DATE, MARINES HAVE CONTINUED TO DISTINGUISH THEMSELVES ON MANY BATTLEFIELDS AND FOREIGN SHORES, IN WAR AND PEACE. ON THIS BIRTHDAY OF THE CORPS, THEREFORE, IN RECOGNITION OF THE WILL OF THE 13TH COMMANDANT, A REMINDER OF THE CORPS' HONORABLE SERVICE IS PUBLISHED AS FOLLOWS:"

ADJUTANT/NARRATOR:

"ON NOVEMBER 10TH, 1775, A CORPS OF MARINES WAS CREATED BY A RESOLUTION OF THE CONTINENTAL CONGRESS. SINCE THAT DATE, MANY THOUSAND MEN HAVE BORE THE NAME MARINE. IN MEMORY OF THEM IT IS FITTING THAT WE WHO ARE MARINES SHOULD COMMEMORATE THE BIRTHDAY OF OUR CORPS BY CALLING TO MIND THE GLORY OF ITS LONG AND ILLUSTRIOUS HISTORY.

THE RECORD OF OUR CORPS IS ONE WHICH WILL BEAR COMPARISON WITH THAT OF THE MOST FAMOUS MILITARY ORGANIZATIONS IN THE WORLD'S HISTORY. DURING 90 OF THE FIRST 146 YEARS OF ITS EXISTENCE, THE MARINE CORPS HAS BEEN IN ACTION AGAINST THE NATION'S FOES. FROM THE BATTLE OF TRENTON TO THE ARGONNE, MARINES HAVE WON FOREMOST HONORS IN WAR, AND IN THE LONG ERAS OF TRANQUILLITY AT HOME. GENERATION AFTER GENERATION OF MARINES HAVE GROWN GRAY IN WAR, IN BOTH HEMISPHERES, AND IN EVERY CORNER OF THE SEVEN SEAS, THAT OUR COUNTRY, AND ITS CITIZENS MIGHT ENJOY PEACE AND SECURITY.

IN EVERY BATTLE AND SKIRMISH SINCE THE BIRTH OF OUR CORPS, MARINES HAVE ACQUITTED THEMSELVES WITH THE GREATEST DISTINCTION, WINNING NEW HONORS ON EACH OCCASION UNTIL THE TERM MARINE HAS COME TO SIGNIFY ALL THAT IS HIGHEST IN MILITARY EFFICIENCY AND SOLDIERLY VIRTUE.

THIS HIGH NAME OF DISTINCTION AND SOLDIERLY REPUTE, WE WHO ARE MARINES TODAY, HAVE RECEIVED FROM THOSE WHO HAVE PRECEDED US IN THE CORPS. WITH IT, WE ALSO RECEIVED FROM THEM THE ETERNAL SPIRIT WHICH HAS ANIMATED OUR CORPS FROM GENERATION TO GENERATION AND HAS BEEN THE DISTINGUISHING MARK OF MARINES IN EVERY AGE. SO LONG AS THE SPIRIT CONTINUES TO FLOURISH, MARINES WILL BE FOUND EQUAL TO EVERY EMERGENCY IN THE FUTURE AS THEY HAVE BEEN IN THE PAST, AND THE MEN OF OUR NATION WILL REGARD US AS WORTHY SUCCESSORS TO THE LONG LINE OF ILLUSTRIOUS MEN WHO HAVE SERVED AS "SOLDIERS OF THE SEA" SINCE THE FOUNDING OF THE CORPS."

b. The adjutant, without command, then puts away the scroll, returns to carry sword and exits the ballroom. Once clear of the ballroom, the adjutant returns sword, this completes his/her portion of the ceremony.

NARRATOR: "THE TIMELESS AND INSPIRING MESSAGE OF OUR 13TH COMMANDANT HAS LEFT ITS MARK IN THE HEARTS AND MINDS OF ALL MARINES, PAST AND PRESENT. BY DEED AND ACT FROM BELLEAU WOOD TO THE ARGONNE, FROM GUADALCANAL TO IWO JIMA, FROM INCHON TO THE KOREAN ARMISTICE, FROM THE HARD FIGHTS IN VIETNAM TO DESERT SHIELD/DESERT STORM TO THIS CENTURY'S LONGEST WARS IN IRAQ AND AFGHANISTAN, AND IN HUNDREDS OF OTHER PLACES WHERE MARINES HAVE DISTINGUISHED THEMSELVES. MARINES HAVE CONTINUED TO EPITOMIZE THOSE QUALITIES WHICH ARE THEIR LEGACY. THE SUCCESS WHICH THE MEN AND WOMEN WHO HAVE EARNED THE TITLE MARINE HAVE ACHIEVED IN COMBAT AND THE FAITH THEY HAVE BORNE IN PEACE WILL ENDURE FOREVER. THE COMMANDANT AND OUR MANY FRIENDS HAVE ADDED THEIR HEARTY PRAISE AND CONGRATULATIONS ON THIS, OUR \_\_\_\_\_ BIRTHDAY."

NARRATOR: "LADIES AND GENTLEMEN, A MESSAGE FROM THE COMMANDANT OF THE MARINE CORPS." (text inserted here)

Note: this message may be added to the ceremony's programs.

c. After the messages are read, the Commanding General and guest of honor move to the cake.

d. The oldest and youngest Marine move to position on the side of the cake nearest to the Commanding General. As the Commanding General approaches the cake, the senior cake escort steps forward, takes the sword from the cake cart and delivers it to the Commanding General by passing it over the left forearm, grip toward the Commanding General. (See enclosure 1, chapter 5, paragraph 18.)

e. As the Commanding General cuts the cake, the band begins playing "*Auld Lang Syne*."

f. Assistance is rendered by the cake escorts in placing the pieces on the plate.

g. The first piece is given to the guest of honor who takes a bite and returns the plate to the cake escort.

h. The second piece is placed on a plate with two forks and given to the oldest Marine who takes a bite and passes the piece to the youngest Marine who takes a bite. The youngest Marine then returns the plate to a cake escort who places it back on the serving cart.

i. While the cake is being cut and presented, the narrator reads:

NARRATOR: "THE MARINE CORPS BIRTHDAY CAKE CUTTING CEREMONY IS IMPORTANT TO ALL MARINES AS IT IS AN ANNUAL RENEWAL OF EACH MARINE'S COMMITMENT TO THE CORPS, AND THE CORPS' COMMITMENT TO OUR NATION'S QUEST FOR PEACE AND FREEDOM WORLDWIDE. THE BIRTHDAY CAKE IS TRADITIONALLY CUT WITH THE MAMELUKE SWORD AS A REMINDER THAT WE ARE A BAND OF WARRIORS COMMITTED TO CARRYING THE SWORD SO THAT OUR NATION MAY LIVE IN PEACE. AS IS OUR CUSTOM, THE FIRST PIECE OF CAKE WILL BE PRESENTED TO OUR GUEST OF HONOR, (RANK/TITLE, LAST NAME). BY TRADITION, THE NEXT PIECE OF CAKE IS PRESENTED TO THE OLDEST MARINE IN ATTENDANCE, AS A SIGN OF HONOR AND RESPECT ACCORDING TO EXPERIENCE AND SENIORITY. THIS EVENING OUR OLDEST MARINE IS (RANK/FULL NAME), WHO ENLISTED/WAS COMMISSIONED IN THE MARINE CORPS ON (DATE). A NATIVE OF (CITY, STATE) AND (RANK/LAST NAME) WAS BORN ON (DAY/MONTH/YEAR). FOR \_\_\_\_\_ YEARS, OUR EXPERIENCED MARINES HAVE NURTURED AND LED YOUNG MARINES TO FILL OUR RANKS AND RENEW OUR CORPS. THE OLDEST MARINE PASSES THE PIECE OF CAKE TO THE YOUNGEST MARINE, SYMBOLIZING THE PASSING OF WISDOM, KNOWLEDGE, AND EXPERIENCE AS WELL AS TRUST AND CONFIDENCE IN THOSE WHO WILL CARRY ON OUR MARINE CORPS TRADITIONS IN THE FUTURE. THIS EVENING, OUR YOUNGEST MARINE IS (RANK/FULL NAME) WHO ENLISTED/WAS COMMISSIONED IN THE MARINE CORPS ON (DATE) AND REPORTED FOR DUTY HERE AT (BASE/POST) ON (DATE), CURRENTLY SERVING WITH (COMPANY/UNIT). A NATIVE OF (CITY, STATE), (RANK/LAST NAME) WAS BORN ON (DAY/MONTH/YEAR)."

j. After the youngest Marine has tasted and returned the cake, the Commanding General, guest of honor, oldest Marine and youngest Marine return to their positions.

4. Sequence of Events for the March Off and Conclusion of the Ceremony

a. The march off is begun by moving the cake from in front of the line of General Officers to a position out of the line of march. Once the oldest and youngest Marines are in position, the cake escorts take one-step forward face left or right and re-grasp the cake cart. The senior cake escort then quietly commands the cake escorts, oldest and youngest Marines to "**Forward, MARCH,**" and moves the cake detail from the dance floor in order to clear the way for the march off. (See figure 11-8.) The cake escorts, and oldest and youngest Marines then face towards the entranceway and remain in position.

b. The senior escort commands, "**Detail, ATTENTION.**" Detail executes. The color guard begins the march off by side stepping back to close interval and going to carry colors. (See figure 11-9.)

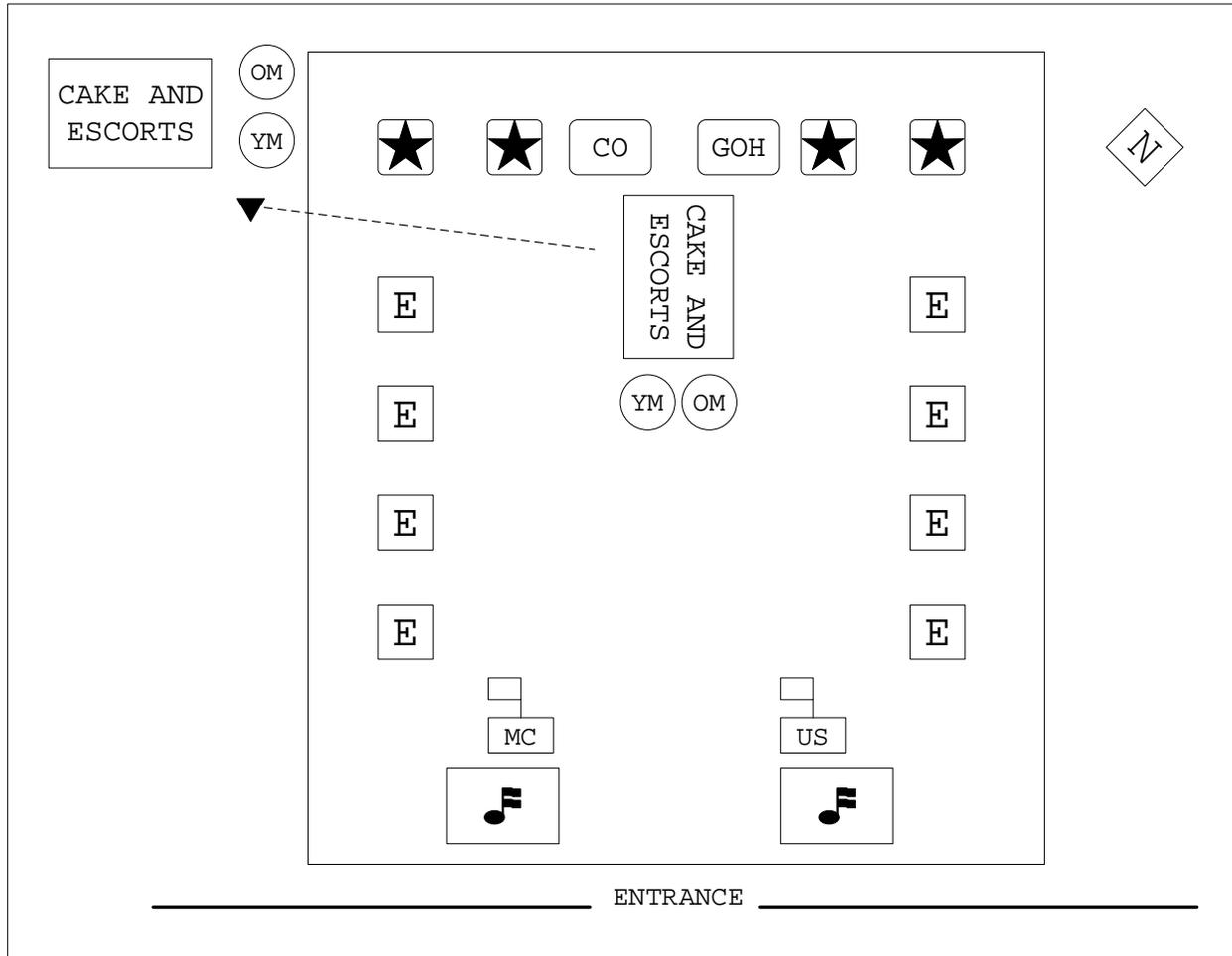


Figure 11-8.--Moving the Cake in Order to Clear the Line of March.

**NARRATOR: "LADIES AND GENTLEMEN, PLEASE RISE FOR THE RETIREMENT OF THE COLORS AND THE DEPARTURE OF THE OFFICIAL PARTY, WHICH WILL BE FOLLOWED BY THE PLAYING OF ANCHORS' AWEIGH AND THE MARINES' HYMN."**

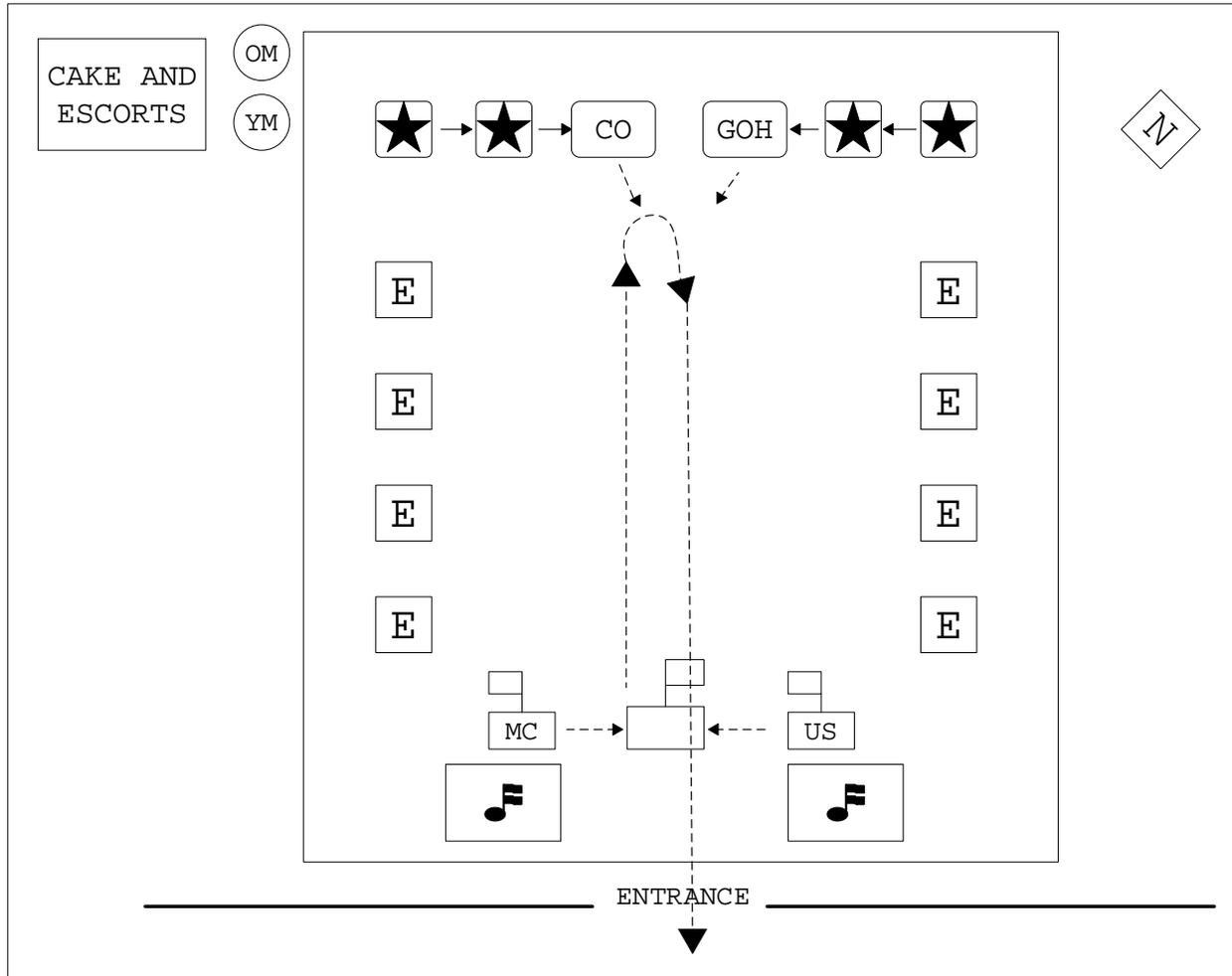


Figure 11-9.--March Off of Color Guard, Commanding General, Guest of Honor and General Officers.

- c. The senior escort commands **"Present, SWORD."** The escorts execute.
- d. The color sergeant commands **"Forward, MARCH."**
  - (1) The band begins playing *"Semper Fidelis."*
  - (2) The color guard marches forward down the line of escorts to the far end of the dance floor, countermarches, marches back down the line of escorts and from the room. (See figure 11-9.)
  - (3) When the colors have cleared the room, the Commanding General and guest of honor march down the line of escorts and from the room. When they have cleared the room, they are followed in a similar manner by the remainder of the General Officers, who march from the room in pairs until the last one has cleared the room. (See figure 11-9.)
- e. The senior escort commands **"Carry, SWORD."** The escorts execute.

(1) The two senior escorts (1st pair) march forward to the centerline of the floor, halt, face the main entrance and march from the ballroom. (See figure 11-10.)

(2) As each successive pair (2nd pair, 3rd pair, etc.) of escorts is uncovered by the preceding escorts, they march forward to the centerline of the dance floor, halt, face the main entrance and march from the ballroom. (See figure 11-10.)

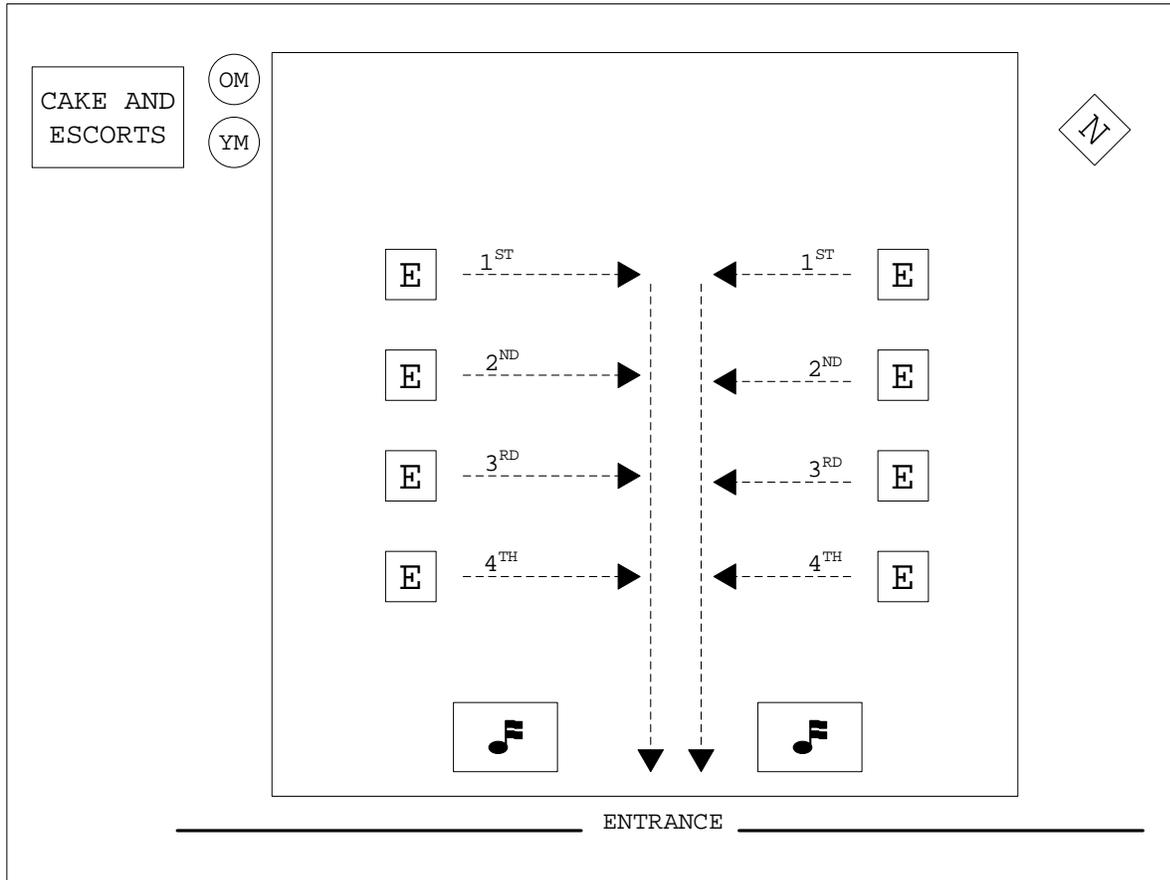


Figure 11-10.--Movements of the Escorts During the March Off.

(3) After the last pair of escorts clear the room, the band plays "Anchors' Aweigh" and "Marines' Hymn."

Note: If the drummers and trumpeters marched out of the ballroom at the beginning of the ceremony then delete the next step.

(4) The drummers and trumpeters close by side-stepping to the right and left, take up the beat, march the length of the dance floor, countermarch, and march back down the floor and out of the entrance way. (See figure 11-11.) As the last trumpeter clears the entranceway, the doors are closed.

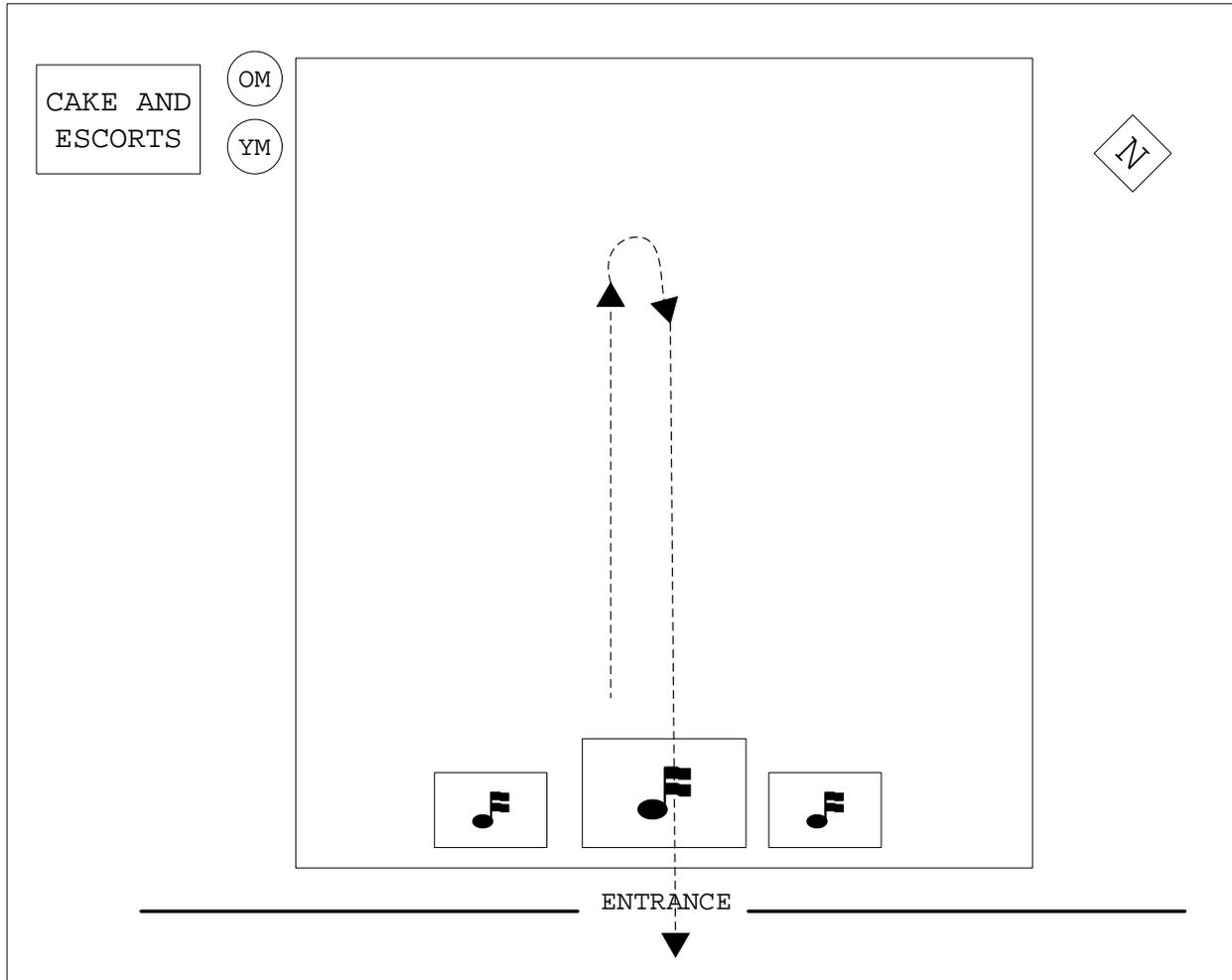


Figure 11-11.--Movements of the Drummers and Trumpeters During the March Off.

Note: The Commanding General (or commanding officer)/guest of honor make remarks before the ceremony is concluded.

**NARRATOR: "LADIES AND GENTLEMEN, THE COMMANDING GENERAL (name and title)."**  
The Commanding General makes a few brief remarks and introduces the guest of honor, who makes appropriate remarks concerning the significance of the birthday, etc., remarks should be brief and to the point.

**NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES OUR CEREMONY. PLEASE ENJOY YOUR EVENING, SEMPER FIDELIS, AND HAPPY BIRTHDAY MARINES!"**

Note: In the case where no General Officer is in attendance, substitute one of the following for the term "Commanding General."

Unit/Officer's Ball	Commanding Officer
SNCO Ball	The Rank of the senior enlisted present
Enlisted Ball	Ball Committee Chairman

5. Variations. It is recognized that considerable variation must be made

in this ceremony to conform to the configuration of the dance floor or the absence of a band. Examples are:

a. When the ceremony is conducted at posts where there is no General Officer commanding, the senior line officer will follow the procedure outlined above for the Commanding General. At such posts, the escorts will be formed from the appropriate ranks present, and the line of General Officers will be deleted.

b. When the ceremony is conducted at noncommissioned officers or other enlisted messes, appropriate ranking noncommissioned officers will preside and form the escort.

c. Where the ballroom is of sufficient size, two officers or enlisted Marines of each rank will be assigned to the escort.

d. Where practicable, the Blue Dress "A," "B" or Service "A" will be worn by those officers and Marines participating in the ceremony.

e. Officers and noncommissioned officers participating in the ceremony should be armed with swords; however, at no time will Marines in the grade of Private through Lance Corporal be armed with a sword. If the ceremony is conducted in utilities because of field duty, deployment, etc., the sword will not be worn.

f. The birthday cake will be mounted on a mess serving cart or similar conveyance covered with scarlet and gold bunting.

g. Where swords are not available, escorts will execute a hand salute whenever the command of "**Present, ARMS**" is given.

h. Guests may be cleared from the center of the ballroom by stretching white lines, supported by second lieutenants or noncommissioned officers, moving from the center line of the dance floor toward either side to provide required space for the ceremony.

6. Recommended Personnel Assignments

a. The number of officers and Marines assigned to be escorts will depend on the number of personnel available to the command and the space available to conduct the ceremony. The following are some examples of the composition of the escorts.

OFFICERS BALL			
OPTION A		OPTION B	
Col	Col	Col	LtCol
LtCol	LtCol	Maj	Capt
Maj	Maj	1stLt	2ndLt
Capt	Capt	CWO	CWO
1stLt	1stLt		
2ndLt	2ndLt		
CWO5	CWO5		
CWO4	CWO4		
CWO3	CWO3		
CWO2	CWO2		
WO1	WO1		

STAFF NONCOMMISSIONED OFFICERS BALL			
OPTION A		OPTION B	
SgtMaj	SgtMaj	SgtMaj	MGySgt
MGySgt	MGySgt	1stSgt	MSgt
1stSgt	1stSgt	GySgt	SSgt
MSgt	MSgt		
GySgt	GySgt		
SSgt	SSgt		

UNIT/ALL RANKS BALL	
Col	LtCol
Maj	Capt
1stLt	2ndLt
CWO	CWO
SgtMaj	MGySgt
1stSgt	MSgt
GySgt	SSgt
Sgt	Cpl
LCpl*	PFC*
Pvt*	Pvt*

Enlisted Ball	
Sgt	Sgt
Cpl	Cpl
LCpl*	LCpl
PFC*	PFC*

b. The adjutant should be assigned as follows:

BALL	ADJUTANT ASSIGNED
Officers or all ranks	Major or Captain
Staff Noncommissioned Officer	Gunnery Sergeant or Staff Sergeant
Enlisted	Sergeant or Corporal

c. Cake escorts should be assigned as follows:

OFFICERS BALL		SNCO BALL		ENLISTED BALL		UNIT/ALL HANDS BALL	
2ndLt	2ndLt	GySgt	GySgt	PFC*	PFC*	2ndLt	SSgt
WO1	WO1	SSgt	SSgt	Pvt*	Pvt*	WO1	Pvt*

\*Marines in the grades of Pvt, PFC, and LCpl are never armed with a sword.