OKLAHOMA ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3501 MILITARY CIRCLE
OKLAHOMA CITY, OK 73111-4305

NGOK-MPD 13 December 2024

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedure (SOP) for the Conduct of a Reenlistment Ceremony

1. References:

a. NGR 601-1, para 6-15, 01 JAN 19: Extension Ceremonies.

2. The purpose of this memorandum is to establish an SOP for the Conduct of Reenlistment Ceremony.

3. The typical reenlistment ceremony consists of:

a. Positioning of flag bearers.

b. NCOIC calls group to attention and present arms during unfolding of the U.S. flag.

c. Entrance/Positioning of the official party (with photographer ready).

d. Opening remarks by administering officer.

e. Introduction of the Soldier, family members, and special guests.

f. The administering officer should ask or ensure attendees rise and military personnel stand at the position of attention during administration of the oath. The administering officer should instruct the Soldier to “raise your right hand and repeat after me.” The administering officer should know if the Soldier “affirms” or “swears”.

g. Photographs and presentation of Oath of Enlistment.

h. Photographs and presentation of Certificate of Appreciation for Spouse of Reenlistee.

i. Remarks by Soldier.

j. Closing remarks by administering officer.

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k. NCOIC calls group to attention and present arms during the folding of the U.S. flag.

l. Guests and attendees congratulate the Soldier.

4. Point of contact for this memorandum is undersigned at 405-228-5368 or stephen.p.roberts16.mil@army.mil

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