



FEDERAL ROAD SAFETY CORPS

STANDARD OPERATING PROCEDURE

FOR

DECORATION OF PROMOTED OFFICERS &
MARSHALS IN FRSC



April 2021

CITATION

This document shall be cited as
STANDARD OPERATING PROCEDURE

FOR

DECORATION IN FRSC

AUTHORIZATION

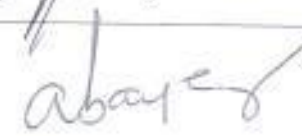
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STANDARD OPERATING PROCEDURE (SOP) ON DECORATION OF PROMOTED OFFICERS AND MARSHALS IN FRSC

INTRODUCTION

Promotion in Para-military setting like FRSC is a reward for hard work and dedication to duty among Staff that manifest satisfactory behavior and job performance over a stipulated period of time as stipulated in the FRSC promotion policy as well as a special reward for staff who exhibited an exceptional skills and ability on their job. Therefore, it become imperative for the Corps to articulate a Standard document that will not only create uniformity in the decoration of newly promoted Officers and Marshals in all FRSC formations but will also take cognizance of its organizational procedure.

2. AIMS

To formulate comprehensive steps for coordinated decoration of promoted Staff of FRSC in all Commands.

3. OBJECTIVES

This document is to:

- a) Specify the eligibility for decoration.
- b) Identify appropriate place where decoration ceremony can take place.
- c) Stipulate suitable dress protocol for decoration.
- d) Spell out those who can assist in decorating a Staff.
- e) Indicate regimented manner for arrival to the decoration venue.
- f) Indicate regimented Order of Sitting at Decoration Venue
- g) Explain strategic decoration procedures.
- h) Specify regimented pattern of department.
- i) Lay down order of photograph.

4. SCOPE

The procedures to be earmarked in this document are to cover only FRSC Staff who are eligible for decoration.

5. ELIGIBILITY FOR DECORATION

The under listed category of Staff shall be eligible for decoration:

a) **Normal Promotion:** Staff who manifested satisfactory behavior and fulfilled all promotion requirements as stipulated in the promotion policy over a specified period of time.

b) **Accelerated Promotion/Special Promotion:** Staff who shows exceptional skills and ability on their job may be considered for accelerated promotion/special promotion accordingly.

6. VENUE FOR DECORATION

The following venues could be used for decoration of eligible Staff:

- a) Mess
- b) Conference Room
- c) Any other appropriate office space.

Note: i.) Officers and Marshals are not to be decorated at the same venue.

ii.) However, gorget Officers should be decorated separately from junior Officers.

7. DRESS PROTOCOL FOR DECORATION

Eligible Staff for decoration could appear as follows:

- a) Appear in Dress No. 4b with appropriated Peak cap (see FRSC Dress Code) for all Officers and Marshal Inspectors.
- b) Appear in Dress No. 5b (See FRSC Dress Code) for Road Marshal Assistants.
- c) Put on the old rank, badges, head dress (beret), shoulder badges and gorget as appropriate. This is before the decoration.
- d) The eligible Staff should appear neatly, smartly and conduct himself in a gentleman manner.
- e) During decoration, the following appropriate accoutrements/kits shall be used based on the new position the promoted Staff is assuming
 - i. Rank
 - ii. Gorget (ACC-DCM)
 - iii. Peak cap (officers and Marshals)
 - iv. Shoulder badge
 - v. Swagger Stick (CC-DCM)

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f) Female Staff are not to wear false eyelashes, heavy eyeliner, brightly coloured eyes shadow, colour nail polish and excessive facial make-up. However, the hair should be well tucked into the headgear.

g) The officer/Marshal decorating the promoted Officer/Marshal shall appear in the uniform of the day without necessarily wearing head gear. However, junior Officer/Marshals who is a spouse to the Staff to be decorated shall appear in mufti.

8 BEFITTING DECORATORS

The following can perform the actual decoration of eligible Staff:

- a) Internal (Board members and FRSC Staff).
- b) External (Non FRSC Staff).

Note: i.) Marshals cannot decorate Officers but Officers can decorate Marshals.

9. ORDER OF ARRIVAL FOR DECORATION

The regimented protocol arriving decoration event shall be strictly observed as follows:

- a) The most junior arrive first and sit on their designated places. Thereafter, the next in seniority up to the second in Command.
- b) Commanding Officer shall arrive last.
- c) At the arrival of the Commanding Officer, the Second in Command would say: "all rise" to which all would response accordingly and sit when he sits and remove head dress when he does so.
- d) Invited guests shall be guided to strictly adhere to the scheduled time.
- e) On their arrival, smartly dressed ushers shall lead them to their designated place in the venue.

10. ORDER OF SITTING AT DECORATION VENUE

The following shall be the regimented Order of Sitting:

- a) Officers to decorate the promoted Officers and Marshals should sit facing the entrance of the venue in order of seniority with the most senior to the right.
- b) Officers and Marshals to be decorated should sit facing the Officers decorating them in order of seniority with the most senior to the right.

- c) Guests are to sit to the left and right forming a close sitting arrangement.
- d) However, if a Special Guest for example, Governor, Minister, Traditional Ruler, LG Chairman etc is present, he is expected to sit at the right of the most senior Officer.
- e) If Military or Paramilitary agencies are present, they will align with FRSC Officers in order of seniority.

11. DECORATION PROCEDURES

Below are regimented procedures for decorating a Staff:

- a) The Moderator(s) introduces the event, thereafter the Opening Prayer (2nd Stanza of the National Anthem) followed by other preliminary ceremonial activities like introduction of dignitaries and Staff to be decorated, welcome address by the Commanding Officer, Goodwill Message, Vote of thanks etc, the Moderator(s) would invite the decorators starting from the most senior who would stand at right hand position and the next stand at the left creating enough space between them where the Staff would occupy.
- b) Moderator(s) would invite the Staff to be decorated with his old designation by saying "may I have the honour to invite: RC XYZ to advance for decoration.
- c) The Staff to be decorated would march out majestically and salute the most senior Officer then position himself in between the decorators and face the audience then stand at ease.
- d) Citation of the Staff would be read out. This is optional.
- e) After the citation, Moderator(s) would further say "I hereby humbly present RC XYZ to be decorated as SRC (Note: Moderator(s) should be conversant with designation of both Officers and Marshals)
- f) The Staff would come to attention while the decorators effect the decoration. Thus, the former rank, gorget, lanyard and beret would be replaced with the corresponding ones and peak cap where necessary. Note: The most senior shall be by the right and invited guest by the left.
- g) Immediately after the decoration, the decorated Staff shall turn to the right, salute the most senior, receive congratulatory handshake facing the

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audience and salute again. Then, turn-about and salute the guest/Staff, receive congratulatory handshake facing the audience and salute again. Thereafter, turn and face the audience for photograph etc.

h) The Staff would then march back and take his seat.

i) After the last decorated Staff, Goodwill messages by the Commanding Officer and other selected guests.

j) Vote of thanks by the most senior of the decorated Staff.

k) Closing remarks.

Note: The Moderator at the venue must be a junior Officer to the Officer to be decorated.

12. ORDER OF DEPARTURE

After the decoration, Staff/dignitaries shall depart in reverse order as the Second in Command would say "all rise". Thus, the most senior would leave first, followed by his Second in Command down to the least Marshal. Staff leaves in descending order.

13. ORDER OF PHOTOGRAPH

The decorated Staff Order of photograph is follows:

a) With the most senior

b) With the most senior and the guest

c) With Management Staff

d) With cross section of Staff

e) With friends and other colleagues etc.

Note: The decorated Staff and colleagues should always be properly dressed and be at attention while taking photograph.

14 PROCEDURE OF DECORATION

1. **Uniforms:** The uniforms to be used for decoration include;

a. Dress No. 4b (Beige jacket with peak cap) for all Officers and Marshal Inspectors.

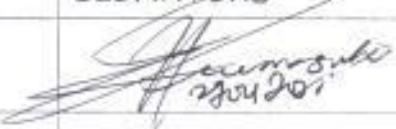
b. Dress No. 5b (tuckable beige shirt with black trouser) for Road Marshal Assistants.

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2. In a situation where there are more than two Officers/Marshals to be decorated, the decoration will start with the most senior.
3. The Moderator(s) shall invite the Officer (s) /Marshal (s) to be decorated one after the other for decoration.
4. The Officer/Marshal shall not be address with the new rank until he is properly decorated.
5. The Officer/Marshal shall march forward smartly dressed with Dress No. 4a (in the case of Officers and Marshal Inspectors) or Dress No. 5 (in the case of RMAs) to the high table with the old rank and headgear on (beret) and salute the most Senior Officer, then do an about turn facing the audience and stand at ease.
6. **Reading of Citation:** Reading of citation of the Officer/Marshal to be decorated is optional. (refer to Appendix "A" for sample of citation)
7. After reading the citation, the Moderator(s) shall present the Officer/Marshal for decoration.
8. During the decoration, the Officer/Marshal shall stand at attention, with his face looking straight (No turning sideways)
9. The most senior Officer among the Officers invited to perform the decoration shall stand by the right-hand side of the Officer/Marshal to be decorated. While the junior Officer or any invited guest shall stand by the left.
10. The decorators shall remove the old rank first and replace it with the new rank to be presented by an usher (Marshal). Thereafter, replace the beret with the appropriate peak cap in the case of Officer/Marshal Inspector.
11. Immediately after the decoration, the newly decorated Officer/Marshal shall turn to the right and salute the most Officer and receive a congratulatory handshake, then turn to the left and salute the next Officer/invited guest and receive a congratulatory handshake.
12. The newly decorated Officer/Marshal may pose for photograph with the people that decorated him.
13. The Officer/Marshal shall then march smartly back and take his seat.

1. One of the decorators must be FRSC Officer while the other person can be relations of the decorated Officer or an invited guest from other sister agencies.
2. Appropriate gorgets, peak cap and headgear must be used for Officers transferring to:
 - CRC - ACC
 - CC - ACM
 - ACM - DCM
3. The same also applied to the Marshal ranks.

AUTHORIZATION

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Approved by	Corps Marshal	
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APPENDIX "A"

CITATION OF XYZ

Family History

XYZ was born in XYZ into the family of XYZ of XYZ Local Government Area of XYZ State. XYZ is the XYZ of the family of XYZ. XYZ is married to XYZ and the marriage is blessed with XYZ.

Academics

2. In a quest to improve his academic ability, XYZ attended:

- a) Starting from primary to the last academic qualification.

Employment and appointment

3. XYZ was employed into FRSC in XYZ as XYZ. In the course of his career in FRSC, he held the following appointment:

- a) STOF MVA RS12.1 Bauchi, 1998
- b) Etc

Course attended

4. In a bid to empower his career capacity, he attended the following courses:

- a) Officers Basic Course in Black Gold in XYZ
- b) Etc

Awards/Commendations

5. In the course of his career, he performed creditably well that earned him the following awards or commendations:

- a) The Best Officer or Marshal in XYZ Command
- b) Etc

Promotion/Decoration

In the course of his career in FRSC, he progressed through the ranks.

6. Recently, he was promoted to the rank of XYZ. Therefore, "I have the honour to present RC XYZ to be decorated as SRC XYZ".

7. Congratulations Sir!

APPENDIX "B"

ORDER OF EVENTS FOR DECORATION OF NEWLY PROMOTED
OFFICERS/MARSHALS

PROGRAMME OF EVENT

- a. Arrival of invited guest
- b. Arrival of Staff
- c. Arrival of Senior Officers
- d. Arrival of Commanding Officer
- e. Opening Prayers
- f. Introduction of Invited guests by the MC
- g. Opening Remarks by Commanding Officer
- h. Introduction of Promoted Staff by the MC
- i. Decoration
- j. Goodwill Messages
- k. Vote of thanks (Most Senior)
- l. Order of Photograph
- m. Refreshment
- n. Departure