

**HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE
(HSPAC)**



**STANDARD OPERATING PROCEDURES FOR
CHANGE OF COMMAND (CoC) CEREMONY
VERSION: 1.0
OCTOBER 19, 2015**

REVISION

HSPAC Change of Command Ceremony Standard Operating Procedures				
Revision Number	Reviewer	Implementation Date	Description of Changes	Reviewed
1.0	AE/DY	Oct 19, 2015	Initial	Yes

TABLE OF CONTENTS

I. PURPOSE	Page 3
II. TEAM LEAD ROLES AND RESPONSIBILITIES	Page 3
III. NO OF OFFICERS NEEDED	Page 4
IV. TIMEFRAME FOR PLANNING	Page 4
V. LEVEL OF EFFORT	Page 4
VI. HSPAC APPROVAL PROCESS	Page 4
VII. EVALUATION	Page 5
VIII. AFTER ACTION REPORT/HOT WASH	Page 5
IX. SAMPLE CHECKLIST AND SCRIPT	Page 5
X. SOP REVISION	Page 5

I. PURPOSE

A Public Health Service (PHS) Change of Command (CoC) ceremony represents a formal transfer of authority and responsibility of a PAC from one commanding or flag officer to another. The passing of colors, standards, or ensigns from an outgoing Chief Professional Officer (CPO) to an incoming one ensures that the PAC is never without official leadership and a continuation of trust. The ceremony should be conducted in an official and formal manner and conducted with great dignity.

II. TEAM LEAD ROLES AND RESPONSIBILITIES

COC TEAM LEAD MANAGER (1 or 2 Officers)

- Manage and oversee other Team Leads to ensure that the CoC checklist is completed.
- Inform Office of the Surgeon General of the ceremony.
- Identify the Master/Mistress of Ceremony (MC) and Presiding Official (if applicable).
- Work with the incoming and outgoing CPO to determine the uniform for the ceremony.
- Create CoC Ceremony Script.
- Coordinate, schedule, and oversee the CoC ceremony rehearsal.

PROTOCOL LEAD (1 Officer)

- Create and email out CoC ceremony invitation and flyer to the following (including but not limited to):
 - PHS Listservs
 - Outgoing and Incoming CPO's family members
 - Outgoing and Incoming CPO's list of Distinguished Visitors (DVs)
- Create CoC program.
- Collect and Collate the RSVPs received and identify any DVs attending.
- Obtain biographies from:
 - Outgoing and Incoming CPO
 - Presiding Official
 - Guest Speakers
- Answer any questions that guests may have in regards to the ceremony.
- Co-ordinate to ensure visitors are able to enter the facility
 - For example, some facilities may require 2 forms of Identification to enter the building
- Familiarize self with military/PHS protocol and customs and courtesies
 - Verify CoC ceremony script, flyer and program conform to military/PHS protocol
 - Determine and arrange DV seating plan according to military/PHS protocol

OPERATIONS LEAD (1 Officer)

- Request PHS Honor Guard and PHS Choral Ensemble for the CoC ceremony.
- Obtain flags (American, HHS, PHS, and flag officer (if applicable)) for the CoC ceremony from the Office of the Surgeon General.
- Ensure podium at the CoC ceremony location has microphone for MC; Presiding Official, OC and IC.
- Ensure National Anthem and PHS March music at the CoC ceremony location is available.
- Request for photographer.
- Request for ceremony invocation and benediction POC.
- Request for DV/VIP parking spaces at the CoC ceremony location.
- Place Ceremony Program on seats at the CoC ceremony location.
- Assist with the presentation of letters, gifts, flowers, etc during the CoC ceremony.

SERVICES LEAD (1 Officer)

- Reserves the location of the ceremony and post-ceremony reception.
- Manages the receiving line after the CoC ceremony.
- Request volunteers to set-up and break down the ceremony and post-ceremony area via PHS listservs.
- Work with volunteers to set-up the room according to the specification provided by the Team Lead Manager (including flags setup).
- Set-up the post-ceremony (reception) area according to the specification provided by the Team Lead Manager.
- Break down and clean up the ceremony and reception area after the event.

ESCORTS & USHERS LEAD (1 Officer)

- Request escort and usher volunteers via PHS listservs.
- Train escort and usher volunteers on protocol as well as etiquettes.
- Determine the seating area for DVs.

III. NO. OF OFFICERS NEEDED

At least 5 officers are needed to be team leads for the CoC Ceremony. The number of volunteers needed for the ceremony is estimated to be 50-60 officers.

IV. TIMEFRAME FOR PLANNING

For optimal planning, a timeframe of 60 days is needed. However, an experienced team lead manager may be able to plan the event in 30-45 days.

V. LEVEL OF EFFORT

A high level of effort is required to ensure the success of a CoC ceremony as there are numerous moving parts to this process.

VI. HSPAC APPROVAL PROCESS

The CoC ceremony is approved at the OSG leadership level. No HSPAC Approval is needed for the CPO CoC ceremony. Health Services Officers are encouraged to volunteer and participate at the CoC ceremony to promote camaraderie, thank the outgoing CPO, and welcome the incoming CPO.

VII. EVALUATION

An evaluation survey should be sent out to the HSPAC via the Listserv to gather feedback and any recommendations for process improvement.

VIII. AFTER ACTION REPORT/HOT WASH

After an analysis of the survey has been completed, an after action report/Hot Wash should be conducted to identify best practices.

IX. SAMPLE CHECKLIST AND SCRIPT

A Sample Checklist and Script is attached in the Appendix A and B respectively.

X. SOP REVISION

This SOP should be revised annually to accommodate for any improvement in processes and best practices identified.