



Appendix B: Change of Command Ceremony Script

SCRIPT

USPHS Change of Command Ceremony

Date:

Start:

End:

Master of Ceremonies (MC):

[Time (estimated) –Chorale Ensemble performs prelude pieces. Chorale Ensemble will stand at the front of the room near the front door entrance.]

(Time – Family members are seated by a uniformed escort in the front row of the conference room. Ushers/escorts take seats.)

(Time – Official Parties assemble in the hallway outside of ceremony room. MC steps up to the podium.)

MC – *“Honored guests, family, and friends, please take your seats and ensure that all cell phones are either turned off or set to silent mode. The ceremony will begin in approximately 2 minutes. For those who may have cameras, photographs may be taken at any time during time throughout the ceremony.”*

[at approximately 2 minutes after announcement]

“Ladies and gentlemen welcome to this afternoon’s ceremony. My name is [REDACTED]. I currently serve as the [JOB TITLE, AGENCY]. It is my honor to be the Master/Mistress of Ceremonies for this memorable event. On behalf of [insert names of Outgoing CPO and Incoming CPO], I thank you for coming to share in this special occasion.”

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“Ladies and Gentlemen please rise for the arrival of the Official party.”

“Bos’n, Post Sideboys!”

MC– *“Sound four bells.”* (lower rank rung in first)

(Bell is rung 4 times for CAPT rank, 6 bells for RADM lower half, 8 bells for RADM upper half or person acting in that capacity)

MC - *“insert Position title and Agency,(e.g. Deputy Administrator, HRSA) arriving.”*

(Person moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle). Person pauses just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute as Person moves forward through the Side-boys saluting and continues down middle aisle to front of stage, and turns right to climb the stage and moves to her chair. At the last sound of the Whistle, the Side-boys drop their salute.)

(Next person in line enters the back entrance of the Room and waits to be announced.)

MC– *“Sound four bells.”*

(Bell is rung 4 times for CAPT rank, 6 bells for RADM lower half, 8 bells for RADM upper half or person acting in that capacity)

MC - *“insert Position title and Agency,(e.g. Deputy Administrator, HRSA) arriving.”*

(Person moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle). Person pauses just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute as Person moves forward through the Side-boys saluting and continues down middle aisle to front of stage, and turns right to climb the stage and moves to her chair. At the last sound of the Whistle, the Side-boys drop their salute.)

(Next person in line enters the back entrance of the Room and waits to be announced.)

MC– *“Sound four bells.”*

(Bell is rung 4 times for CAPT rank, 6 bells for RADM lower half, 8 bells for RADM upper half or person acting in that capacity)

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MC - “insert Position title and Agency,(e.g. Deputy Administrator, HRSA) arriving.”

(Person moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle). Person pauses just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute as Person moves forward through the Side-boys saluting and continues down middle aisle to front of stage, and turns right to climb the stage and moves to her chair. At the last sound of the Whistle, the Side-boys drop their salute.)

(Next person in line enters the back entrance of the Room and waits to be announced.)

MC– “*Sound four bells.*”

(Bell is rung 4 times for CAPT rank, 6 bells for RADM lower half, 8 bells for RADM upper half or person acting in that capacity)

MC - “insert Position title and Agency,(e.g. Deputy Administrator, HRSA) arriving.”

(Person moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle). Person pauses just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute as Person moves forward through the Side-boys saluting and continues down middle aisle to front of stage, and turns right to climb the stage and moves to her chair. At the last sound of the Whistle, the Side-boys drop their salute.)

(Next person in line enters the back entrance of the Room and waits to be announced.)

MC – “*Sound six bells.*”

(Bell is rung 6 times)

MC - “*Acting Deputy Surgeon General, United States Public Health Service, arriving.*”

(RADM Giberson moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle). RADM Giberson pauses just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute as RADM Giberson moves forward through the Side-boys without saluting and continues down middle aisle to front of stage, and turns right to climb the stage and moves to his chair. At the last sound of the Whistle, the Side-boys drop their salute.)

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MC – *“Sound eight bells.”*

(Bell is rung 8 times)

MC - *“Acting Surgeon General, United States Public Health Service, arriving.”*

(RADM Lushniak moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle). RADM Lushniak pauses just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute as RADM Lushniak moves forward through the Side-boys without saluting and continues down middle aisle to front of stage, and turns right to climb the stage and moves to his chair. At the last sound of the Whistle, the Side-boys drop their salute.)

MC - *“To officially open the Change of Command ceremony, please rise as the Surgeon General’s Honor Cadre presents the colors, and remain standing for the singing of our National Anthem, followed by the Public Health Service March by the Surgeon General’s Chorale Ensemble. Advance the Colors!”*

[Honor Guard marches down the left aisle and present the Colors. When Colors are presented, PHS Chorale begin the singing of the National Anthem.]

MC - *“Please join with us in singing the Public Health Service March found on the back of your program.”*

(PHS Chorale begins singing the PHS March)

*“The mission of our Service
Is known the world around.
In research and in treatment*

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*No equal can be found.
In the silent war against disease
No truce is ever seen.
We serve on the land and the sea
For humanity.
The Public Health Service Team.”*

MC – *“Honor Cadre Retire the Colors.....”* [when Colors have been retired]

[Note – Sideboys will uncover as they Colors are retired.]

Ladies and Gentlemen, please remain standing for the invocation.”

MC – *insert Name of person providing invocation will step up to the podium to provide the invocation.*

(MC moves to position (chair); Person providing invocation moves to podium.)

Person Provides invocation.

(Person providing invocation steps down to return to seat. MC returns to podium).

MC – *“Thank you. Ladies and gentlemen, please be seated. I would also like to thank the Public Health Service Honor Cadre for their Service and the PHS Chorale for leading us in the singing of the*

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National Anthem and the Public Health Service March. (Leads applause). PHS Chorale, dismissed.”

(PHS Chorale leaves the conference room through the front entrance.)

MC – *“The Public Health Service has a proud history; our origins may be traced to the passage of an act in 1798 that provided for the care and relief of sick and injured merchant seamen.*

You see in the Public Health Service Seal, a crossed fouled anchor and a winged caduceus, the mariner connection. The caduceus is not, as is commonly believed, the traditional symbol of medicine, but rather the attribute of Mercury, the Roman messenger of the gods and the god of commerce. The caduceus refers to the importance of the Public Health Service's mission to the conduct of maritime trade.

As for the anchor, it not only represents the maritime nature of the service's original mission, but also, in being fouled, in having the chain wrapped around the stock and flukes, indicates a ship on which there is a mariner ill or in distress.

And the PHS flag, consisting of a blue PHS seal on a yellow background, evolved out of the yellow quarantine flag used by the Service on quarantine vessels and stations. The blue and yellow colors of the PHS represent the service's roots in maritime and quarantine activities.

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From this proud history, we have continued to evolve and grow, expanding programs in research and applied public health, in mental and behavioral health and prevention, and we have grown from a small collection of hospitals supporting the merchant mariners to the largest public health program in the world.

Our Corps is represented by four Core values: Leadership, Service, Integrity and Excellence.

Each day, Corps officers of all ranks and disciplines carry forward the heritage and values of our great service. While the Public Health Service continues to grow, one thing remains true; our Health Services Officers (HSOs) have and continue to be a source of strength for service and our great nation.

Since the inception of the Public Health Service, HSOs have been a key component to the provision of health care to the American people.

HSOs make up the second largest category of the PHS with over 1300 officers. We play an important role in the overall mission of the Corps to protect, promote and advance the health and safety of our nation.

The Chief Health Services Officer position was created in 1979 with the goal of representing all HSOs. Every four years, a new Chief Health Services Officer is selected to represent the HSOs of the United States Public Health Service (USPHS).

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The CPO is responsible for providing leadership and coordination of health services professional affairs for the Department of Health and Human Services and the OSG.

*Today, we are here to congratulate **insert name of Outgoing CPO** for completing an incredibly successful four year term and to **insert name of Incoming CPO** on the career achievement of becoming the **(insert #:9th)** Chief Health Services Officer.*

MC – *“We are honored to have a number of distinguished guests in attendance today including: **(list names below)**”*

*Also seated in the audience are **insert name of outgoing CPO’s spouse (name)** and **other family members (names)**, **insert name of incoming CPO’s spouse (name)** and **other family members (names)**, and other distinguished guests are with us including:”*

[May need to improvise based on who is in attendance]

*And special welcome to all friends and family of **insert names of Outgoing CPO** and **Incoming CPO***

MC – *“It is now my pleasure to introduce RADM Boris Lushniak, acting Surgeon General.”*

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RADM Lushniak Bio

RADM Lushniak is the Acting United States Surgeon General. RADM Lushniak articulates the best available scientific information to the public regarding ways to improve personal health and the health of the Nation. He also oversees the operates of the United States Public Health Service Commissioned Corps, comprising of approximately 6,800 uniformed health officers who serve in locations around the world to promote, protect, and advance the health and safety of our Nation.

RADM Lushniak – (*Prepare remarks – 8 minutes*)

[At close of remarks, applause, MC moves to podium; RADM Lushniak returns to seat.]

MC – “*Thank you, RADM Lushniak. It is now my pleasure to introduce* **insert name of next speaker.**”

Next Speaker’s Bio

(MC moves to position (chair); Speaker moves to podium.)

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Speaker - (Prepared remarks – 7 minutes)

[At close of remarks, applause, MC moves to podium; Speaker returns to seat.]

MC – “Thank you, *insert name of speaker*. It is now my pleasure to introduce *insert name for next speaker*.”

Speaker’s Bio

[MC moves to position (chair); Speaker moves to podium.]

Spaker - (Prepared remarks – 7 minutes)

[At close of remarks, applause, MC moves to podium; Speaker returns to seat.]

Comment [D1]: Insert names of additional speakers below.

MC – “Thank you, *insert name of last speaker*. It is now, my pleasure to introduce *insert name of outgoing CPO*.”

[MC moves to position (chair), Outgoing CPO moves to podium]

Outgoing CPO – (Prepared Remarks – 10 minutes)

[After completing remarks, Outgoing CPO will ask *his/her family to the podium to provide gifts*.]

Comment [D2]: May or may not occur

MC – “Thank you, *insert name of Outgoing CPO*. *RADM Lushniak*, will you please come to the podium and *insert name of Incoming CPO* will you please come forward to join *insert name of Outgoing CPO*?”

[MC returns to seat, while *Incoming CPO* join *Outgoing CPO* at center stage. *RADM Lushniak* moves to podium]

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RADM Lushniak – *“All please rise for the reading of the Orders.*

ATTENTION TO ORDERS:

*Pursuant to the authority of the Surgeon General, including CCPM 23.4.6, **insert name of Incoming CPO** is hereby designated as Chief Health Services Officer of the United States Public Health Service.*

RADM Lushniak – *“**insert name of Outgoing CPO**. Are you ready to be relieved of command?”*

insert name of Outgoing CPO – *“I am ready to be relieved Sir.”*

insert name of Incoming CPO – *“I relieve you Sir/Ma’am.”*

[insert name of Outgoing CPO turns to face insert name of Outgoing CPO; initiates salute.

insert name of Outgoing CPO returns salute.]

RADM Lushniak – *“Ladies and Gentlemen, **insert name of Incoming CPO**, Chief Health Services Officer of the U.S. Public Health Service.*

”

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MC – “*insert name of Incoming CPO’s selected individual* will present *insert name of Incoming CPO* with the CPO badge.”

[*Incoming CPO’s selected individual* joins *insert name of Incoming CPO* at center stage]

1. *Incoming CPO’s selected individual* will pin the CPO Badge on *insert name of Incoming CPO*.
2. MC will lead the applause.

MC -“Congratulations, *insert name of Incoming CPO*, we are proud and honored to share this moment with you.”

MC – “At this time, *insert name of Incoming CPO*, I’ll ask you to come to the podium to provide your remarks.”

insert name of Incoming CPO – (Provides Remarks – 10 minutes)

[*insert name of Incoming CPO* takes seat. MC returns to podium]

MC – “Thank you, *insert name of Incoming CPO*, for those inspiring remarks! Congratulations to you again.”

[Pauses]

MC - “Ladies and Gentlemen, please rise for the departure of the Official party.”

CDR Davis – Sound 8 Bells

MC – “Acting Surgeon General, United States Public Health Service, departing”

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(RADM Lushniak moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle) RADM Lushniak stops just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute and RADM Lushniak moves forward through the Side-boys saluting and continues up the aisle. At the last sound of the Whistle, the Side-boys drop their salute.)

MC – “Sound Six Bells”

(Bell is rung 6 times)

MC – “Acting Deputy Surgeon General, United States Public Health Service, departing”

(RADM Giberson moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle) RADM Giberson stops just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute and RADM Giberson moves forward through the Side-boys saluting and continues up the aisle. At the last sound of the Whistle, the Side-boys drop their salute.)

MC Davis – “Sound four Bells”

(Bell is rung 4 times)

MC - “Chief Health Services Officer, United States Public Health Service, departing”

(**insert name of Incoming CPO** moves to within a few steps of the Side-boys (the Side-boys will be “lining” the aisle. **insert name of Incoming CPO** stops just in front of the Side-boys, the Boatswain’s Whistle is sounded. The Side-boys snap to attention and salute and Schweitzer moves forward through the Side-boys continues up the aisle. As he/she clears the Side-boys, the Whistle stops and the Side-boys drop their salute.)

MC – “Ladies and Gentlemen, this concludes today’s ceremony. Please join **insert names of Outgoing CPO and Incoming CPO and their family in lobby area for refreshments. During the reception you will have an opportunity to congratulate **insert names of Outgoing CPO and Incoming CPO**. Thank you.”**

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MC – *“Side-boys, dismissed.”*