

Commissioned Corps of the United States Public Health Service Retirement Ceremony Planning Guide



Retiring Officer

RADM Sven E. Rodenbeck, USPHS

Presiding Officer

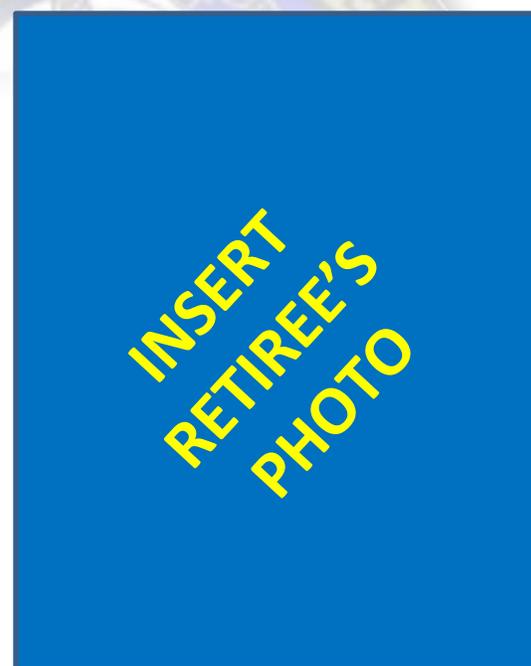
RADM Boris Lushniak, USPHS

Guest Speaker

RADM Robert Williams, USPHS

Event Chair

CAPT Alan Parham, USPHS



Created by

LCDR Erin Grasso, USPHS

The HS-PAC and the Ad hoc Retirement Workgroup acknowledges LCDR Grasso for the creation of this Guide

Venue CDC, Chamblee Campus, Building 107, Conference Room 1A-C

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Background

Dear Health Services Commissioned Officer,

Congratulations on being close to the end of your career!

The Health Services Officer Professional Advisory Committee HSO-PAC thanks you for choosing the United States Public Health Service (USPHS). Our goal here is to provide you with a quick snapshot of the pre-planning and preparation for a formal retirement ceremony.

For addition information and guidance, please visit the HS-PAC website at: <http://usphs-hso.org>

If you have specific questions, please feel free to reach out to our members from the Retirement work group.

Sincerely,

Health Services Officer Category

Health Services Professional Advisory Committee

Planning for the Retirement Ceremony

The Importance of Tradition

If you think back on your life, some of your most enduring (and hopefully fondest) memories probably surround annual events, like holidays or the summer vacation and rights of passages, like religious ceremonies, graduations, engagements, and starting your own family. We look forward to celebrating these times in our lives because of the joy that they bring us and our loved ones. One of the nice parts of being an Officer is that we are also a part of a professional world is a little smaller and close knit. We are part of a lineage of uniformed professionals dedicated to protecting, promoting and advancing the health and safety of the Nation, and that should be a source of pride. Honoring Officers' professional milestones, like promotion and retirements, with longstanding traditions is important because it fosters *esprit de corps*, formally recognizes all the hard work we do year after year, and reinforces to everyone (including ourselves) that we are a uniformed service – not just federal employees who happen to look impressive in khaki.

I would love to see traditions celebrating professional milestones continue to be revived in the USPHS and to be held regularly for Officers; and, based on the conversations after the ceremony, so do our senior officers. Our hard-working, dedicated colleagues deserve to be acknowledged for promotions and retirements with pomp and circumstance. Think ahead, years from now, when you might retire from the Corps...how would you want to celebrate all your years of service and the end of your career?

If you or a fellow USPHS Officer are retiring and would like to have a ceremony, please contact the Health Services Retirement Workgroup.

USPHS Traditions in Retirement Ceremonies



Bell Officer



Sideboys



The Surgeon General's Own
USPHS Commissioned Corps Ensemble



Atlanta Area Honor Guard



USPHS Sword to Cut the Cake



Shadow Box

Planning for the Retirement Ceremony

Recruit for Critical Roles

Event Chair's Responsibilities

Responsibility

Service as the main POC for the Event and collaborate with the Presiding Officer and Retiring Officer to ensure their needs are met. Run a tight ship – ensure tasks are met.

Recruit Officers to serve in the following positions:

- **Planning Committee members:** These officers should be close with the Retiring Officer
- **MC:** may be any Officer who is comfortable speaking in front of a large crowd
- **Invocation:** may be given by the Retiring Officer's religious leader or any Officer who would be comfortable leading the ceremony in prayer.
- **Sideboys:** Generally Junior Officers (O-4 and below)
- **Ushers:** Generally Junior Officers (O-4 and below)
- **Bell Officer:** Generally Junior Officers (O-4 and below)

Request the following performances at the event and serving as the POC to them:

- The Surgeon General's Own USPHSCC Ensemble
- Atlanta Area Honor Cadre or DC Metro Area Cadre
- Aides de Camp

Update the script:

- With appropriate personal stories and to correspond with the MC's speech patterns
- For stage directions as applies to the specific room details
- For Retiring Officer and Presiding Officer's preferences

Acquires supporting equipment:

- Standard Brass Ship Bell for Bell Officer
- USPHS Sword for cake cutting

The Event Chair is responsible for completing post-event tasks

- Distributing Certificates of Appreciation to all volunteers
- Distributing personalized "thank you letters" to committee members
- Providing recommendations to improve this document to the HS-PAC Retirement Working Group

Recruit Officers to Fill All Positions

Event Speakers

Role	Officer	Role	Officer
Presiding Officer		Award Presenter	
Guest Speaker		Award Presenter	
MC		Award Presenter	
Invocation		Award Presenter	

Planning Committee

Role	Officer	Role	Officer
Event Chair		Advertisement Chair	
Logistics Chair		Creative Services Chair	
Finance Chair		Recognition Chair	

Event Volunteers

Role	Officer	Role	Officer
Sideboy		Usher	

NOTE: Always recruit more volunteers than necessary, in case there is an emergency

- Sideboys

O-10 receive 8 Sideboys	O-9 receive 8 Sideboys	O-8 receive 6 Sideboys
O-7 receive 6 Sideboys	O-6 receive 4 Sideboys	
- Bell Officer

O-4 and below: 2 bells	O-6 and below: 4 bells	O-8 and below: 6 bells
O-9 and above: 8 bells		

The Surgeon General's Own USPHS CC Ensemble

- Request the group by filling out the attached document and forwarding it to CDR Stacey Williams.
- The Atlanta POC is CDR Valarie Wilson and the DC POC is CDR Rhondalyn Cox



Performance
Request form.doc

-

Atlanta Area Honor Cadre

- Request the group by filling out the attached document and forwarding it to CAPT Edecia Richards



HC Request for
participationJan09.do

-



Aides de Camp

- E-mail CDR Monica Leonard and LCDR Leslie Leonard from CDC/OCCO/HCRMRO to request aides de Camp and they will take care of the rest.

Reserve Event Location and Venue

Logistics Chair's Responsibilities

Responsibility

The Logistics Chair is responsible for working with appropriate staff to:

- Schedule all room reservations
- Request appropriate equipment for event
- Establish the most appropriate layout for the Ceremony room
- Create seating chart (does not need to be person by person detail...)
- Communicate all event needs with facilities staff and ensure they are carried out
- Maintaining a list of all non-USG attendees and ensuring they have access to the event
- Request reserved parking areas for all visitors
- Request event to be recorded
- Places large name tags on Presiding, Retiring, and Guest Officers' seats before event
- Request IPTV to record event

Required Events

Event	Date	Start/End Time	Room
Room Walk-Through			
Rehearsal #1			
Rehearsal #2			
Retirement Ceremony			
Honor Cadre Prep Room			
Ensemble Prep Room			
Cake Cutting Area			
Option Luncheon After Ceremony			

Security Clearance

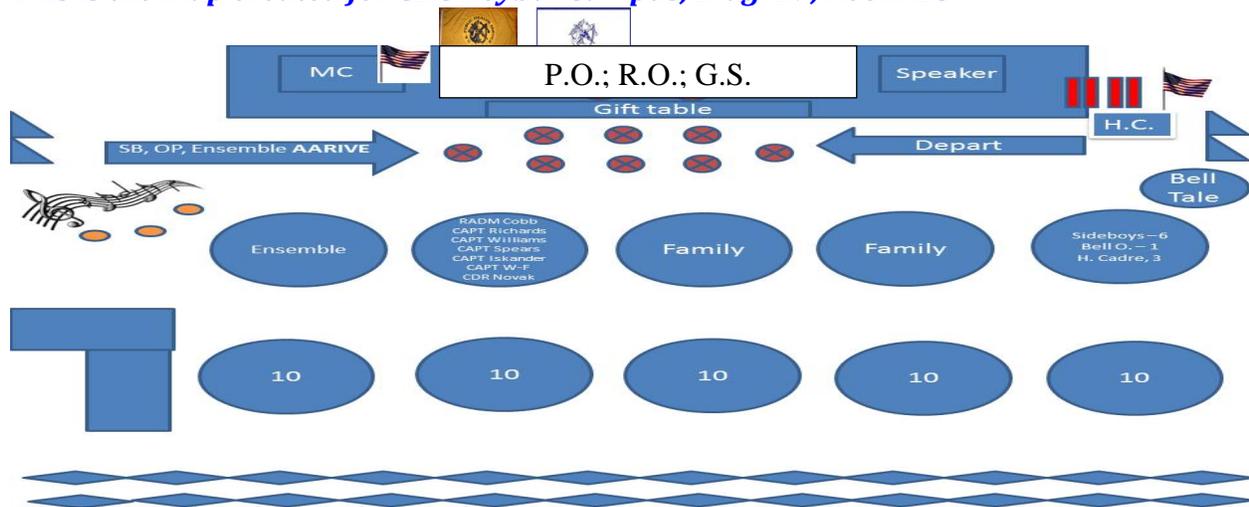
Maintain a spreadsheet of all attendees who are not Federal employees – this includes outside federal agency employees. Some groups to keep in mind are:

Group	Security Approved	Security Denied	Parking?
Retiring Officer's friends and family			Yes/No
Members of the USPHS Ensemble			Yes/No
Ushers			Yes/No
Sideboys			Yes/No
Admirals			Yes/No

Create a Detailed Map of the Venue for CDC Facilities

Create this document during the walk-through and rehearsals. Clearly communicate Retirement Ceremony needs with CDC Facilities Management. It will constantly be updated before the event...that's okay!

This is the map created for CDC Roybal Campus, Bldg. 19, Room B3



On Stage Details

- 1 stage
- 2 podiums (flowers in a vase at stage left podium)
- 4 seats are on stage for the guests of honor
- Medium rectangular gift table
- "Xs" are taped for where Invocation Officer and Retiring Officer will salute each other – front and center.
 - Standing microphone is set up between the two "Xs" (orange dot)
- Three flags are posted behind the podium: US, USPHS, Admiral

Off Stage Details

- Small round table is placed by the audience right entrance.
 - Captain's Bell is on the Bell Table
- 3 microphones (orange dots) are placed on the floor (audience far left) for the Ensemble
- "X"s are taped for the Sideboys and for where the honored guests will stop before entering and leaving the Sideboy formation
- 10 round tables, each seating 10 people are set up **as far from the stage as possible** to make room for the Honor Guard and Sideboys
- Maximum perimeter seating

Solicit Financial Donations

Finance Chair's Responsibilities

Responsibility

The Finance Chair, a Senior Officer, is responsible for:

- Soliciting voluntary donations for the event through the Officer's Agency and USPHS venues
- Maintaining an accurate list of all volunteers and how much they contribute
- Purchasing all gifts (shadow box and its components, USPHS Flag, National Ensign) and corresponding postage
- Purchasing items for the day of the event (plates, cups, napkins, plastic wear, cake, etc.)
- Reimbursing, as necessary

Potential Budget Items

Please see the attached for details and as a template.

Item/ Service	Order#	Responsible Party	Vendor	Expense
USPHS Sword				
National Ensign				
USPHS Flag				
Postage				
Shadow Box				
Shadow Box Engraved Plate				
Shadow Box Insignia Devices				
Shadow Box Hardware				
Sheet Cake				
Food				

Balance

Date	Income	Expenses	Balance

Potential E-mail Template to Request Monetary Donations

As most of you know **Retiring Officer** is retiring after **30** years from the USPHS.

His official retirement date is **1 May**, however, his retirement ceremony is **5 April, 2013 at 11:00**.

I will be collecting money to purchase a traditional “shadow box” for **Retiring Officer** as a retirement gift.

The shadow box will contain the US National Flag, the USPHS Flag, in additions to insignia for each rank that **Retiring Officer** has held during his **30** year career.

Both flags have been flown over “**Ground Zero**” in NYC and in front of **Bldg. 19**

Contributions are, of course, strictly voluntary.

If you are in donating to this effort please see me.

Please let me know if you need further information.

I appreciate everyone support to make **Retiring Officer** day a truly memorable one.

Advertise the Ceremony

Advertisement Chair's Responsibilities

Responsibility

The Advertisement Action Officer is responsible for:

- Modify the Meritorious Service Medal award nomination to create an article advertising the Retiring Officer's career and upcoming retirement ceremony.
- Disseminate the "Save the Date" document
- Submitting the article and formal officer portrait to all possible Agency and USPHS outlets for distribution at least two times to maximize audience
- Write an article highlighting the ceremony for ACOA's "The Signal" and COA's "The Frontline." Make sure to supplement the article with photographs from the official CDC photographer.

Agency Specific Advertisement

1. CDC Today
2. Division list serve
3. Office list serve

USPHS Specific Advertisement

1. ACOA list serve
2. COA list serve
3. Category list serve
4. Deployment Team

Other

1. Military engineers

Create Supporting Visuals

Creative Services Chair

Responsibility

The Creative Services Chair is responsible for:

- Serving as the POC to CDC'S Creative Services
- Facilitating the creation of all of the artistic
- Ensuring all documents are ready for distribution in a timely manner
- Editing the documents for visual and content correctness

Critical Documents

Project	ID	Artist	Description
Officer Formal Portrait			Retiring Officer in SDBS
Save the Date			JPEG to be distributed via e-mail and other electronic media
Formal Invitation			This should be used for everything.
Event Program			Printed document to be distributed at the ceremony
Event PPT			Slides that guide the beginning of the ceremony followed by 100s of personal photos. Collaborate with Retiring Officer's spouse and children for these photographs.
National Ensign Flown over CDC Certificate			The National Ensign will be flown over the CDC campus. This certificate will make it "official" looking."
Table Tents			Directing where people should sit
Event Photography			Jim will photograph the entire event and provide the Retiring Officer with all photos. Essential for documentation.
Certificate of Appreciation			Document is e-mailed to all volunteers after the event for their eOPFs and civilian use.
DVD of photos			After the event is completed, make sure to put all of the photo onto DVDs for the Retiring Officer to use as he or she wishes.

Recognize the Retiring Officer's Career

Action Officer

Responsibility

The Recognition Action Officer is responsible for:

- Nominating the Retiring Officer for the Meritorious Service Medal.
- Collaborating with the Advertisement Action Officer to contact the Retiring Officer's Category, Deployment Team, etc. – they may want to present him or her with gifts. It's also a good idea to talk with the Retiring Officer's home office.
- Collaborating with the Budget Action Officer to ordering all gifts and for the Retiring Officer
- Ensuring that the flags are flown over the CDC and a location of the Retiring Officer's Choice
- Displaying all gifts appropriately on the gift table on the morning of the event
- Serving as the POC for any individuals or groups who may want to honor the Retiring Officer with an award, gift, or speech.
- Placing awards, in order, on the gift table the morning of the event

Nominate the Retiring Officer for the Meritorious Service Medal

It's customary to nominate the Retiring Officer with the Meritorious Service Medal for his or her career. Depending on the timing, it might not be possible to present the official award at the ceremony, but do your best – submit the award nomination to the very best of your ability.



Groups Recognize Retiring Officers

Many groups may want to recognize the Retiring Officer's career with plaques or awards. Let them! We are responsible for letting them know of the ceremony and that they are welcome, but by no means required to present.



Science Category



Deployment Team



Assoc. Director of Science



Division



Division

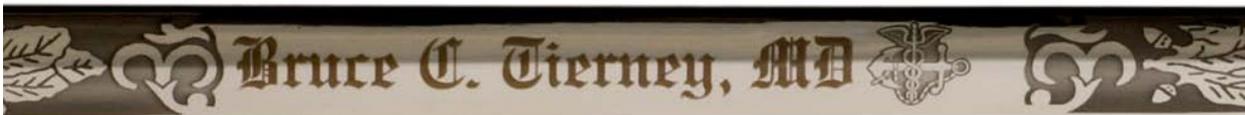


Division

Order Traditional Retirement Gifts

USPHS Sword

This is a wonderful, traditional retirement gift. It is also quite expensive at just under \$400. To order one, go to: <http://www.militarysabers.com/public-health-service-sword.html>



Shadow Box

This is the most traditional retirement gift for a member of the Uniformed or Armed Services. In the shadow box below, the following items are displayed: the USPHS Flag, the National Ensign, hard shoulder boards, small medals, large medals, and ribbons. It is not necessary to have both flags, but it is certainly preferred. How it's assembled is really up to the artist – there are no hard and fast rules about it.

There are many companies that assemble shadow boxes, but for the one below we used:

Topnotch-Woodworks

- <http://topnotch-woodworks.com/sunshop/>
- POC is Ken at: 'Topnotch Woodworks' <Ken@topnotch-woodworks.com>
- You can also find him on Facebook



Maxis Minis

- http://www.maxisminis.com/shadow_boxmilitary.html
- He is not the cheapest but they are custom made (In the U.S.) and he does good work.



National Ensign, USPHS Flag, and the Admiral’s Flag

The National Ensign and USPHS Flags are components of the shadow box. The Admiral’s Flag is only for retiring admirals. The National Ensign can be purchased anywhere and the USPHS flag can be purchased from ACOA. Before they are folded and placed into the box, they need to be flown over an important building or buildings. It is a great idea to have both flags flown over CDC (coordinate this request with physical security) and one of the locations in the chart below (this is not necessary, but certainly an incredibly touch. Once the flags are flown above the building or buildings, the Creative Services Action Officer will work with Creative Services to create two certificates showing where each flag was flown over.



Locations Where You Can Have a Flag Flown

This list shows locations where you can have a flag flown		
Location	Address/Information	Phone/Fax Numbers
The Alamo	P.O. BOX 2599 SAN ANTONIO, TEXAS 78299	Ph: (210) 225-1391
Battleship North Carolina (BB 55)	P.O. BOX 480 WILMINGTON, NC 28402	Email: nccb55@battleshipnc.com Ph: (910) 251-5797
Display Ship BARRY (ex-DD-933)	Historic Washington Navy Yard	Ph: (202) 433-6114
Construction Battalion Center Gulfport, MS	N13/R1 4902 MARVIN SHIELDS BLVD GULFPORT, MS 39501-5001	E-mail: hoylepd@2ncb.navy.mil Ph: (228) 871-2388 DSN: 868-2388
Historic Ship NAUTILUS (SSN 571)	Send ensign and letter request USS NAUTILUS P.O. BOX 571 GROTON, CT 06349	Ph: (860) 694-3558
Iwo Jima National Memorial	Flag must be 3'x5' or larger. Provide name, rank, and	Ph: (703) 614-2014 DSN: 224-2014

	<p>years of service.</p> <p>Send ensign and letter request ATTN: FLAG DETAIL 1555 SOUTH GATE RD. ARLINGTON, VA 22214</p>	
National Naval Medical Center Bethesda	NATIONAL NAVAL MEDICAL CENTER ATTN: CAREER DEVELOPMENT 8901 WISCONSIN AVENUE BETHESDA, MD 20889-5600	POC: Asst. Career Counselor Ph: (301) 295-4611 DSN: 295-4611
Commander Naval Network Warfare Command Naval Security Group Command	Send ensign and letter request: CNSG 9800 SAVAGE RD SUITE 6585 FORT MEADE, MD 20755	Ph: (240) 373-3641 DSN: 685-3641
Naval Station Guantanamo Bay, Cuba Northeast Gate	<u>Flying Flag at Guantanamo Bay</u> (.DOC)	Access the Word document for contact information.
<u>U.S. NAVAL ACADEMY (USNA)</u>	<p>The following information and materials are required to fly a retirement flag at the United States Naval Academy, Tecumseh Court, Bancroft Hall:</p> <ul style="list-style-type: none"> • One 3'X 5' (or LARGER) National Ensign • One prepaid return envelope supplied by the requester (to return the flag and certificate via commercial carrier) <ol style="list-style-type: none"> 1. Rank and full name of the person for whom the flag is to be flown and if he or she is a graduate of the USNA. Please specify how the name is to appear on the certificate. 2. Indicate if there is a specific date that the flag is to be flown. 	POC: Brigade Drill Master Email: tjordan@usna.edu Ph: (410) 293-8850

	<p>3. Point of contact, phone number, and e-mail address.</p> <p>4. Please send all of the above information and materials no later than <u>two weeks prior</u> to the date of request to the address below: BRIGADE DRILL MASTER U.S. NAVAL ACADEMY 101 BUCHANAN RD BANCROFT HALL(STOP 3A) ANNAPOLIS, MD 21402</p>	
<u>U.S. NAVY MEMORIAL</u>	<p>Send ensign and letter of request including rate/rank, name, and service of the individual for whom the flag is being flown.</p> <p>U.S. NAVY MEMORIAL 701 PENNSYLVANIA AVE., NW SUITE 123 WASHINGTON, DC 20004</p> <p>Flags can be purchased from the Ship's Store. Include return envelope with return postage affixed or a check/money order made payable to "USNMF" to cover return postage.</p>	Ph: (202) 737-2300 ext. 712 or 733
<u>Pentagon</u>	<u>Pentagon Flag Flying</u> (.PDF) <u>Pentagon Website</u>	Access the PDF or website for contact information.
<u>U.S. Capitol</u>	For information about flying a flag at the U.S. Capitol, click the link for either: <u>The House of</u>	

	<p><u>Representatives</u> Once on this site find your representative in the drop-down list "Representative Web Sites..."</p> <p><u>The United States Senate</u> Once on this site find your Senator in the names listed.</p> <p>You will find flag information for most of these sites by searching for either "flag flying" or "constituent services". If you do not see the information you need, please contact your Representative or Senator.</p>	
<p><u>USS ALABAMA</u></p>	<p>Include: name of individual, branch of service retiring from, retirement date, and ceremony date along with flag and postage paid addressed return envelope.</p> <p>USS ALABAMA BATTLESHIP MEMORIAL PARK P.O. BOX 65 MOBILE, AL 36601</p>	<p>Ph: (251) 433-2703 FAX: (251) 433-2777</p>
<p><u>USS ARIZONA Memorial</u></p>	<p>To send a flag, have it flown, and have a certificate created (for Active Duty, Retirees, and Veteran requests only), contact:</p> <p>JOINT BASE PEARL HARBOR - HICKAM ATTN: USS ARIZONA MEMORIAL DETACHMENT 850 TICONDEROGA ST. SUITE 100</p>	<p>POC: CS3 Zhalika Mangacop Email: ZHALIKA.MANGACOP@NAVY.MIL</p> <p>Ph: (808) 472-0296</p>

	PEARL, HARBOR, HI 96860 For an approx. 3 week turnaround, self-addressed FedEx boxes are welcome. Please include member's Rate, Rank, Name and Occasion. 3x5 flags are standard, label flag on cotton tabling.	
Naval Station Pearl Harbor Port Operations	Arrange to fly a flag in person.	Ph: (808) 473-1137
<u>Arizona Memorial Museum Association</u>	For non-military, or civilian requests, such as to commemorate birthdays, weddings, etc.: ARIZONA MEMORIAL MUSEUM ASSOCIATION 1 ARIZONA MEMORIAL PLACE HONOLULU, HI 96818	Ph: (808) 422-2771 ext. 110 Ph: (808) 483-8608
<u>Fleet Reserve Association Pearl Harbor Honolulu</u>	To purchase a flag that has already been raised over the memorial: FLEET RESERVE ASSOCIATION PEARL HARBOR HONOLULU BRANCH 46891 VALKENBURGH HONOLULU, HI 96818-0067	Ph: (808) 422-2121
<u>USS CHIEF (MCM 14)</u>	To have a flag flown over the USS Chief, submit Rank/full name/warfare designation of member, date flag needed by, contact (including phone number, comm. and DSN) Forward all information, a flag, return address label, and return postage (do not send money) to: COMMAND SENIOR CHIEF USS CHIEF (MCM 14) FPO AP 96662-1934	POCs: ITCS Larry Lynch lynchl@mcm14.navy.mil OR QM1 Powell powelln@mcm14.navy.mil Ph: (619) 556-4251
<u>USS CONSTITUTION</u> "Old Ironsides"	ATTN: FLAG COORDINATOR BLDG 5, CHARLESTOWN NAVY YARD CHARLESTOWN, MA 02129	Email: Constitution.fag@navy.mil Ph: (617) 242-2029

	<p>Please send us a flag(national ensign, jack, state flag, service flag, etc.) with the following information:</p> <p>Rank, warfare designation, full name of person receiving flag.</p> <p>The occasion for flying (retirement, commissioning, birthday, etc.).</p> <p>Date you would like flag flown (Leave blank if none).</p> <p>POC info and return address.</p> <p>No postage necessary, but a return address label would make things easier.</p>	
<u>USS DWIGHT D. EISENHOWER (CVN 69)</u>	<p>ATTN: CMC USS DWIGHT D EISENHOWER (CVN 69) FPO AE 09532-2830</p>	
<p>USS INTREPID Air, Sea, and Space Museum</p>	<p>INTREPID SEA AIR SPACE MUSEUM PIER 86 WEST 46TH ST & 12TH AVE NEW YORK, NY 10036</p>	
<p>USS KEY WEST (SSN 722)</p>	<p>COMMAND CAREER COUNSELOR USS KEY WEST (SSN 722) FPO AP 96683-2402</p>	
<u>USS LEXINGTON Museum</u>	<p>P.O. BOX 23076 CORPUS CHRISTI, TX 78403-3076</p>	<p>Ph: 1-800-LADYLEX</p>
<u>USS MISSOURI (BB 63) Museum</u>	<p>Please see the <u>USS Missouri website</u> for instructions.</p> <p>Note: There is now a fee of \$20.35 for sending a flag to have it flown over the USS MISSOURI. Please see <u>website</u> for details.</p>	<p>Mr. Mike Pagano Email: mikep@ussmissouri.org Ph: (808) 455-1600 Ext: 225 FAX: (808) 455-1598</p>
<u>USS NIMITZ (CVN 68)</u>	<p>ATTN: COMMAND CAREER COUNSELOR COMMANDING OFFICER USS NIMITZ (CVN 68) FPO AP 96620-2820</p>	

<u>USS WISCONSIN (BB 64)</u>	Send flag to: 1 WATERSIDE DRIVE SUITE 248 ATTN: HAMPTON ROADS MUSEUM MILITARY CEREMONY COORDINATOR NORFOLK, VA 23510-1607	
<u>Women in Military Service Memorial</u>	DEPT. 560 WASHINGTON, D.C. 20042-0560 Located at Arlington Cemetery Only available to Memorial members.	Ph: (703) 533-1155 Ph: 1-800-222-2294 FAX: (703) 931-4208
Historic Federal Buildings	<u>Historic Buildings at GSA.GOV</u>	
<u>National Monuments</u>		
<u>Battleship TEXAS State Historic Site</u>	Provide name of the person, organization, occasion (retirement, reenlistment, etc.), date flag should be flown (no less than 3 days from receipt of request), contact name and phone number, and return postage. BATTLESHIP TEXAS STATE HISTORIC SITE 3527 BATTLEGROUND ROAD LAPORTE, TX 77571	
<u>Florida Department of State</u>	Flags provided will be flown and returned at no charge. To purchase a flag, call for current price.	Ph: (850) 245-6600 FAX: (850) 245-6599
Vietnam	DETACHMENT COMMANDER AMERICAN EMBASSY HANOI PSC 461 BOX 400 FPO AP 96521-0002	
USS INDEPENDENCE (CV 62) & USS KITTY HAWK (CV 63)	2450 WYCOFF WAY BREMERTON WA 98314	POC: Mr. Jack Greer Email: <u>Jackie.greer@navy.mil</u> Ph: (360) 476-3513

Ground Zero

Send flag and Postage Paid Return envelope to: MAYOR'S OFFICE VETERANS AFFAIRS,
346 BROADWAY, 8 WEST, NEW YORK, NY 10013 Ph: (212) 442-9974.

Day of the Event

Staff Rhythm

Time	Location	Purpose
		Honor Cadre Prep Room
		PHS Ensemble Prep Room
		Retirement Celebration
		Cake Cutting Ceremony
		Optional Luncheon

Event Chair Responsibilities

- Colored masking tape
 - Sideboys and Senior officer stops on the floor in front of the stage
 - 2 Xs on the stage – front and center – separated by a microphone
- Pens and index card for ushers
 - Take down senior leadership and give to MC
- Put awards on table in order of delivery
- Get gift for Retiring Officer's spouse, and put them on the gift table
- Get CAPT Tierney's USPHS sword for the cake
- Put programs on the table
- Load PPT onto the computer
- Appropriate flags are posted on stage: US, PHS, Admiral
- Extra printed copies of this document
- Get two chairs near each entrance for the ushers
- Fold name tents and put them onto the first row of seats
- Print out 4 sheets – Guest Speaker, Invocation Officer, Retiring Officer, Invocation and tape them to the back of their chairs on the stage
- Go over seating chart with volunteers and ushers

Ushers' Responsibilities

Prior to Ceremony

- Ushers will meet Retiring Officer and family at Visitor's Entrance, bring them to B-3, and take them to their tables.

During Ceremony

- Two ushers are stationed at either entrance.
 - Stage Right Entrance
 - One to open and close the door for the official party
 - One in the back to direct people to use the main entrance
 - Stage Left Entrance
 - Directing people to sit in the middle first then spread to the walls
 - Standing room only directed against the wall
- Post at doors on either side of the room
- Guide people to the center of the room for maximum seating
- Write names of VIPs in audience on index cards for MC
- Guide late-comers for (hopefully) standing room only event
- Open and close doors

After the Ceremony

- Escort official party to the cake in the lobby and helping get the cake plated
- Encourage everyone to move out of the room quickly

The Script

Order of Stage Events

1. MC walks onto the stage

Ready

1. Parties line up outside of room (stage right/ audience left)
 - a. Sideboys
 - b. Official Party
 - i. Presiding Officer
 - ii. Retiring Officer
 - iii. Guest Speaker
 - c. USPHS Ensemble
2. The Atlanta Area Honor Cadre stands at attention off stage left
3. The Bell Officer is at attention at his or her bell table
4. Engineering Video is played

Opening Honors

1. MC calls “Attention on Deck!” and audience rises
2. Sideboys enter room and peel into two lines
3. Official Party walks through Sideboys and onto the stage
 - a. First to enter: Presiding Officer
 - b. Second to enter: Retiring Officer
 - c. Third to enter: Guest Speaker
4. Sideboys dismissed
5. Bell Officer dismissed
6. PHS Ensemble proceeds to their 3 microphones on the floor
7. Honor Cadre marches from corner, where they have been, to the center of the floor
8. PHS Ensemble leads The National Anthem
9. Honor Cadre departs stage right/ audience left
10. PHS Ensemble leads PHS March
11. Ensemble dismissed and return to their table
12. Invocation Officer walks to the podium, delivers invocation, then returns to seat

Guest Speakers

1. MC delivers welcome and opening remarks
2. Guest Speaker delivers speech
3. Presiding Officer delivers speech

Presentation of Gifts, Awards, and Tributes

1. Presiding Officer, Retiring Officer, and Guest Speaker go to the gift table
 - a. Presentation of Meritorious Service Medal Nomination
 - b. Presentation of Shadow Box
2. Presiding Officer and Guest Speaker return to their seats
3. Retiring Officer remains at gift table
 - a. Presentation of an award on behalf of the #1
4. Retiring Officer returns to seat on stage
5. Presiding Officer approaches podium and delivers “He Stood the Watch”

Reading of Retirement Orders

1. Presiding Officer and Retiring Officer front and center stage
2. MC reads orders
3. Presiding and Retiring Officers salute each other and return to their seats on stage

Retiring of RADM Rodenbeck’s Flag

Presentation to Retiring Officer’s Spouse

1. MC delivers a story
2. Retiring Officer takes spouse’s gift from gift table and presents it to his/ her spouse in the audience
3. Retiring Officer returns to stage

Retiring Officer’s Farewell Remarks

1. Retiring Officer advances to the podium, delivers remarks, and returns to his chair
2. Sideboys leave their table and line-up where they did prior to the start of the ceremony
3. Ushers go to the exits in preparation for the departure of the Official Party

Closing Honors

1. MC thanks everyone
2. MC explains the Navy custom of piping
3. Retiring Officer requests permission to leave the deck and to retire
4. MC grants request
5. Sideboys enter room and peel into two lines
6. Official Party walks through Sideboys and onto the stage
 - a. First to depart: Presiding Officer
 - b. Second to depart: Retiring Officer
 - c. Third to depart: Guest Speaker
7. Sideboys and Bell Officer dismissed
8. Official Party cuts cake where Retiring Officer is flanked
9. Reception line and cake eating

Start of Retirement Ceremony

MC: *At podium*

Ladies and Gentlemen, please take your seats. We will begin in 5 minutes. At this time, please silence all of your mobile devices.

- *The following parties are getting lined up and ready to enter the auditorium outside the door **stage right/ audience left**.*
 1. *Sideboys*
 - *Tallest to shortest*
 - *Covers and white gloves*
 2. *Official Party*
 1. *Retiring Officer*
 2. *Presiding Officer*
 3. *Guest Speaker*
 3. *PHS Ensemble*

- *The Atlanta Area Honor Cadre is standing at attention off stage left by the stairs*

MC: *At podium*

Ladies and Gentlemen, please take your seats. We will begin in 1 minute. At this time, please silence all of your mobile devices.

MC: *After 1 minute*

Good morning honored guests, family, friends and colleagues. Welcome to the Retirement Celebration for **RETIRING OFFICER**, United States Public Health Service. My name is **MC** and will be your MC for today's event.

Retirement ceremonies are a time-honored tradition that formally recognizes and celebrates an individual's career and service to our country. Today, we honor **Retiring Officer** for his distinguished career in the Commissioned Corps of the United States Public Health Service which has been highlighted by outstanding achievements, by honor, and by an unwavering devotion to duty.

A retirement ceremony after **30** years of service is the most significant milestone in the career of a Public Health Service Officer. Today is a celebration of **Retiring Officer** and the **three decades he/ she** spent in Uniformed Service protecting, promoting, and advancing the health and safety of his country. It is also a reminder to all of us of the 30 years he has served **CDC/ATSDR** in the roles of a senior leader, counselor, mentor, colleague, and friend to most everyone here in the audience today and throughout **CDC/ATSDR**.

MC:

Attention on deck! *Audience stands*

Please rise and remain standing for:

- the arrival of the Official Party
- the **Presentation of the Colors** by the Atlanta Area Honor Cadre,
- the **Presentation of the National Anthem** and the **Public Health Service March** by the Surgeon General's Own Public Health Service Commissioned Corps Ensemble,
- and the **Invocation** by **Invocation Officer**.

Sideboys, Post!

- *Six Sideboys, with cover and white gloves, will enter auditorium, tallest to shortest, march in single file from side entrance (stage right/ audience left) towards the center of the auditorium in front of the stage*
- *Peel off into two respective lines, keep marching to taped "Xs"*

Sideboy Commander:

Sideboys, Halt! *Sideboys stop marching*

Right Face! *Sideboys closest to the stage face right*

Other Line Commander:

Left Face! *Sideboys closest to the tables face right*

MC:

Sound 6 bells.

Bell Officer:

- Rings 6 bells (*Dong-Dong...pause...Dong-Dong...pause...Dong-Dong*)

MC:

Presiding Officer, United States Public Health Service, **ARRIVING**.

- **Presiding Officer** enters the auditorium, proceeds to the X taped on the floor and stops there before he enters the sideboy formation.

Sideboy Commander:

Present Arms! *Render salute*

- Once the sideboys render a salute, **Presiding Officer** will return and hold the salute and proceed through the sideboys.
- When **Presiding Officer** is through the sideboy formation, he will stop at the "X" and drop his salute.

Sideboy Commander:

Order Arms! *Sideboys drop salute*

- **Presiding Officer** walks up the stairs onto the stage and stand in front of chair, which is closest to the **MC**

MC:

Sound 6 bells.

Bell Officer:

- Rings 6 bells (*Dong-Dong...pause...Dong-Dong...pause...Dong-Dong*)

Sideboy Commander:

Sideboys, on line! *Two sideboys, who were offline, step back online.*

MC:

Retiring Officer, United States Public Health Service, **ARRIVING**.

- **Retiring Officer** enters the auditorium, proceeds to the X taped on the floor and stops there before he enters the sideboy formation.

Sideboy Commander:

Present Arms! *Render salute*

- Once the sideboys render a salute, **Invocation Officer** will return and hold the salute and proceed through the sideboys.
- When **Invocation Officer** is through the sideboy formation, he will stop at the "X" and drop his salute.

Sideboy Commander:

Order Arms! *Sideboys drop salute*

Retiring Officer walks up the stairs onto the stage and stand in front of chair, next to **Presiding Officer**

MC:

Sound 6 bells.

Bell Officer:

- Rings 6 bells (*Dong-Dong...pause...Dong-Dong...pause...Dong-Dong*)

MC:

Guest Speaker, United States Public Health Service, **ARRIVING.**

- **Guest Speaker** enters the auditorium, proceeds to the X taped on the floor and stops there before he enters the sideboy formation.

Sideboy Commander:

Present Arms! *Render salute*

- Once the sideboys render a salute, **Guest Speaker** will return and hold the salute and proceed through the sideboys.
- When **Guest Speaker** is through the sideboy formation, he will stop at the "X" and drop his salute.

Sideboy Commander:

Order Arms! *Sideboys drop salute*

- **Guest Speaker** walks up the stairs onto the stage and stand in front of chair, next to **Invocation Officer**

MC:

Sideboys and Bell Officer, dismissed!

- Sideboys marches *stage left/ audience right* to assigned table
- Bell Officer sits at assigned table

MC:

I now have the pleasure of welcoming The Surgeon General's Own United States Public Health Service Commissioned Corps Ensemble to lead us in singing both the National Anthem and the PHS March. The lyrics to both songs are printed on the today's program and will be displayed on the screen.

- *PHS Ensemble proceeds to the three microphones on the floor (stage right/ audience left)*
- *Make sure there is sufficient room for the Honor Cadre to exit out of the door*

Honor Cadre, Advance the Colors!

- *Honor Cadre proceeds to the center of the floor in front of the stage from stage*
- *Once Honor Cadre is in place...*

Honor Cadre:

Guard, mark time, MARCH!

Present arms!

- *Honor Cadre presents the colors.*
- *Flags are saluted (Present Arms)*
- *Ensemble leads the audience National Anthem*

Ensemble and Audience – The National Anthem

*Oh, say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watched, were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
O say, does that Star-spangled Banner yet wave
O'er the land of the free and the home of the brave?*

Honor Guard:

- *Departs stage right, audience left*
- *Drops off equipment in the planning room*
- *Returns to reserved seat*

MC:

Please remain standing for the PHS March.

Ensemble/Audience – The PHS March

*The mission of our Service is known the world around,
In research and in treatment 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:

Music Ensemble, you are dismissed!

- *PHS Ensemble returns to their table.*
- *Microphones are turned off and removed by AV technician.*
- *Invocation Officer gets ready to walk across the floor and up the stairs, stage left/ audience right*

Ladies and Gentlemen, please remain standing for the Invocation by **Invocation Officer**. **Invocation Officer is Senior Policy Advisor at CDC's Office of Safety Health and Environment.**

- *Invocation Officer advances to podium – stage left, audience right.*

Invocation Officer: [Invocation]

- **Invocation Officer** delivers invocation then returns to **his/her** seat

MC:

You may now be seated. Please join me in recognizing the ceremony's

- Bell Officer
- Sideboys
- the Surgeon General's Own United States Public Health Service Commissioned Corps Ensemble
- the Atlanta Area Honor Cadre
- and the **Invocation Officer** for their participation in this event.

We thank them for their time, talents, and for providing today's ceremony with honor and *esprit de corps*.

- *Lead applause*

We are honored to have in attendance today several distinguished guests, both here on stage and seated in the auditorium. Let me take a moment to welcome our senior leadership present in the audience.

Need list of RSVPs:

1. Any Flag Officers
 -
2. Other Distinguished USPHS Guests
 -
3. Civilian VIPs
 -

And, of course, we have the most distinguished group of all – the close friends and family of **Retiring Officer** here with us today. We welcome to the CDC/ATSDR!

- **Mention all immediate family and close friends by name**

MC:

It is now my pleasure to introduce Retiring Officer's guest speaker, Guest Speaker!

Guest Speaker retired after 37 years of Uniformed Service in August 2010. In his last assignment, he served as the Acting Deputy Surgeon General of the United States, from October of 2007 to February 2010. In this capacity he was the principal assistant and advisor to the Surgeon General regarding the development and implementation of programs, priorities, and initiatives for the Office of the Surgeon General. Guest Speaker has more than 40 years of experience in environmental engineering and public health, including 6.5 years as the Chief Engineer of the United States Public Health Service.

Guest Speaker and Retiring Officer have known each other since 1985. Ladies and Gentlemen, please join me in welcoming Guest Speaker!!

- *Lead applause*
- *Guest Speaker advances to podium.*

Guest Speaker:

- *Delivers remarks – approximately 5-10 minutes, subject of his choosing.*
- *Returns to seat.*

MC:

Thank you, **Guest Speaker!**

- *Lead applause*

It is now my pleasure to introduce **Presiding Officer**, the Presiding Officer to this retirement ceremony.

Presiding Officer is the Associate Director for Environmental Health Emergencies in the Centers for Disease Control and Prevention's National Center for Environmental Health and the Agency for Toxic Substances and Disease Registry. He leads CDC's preparations for and responses to chemical, radiological, and natural disasters. **Invocation Officer** joined the CDC and was commissioned into the Commissioned Corps of the US Public Health Service in 1987. **Retiring Officer** and **Invocation Officer** have known each other since 2004, when **Retiring Officer** first came to the Division of Emergency Operations.

Ladies and Gentlemen, please join me in welcoming **Presiding Officer!**

- *Lead applause*

Presiding Officer:

- *Advances to podium*
- *Delivers remarks – approximately 5-10 minutes, subject of his choosing*
- *Stay at the podium*

MC:

Thank you, **Presiding Officer!**

- *Lead applause*

MC:

Will everyone please be seated?

I would like to welcome **Presiding Officer, Retiring Officer,** and **Guest Speaker** to the gift table for the presentation of awards and gifts to from **Retiring Officer's** colleagues and friends.

- **Presiding Officer, Retiring Officer,** and **Guest Speaker** *move to award/ gift table*

MC:

Attention to Award:

The Meritorious Service Medal is a senior level Public Health Service honor award available to a PHS officer and is presented only to those who have achieved the very highest levels of accomplishment in promoting the mission of the Public Health Service. The following proposed Award citation is being presented to **Retiring Officer USPHS for 30 years of dedicated service.**

Upon the occasion of his retirement from 30 years of active duty, Retiring Officer, Jr., is nominated for the Meritorious Service Medal for an illustrious career notable for leadership of the Commissioned Corps, and for outstanding accomplishments and leadership in environmental toxicology, health education, and emergency response, from 1983 to 2013.

- **Guest Speaker** *selects gift, hands to Presiding Officer*
- **Presiding Officer** *receives gift and presents it to Retiring Officer*
- **Retiring Officer** *turns towards audience and “shows” gift – shaking hands with Presiding Officer*
- **Retiring Officer** *hands gift to Guest Speaker who returns gift to table*

MC:

Shadow Box:

According to some accounts of naval history and tradition, when a sailor retires and is departing the ship for the last time, it's considered bad luck for the sailor's shadow to touch land before he/she does. Thus, the sailor's shipmates would construct a sturdy box, hand-crafted of the finest materials, in which to display mementos of the sailor's accomplishments -- thereby symbolically creating a "shadow" of the sailor. The box safely contains the sailor's "shadow" until he/she is safely ashore, at which time the shadow box can be given to the sailor in a presentation ceremony.

Retiring Officer, on behalf of your fellow Officers, we present you with this shadow box the most traditional of uniformed services retirement gifts. Within the shadow box lie a PHS Officer's most honored and cherished possessions, including the flags of the United States of America and the United States Public Health Service. The flags in this shadow box were flown over **both the World Trade Center in New York City, where Retiring Officer served following 9/11 and over CDC's Clifton Road Campus as attested too in the following certificates.** In addition to these flags, the shadow box also contains **Retiring Officer's** rank insignia, medals, and award ribbons, representing a lifetime of valiant and faithful service.

- **Guest Speaker** selects gift, hands to **Presiding Officer**
- **Presiding Officer** receives gift and presents it to **Retiring Officer**
- **Retiring Officer** turns towards audience and "shows" gift – shaking hands with **Presiding Officer**
- **Retiring Officer** hands gift to **Guest Speaker** who returns gift to table
- **Presiding Officer and Guest Speaker** return to their seats

MC:

CAPT Williams-Fleetwood introduction.

CAPT Williams-Fleetwood:

- *Walks up the audience-right stairs to the podium and delivers speech*
- *Walks to gift table to meet **Retiring Officer***
- *Hands gifts to Retiring Officer*
- *Both turn towards audience and “show” the gift, shaking hands*

MC:

Thank you, **CAPT Sharon Williams-Fleetwood** and to all the **PHS Scientists!**

- *Leads applause*
- **CAPT Williams-Fleetwood** returns to her seat via the same stairs

MC:

CAPT John Iskander introduction.

CAPT Iskander:

- *Walks up the audience-right stairs to the podium and delivers speech*
- *Walks to gift table to meet Retiring Officer*
- *Hands gifts to Retiring Officer*
- *Both turn towards audience and “show” the gift, shaking hands*

MC:

Thank you, CAPT Iskander and to the Associate Director for Science!

- *Leads applause*
- *CAPT Iskander returns to his seat via the same stairs*

MC:

CAPT Holly Williams and CAPT Ross Spears introduction.

CAPT Holly Williams and CAPT Ross Spears

- *Walk up the audience-right stairs to the podium and deliver speech*
- *Walk to gift table to meet Retiring Officer*
- *Hand gifts to Retiring Officer*
- *Both turn towards audience and “show” the gift, shaking hands*

MC:

Thank you, CAPT Holly Williams and CAPT Ross Spears to the Associate Director for Science!

- *Leads applause*
- *CAPTs Williams and Spears return to his seat via the same stairs*
- *Retiring Officer returns to his/her seat*

MC:

Officers in the US Public Health Service serve in more unique locations than any of our sister services. You’ll not only find us in the Department of Health and Human Services, but also the Department of Homeland Security, the Department of Justice, and with the Armed Forces in the Department of Defense. And, yes, you’ll even find us in combat zones!

While we may not always be physically together, Officers in the Commissioned Corps all share the same uniform and history. A history that dates back to 1798 when the 5th Congress passed “An Act for the Relief of Sick and Disabled Seamen,” which established the earliest marine hospitals to care for seamen. In 1870 we reorganized to become the Marine Hospital Service. Finally, in 1889 we became what is now known as the Commissioned Corps of the U.S. Public Health Service. This is why we are a sea service.

As a final tribute to Retiring Officer, Invocation Officer will honor our sea service heritage by delivering the poem, “He Stood the Watch.”

- *Presiding Officer advances to podium*

Presiding Officer:

For 30 years

This PHS Officer has stood the watch

While some of us were in our beds at night

This PHS Officer stood the watch

While some of us were at school or work

This PHS Officer stood the watch

Even before some of us were born into this world

This PHS Officer stood the watch

When the storm clouds of war were brewing

This PHS Officer stood the watch

Many times this sailor would cast an eye ashore

To see his family standing there

Needing his guidance and help,

But he still stood the watch

This sailor stood the watch for 30 years,

So that all Americans could sleep safely, each and every night

Secure because this sailor stood the watch

Today we are here to pay our respects as it is said for the final time,

“Retiring Officer, you stand relieved

Relieved by those you have trained, guided, and led.

Retiring Officer, you stand relieved of duty, we have the watch.”

“Side boys, Standby to ring the bell...Retiring Officer is going ashore.”

- *MC Audience claps*
- *Retiring Officer, his family, and the audience sob, uncontrollably*
- *Presiding Officer steps back from the podium and returns to his seat*

MC:

Thank you, **Presiding Officer**, for that moving rendition of “The Watch.”

- *Lead applause*
- **Presiding Officer** moves from podium to center stage, “X” closest to the podium he’s coming from

Retiring Officer, front and center, **sir/ma’am!**

- **Retiring Officer** and **Presiding Officer** move to center stage, facing each other (X marks the spot)
- **Retiring Officer** will render a salute first to **Presiding Officer**
- **Presiding Officer** will return the salute
- *They drop their salute together*

MC:

Attention to Orders!

- *All Officers stand at attention and others in the audience rise for the reading for the retirement order*

By order of the Assistant Secretary for Health and the Surgeon General of the United States, the following Officer is hereby retired with the rank of Captain in the Commissioned Corps of the United States Public Health Service.

Presiding Officer:

Retiring Officer, you are hereby retired with the rank of **Captain** from the Commissioned Corps of the United States Public Health Service.

CAPT O’Connor:

- *Render salute*

Presiding Officer, I stand retired.

- *Presiding Officer returns salute*
- *They drop their salute together*
- *Face audience then sit back at their chairs*

MC:

Congratulations, Retiring Officer!

- *Leads vigorous applause*

MC:

Today, everyone has been highlighting Retiring Officer's benevolence, kind nature, and the three decades he has served his country as an Officer in the Public Health Service. But there is something much juicier that none of our guest speakers have touched on, yet. So I will. Retiring Officer was quite the lady's man in his day. It's true.

In September 1966, Retiring Officer was sent to **ZAM-BWAN-GA** City High School in the Philippines. He was a volunteer in the newly established Peace Corps and worked with the school's chemistry teachers. Six months later, he met a woman returning from graduate school named Didi. Aside from being exotic and beautiful, Didi was also an accomplished scientist in her own right. She taught physics and later became the head of the school's physics and chemistry department.

Their first date was after Christmas in 1967. Retiring Officer was supposed to meet Didi and her best friend to go bowling, but Didi's best friend suspiciously did not show up. They got engaged less than two months later and were married on June 6, 1968, which was Didi's parents' anniversary. So, to re-cap, within about six months, Retiring Officer met, fell in love, and married the love of his life. They now share four children, two grandchildren, and 45 years of marriage together. That is some skill right there.

The spouse of an active duty Officer is an anchor of support throughout the Officer's career and is vital to the officer's abilities to accomplish the PHS mission. Mrs. Didi O'Connor is acknowledged here today for her support and sacrifice in the interest of the Commissioned Corps of the United States Public Health Service.

Retiring Officer will now present his wife, Mrs. Didi O'Connor with a bouquet of flowers.

- *Retiring Officer then moves off stage, presents flowers to his or her spouse, and returns to his seat on stage*
- *MC leads applause*

MC:

Ladies and gentleman, it is now my great pleasure to introduce our guest of honor, **Retiring Officer**, to the podium for his farewell remarks.

Retiring Officer:

- **Retiring Officer** advances to podium
- **Retiring Officer** thanks spouse, family, and friends
- **Retiring Officer** acknowledges planning committee
- Talks for 10 minutes on a topic of his/her choosing

MC:

Thank you so much, **Retiring Officer!**

- **MC** leads applause
- **Retiring Officer** returns to his seat

- **Sideboys** leave their table, walk around to the room to the entrance the originally came in from (stage right/ audience left)
- **Ushers** go to exits and stand at attention in preparation for the departure of the Official Party

MC:

Before we adjourn to the reception in the lobby, I would like to extend our thanks to **Presiding Officer** and **Guest Speaker** for their continued leadership and support of our deserving officers. I would like to acknowledge our senior leadership and special guests for being here today and especially the planning committee that has made this ceremony possible.

Finally, I also thank the members of the Atlanta Area Honor Cadre, the Surgeon General's Own United States Public Health Service Commissioned Corps Ensemble, the sideboys and bell officer for their part in making today's ceremony a memorable occasion. **Thank you to RADM Clara Cobb for her Captain's Bell and to CAPT Bruce Tierney for his PHS Sword that will be used to cut the cake.**

Please join me in giving them a special round of applause.

MC:

Because the USPHS traces its origins to ministering to merchant seamen, the retired officer may be piped with the Navy custom of sounding gongs or bells to announce a senior officer's arrival or departure from a ship. In the USPHS retirement ceremony, this symbolizes the retired officer leaving a ship and going ashore for the last time.

As **Retiring Officer** completes **his/her** career with the United States Public Health Service and retires as a Commissioned Officer with **30** years of active service to **his/her** Country, we ring **six** bells to signify **his/her** departure.

Retiring Officer:

- *Stands at attention at **his/her** seat*

Sir/ Ma'am, as I have been properly relieved, request permission to leave the deck and to retire.

MC:

Permission granted.

Ladies and Gentlemen, please stand for the departure of the Official Party.

- *Presiding Officer, Retiring Officer, and Guest Speaker stand at attention at their seats on stage*
- *Ushers open the doors for the Sideboys and Official Party to exit*

MC:

Sideboys, Post!

- *Six Sideboys, with cover and white gloves, will enter auditorium, tallest to shortest, march in single file from side entrance (stage right/ audience left) towards the center of the auditorium in front of the stage*
- *Peel off into two respective lines, keep marching to taped "Xs"*

Sideboy Commander:

Sideboys, Halt! *Sideboys stop marching*

Right Face! *Sideboys closest to the stage face right*

Other Line Commander:

Left Face! *Sideboys closest to the tables face right*

MC:

Sound **6** bells.

Bell Officer:

- Rings **6** bells (*Dong-Dong...pause...Dong-Dong...pause...Dong-Dong*)

MC:

Guest Speaker, United States Public Health Service, **DEPARTING**.

- **Presiding Officer** enters the auditorium, proceeds to the X taped on the floor and stops there before he enters the sideboy formation.

Sideboy Commander:

Present Arms! *Render salute*

- Once the sideboys render a salute, **Guest Speaker** will return and hold the salute and proceed through the sideboys.
- When **Guest Speaker** is through the sideboy formation, he will stop at the "X" and drop his salute.

Sideboy Commander:

Order Arms! *Sideboys drop salute*

- **Guest Speaker** walks out the door

MC:

Sound 6 bells.

Bell Officer:

- Rings 6 bells (*Dong-Dong...pause...Dong-Dong...pause...Dong-Dong*)

MC:

Retired Officer, United States Public Health Service, **DEPARTING.**

- **Retired Officer** enters the auditorium, proceeds to the X taped on the floor and stops there before he enters the sideboy formation.

Sideboy Commander:

Present Arms! *Render salute*

- Once the sideboys render a salute, **Retired Officer** will return and hold the salute and proceed through the sideboys.
- When **Retired Officer** is through the sideboy formation, he will stop at the "X" and drop his salute.

Sideboy Commander:

Order Arms! *Sideboys drop salute*

- **Retired Officer** walks out the door

MC:

Sound 6 bells.

Bell Officer:

- Rings 6 bells (*Dong-Dong...pause...Dong-Dong...pause...Dong-Dong*)

MC:

Presiding Officer, United States Public Health Service, **DEPARTING**.

- **Presiding Officer** enters the auditorium, proceeds to the X taped on the floor and stops there before he enters the sideboy formation.

Sideboy Commander:

Present Arms! *Render salute*

- Once the sideboys render a salute, **Presiding Officer** will return and hold the salute and proceed through the sideboys.
- When **Presiding Officer** is through the sideboy formation, he will stop at the "X" and drop his salute.

Sideboy Commander:

Order Arms! *Sideboys drop salute*

- **Presiding Officer** walks out the door

MC:

Sideboys and Bell Officer, dismissed!

- Sideboys marches *stage left/ audience right* to assigned table
- Bell Officer follows Sideboys out of the room

MC:

Thank you for attending this retirement ceremony for **Retiring Officer**.

Please join us outside in the lobby by the elevators to join **Retiring Officer** for cake and extend your greeting and congratulation via a reception line.

Please allow invited guests to precede through the line first. Thank you, everyone for attending.

- *Ushers guide everyone out of the room quickly to the cake*
- ***Retiring Officer** cuts retirement cake with USPHS sword*
- *Retiring Officer flanked by Guest Speaker and Presiding Officer as the sword makes the first cut*
- ***Guest Speaker, Invocation Officer, and Retiring Officer** move to the hallway and the reception line, which will be organized by the ushers*
- *Ushers cut the cake and put the pieces onto plates for guests as reception line greets guests*

Appendix

Sample Article Published: ACOA's *The Signal* Articles

For Thirty Years He Stood The Watch: Atlanta COA Officers Revive USPHS Traditions to Honor Retiring Officer's Retirement

By LT Erin Grasso, USPHS

On April 5, 2013, Atlanta Officers celebrated Retiring Officer and his retirement from the Commissioned Corps of the United States Public Health Service. He served his country proudly with dignity and kindness for 30 years as a senior scientist at the Centers for Disease Control and Prevention (CDC) and the Agency for Toxic Substances Disease Registry (ATSDR). It was a momentous day for Retiring Officer and his loved ones, but it was also a significant achievement for USPHS Officers at the CDC and in the Atlanta area. Prior to Retiring Officer's retirement celebration, Atlanta Officers had never united to hold a traditional USPHS ceremony, equivalent to those in our sister services, for one of their own.



CAPT Ralph O'Connor and LT Erin Grasso

Our goals were to hold a memorable ceremony with the pomp and circumstance that Retiring Officer earned over the past 30 years and create a landmark USPHS retirement ceremony that followed protocol and embraced sea service traditions. The event was a combined effort implemented by Officers from ATSDR, CDC, Bureau of Prisons, Food and Drug Administration, and the Health Resources and Services Administration. In addition, two Sailors (a retired O-6 scientist and an O-3 Naval Academy graduate) also jumped on board to offer their expertise of Naval traditions and ceremony. Six Sideboys (LCDR Danielle Mills, LT Candis Hunter, LT Alberta Mirambeau, LT Avi Stein, LT Felicia Warren, and LTJG Roberto Garza) and Bell Officer (LCDR David Hunter) escorted Invocation Officer Presiding Officer, Guest Speaker RADM Robert Williams (USPHS-ret.), and the Guest of Honor on and off

Invocation Officer's "quarterdeck". Of note is the fact that Atlanta does not have an established group of Bell Officers or Sideboys, but these volunteers were absolutely spot – on. The Atlanta Area Honor Cadre (CAPT Edecia Richards, CDR Tom Shimabukuro, LCDR Sylvera Demas and LCDR Christa Hale) presented the colors and the Surgeon General's Own USPHS Music Ensemble sang beautiful versions of the National Anthem and PHS March. LT Erin Grasso conducted the event, serving as the Master of Ceremonies. Also of note, Invocation Officer delivered an emotional rendition of the traditional Naval poem, "He Stood the Watch" and presented Retiring Officer with a traditional shadowbox displaying both the American and USPHS flags as well as all of the awards, medals, and hard shoulder boards.

So what's so important about traditions? If you think back on your life, some of your most enduring (and hopefully fondest) memories probably surround annual events, like holidays or the summer vacation and rights of passages, like religious ceremonies, graduations, engagements, and starting your own family. We look forward to celebrating these times in our lives because of the joy that they bring us and our loved ones. One of the nice parts of being an Officer is that we are also a part of a professional world is a little smaller and close knit. We are part of a lineage of uniformed professionals dedicated to protecting, promoting and advancing the health and safety of the Nation, and that should be a source of pride. Honoring Officers' professional milestones, like promotion and retirements, with longstanding traditions is important because it fosters esprit de corps, formally recognizes all the hard work we do year after year, and reinforces to everyone (including ourselves) that we are a uniformed service – not just federal employees who happen to look impressive in khaki.

I overheard someone say at the reception, "Wow, if this only happens once, Ralph really deserved to be the one to have it." I agree that there is no more deserving Officer than Retiring Officer, but I don't want to see this type of ceremony stop with him, either. I would love to see traditions celebrating professional milestones continue to be revived in the USPHS and to be held regularly for Officers; and, based on the conversations after the ceremony, so do our senior officers. Our hard-working, dedicated colleagues deserve to be acknowledged for promotions and retirements with pomp and circumstance. Think ahead, years from now, when you might retire from the Corps...how would you want to celebrate all your years of service and the end of your career?

If you or a fellow USPHS Officer are retiring and would like to have a ceremony, please e-mail me at EGrasso@cdc.gov and I would be happy to share everything from this retirement ceremony, including the script, with you.



Photo OP: LCDR David Hunter, Bell Officer



Photo OP: Retiring Officer walking through the Sideboys



Photo: Welcoming the Atlanta Area Honor Cadre (LT Erin Grasso, Retiring Officer, Presiding Officer, and RADM Robert Williams on stage)



Photo: The Surgeon General's Own US Public Health Service Music Ensemble



Photo: Retiring Officer receives his shadow box from Invocation Officer and Invocation Officer



Photo: CAPT Sharon Williams-Fleetwood, Chief Scientist Officer of the USPHS presents Retiring Officer with an award



Photo: Retiring Officer's Deployment Team, RDF-3
Back Row: CAPT Mazzariello, LCDR Jones, CAPT Williams, Retiring Officer, Invocation Officer, LT Grasso, LT Cunningham;
Front Row: CDR Wilson, CAPT Iskander



Photo: RADM Sven Rodenbeck, RADM Robert Williams, RADM Clara Cobb, Mrs. Didi O'Connor, Retiring Officer, LT Erin Grasso, Presiding Officer



Photo: Cutting the Cake with a USPHS Sword - RADM Robert Williams, Retiring Officer, Invocation Officer and LCDR Laurie Jones