

AMC Protocol Handbook
1 May 2017
PROMOTION CEREMONY CHECKLIST

RESPONSIBILITIES:

- Reserve Location
- Determine a Narrator and/or Aide
- Determine a Proffer
- Request a Photographer
- Request Video Support (if applicable)
- Request Audio Support (clip-on mic, cordless microphone) Request
- Honor Guard Support
- Request Band/Music Support
- Submit SM&W request thru services for Cake, Coffee, Donuts, Cookies, Cream, and Sugar, etc. (Request must be approved BEFORE the event--only for retirements)
- Provide all "paper" products (Cups, Plates, Napkins, Forks, Stirrers--include in SM&W Request--only for retirements)
- Invitations and Envelopes/Labels must be approved by host
- Provide Bio Sheet to Officiator
- Provide copy of Individual SURF (For promotion ceremonies) to Officiator
- Provide Award Element, Citation and/or Certificate, Rank, Oath, etc
- Provide list of DVs accepting to Speechwriter
- Provide an estimated attendance from your office
- Provide Escorts for Ceremony Guests
- Provide Personnel to setup and take down Ceremony--also provide Personnel to pour coffee or punch, cut and serve cake
- Order cake, cookies, etc. (if not contracted)
- Send out e-mail or hard copy invites to O-6s and above, or equivalents
- Ensure all required assets (flags, flag stands, proffer board, punch bowl, and medal w/clip) are available for Ceremony
- Construct a Sequence of Events--send copies to Project Officer, Narrator, CC, CV, and all participants
- Confirm R.S.V.P's for Distinguished Guests
- Brief Recipient, Aide, and Narrator on Ceremony
- Make seating Nametags for Honoree's Family/DVs
- Make a seating event diagram
- Schedule Practice/Dry Run prior to Ceremony (Rehearsal needed)

PROMOTION CEREMONIES

Promotion Ceremonies are a common part of our Air Force tradition. The purpose of the ceremony is to provide public recognition and acknowledgement for appointment to a new rank among unit members, family, and friends. Since promotion ceremonies are ceremonial in nature, SES/GS individuals may act as the presiding official, to include administering the oath of office, except for initial commissioning ceremonies. Enlisted members may not officiate a promotion ceremony. The ceremony and reception may be small or very extensive depending on the preference of the promotee. Whatever the choice, the ceremony must be planned and executed in a professional and honorable manner.

The following two sections provide the generic sequence for executing both the officer and enlisted ceremonies. The order of the remarks by the speakers may be adjusted as desired by the host of the ceremony. **Bolded** items are general officer specific; *italicized* items are optional. Promotion ceremonies are typically held indoors. Multiple promotion ceremonies should be sequenced in descending rank order.

SEQUENCE OF EVENTS FOR A PROMOTION CEREMONY:

OPENING NARRATION
ARRIVAL FANFARE
MUSICAL HONORS
COLORS
NATIONAL ANTHEM
INVOCATION (Optional)
REMARKS BY PRESIDING OFFICIAL
PROMOTION ORDER
PINNING OF INSIGNIA
OATH OF OFFICE/OATH OF ENLISTMENT
UNFURLING OF PERSONAL FLAG
REMARKS BY HONOREE
CLOSING NARRATION
AIR FORCE SONG
DEPARTURE
RECEPTION

OFFICER OATH OF OFFICE:

I, (**NAME**), HAVING BEEN APPOINTED A (**NEW GRADE**), IN THE UNITED STATES AIR FORCE DO SOLEMNLY *SWEAR (OR AFFIRM)* THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE UPON WHICH I AM ABOUT TO ENTER, SO HELP ME GOD.

Non Commissioned Officers Charge

You are charged with ensuring that personnel and resources under your control are effectively used.

You are charged with remaining alert to detecting adverse morale trends and initiating corrective action within your control, providing appropriate feedback to superiors.

You are charged with maintaining the highest level of communication and rapport with subordinates, remaining attuned to their needs, being ever mindful that the key is empathy, not apathy.

You are charged with actively encouraging and motivating both on and off-duty involvement in unit and base activities by leading the way.

You are charged with ensuring that people are treated fairly by all agencies and activities, both on and off base, and initiating corrective action in any instance which violates this principle.

You are charged with always wearing the uniform properly and ensuring compliance from subordinates.

You are charged with a personal responsibility to take advantage of on and off-duty educational programs which will enhance your professional development in preparation to assume increased leadership responsibilities in your quest to attain higher NCO grades.

You are charged at all times with presenting an image of competence, integrity, and pride -- the image of a professional noncommissioned officer.

DO YOU ACCEPT THESE CHARGES??

Senior Non Commissioned Officers Charge

You are charged with continuing to perform equally as a leader and manager...

You are charged with securing professional military education for yourself and your subordinates...

You are charged with accepting responsibilities and promptly executing duties and lawful orders...

You are charged with continuing to broaden the management skills essential to exercising the responsibilities of higher leadership positions in which a Master Sergeant serves...

You are charged with thoroughly understanding Air Force Standards, Customs and Courtesies while maintaining exemplary standards...

You are charged with ensuring proper custody and safekeeping of resources entrusted to your care...

You are charged with assisting subordinates in adjusting to the military environment and their organization of assignment...

You are charged with recognizing and rewarding superior performance...

You are charged with encouraging self-improvement through off-duty education...

You are charged with supporting your NCO Open Mess to enhance the cohesion and camaraderie of the NCO Corps...

You are charged with being a total professional at all times, on, or off duty...

DO YOU ACCEPT THESE CHARGES??