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**Personnel**

**ENLISTED INDUCTION AND CHANGE  
OF RESPONSIBILITY CEREMONIES**

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This publication supports Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*. This pamphlet sets the guidelines and expectations for Noncommissioned Officer and Senior Noncommissioned Officer induction ceremonies and the Senior Enlisted Leader Change of Responsibility ceremony. It applies to the Regular Air Force, Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force. Installations should utilize this pamphlet when planning and conducting these ceremonies. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

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## **1. Overview.**

1.1. The Noncommissioned Officer (NCO) and Senior Noncommissioned Officer (SNCO) are members of the armed services who have been recognized as Airmen leaders and are a core element in the chain of command. Achieving the rank of SSgt and MSgt are significant in an Airman’s career and honoring these milestones are necessary to preserve our Core Values, culture & heritage, and legacy as an enlisted force.

1.2. When practical and feasible, installations will host NCO and SNCO Induction Ceremonies after the annual SSgt and MSgt public promotion releases. An installation-wide event including all applicable total force units is optimal and should be considered. The date of the ceremony will be at the discretion of installation leadership. Supplemental promotion releases will not require an additional induction ceremony. Airmen on supplemental promotion lists should be inducted during the next scheduled ceremony.

1.3. When practical and feasible, a “Change of Responsibility” Ceremony should be held to signify the transition of a Senior Enlisted Leader (SEL) and highlight the role and responsibility this entails. This ceremony should take place when responsibility has shifted from the outgoing to the incoming SEL.

1.4. The following sections of this pamphlet provide a minimum expectation for each ceremony and is deliberately not intended to be prescriptive on “how” each ceremony is conducted. While similarities exist between the inductions, planning committees must ensure there is a clear delineation between an NCO and SNCO Induction. Airman Leadership School graduations will not take the place of an NCO Induction Ceremony and vice versa.

## **2. Noncommissioned Officer Induction Ceremony.**

2.1. General. The NCO Induction Ceremony uniquely recognizes the transition of a Junior Enlisted Airman as they join the ranks of the professional NCO corps. The ceremony celebrates the accomplishments of these Airmen, and highlights the additional responsibilities now held by, and expected of, these leaders. The ceremony also allows for team development and strengthens the bond between fellow NCOs. As such, this transition should be shared among superiors, peers, subordinates, friends, and family.

**Note:** Hazing or rite of passage-type rituals must never be associated with these ceremonies. Command teams will have zero tolerance for any activities of this nature.

2.1.1. Sequence of Events. [Attachment 5, Figure A5.1](#) provides a recommended sequence of events. Installations are encouraged to tailor the event to fit their unique mission and/or local community. To encourage max participation, the NCO Induction Ceremony should be held during or at the end of the duty day. Local leadership should

determine uniform requirements. Uniform of the Day is acceptable. **Attachment 6, Figure A6.1** provides a recommended NCO Induction Script.

2.1.2. Story of an NCO Act of Valor or Heroism. (See **Attachment 5, Figure A5.1.**) This serves to emphasize the importance of the NCO Tier and the impact an NCO can have. If used, the profile of an NCO who displayed an act of valor or heroism is read aloud to reinforce our culture of heritage and exemplify what it means to be a member of the Profession of Arms.

2.1.3. NCO Induction Certificate. **Attachment 2, Figure A2.1** provides an example of an induction certificate. Installations are encouraged to utilize these examples to create their own certificates, keeping in mind the significance of the induction ceremony while developing them.

## 2.2. Senior Noncommissioned Officer Induction Ceremony.

2.2.1. General. The SNCO Induction Ceremony formally acknowledges the transition of an NCO to the highest tier of enlisted leadership. The ceremony signifies the shift of NCOs to operational leaders, stands to celebrate the accomplishments of these Airmen, and highlights the increased responsibilities now held by, and expected of, the Senior Enlisted tier. The ceremony also allows for team development and strengthens the bond between fellow NCOs. As such, this transition should be shared among superiors, peers, subordinates, friends, and family.

**Note:** Hazing or rite of passage-type rituals must never be associated with these ceremonies. Command teams will have zero tolerance for any activities of this nature.

2.2.2. Sequence of Events. **Attachment 5, Figure A5.2** provides a recommended sequence of events. Installations are encouraged to tailor the event to fit their unique mission and/or local community. When practical and to differentiate the elevated milestone of achieving the MSgt rank, the SNCO Induction Ceremony should be held in the evening and include dinner with the attire being Mess Dress or Semi-Formal. **Attachment 7, Figure A7.1** provides a recommended SNCO Induction Script.

2.2.3. Story of a SNCO Act of Valor or Heroism. (See **Attachment 5, Figure A5.2.**) This serves to emphasize the importance of the SNCO Tier and the impact that a SNCO can have. If used, the profile of a SNCO who displayed an act of valor or heroism is read aloud to reinforce our culture of heritage and exemplify what it means to be a member of the Profession of Arms.

2.2.4. Sword Arch. This serves as a symbolic representation of crossing into the next tier and is designed to add military professionalism and decorum to the event. Published procedures for Sword Arch requirements can be found at <https://www.honorguard.af.mil>.

2.2.5. SNCO Induction Certificate. **Attachment 2, Figure A2.2** provides an example of an induction certificate. Installations are encouraged to utilize these examples to create their own certificates, keeping in mind the significance of the induction ceremony while developing them.

### 2.3. Senior Enlisted Leader Change of Responsibility.

2.3.1. General. The change of responsibility is a traditional event that is rich with symbolism and heritage. The key to the ceremony is the passing of the unit's colors (see [paragraph 2.3.3.](#)) The colors symbolize the lineage and honors of the unit, and also the loyalty and unity of its Airmen. This demonstrates to the formation that the responsibility has passed to the new Senior Enlisted Leader, and with this also passes the SEL's charge to uphold the discipline, readiness, and welfare of the organization's enlisted force. [Attachment 8, Figure A8.1](#) provides a proposed script for change of responsibility ceremonies.

**Note:** Change of Responsibility ceremonies for Senior Enlisted Leaders below the wing level can be performed but will not receive official funding. Protocol offices will only serve to advise and guide the event's assigned OPR and project/action officer. Refer to AFI 34-1201, *Protocol*, paragraph 1.3.6.1.1., regarding guidance in supporting events hosted by Major Command, Numbered Air Force/Direct Reporting Unit, or Wing command team members.

2.3.1.1. SELs who lead alongside a commander, on G-series orders, are the keeper of the unit's colors. Senior NCOs assigned to an authorized position, no lower than a squadron level, are authorized to have a Change of Responsibility Ceremony. SELs who assume the responsibilities of the unit's SEL position in an interim role are not authorized to have a ceremony, no matter the length of time they fill the position.

2.3.2. Core Elements of Ceremony. Understanding that each ceremony will vary based on commander's intent, there should be core elements of each event when performed. The commander should highlight the outgoing SEL's accomplishments, welcome the new SEL, and present the flag for safe keeping on the commander's behalf.

2.3.3. The passing of the unit colors or guidon from an outgoing Senior Enlisted Leader, through the commander, to an incoming Senior Enlisted Leader, highlights to the unit the SEL will ensure the safety and care of the flag and its Airmen.

ALEX WAGNER  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFPD 36-26, *Total Force Development and Management*, 18 January 2024

AFI34-1201, *Protocol*, 18 August 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPAM**—Air Force Pamphlet

**DAF**—Department of the Air Force

**DAFPD**—Department of the Air Force Policy Directive

**MSgt**—Master Sergeant

**NCO**—Noncommissioned Officer

**SEL**—Senior Enlisted Leader

**SNCO**—Senior Noncommissioned Officer

**SSgt**—Staff Sergeant

***Office Symbols***

**AF/CCC**—Chief Master Sergeant of the Air Force

**SAF/MR**—Assistant Secretary of the Air Force (Manpower and Reserve Affairs)

***Terms***

**Change of Responsibility (CoR)**—A military tradition that represents a formal transfer of responsibility for a unit from one senior enlisted leader to another.



## Attachment 2

## NCO &amp; SNCO INDUCTION CERTIFICATE EXAMPLES

Figure A2.1. Example NCO Induction Certificate.





Figure A2.2. Example SNCO Induction Certificate.



### Attachment 3

## NONCOMMISSIONED OFFICER CHARGE

**Figure A3.1. Noncommissioned Officer Charge.**

Noncommissioned Officers are the backbone of the United States Air Force and bear the profound responsibility of structural integrity of the enterprise. The Noncommissioned Officer ranks of Staff Sergeant and Technical Sergeant mark a transition of leadership in duties and responsibilities.

In addition to fulfilling the responsibilities of Junior Enlisted Airmen, as a Noncommissioned Officer you are charged with the following duties:

**You are charged** with increasing your knowledge, skills, and abilities to be ready for whatever is required of you. Become an expert in your profession and display a willingness and flexibility to do what the mission demands.

**You are charged** with leading by example to promote physical and mental readiness within your teams. Exercise our warrior ethos and prepare your Airmen to fight whenever duty calls.

**You are charged** to take an active role in the lives and careers of those you are privileged to lead. Seek to integrate and utilize the talents of your team, ensuring unity of purpose and action in defense of our Nation.

**You are charged** to serve as a blueprint of leadership by exemplifying self-discipline, proactively seeking opportunities for growth and advancing your Airmen's capabilities.

**You are charged** to aggressively execute the intent and priorities of your chain of command, while developing company grade officers to build expertise and leadership fundamentals. Seek guidance when needed and offer solutions to problems within your purview.

**You are charged** to embrace our Core Values and strictly adhere to Air Force expectations and standards, ensuring that your actions and those of your team are in full compliance to best foster an environment of trust, mutual respect, shared understanding, and unit cohesion.

**You are charged** to strive for excellence, demonstrating the highest standards of character, competence, professionalism, and discipline. In all aspects of your duty continually assess to improve your own performance and that of your team.

Your role as a Noncommissioned Officer is pivotal in equipping and readying our fighting formations. In accepting these responsibilities, you pledge your dedication to the United States Air Force and its enduring mission for our Nation to Fly, Fight and Win – Airpower anytime, anywhere!

Do you accept this charge?



## Attachment 4

## SENIOR NONCOMMISSIONED OFFICER CHARGE

Figure A4.1. Senior Noncommissioned Officer Charge.

Senior Noncommissioned Officers bear the profound responsibility of guiding our Air Force toward a brighter future while preserving the rich legacy of our past. The Senior Noncommissioned Officer ranks of Master Sergeant, Senior Master Sergeant, and Chief Master Sergeant mark the pinnacle of leadership in our enlisted corps. As a Senior Noncommissioned Officer, you are entrusted with the highest levels of leadership, responsibility, and expertise.

In addition to fulfilling the responsibilities of Junior Enlisted Airmen and Noncommissioned Officers, you are charged with the following duties:

**You are charged** with integrating the talents, skills, and abilities of your subordinates with other teams to accomplish our mission with excellence while maintaining flexibility in execution. Be the bridge that connects our force, ensuring unity in purpose and action.

**You are charged** with effectively communicating across the chain of command, translating orders into actionable tasks and advocating for your Airmen and their families.

**You are charged** with the development of self, others, ideas, and organizations. Capitalize on Joint, Interagency, Interorganizational and Multinational development opportunities, building partnership capacity in defense of our Nation.

**You are charged** with demonstrating the principles of self-discipline and independent action through continued education, training, and career broadening. In all facets showcase a willingness to do what the mission demands.

**You are charged** with fulfilling a unique and critical role in officer development at the squadron, group, wing and higher headquarter levels. Utilize your extensive experience and expertise in supporting and advising officers to successfully lead Airmen of all ranks and backgrounds.

**You are charged** with honoring our heritage while also serving as a leader for the next generation. Embrace our Core Values while modeling a comprehensive knowledge of Air Force foundational competencies.

**You are charged** with cultivating a professional climate and culture within your teams, enforcing high standards and combined focus on mission execution. Clarify leadership orders, expectations, and swiftly correct behaviors that detract from good order and discipline.

Your role as a Senior Noncommissioned Officer is pivotal in shaping the future of our force. In accepting these responsibilities, you pledge your dedication to the United States Air Force and its enduring mission for our Nation to Fly, Fight and Win – Airpower anytime, anywhere!

Do you accept this charge?

## Attachment 5

## RECOMMENDED SEQUENCE OF EVENTS

Figure A5.1. NCO Induction Sequence of Events.

**NCO INDUCTION SEQUENCE OF EVENTS:**

OPENING NARRATION  
ARRIVAL OF OFFICAL PARTY  
POSTING OF COLORS (OR PREPOSTED)  
NATIONAL ANTHEM  
INVOCATION  
STORY OF NCO ACT OF VALOR OR HEROISM (see **paragraph 2.1.2.**)  
RECOGNITION OF INDIVIDUALS BEING INDUCTED  
RECITING OFFICAL NCO CHARGE  
REMARKS FROM GUEST SPEAKER  
CLOSING COMMENTS  
AIRMAN'S CREED  
AIR FORCE SONG  
DEPARTURE

Figure A5.2. SNCO Induction Sequence of Events.

**SNCO INDUCTION SEQUENCE OF EVENTS:**

OPENING NARRATION  
ARRIVAL OF OFFICAL PARTY  
POSTING OF COLORS (OR PREPOSTED)  
NATIONAL ANTHEM  
INVOCATION  
STORY OF SNCO ACT OF VALOR OR HEROISM (see **paragraph 2.2.3.**)  
SWORD ARCH (see **paragraph 2.2.4.**)  
RECOGNITION OF INDIVIDUALS BEING INDUCTED  
DINNER  
REMARKS FROM GUEST SPEAKER  
RECITING OFFICIAL SNCO CHARGE  
CLOSING COMMENTS  
AIRMAN'S CREED  
AIR FORCE SONG  
DEPARTURE

## Attachment 6

## RECOMMENDED NCO INDUCTION SCRIPT

Figure A6.1. Recommended NCO Induction Script.

NARRATOR 1: "LADIES AND GENTLEMEN, PLEASE FIND YOUR SEATS AS THE CEREMONY WILL BEGIN IN A FEW MOMENTS. AT THIS TIME, WE RESPECTFULLY ASK THAT ALL ELECTRONIC DEVICES BE MUTED OR TURNED OFF. THANK YOU."

NARRATOR 2: "LADIES AND GENTLEMEN, PLEASE STAND FOR THE ARRIVAL OF OUR OFFICIAL PARTY AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL ANTHEM, FOLLOWED BY THE INVOCATION LED BY (INSERT CHAPLAIN)."

\*\*\* COLORS PREPOSTED FOR NATIONAL ANTHEM\*\*\*

NARRATOR 1: "THANK YOU (INSERT CHAPLAIN). LADIES AND GENTLEMEN, PLEASE BE SEATED."

OPENING NARRATION

NARRATOR 1: GOOD AFTERNOON AND WELCOME TO THE (INSERT INSTALLATION NAME) NONCOMMISSIONED OFFICER INDUCTION CEREMONY. I AM (INSERT NARRATOR) FROM THE (INSERT SQUADRON) AND YOUR EMCEE FOR THIS EVENING.

NARRATOR 2: GOOD AFTERNOON AND WELCOME TO THE (INSERT INSTALLATION NAME) NONCOMMISSIONED OFFICER INDUCTION CEREMONY. I AM (INSERT NARRATOR) FROM THE (INSERT SQUADRON) AND YOUR EMCEE FOR THIS EVENING.

OUR HOSTS FOR THIS EVENING ARE THE COMMANDER, (INSERT UNIT OF COMMAND), COLONEL JOHN SMITH, ACCOMPANIED BY HIS WIFE, MRS. JANE SMITH AND THE COMMAND CHIEF, (INSERT UNIT OF RESPONSIBILITY), CHIEF MASTER SERGEANT JANE DOE, ACCOMPANIED BY HER HUSBAND, MR. JOHN DOE.

(LEAD APPLAUSE)

WE ALSO WANT TO RECOGNIZE AND WELCOME THE FAMILY MEMBERS OF OUR PROMOTEES WHO ARE IN ATTENDANCE TONIGHT. WITHOUT YOUR SACRIFICE AND DEVOTION, THIS ACCOMPLISHMENT WOULD NOT BE POSSIBLE.

(LEAD APPLAUSE)

NARRATOR 1: LADIES AND GENTLEMEN, TODAY WE ARE GATHERED TO CELEBRATE A MOMENTOUS OCCASION, A SIGNIFICANT MILESTONE IN THE CAREERS OF OUR DEDICATED AND ACCOMPLISHED NONCOMMISSIONED OFFICERS. THIS INDUCTION CEREMONY IS A TESTAMENT TO THE UNWAVERING COMMITMENT AND EXCEPTIONAL QUALITIES THAT DEFINE THE AIRMEN WHO ARE CHOSEN TO LEAD.

THE ROLE OF A NONCOMMISSIONED OFFICER IS NO ORDINARY ONE, IT STANDS WITH PROFOUND IMPORTANCE WITHIN OUR RANKS. IT REPRESENTS THE PINNACLE OF OUR AIR FORCE CORE VALUES, EMBODYING INTEGRITY FIRST, SERVICE BEFORE SELF, AND EXCELLENCE IN ALL WE DO. IT IS A ROLE THAT CARRIES IMMENSE RESPONSIBILITY AND HONOR.

THE NONCOMMISSIONED OFFICER'S YOU WILL SEE TODAY HAVE EXEMPLIFIED THE ESSENCE OF SERVICE. THEY HAVE DISPLAYED EXCEPTIONAL LEADERSHIP, SELFLESSNESS, TIRELESS DEDICATION, TO THE AIR FORCE, OUR NATION, AND OUR MISSION TO FLIGHT, FIGHT, AND WIN.

WE ALSO SERVE TO HONOR THE MEMORY OF THOSE MEN AND WOMEN OF THE NCO CORPS WHO HAVE SERVED WITH PRIDE AND DISTINCTION. TODAY, WE REMEMBER ONE OF OUR OWN, ONE WHOSE COURAGE SHOULD NOT GO UNREMEMBERED:

NARRATOR 2: (INSERT STORY OF NCO ACT OF VALOR OR HEROISM)

EXAMPLE:

TECHNICAL SERGEANT JOHN ALLAN CHAPMAN'S HEROISM IN THE BATTLE OF TAKUR GHAR DURING THE WAR IN AFGHANISTAN IS A REMARKABLE AND COURAGEOUS STORY. ON MARCH 4, 2002, AS PART OF OPERATION ANACONDA, HE AND A TEAM OF UNITED STATES NAVY SEALS FACED A DIRE SITUATION WHEN THEIR BOEING CH-47 CHINOOK HELICOPTER CAME UNDER INTENSE ENEMY FIRE. THIS ATTACK CAUSED NAVY SEAL NEIL C. ROBERTS TO FALL FROM THE HELICOPTER, AND THE AIRCRAFT HAD TO MAKE AN EMERGENCY LANDING NEARLY 4.5 MILES AWAY FROM ROBERTS' LOCATION.

CHAPMAN'S SELFLESSNESS AND BRAVERY WERE EVIDENT AS HE PROVIDED VITAL DIRECTIONS TO ANOTHER HELICOPTER, GUIDING IT TO THEIR LANDING SITE. WITHOUT HESITATION, HE AND THE TEAM VOLUNTEERED TO EMBARK ON A PERILOUS MISSION TO RESCUE ROBERTS.



AS THEY RETURNED TO RETRIEVE ROBERTS, THEY FOUND THEMSELVES UNDER HEAVY FIRE FROM THREE DIFFERENT DIRECTIONS. UNDETERRED, CHAPMAN DISPLAYED EXCEPTIONAL VALOR BY CHARGING FORWARD, ENGAGING AND ELIMINATING TWO ENEMY COMBATANTS, ALL WHILE ADVANCING TOWARD A DEFENSIVE ENEMY POSITION WITH MINIMAL PERSONAL COVER. DESPITE SUSTAINING MULTIPLE WOUNDS, HIS FEARLESS ACTIONS PLAYED A PIVOTAL ROLE IN NEUTRALIZING THE FIRST ENEMY POSITION AND ADVANCING TO THE SECOND, ENABLING HIS TEAM TO REACH SAFETY AND BREAK ENEMY CONTACT.

JOHN CHAPMAN'S UNWAVERING COMMITMENT TO THE MISSION AND HIS EXTRAORDINARY ACTS OF HEROISM SAVED THE LIVES OF THE ENTIRE RESCUE TEAM, DEMONSTRATING HIS EXCEPTIONAL DEDICATION TO HIS FELLOW SOLDIERS AND HIS COUNTRY. FOR HIS OUTSTANDING BRAVERY, HE WAS INITIALLY AWARDED THE AIR FORCE CROSS, BECOMING THE FIRST AIR FORCE COMBAT CONTROLLER TO RECEIVE THIS HONOR. SUBSEQUENTLY, HIS AWARD WAS UPGRADED TO THE MEDAL OF HONOR, MAKING HIM THE FIRST AIRMAN TO RECEIVE THIS PRESTIGIOUS RECOGNITION SINCE THE VIETNAM WAR. HIS LEGACY SERVES AS AN ENDURING SYMBOL OF THE COURAGE AND SELFLESSNESS EXHIBITED BY THOSE WHO SERVE IN THE UNITED STATES MILITARY.

WHILE THIS IS ONE SPECIFIC EXAMPLE, IT EXEMPLIFIES THE BRAVERY AND HEROISM DISPLAYED BY AIR FORCE NONCOMMISSIONED OFFICERS THROUGHOUT HISTORY. MANY NCOS HAVE, AND WILL CONTINUE, TO SHOW EXCEPTIONAL COURAGE AND LEADERSHIP IN VARIOUS CHALLENGING SITUATIONS, CONTRIBUTING SIGNIFICANTLY TO THE SUCCESS OF THE AIR FORCE'S MISSIONS.”

NARRATOR 2: AT THIS TIME, WE WOULD LIKE TO ASK (INSERT HOSTS) TO PLEASE COME FORWARD TO RECOGNIZE OUR INDUCTEES.

PROFFER MOVES INTO PLACE

\*\*\*AT THIS TIME INDUCTEES AND THEIR ESCORTS WILL GET IN POSITION. WAIT UNTIL THEY ARE READY BEFORE PROCEEDING\*\*\*

NARRATOR 1: LADIES AND GENTLEMEN, PLEASE DIRECT YOUR ATTENTION TO THE MAIN ENTRANCE AND WELCOME OUR NEWEST NONCOMMISSIONED OFFICERS AND THEIR GUESTS. PLEASE FEEL FREE TO CHEER FOR YOUR MEMBERS AS THEY ARE ANNOUNCED.

NARRATOR 2: (NARRATOR WILL ANNOUNCE EACH INDUCTEE AND THEIR ESCORT)

EXAMPLE:

FROM THE (INSERT UNIT NAME), STAFF SERGEANT JANE DOE ACCOMPANIED BY HER SPOUSE JANE DOE.

(LEAD APPLAUSE)

NARRATOR 1/NARRATOR 2: (NARRATORS WILL ANNOUNCE EACH INDUCTEE)

INDUCTEES COME FORWARD AS THEY HEAR THEIR NAME

AS THE INDUCTEE MOVES IN PLACE, THEY WILL SIGN THEIR NCO INDUCTION CERTIFICATE ALONG WITH THE INSTALLATION COMMAND CHIEF

INDUCTEES WILL THEN BE PRESENTED WITH THEIR CERTIFICATE ALONG SIDE ESCORT, INSTALLATION COMMANDER, AND COMMAND CHIEF FOR PHOTO, BEFORE RENDERING SALUTE

INDUCTEES WILL RETURN TO THEIR SEATS AFTER RECEIVING THEIR MEMENTOS

\*\*\*WAIT UNTIL THE FINAL MEMBER REACHES THEIR SEAT BEFORE CONTINUING\*\*\*

NARRATOR 1: LADIES AND GENTLEMEN, LET'S GIVE ANOTHER ROUND OF APPLAUSE FOR OUR NEWEST NONCOMMISSIONED OFFICER INDUCTEES. (LEAD APPLAUSE)

(CONTINUE READING WHILE INDUCTEES GET INTO POSITION)

NARRATOR 2: TODAY, WE WELCOME THESE OUTSTANDING INDIVIDUALS INTO THE RANKS OF NONCOMMISSIONED OFFICERS, CONFIDENT IN THEIR ABILITY TO CONTINUE THE LEGACY OF EXCELLENCE AND MAKE SIGNIFICANT CONTRIBUTIONS TO OUR AIR FORCE.

NARRATOR 1: NONCOMMISSIONED OFFICER INDUCTEES, TODAY MARKS A CRITICAL MILESTONE IN YOUR CAREER AS AN ENLISTED AIRMAN, TODAY SIGNIFIES A TRANSITION IN YOUR ROLE AND RESPONSIBILITIES. YOU ARE THE "BACKBONE" OF THE UNITED STATES AIR

FORCE AND OUR ENLISTED FORCE, WHERE THE WORDS “WINGMAN, LEADER, WARRIOR” SHOULD BE EXEMPLIFIED IN YOUR DAILY ACTIONS TO INSPIRE ALL OTHERS TO FOLLOW.... INDUCTEES, POST!

NARRATOR 2: (INSERT NCO CHARGE REPRESENTATIVE) PLEASE COME FORWARD TO RECITE THE NONCOMMISSIONED OFFICER CHARGE TO OUR NEWEST MEMBERS.

THE INDUCTEES LINE UP ON THE STAGE AND (INSERT NCO CHARGE REPRESENTATIVE) STANDS IN FRONT FACING INDUCTEES.

READ ALOUD NONCOMMISSIONED OFFICER CHARGE

NARRATOR 1: THANK YOU (INSERT NCO CHARGE REPRESENTATIVE). LADIES AND GENTLEMEN, AT THIS TIME PLEASE JOIN ME IN WELCOMING OUR GUEST SPEAKER FOR TODAY’S EVENT, (INSERT GUEST SPEAKER).

(LEAD APPLAUSE)

NARRATOR 2: THANK YOU (INSERT GUEST SPEAKER) FOR YOUR WORDS OF WISDOM.

NARRATOR 1: LADIES AND GENTLEMEN PLEASE BE SEATED. (INSERT HOSTS), THE FLOOR IS YOURS

NARRATOR 2: THANK YOU (INSERT HOSTS).

NARRATOR 2: AS WE CONCLUDE TODAY’S CEREMONY, WE WOULD LIKE TO THANK ALL THE MEN AND WOMEN WHO HELPED MAKE TODAY’S EVENT POSSIBLE. THIS EVENING WOULD NOT BE POSSIBLE WITHOUT THE SUPPORT OF (INSERT SPONSORS AND ADVOCATES)

(LEAD APPLAUSE)

NARRATOR 1: AT THIS TIME, PLEASE STAND AND JOIN US IN THE AIRMAN’S CREED, FOLLOWED BY THE SINGING OF THE AIR FORCE SONG.

NARRATOR 2: LADIES AND GENTLEMEN, THIS CONCLUDES TONIGHT’S CEREMONY.

**Attachment 7****RECOMMENDED SNCO INDUCTION SCRIPT****Figure A7.1. Recommended SNCO Induction Script.**

NARRATOR 1: "LADIES AND GENTLEMEN, PLEASE FIND YOUR SEATS AS THE CEREMONY WILL BEGIN IN A FEW MOMENTS. AT THIS TIME, WE RESPECTFULLY ASK THAT ALL ELECTRONIC DEVICES BE MUTED OR TURNED OFF. THANK YOU."

NARRATOR 2: "LADIES AND GENTLEMEN, PLEASE STAND FOR THE ARRIVAL OF OUR OFFICIAL PARTY AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL ANTHEM, FOLLOWED BY THE INVOCATION LED BY (INSERT CHAPLAIN)."

\*\*\* HONOR GUARD WILL ENTER AND POST COLORS FOR NATIONAL ANTHEM\*\*\*

NARRATOR 1: "THANK YOU (INSERT CHAPLAIN). LADIES AND GENTLEMEN, PLEASE BE SEATED."

OPENING NARRATION

NARRATOR 2: GOOD EVENING AND WELCOME TO THE (INSERT INSTALLATION NAME) SENIOR NONCOMMISSIONED OFFICER INDUCTION CEREMONY. I AM (INSERT NARRATOR) FROM THE (INSERT SQUADRON) AND YOUR EMCEE FOR THIS EVENING.

OUR HOSTS FOR THIS EVENING ARE THE COMMANDER, (INSERT UNIT OF COMMAND), COLONEL JOHN SMITH, ACCOMPANIED BY HIS WIFE, MRS. JOHN SMITH AND THE COMMAND CHIEF, (INSERT UNIT OF RESPONSIBILITY) CHIEF MASTER SERGEANT JANE DOE, ACCOMPANIED BY HER HUSBAND, MR. JANE DOE.

(LEAD APPLAUSE)

WE ALSO WANT TO RECOGNIZE AND WELCOME THE FAMILY MEMBERS OF OUR PROMOTEES WHO ARE IN ATTENDANCE TONIGHT. WITHOUT YOUR SACRIFICE AND DEVOTION, THIS ACCOMPLISHMENT WOULD NOT BE POSSIBLE.

(LEAD APPLAUSE)



NARRATOR 1: LADIES AND GENTLEMEN, TODAY MARKS A MOMENTOUS OCCASION AS WE GATHER HERE TO FORMALLY ACKNOWLEDGE AND INDUCT OUR NEWEST MEMBERS INTO THE ESTEEMED SENIOR NONCOMMISSIONED OFFICER CORPS. THIS CEREMONY IS A TESTAMENT TO THEIR DEDICATION, HARD WORK, AND UNWAVERING COMMITMENT TO SERVING OUR NATION AND THE UNITED STATES AIR FORCE.

THIS CEREMONY ALSO SERVES TO HONOR THE MEMORY OF THOSE MEN AND WOMEN OF THE SNCO CORPS WHO HAVE SERVED WITH PRIDE AND DISTINCTION. TODAY, WE REMEMBER ONE OF OUR OWN, ONE WHOSE COURAGE SHOULD NOT GO UNREMEMBERED:

NARRATOR 1: (INSERT STORY OF SNCO ACT OF VALOR OR HEROISM)

EXAMPLE:

“CHIEF MASTER SERGEANT RICHARD L. ETCHBERGER WAS A HIGHLY DECORATED AIR FORCE SNCO WHO POSTHUMOUSLY RECEIVED THE MEDAL OF HONOR FOR HIS HEROIC ACTIONS DURING THE VIETNAM WAR. IN MARCH 1968, CHIEF ETCHBERGER WAS SERVING AS A RADAR TECHNICIAN AT A TOP-SECRET RADAR SITE ON LIMA SITE 85 IN LAOS. THE SITE CAME UNDER HEAVY ENEMY ATTACK, AND CHIEF ETCHBERGER, DESPITE NOT BEING TRAINED FOR COMBAT, TOOK CHARGE OF THE SITUATION.

HE DIRECTED AIR STRIKES TO REPEL THE ENEMY AND HELPED EVACUATE WOUNDED COMRADES. WHEN THE EVACUATION HELICOPTER ARRIVED, HE LOADED WOUNDED MEN, INCLUDING THREE WHO WERE SEVERELY INJURED, BEFORE BEING FATALLY WOUNDED HIMSELF. CHIEF ETCHBERGER'S COURAGE UNDER FIRE AND HIS DETERMINATION TO SAVE THE LIVES OF HIS FELLOW AIRMEN WERE EXTRAORDINARY.

HIS ACTIONS REMAINED CLASSIFIED FOR MANY YEARS DUE TO THE COVERT NATURE OF THE MISSION. IN 2010, PRESIDENT BARACK OBAMA POSTHUMOUSLY AWARDED CHIEF MASTER SERGEANT RICHARD L. ETCHBERGER THE MEDAL OF HONOR FOR HIS GALLANTRY AND VALOR, RECOGNIZING HIS BRAVERY AND SACRIFICE IN THE LINE OF DUTY.

WHILE THIS IS ONE SPECIFIC EXAMPLE, IT EXEMPLIFIES THE BRAVERY AND HEROISM DISPLAYED BY AIR FORCE SENIOR NONCOMMISSIONED OFFICERS THROUGHOUT HISTORY.

MANY SNCOS HAVE, AND WILL CONTINUE, TO SHOW EXCEPTIONAL COURAGE AND LEADERSHIP IN VARIOUS CHALLENGING SITUATIONS, CONTRIBUTING SIGNIFICANTLY TO THE SUCCESS OF THE AIR FORCE'S MISSIONS.”

THE ROLE OF A SENIOR NONCOMMISSIONED OFFICER STANDS AS THE PINNACLE OF OUR AIR FORCE CORE VALUES, EMBODYING INTEGRITY FIRST, SERVICE BEFORE SELF, AND EXCELLENCE IN ALL WE DO. IT IS A ROLE THAT CARRIES IMMENSE RESPONSIBILITY AND HONOR.

THE SENIOR NONCOMMISSIONED OFFICER REPRESENTS THE EPITOME OF LEADERSHIP, PROFESSIONALISM, AND DEDICATION. THEY SET THE HIGHEST STANDARDS FOR THEMSELVES AND THEIR PEERS, INSPIRING OTHERS THROUGH THEIR ACTIONS AND UNWAVERING COMMITMENT TO OUR AIR FORCE, OUR NATION, AND OUR MISSION TO FLY, FIGHT, AND WIN.

NARRATOR 2: AT THIS TIME, WE ASK THAT YOU PLEASE DIRECT YOUR ATTENTION TO THE MAIN ENTRANCE AND WELCOME OUR NEWEST SENIOR NONCOMMISSIONED OFFICERS AND THEIR GUESTS, AS THEY ARE HONORED BY THE SWORD TEAM. PLEASE FEEL FREE TO CHEER FOR YOUR MEMBERS AS THEY ARE ANNOUNCED.

\*\*\*AT THIS TIME INDUCTEES AND THEIR ESCORTS WILL GET IN POSITION AND THE SWORD ARCH TEAM WILL POST. WAIT UNTIL THEY ARE READY BEFORE PROCEEDING\*\*\*

NARRATOR 1: (NARRATOR WILL ANNOUNCE EACH INDUCTEE AND THEIR ESCORT)

EXAMPLE:

FROM THE (INSERT UNIT NAME), MASTER SERGEANT JANE DOE ACCOMPANIED BY HER SPOUSE JANE DOE.

(LEAD APPLAUSE)

\*\*\*WAIT UNTIL THE FINAL MEMBER REACHES THEIR SEAT BEFORE CONTINUING\*\*\*

NARRATOR 1: LADIES AND GENTLEMEN, LET’S GIVE ANOTHER ROUND OF APPLAUSE FOR OUR NEWEST SENIOR NONCOMMISSIONED OFFICER PROMOTEES. (LEAD APPLAUSE)

\*\*\*WAIT FOR SWORD TEAM TO EXIT BEFORE CONTINUING\*\*\*

NARRATOR 2: TODAY, WE WELCOME THESE OUTSTANDING INDIVIDUALS INTO THE RANKS OF SENIOR NONCOMMISSIONED OFFICERS, CONFIDENT IN THEIR ABILITY TO CONTINUE THE LEGACY OF EXCELLENCE AND MAKE SIGNIFICANT CONTRIBUTIONS TO OUR AIR FORCE.

NARRATOR 2: AT THIS TIME, WE INVITE YOU TO SIT BACK, RELAX, AND ENJOY THE DELICIOUS MEAL PREPARED BY THE CLUB STAFF.

(ABOUT 30-40 MINUTES OR WHEN THE HEAD TABLE LOOKS LIKE THEY'LL BE FINISHING UP, MAKE THE "INTERMISSION STATEMENT")

NARRATOR 1: LADIES AND GENTLEMEN, PLEASE CONTINUE TO ENJOY YOUR MEAL. WE WILL NOW TAKE A 10 MINUTE INTERMISSION. PLEASE HELP YOURSELF TO COFFEE AND DESSERTS.

(ABOUT 10 MINUTES OR WHEN THE HEAD TABLE IS FULLY SEATED)

NARRATOR 2: LADIES AND GENTLEMEN PLEASE RETURN TO YOUR SEATS; THE PROGRAM WILL RESUME MOMENTARILY.

NARRATOR 1: LADIES AND GENTLEMEN, AT THIS TIME PLEASE JOIN ME IN

WELCOMING OUR GUEST SPEAKER FOR TONIGHT'S EVENT, (INSERT GUEST SPEAKER).

(LEAD APPLAUSE)

NARRATOR 2: THANK YOU (INSERT GUEST SPEAKER) FOR YOUR WORDS OF WISDOM.

NARRATOR 1: SENIOR NONCOMMISSIONED OFFICER INDUCTEES, TONIGHT YOU ARE ENTERING THE "HIGHEST TIER" OF OUR ENLISTED FORCE STRUCTURE, WHERE THE WORDS "WINGMAN, LEADER, WARRIOR" SHOULD BE EXEMPLIFIED IN YOUR DAILY ACTIONS TO INSPIRE ALL OTHERS TO FOLLOW... INDUCTEES, POST!

(CONTINUE READING WHILE INDUCTEES GET INTO POSITION)

NARRATOR 2: IN THE UNITED STATES AIR FORCE, A MASTER SERGEANT JOINS AN ELITE GROUP. SERGEANT IS AN ANCIENT AND HONORABLE TERM THAT DENOTES A PERSON POSSESSING SPECIAL SKILLS, TRUST, AND INTEGRITY. YOU ARE NOW A MASTER SERGEANT. THIS MEANS YOU HAVE MASTERED THE TECHNIQUES AND ABILITIES REQUIRED OF A NONCOMMISSIONED OFFICER AND HAVE EARNED PROMOTION TO THE SENIOR NONCOMMISSIONED OFFICER CORPS. AS YOU PROGRESS TO SENIOR MASTER SERGEANT AND CHIEF MASTER SERGEANT, YOUR TITLE WILL CHANGE, BUT YOUR DESIGNATION AS A SENIOR NONCOMMISSIONED OFFICER WILL NOT.

NARRATOR 1: AS THE AIR FORCE'S NEWEST SENIOR NONCOMMISSIONED OFFICERS, YOU MUST TAKE YOUR ROLE IN ACHIEVING THE CURRENT AND FUTURE AIR FORCE VISION WITH ENERGY AND STRENGTH LIKE NONE BEFORE. MORE WILL BE EXPECTED AND DEMANDED OF YOU. YOU HAVE NOT MERELY BEEN PROMOTED ONE PAY GRADE. INSTEAD, YOU HAVE JOINED AN ELITE GROUP AND YOU HAVE A RESPONSIBILITY TO OTHER MEMBERS, JUST AS THEY HAVE A RESPONSIBILITY TO YOU. THE EXAMPLE YOU SET WILL BE WITNESSED BY THE AIRMEN YOU ARE CHARGED TO LEAD. YOU ARE

ENCOURAGED TO MENTOR AND PREPARE AIRMEN TO MAKE THEIR OWN MARK.

NARRATOR 2: AT THIS TIME, WE WOULD LIKE TO ASK (INSERT HOSTS) TO PLEASE COME FORWARD TO RECOGNIZE OUR INDUCTEES.

PROFFER MOVES INTO PLACE

NARRATOR 1/NARRATOR 2: (NARRATORS WILL ANNOUNCE EACH INDUCTEE)

INDUCTEES COME FORWARD AS THEY HEAR THEIR NAME

AS THE INDUCTEE MOVES IN PLACE, THEY WILL SIGN THEIR SNCO INDUCTION CERTIFICATE ALONG WITH THE INSTALLATION COMMAND CHIEF

INDUCTEES WILL THEN BE PRESENTED WITH THEIR CERTIFICATE ALONG SIDE ESCORT, INSTALLATION COMMANDER, AND COMMAND CHIEF FOR PHOTO, BEFORE RENDERING SALUTE



INDUCTEES WILL RETURN TO THEIR SEATS AFTER RECEIVING THEIR MEMENTOS

EXAMPLE:

FROM THE 97TH SECURITY FORCES SQUADRON, MASTER SERGEANT JANE DOE.

(INDUCTEE SIGNS SNCO INDUCTION CERTIFICATE, PAUSES FOR PHOTO, RENDERS SALUTE, AND RETURNS TO THEIR SEAT)

(LEAD APPLAUSE)

NARRATOR 1: LADIES AND GENTLEMEN, PLEASE JOIN ME IN ONE LAST ROUND OF APPLAUSE FOR OUR NEWEST MEMBERS OF OUR SENIOR NONCOMMISSIONED OFFICER TIER. (LEAD APPLAUSE)

NARRATOR 2: IN THE UNITED STATES AIR FORCE, A MASTER SERGEANT JOINS AN ELITE GROUP. THE TERM "SERGEANT" IS AN ANCIENT, HONORABLE ONE THAT DENOTES A PERSON POSSESSING SPECIAL SKILLS, TRUST, AND INTEGRITY. ALL OF YOU ARE NOW MASTER SERGEANTS, WHICH MEANS YOU HAVE MASTERED THE TECHNIQUES AND ABILITIES REQUIRED OF NONCOMMISSIONED OFFICERS. AS YOU PROGRESS TO SENIOR MASTER SERGEANT AND CHIEF MASTER SERGEANT, YOUR TITLE WILL CHANGE, BUT NOT THE DESIGNATION AS A SENIOR NON-COMMISSIONED OFFICER. YOU ARE AFFORDED PRIVILEGES NOT AWARDED TO OTHERS, AND YOU HAVE FREELY ACCEPTED RESPONSIBILITY BEYOND THE CALL OF NORMAL DUTY. YOU HAVE, BY YOUR ACTIONS AND PERFORMANCE, EARNED THE RESPECT OF YOUR SENIORS AND JUNIORS. AS MASTER SERGEANTS, YOUR ENTIRE WAY OF LIFE WILL CHANGE. MORE WILL BE EXPECTED OF YOU; MORE WILL BE DEMANDED OF YOU—NOT BECAUSE YOU ARE A MASTER SERGEANT, BUT BECAUSE YOU ARE NOW A SENIOR NCO. YOU HAVE NOT MERELY BEEN PROMOTED ONE PAY GRADE; YOU HAVE JOINED AN EXCLUSIVE GROUP—A GROUP DEDICATED TO TAKING CARE OF THOSE WHO FOLLOW IN THEIR FOOTSTEPS. AS A MEMBER OF THIS GROUP, YOU HAVE A RESPONSIBILITY TO YOUR FELLOW SENIOR NCO'S EVEN AS THEY HAVE A RESPONSIBILITY TO YOU.

NARRATOR 1: (INSERT SNCO CHARGE REPRESENTATIVE), PLEASE COME FORWARD TO RECITE THE SENIOR NONCOMMISSIONED OFFICER CHARGE TO OUR NEWEST MEMBERS.

THE INDUCTEES LINE UP ON THE STAGE AND (INSERT SNCO CHARGE REPRESENTATIVE) STANDS IN FRONT FACING INDUCTEES.

READ ALOUD SENIOR NONCOMMISSIONED OFFICER CHARGE

NARRATOR 2: THANK YOU (INSERT SNCO CHARGE REPRESENTATIVE). LADIES AND GENTLEMEN PLEASE BE SEATED. (INSERT HOSTS), THE FLOOR IS YOURS

NARRATOR 1: THANK YOU (INSERT HOSTS).

(INDUCTEES ASSEMBLE TO THE FRONT AS NARRATOR READS NEXT STATEMENT)

NARRATOR 2: AS WE CONCLUDE TONIGHT'S CEREMONY, WE WOULD LIKE TO THANK ALL THE MEN AND WOMEN WHO HELPED MAKE TONIGHT'S EVENT POSSIBLE. THIS EVENING WOULD NOT BE POSSIBLE WITHOUT THE SUPPORT OF (INSERT SPONSORS AND ADVOCATES)

(LEAD APPLAUSE)

NARRATOR 1: AT THIS TIME, PLEASE STAND AND JOIN US IN THE AIRMAN'S CREED, FOLLOWED BY THE SINGING OF THE AIR FORCE SONG.

NARRATOR 2: LADIES AND GENTLEMEN, THIS CONCLUDES TONIGHT'S CEREMONY.

## Attachment 8

## RECOMMENDED SEL CHANGE OF RESPONSIBILITY SCRIPT

Figure A8.1. Recommended SEL Change of Responsibility Script.

NARRATOR: LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN SHORTLY. PLEASE TAKE YOUR SEATS.

HHMM/ON PROTOCOL CUE

NARRATOR: GOOD MORNING/AFTERNOON, LADIES AND GENTLEMEN. WELCOME TO TODAY'S CEREMONY.

TODAY, THE COMMANDER, UNIT, RANK NAME, WILL PRESIDE OVER THE MOMENTOUS OCCASION OF THE TRANSFER OF COMMAND CHIEF/SENIOR ENLISTED LEADER RESPONSIBILITY FROM RANK NAME TO RANK NAME.

THE CHANGE OF RESPONSIBILITY CEREMONY IS STEEPED IN MILITARY TRADITION AND SERVES THE FUNCTION OF RENDERING HONORS TO THE DEPARTING SENIOR ENLISTED LEADER AND PROVIDING OFFICIAL RECOGNITION OF THE TRANSFER OF RESPONSIBILITY TO THE INCOMING SENIOR ENLISTED LEADER. THE CEREMONY REINFORCES THE NONCOMMISSIONED OFFICERS AUTHORITY IN THE AIR FORCE AND HIGHLIGHTS THEIR SUPPORT TO THE CHAIN OF COMMAND.

WE APPRECIATE EACH OF YOU JOINING US TODAY TO WITNESS THE UNIT'S NAME, COMMAND CHIEF/SENIOR ENLISTED LEADER CHANGE OF RESPONSIBILITY CEREMONY!

*LEAD APPLAUSE*

NARRATOR: WE WOULD LIKE TO EXTEND A SINCERE WELCOME TO THE FAMILY MEMBERS JOINING US TODAY AS WELL AS OTHER DISTINGUISHED GUESTS. PLEASE HOLD YOUR APPLAUSE UNTIL ALL GUESTS HAVE BEEN RECOGNIZED:

AND WELCOME TO ALL OTHER COMMANDERS, CHIEFS, FIRST SERGEANTS, COMMUNITY LEADERS, FAMILY AND GUESTS WHO HAVE JOINED US TODAY.

*NARRATOR LEADS APPLAUSE*

NARRATOR: LADIES AND GENTLEMEN, PLEASE STAND FOR THE ARRIVAL OF THE OFFICIAL PARTY (AND THE RENDERING OF CEREMONIAL HONORS).

PLEASE REMAIN STANDING FOR THE SINGING OF THE NATIONAL ANTHEM BY RANK NAME AND THE INVOCATION BY CHAPLAIN NAME.

*OFFICIAL PARTY ENTERS*

*OFFICIAL PARTY MOVES TO SEATS IN FRONT OF THEIR RESPECTIVE CHAIRS AND REMAIN STANDING. (ORDER: COMMANDER, OUTGOING SEL, INCOMING SEL)*

*RUFFLES AND FLOURISHES PLAYS (AS REQUIRED)*

PRESIDING OFFICIAL: "PRESENT THE COLORS"

*HONOR GUARD PRESENTS THE COLORS*

*NATIONAL ANTHEM SUNG*

*FOLLOWING ANTHEM, CHAPLAIN MOVES FORWARD/GIVES INVOCATION*

NARRATOR: THANK YOU RANK NAME AND CHAPLAIN NAME. LADIES AND GENTLEMEN, PLEASE BE SEATED. (PAUSE)

NARRATOR: THE UNITED STATES UNIT NAME IS RESPONSIBLE FOR (UNIT HISTORY 2-5 LINES)

NARRATOR: IT IS MY PLEASURE TO INTRODUCE THE PRESIDING OFFICER OF TODAY'S CEREMONY, RANK NAME.

*PRESIDING OFFICIAL MOVES TO THE PODIUM AND MAKES REMARKS*

*AFTER REMARKS, RETURNS TO HIS SEAT*

NARRATOR: THANK YOU, RANK NAME.

NARRATOR: IT IS MY PLEASURE TO INTRODUCE THE OUTGOING COMMAND CHIEF/SENIOR ENLISTED LEADER, UNIT NAME, RANK NAME

*SENIOR ENLISTED LEADER MOVES TO THE PODIUM AND PROVIDES REMARKS*

*AFTER REMARKS, SEL RETURNS TO SEAT*

NARRATOR: (OPTIONAL WORDS) WE WOULD LIKE TO THANK RANK NAME AFTER HAVING SERVED AS OUR SENIOR ENLISTED LEADER FOR THE PAST # YEARS. AND A VERY SPECIAL THANK YOU TO RANK NAME'S SPOUSE, NAME AS A THANK YOU FOR YOUR DEVOTION, DEDICATION AND TIRELESS EFFORTS TO (UNIT).

*LEAD APPLAUSE*

NARRATOR: THE CHANGE OF RESPONSIBILITY CEREMONY IS A TRADITIONAL EVENT RICH WITH SYMBOLISM AND HERITAGE. THE KEY TO THE CEREMONY IS THE PASSING OF THE COMMAND'S COLORS. THE VERY SOUL OF A MILITARY UNIT IS SYMBOLIZED IN THE COLORS UNDER WHICH IT FIGHTS, FOR THEY REPRESENT NOT ONLY THE LINEAGE AND HONORS OF THE ORGANIZATION, BUT ALSO THE LOYALTY AND UNITY OF ITS PERSONNEL. THE CUSTODIAN OF THE COLORS IS THE COMMAND CHIEF/SENIOR ENLISTED LEADER OF THE UNIT.

NARRATOR: LADIES AND GENTLEMEN, PLEASE STAND FOR THE CHANGE OF RESPONSIBILITY CEREMONY. AT THIS TIME, YOU WILL WITNESS OUR FIRST SERGEANT, RANK NAME RETRIEVE THE UNIT COLORS.

*FIRST SERGEANT MOVES INTO POSITION AND RETRIEVES THE UNIT COLORS*

*COMMANDER, OUTGOING CMSGT/SEL AND INCOMING CMSGT/SEL MOVE CENTER STAGE*

*FIRST SERGEANT PASSES THE COLORS TO OUTGOING CHIEF/SEL (LEFT HAND ABOVE RIGHT HAND)*

NARRATOR: OUR FIRST SERGEANT, RANK NAME, PASSES THE COLORS TO RANK NAME IN FINAL DEFERENCE TO HIS AUTHORITY AND LEADERSHIP.

RANK NAME PASSES THE COLORS TO RANK NAME SIGNIFYING THE RELINQUISHING OF HIS DUTIES AND GRATITUDE FOR THE OPPORTUNITY TO CARE FOR ALL AIRMEN AND THEIR FAMILIES, ASSIGNED TO THE UNIT'S NAME.

RANK NAME IS HEREBY RELIEVED OF HIS DUTIES AND  
THE PASSING OF THE COLORS SYMBOLIZES THE TRANSFER OF RESPONSIBILITY

AND AUTHORITY FROM RANK NAME TO RANK NAME.

RESPONSIBILITIES AS SENIOR ENLISTED LEADER TO THE UNIT, BASE, MAJCOM, UNITED STATES AIR FORCE; EFFECTIVE DD MON YYYY, SIGNED RANK NAME, COMMANDER.

*CHIEF/SEL PASSES THE COLORS TO PRESIDING OFFICIAL (COMMANDER RIGHT HAND ABOVE LEFT HAND)*

*PRESIDING OFFICIAL PASSES FLAG TO FIRST SERGEANT*

OUTGOING CHIEF/SEL (SALUTES COMMANDER): SIR/MA'AM, I RELINQUISH RESPONSIBILITY.

*COMMANDER RETURNS SALUTE.*

*OUTGOING CHIEF/SEL TAKES ONE STEP RIGHT, TWO STEPS BACK TO FALL IN LINE*

*INCOMING CHIEF/SEL MOVES FORWARD INTO CHIEF/SEL SPOT*

*PRESIDING OFFICIAL TAKES FLAG FROM FIRST SERGEANT AND PASSES FLAG TO INCOMING CHIEF/SEL.*

NARRATOR: THE COMMANDER PASSES THE UNIT COLORS TO RANK NAME, DELEGATING AUTHORITY AND ENTRUSTING HIM WITH THE RESPONSIBILITY AND CARE OF THE COMMAND/WING/SQUADRON NAME.

RANK NAME HEREBY ASSUMES THE DUTIES AS SENIOR ENLISTED LEADER TO THE UNIT, BASE, MAJCOM, UNITED STATES AIR FORCE; EFFECTIVE DD MON YYYY, SIGNED RANK NAME, COMMANDER.

*CMSGT/SEL TAKES FLAG AND PASSES TO FIRST SERGEANT.*

SEL (SALUTES COMMANDER): SIR/MA'AM, I ACCEPT RESPONSIBILITY.

*COMMANDER RETURNS SALUTE.*

NARRATOR: RANK NAME PASSES THE UNIT COLORS BACK TO OUR FIRST SERGEANT, SYMBOLIZING HIS DEDICATION TO THE COMMAND/WING/UNIT AND ACCEPTS THE CHARGE OF ENSURING THE READINESS, TRAINING, HEALTH, MORALE, WELFARE, AND QUALITY OF LIFE FOR EACH MEMBER OF THE UNIT AND THE CONTINUITY OF THE NONCOMMISSIONED OFFICER SUPPORT TO THE CHAIN OF COMMAND.

*OFFICIAL PARTY FRONT FACE*

*NARRATOR LEAD APPLAUSE*

NARRATOR: LADIES AND GENTLEMEN, IT IS MY PLEASURE TO WELCOME RANK NAME, COMMAND CHIEF/SENIOR ENLISTED LEADER, UNIT NAME

*LEAD APPLAUSE*

*PRESIDING OFFICIAL RETURNS TO ORIGINAL SEAT*

*OUTGOING CMSGT/SEL RETURNS TO SEAT PREVIOUSLY OCCUPIED BY INCOMING CMSGT/SEL*

*RANK NAME MOVES TO PODIUM/MAKES REMARKS*

NARRATOR: THANK YOU, RANK NAME. WE LOOK FORWARD TO YOUR LEADERSHIP OF THE MEN AND WOMEN OF UNIT NAME.

*LEAD APPLAUSE*

*INCOMING CMSGT/SEL MOVES TO SEAT PREVIOUSLY OCCUPIED BY OUTGOING CMSGT/SEL*

NARRATOR: AT THIS TIME, WE WOULD LIKE TO WELCOME YOUR FAMILY, NAME, NAME, AND NAME. WE ARE EXCITED TO WELCOME THEM TO THE UNIT FAMILY.

*LEAD APPLAUSE*

NARRATOR: LADIES AND GENTLEMEN, PLEASE STAND FOR THE PLAYING OF THE AIR FORCE SONG AND THE DEPARTURE OF THE OFFICIAL PARTY.

*OFFICIAL PARTY MOVES CENTER STAGE*

*AIR FORCE SONG PLAYED*

*OFFICIAL PARTY DEPARTS UP CENTER AISLE TO BACK OF AIR PARK AFTER FIRST VERSE OF AF SONG*

NARRATOR: LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CHANGE OF RESPONSIBILITY CEREMONY. PLEASE JOIN US AT *(LOCATION)* FOR LIGHT REFRESHMENTS ON BEHALF OF THE *(UNIT NAME)* COMMAND TEAM. THANK YOU FOR ATTENDING.