

Attachment 2

NCO & SNCO INDUCTION CERTIFICATE EXAMPLES

Figure A2.1. Example NCO Induction Certificate.



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.