



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

Canc: Aug 04

IN REPLY REFER TO
BUMEDNOTE 5060
BUMED-00
15 Jul 2004

BUMED NOTICE 5060

From: Chief, Bureau of Medicine and Surgery

Subj: CHANGE OF OFFICE CEREMONY FOR VADM MICHAEL L. COWAN,
MC, USN, AND RADM DONALD C. ARTHUR, MC, USN, SURGEON
GENERAL/CHIEF, BUREAU OF MEDICINE AND SURGERY

Encl: (1) General Sequence of Events
(2) Uniforms
(3) Rehearsal Schedule
(4) Facility Diagram, Building 70, WNY
(5) Transportation Plan

1. Purpose. To publish information and detailed instructions of the conduct of the subject ceremony.

2. Information. On 4 August 2004, VADM Michael L. Cowan, MC, USN will retire from Naval service and be relieved by RADM Donald C. Arthur, MC, USN as the Surgeon General of the Navy and Chief, Bureau of Medicine and Surgery. The following are details concerning the change of office and retirement ceremony:

- a. Location: Building 70, Washington Navy Yard (WNY).
- b. Date and Time: 4 August 2004 at 1300
- c. Organization of Ceremony: Ceremony events will be managed by the Surgeon General's Retirement Committee.
- d. Sequence of Events: In accordance with enclosure (1).
- e. Uniforms: In accordance with enclosure (2).
- f. Rehearsal Schedule: In accordance with enclosure (3).
- g. Facility Diagram: In accordance with enclosure (4).
- h. Transportation Plan: Members of the official Party, immediate family, and guests will be shuttled to and from the ceremony in accordance with enclosure (5).

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3. Assignments. The following personnel assignments are directed:

- a. Ceremony Coordinator: CAPT Elizabeth Nolan, MSC, USN
- b. Master of Ceremonies: CAPT Mike Mittelman, MSC, USN
- c. Honors:

(1) Admiral Vernon Clark, Chief of Naval Operations, will receive 4 Ruffles and Flourishes, upon his arrival, followed by the Admiral's March.

(2) After hauling down and breaking of the Surgeon General's personal flag, 3 Ruffles and Flourishes followed by the Admiral's March.

- d. Protocol

(1) Military personnel not directly involved in the ceremony will remain covered at all times.

(2) Guests shall rise with military personnel and remain at attention during the rendering of Colors, The National Anthem, Ruffles and Flourishes, and the Admiral's March. Guests will also rise during any formal award presentations.

e. The Commanding Officer, Enlisted Staff, Bureau of Medicine and Surgery will provide working parties and personnel to assist as requested by ceremony coordinator.

- f. Official Party

ADM Vernon Clark, USN (Senior Official Presiding)
VADM Michael L. Cowan, MC, USN
RADM Donald C. Arthur, MC, USN
RADM Jan C. Gaudio, USN (Commandant, NDW and Host)
CAPT Lorenzo C. York, CHC, USN

g. The Officer-in-Charge/Leader, Navy Band, is requested to provide a 24 piece ceremonial band and a 4-5 piece ensemble for the reception.

h. The NDW coordinator for Bldg 70 will arrange for the following:

- (1) Two lecterns with microphones and sound system.
- (2) Dais with 5 high-backed (VIP) chairs (no arms).
- (3) 150 (VIP) designated chairs.
- (4) 450 general seating chairs.
- (5) 25 chairs for band.

i. The Committee Transportation Officer will arrange for two sedans (one each for VADM Cowan & RADM Arthur); CNO & NDW will have their own driver & sedan; two 16 passenger vans, and three 47 passenger busses for transportation IAW enclosure (5).

4. Action

a. Ceremony Coordinator

- (1) Ensure all planning and execution objectives for the ceremony are established and met.
- (2) Ensure Official Party and key participants are provided advanced copy of sequence of events.
- (3) Ensure the Color Guard Detail, Band, Sideboys, Ushers, and Escorts are properly trained and ready to support the ceremony.
- (4) Coordinate attendance for all scheduled rehearsals and the actual ceremony.
- (5) Assist the newly appointed Surgeon General and Master of Ceremonies in all matters pertaining to the ceremony.
- (6) Coordinate with SG & PSG EA/Aide as required to facilitate any personal/unique requests.
- (7) Coordinate a briefing schedule for the SG, PSG, and NDW concerning details of the ceremony.
- (8) Coordinate contractual agreement with the Washington Navy Yard, Bldg 70 for all audio/visual, reception and overall facility setup to accommodate desired sequence of events.

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5. Coordinating Instructions

a. Assembly of personnel for all rehearsals and the actual retirement ceremony will be IAW enclosure (4).

b. The Committee Chairman is directed to remain in close contact with the Master of Ceremonies on matters relating to the ceremony.



M. H. MITTELMAN

By direction

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GENERAL SEQUENCE OF EVENTS

1230-1250	Guests will arrive and take seats
1240	Band begins Prelude musical selections
1245	Official Party Spouses arrive from Visiting Flag Quarters (VFQ)
1250	VIPs take seats
1300	Official Party Arrives
1355	Retire Colors
1358	VADM & Mrs. Cowan Piped Ashore
1359	Departure of Official Party
1400-1500	Reception in Navy Museum

Enclosure (1)

UNIFORM

1. Ceremony Participants:

Navy: Full Dress White (with White Gloves)

E-7 and Above: "Choker" White with Large Medals
and Ribbons (Official Party will
carry swords, sideboys will not).

E-6 and Below: Service Dress White with Large
Medals and Ribbons

Other Services: Equivalent Uniform

2. Ceremony Support Personnel (Ushers and Escorts):

Full Dress White with Large Medals and gloves (no swords)

3. Military Guests:

Appropriate Uniform of the Day

4. Civilian Guests:

Appropriate Civilian Attire

REHEARSAL SCHEDULE

1. Rehearsal for the Retirement Ceremony will take place on the following date and time at Bldg 70, WNY:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
3 Aug	1300-1500	BLDG 70 WNY

2. Personnel to attend rehearsal

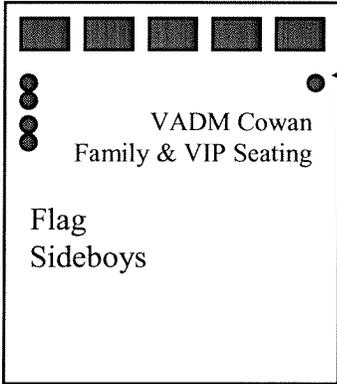
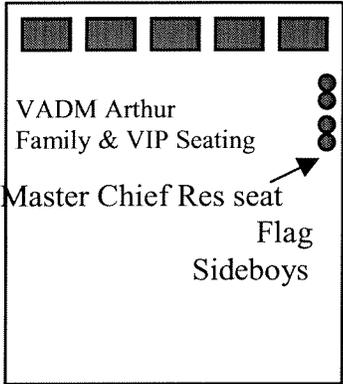
- a. All ceremony committee members
- b. Master of Ceremonies
- c. Personal Flag Presenter (Force Master Chief)
- d. All Sideboys
- e. All Ushers & Escorts
- f. Boatswain's Mate & Bell Ringer
- g. Band Representative
- h. Color Guard Leader
- i. NDW Ceremonial Plans
- j. NDW Flag Aide
- k. NDW Public Works Representative

FACILITY DIAGRAM
BUILDING 70
WASHINGTON NAVY YARD

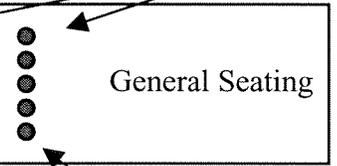
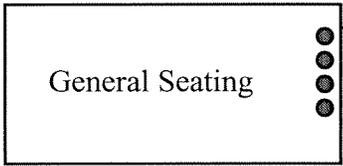
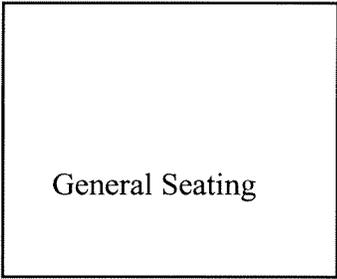
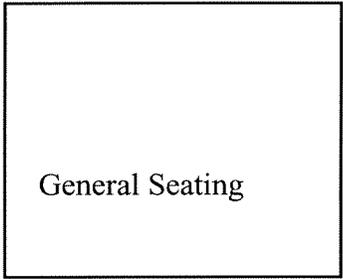
Bell
Ringer

MC

DAIS



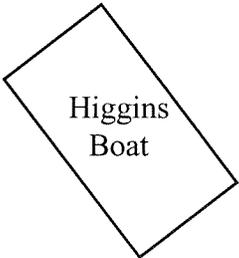
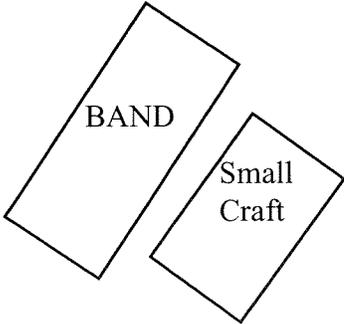
LCDR Plummer
Res Seat



ENS Sideboys

FLAG
Sideboys

Bos'n



Official Party enters from here

TRANSPORTATION PLAN

SEDAN

Sedan 1 - VADM and Mrs. Cowan from BUMED to VFQ
Mrs. Cowan and Mrs. Clark from VFQ to Bldg. 70
VADM Cowan and LCDR Plummer from VFQ to Bldg. 70
VADM and Mrs. Cowan (+ aide) from Navy Museum to
BUMED

Sedan 2 - VADM and Mrs. Arthur from BUMED to VFQ
Mrs. Arthur and Mrs. Gaudio from VFQ to Bldg. 70
VADM Arthur and CDR Malone from VFQ to Bldg. 70
VADM and Mrs. Arthur (+ aide) from Navy Museum
to BUMED

Note: CNO & NDW will be driven from VFQ to Bldg. 70 and return
in their own sedans.

BUS

Bus Routes - Departing from BUMED and Anacostia.
See the Web site for updates to the Transportation Schedule:
<http://nmo-dev.med.navy.mil/external/retirementceremony/direction.asp>

VAN

Van 1 - Cowan Van Departs Bethesda Holiday Inn at 1200
Departs Navy Museum at 1500-1530 (TBD)

Van 2 - Arthur Van Departs Residence at 1200
Departs Navy Museum at 1500-1530 (TBD)

REVISED by CDR Sawyer e-mail on 7/28/2004

TRANSPORTATION PLAN

SEDAN

Sedan 1 - VADM and Mrs. Cowan from BUMED to VFQ
Mrs. Cowan and Mrs. Clark from VFQ to Bldg. 70
VADM Cowan and LCDR Plummer from VFQ to Bldg. 70
VADM and Mrs. Cowan (+ aide) from Navy Museum to
BUMED

Sedan 2 - RADM and Mrs. Arthur from BUMED to VFQ
Mrs. Arthur and Mrs. Gaudio from VFQ to Bldg. 70
RADM Arthur and CDR Malone from VFQ to Bldg. 70
RADM and Mrs. Arthur (+ aide) from Navy Museum
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VAN

Van 1 - Support Personnel Van will depart BUMED at 1130 from in
front of Bldg. 2.