



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
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<http://www.usuhs.mil>



AUG 3 0 2011

MEMORANDUM FOR ALL ENLISTED PERSONNEL

SUBJECT: Brigade Ceremonies Policy

Enclosure: (1) Service-specific Birthday Celebration Memorandum

1. PURPOSE. To establish Uniformed Services University of the Health Sciences (USU) Brigade policy and procedures for the coordination of all Service-specific birthday celebrations.

2. APPLICABILITY. This policy applies to all enlisted personnel assigned to USU Brigade.

3. BACKGROUND. Each year we celebrate the birthdays of our Services through ceremonies, visual presentations and cake cutting. Service members must prepare with all the proper resources and inform the chain of command of their intent, so that we can continue to exude the pride and professionalism each of our Services deserves.

4. POLICY. All guidance provided in this memorandum will be completed at least 30 days before the prospective presentation and/or ceremony date.

5. RESPONSIBILITIES.

(a) Presentation/Ceremony Coordinator. Any Service member who volunteers or is selected to coordinate any celebration on behalf of the Brigade will complete the following items within 30 days of prospective date:

- (1) Prepare programs that include all pertinent information about the ceremony.
- (2) Complete the sword sign-out sheet at the Learning Resource Center (if applicable).
- (3) Have an approved room request from Multi-Disciplinary Labs.
- (4) Coordinate for a special guest speaker appropriate for the celebration.

(5) Coordinate with Morale, Welfare and Recreation Representative to request money to order cake, punch, and/or any utensils needed to serve refreshments (if needed).

(6) Upon approval by the Brigade Commander, will personally hand deliver invitations to the following individuals:

- (a) Commandant, Graduate School of Nursing
- (b) Commandant, School of Medicine
- (c) Dean, Graduate School of Nursing
- (d) Dean, School of Medicine
- (e) Brigade Commander, USU
- (f) Chief of Staff, USU
- (g) President, USU

(7) Upon completion of aforementioned items, member will route a memorandum (Enclosure 1) through the Brigade to the following personnel.

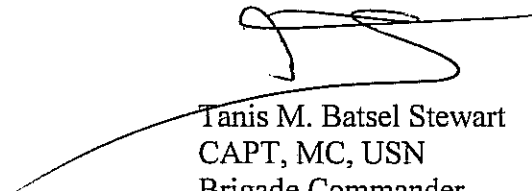
- (a) Brigade Adjutant
- (b) Brigade Senior Enlisted Leader
- (c) Brigade Executive Officer
- (d) Brigade Commander

(b) Brigade Adjutant, USU.

(1) Provide all needed resources to event coordinator as required.

(2) Upon approval by Brigade Commander, send email announcement to Brigade and University personnel.

6. INSTRUCTION. This memorandum is effective immediately.



Tanis M. Batsel Stewart
CAPT, MC, USN
Brigade Commander

ENCLOSURE 1

SERVICE-SPECIFIC BIRTHDAY MEMORANDUM

MEMORANDUM FOR BRIGADE COMMANDER, UNIFORMED SERVICES UNIVERSITY
OF THE HEALTH SCIENCES (USU)

THROUGH: BRIGADE ADJUTANT, USU
BRIGADE SENIOR ENLISTED LEADER, USU
BRIGADE EXECUTIVE OFFICER, USU

SUBJECT: United States Army/Navy/Air Force Birthday Celebration

1. This memorandum is to inform you of the upcoming United States Army's/Navy's/Air Force's (birthday number) birthday, and my finalized preparations for this. Pertinent information is as follows:

(a) Date:

(b) Time:

(c) Location:

(d) Uniform:

(e) Special Guest:

2. I have attached all required documents in preparation for this event, and they are attached to this memorandum. Personal invitations have been delivered to all required personnel.

3. I am the point of contact for this matter and can be reached at (phone number) or via email at (email address).

SIGNATURE BLOCK

Attachments:

1. MDL Room Request Approval
2. Sword Sign Out Sheet Approval
3. Guest Biography
4. MWR Request (if applicable)