

**UNITED STATES POWER SQUADRONS**  
**DISTRICT 9**  
**STANDARD OPERATING PROCEDURE**

Title:

**CHANGE OF WATCH**

No. **12**

Date Created: 20 Oct 2001

Revised:

1. The Change of Watch shall be on the Spring conference agenda immediately after the election of officers, which follows the completion of old business.
2. The D/C shall excuse from the bridge all those other than his bridge officers.
3. The D/C shall relieve all elected assistants, and all appointed officers, committee chairmen, and committee members appointed for his watch with an expression of his appreciation.
4. The D/C shall call forward and relieve each of his bridge officers individually in the following order.
  - Treasurer
  - Secretary
  - Administrative Officer
  - Educational Officer
  - Executive Officer
5. If the retiring DEO has not stood for reelection, it is customary to present him with a plaque for recognition of service.
6. After being relieved each officer will leave the bridge.
7. The D/C shall give his farewell address.
8. The D/C shall request that the C/C's representative join him on the bridge to assist him in the change of watch.
9. The D/C shall appoint the retiring secretary as secretary pro tem and request he return to the bridge to record the change of command.
10. The flag officer shall change the head table name plaques to correspond to the names of the newly elected officers.
11. The D/C shall request that the Flag Lieutenant escort the D/C elect to the bridge.
12. The C/C's representative shall administer the pledge of office to the new D/C and present him with his flag of office.
13. The retiring D/C shall request permission to leave the bridge.

14. The D/C shall grant such permission and request the Flag Lieutenant to escort the retiring D/C to the P/D/C table.
15. The D/C shall request the Flag Lieutenant to escort each of the new bridge officers and elected assistants to the bridge, as they are introduced in the following order:
  - Assistant Secretary
  - Assistant DEO
  - Treasurer
  - Secretary (if not already in position)
  - Administrative Officer (if not acting as secretary pro tem)
  - Educational Officer
  - Executive Officer
16. The C/C's representative shall administer the pledge. After congratulations, the bridge officers will take their seats corresponding to their new positions. The assistant officers and secretary pro tem (if not the new secretary) will retire.
17. The D/C shall announce the names of other elected district officers, members of standing and general committees, and the names of appointees to his staff. He will request each of the bridge officers to announce the names of appointees in their departments. (Start with Executive Officer and proceed to the Treasurer.)
18. The D/C shall ask those named to stand and administer the pledge of office. (Alternative: Ask the C/C's representative to administer the pledge.)
19. The D/C shall give his inaugural address.
20. The D/C shall request the immediately retired D/C to come forward to accept a plaque in recognition of his service.

Note: It is recommended that the P/D/C's flag be presented at the dinner dance.
21. The D/C shall proceed with the agenda, starting with new business.

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<p><b>SOP 12 HISTORY:</b> CREATED 2OCT2001</p>
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