



**SURGEON GENERAL'S HONOR CADRE
WASHINGTON, DC**

To Whom It May Concern:

Thank you for requesting the participation of the Ceremonial Unit of the Surgeon General's Honor Cadre (Honor Guard) to present the National Colors to open your program.

In order to respond to your request, please provide the following information via e-mail to the Office of the Surgeon General:

1. Name of event, and anticipated numbers in attendance
2. Date and time of event, including time the Honors Guard should arrive
3. Point of Contact for the event, including phone number and e-mail address
4. Whether the program includes the National Anthem and/or the Public Health Service March
5. Whether the program includes the Surgeon General's Bell (typically reserved for promotion ceremonies, retirement ceremonies, and changes of command)
6. Availability and location of parking facilities

Please note that the Requesting Organization shall provide a secure room for the Honor Guard to prepare immediately prior to the event and an appropriate sound reproduction system. In special circumstances, the Honor Cadre can assist in providing a portable CD player with the appropriate music.

Likewise, the Requesting Organization is responsible for reimbursing any travel/parking expenses for the event, as incurred by the Honor Guard.

Keep in mind that the Honor Cadre is a *volunteer* group of dedicated Commissioned Officers – their service is contingent upon schedule availability and supervisory approval. Therefore, it is typically recommended that requests for the Honor Cadre be submitted at least 30 days in advance of the event.

Please submit the requesting letter/memo via email to:

LTJG Michael Bowens
Michael.Bowens@hhs.gov
Office of the Surgeon General