

Admin Officer Guide: Change of Command (CoC)

INTRODUCTION

As the Admin Officer, you are one of the key players to ensure a smooth and successful transfer of authority within your command known as a Change of Command (CoC). Your role may vary depending on the dynamics of the command. Nevertheless, you are expected to manage all administrative tasks and, if designated as the CoC Coordinator, oversee coordination of the entire event. This guide is not an all-inclusive list of what your command will require, however, it aides you in understanding the importance, regulations, and procedures (both ceremonial and administrative) to build a successful CoC Plan of Action & Milestones (POA&M) and execute a successful transfer of responsibility for your Commander/Commanding Officer (hereto after referenced as “Commander”). Again, you may find a specific requirement in your command not contained in this guide.

Point of Consideration: In addition to a CoC, your current Commander may also retire during the ceremony. It is common to do one celebration for both events. This guide specifically addresses the CoC. It is important to be aware of retirement requirements, regulations, and authorizations to successfully, and legally, weave the retirement into the CoC.

OVERVIEW

When most people think of a CoC, they envision a ceremony with clean dress uniforms, customs and traditions including piping, sideboys, reading orders, and eating delicious cake. Behind the scenes, there are hours of meticulous work aimed to facilitate not only a memorable ceremony, but the successful transfer of command authority. You have the lead on the transfer of the outbound Commander and the activity gain of the prospective Commander. The regulations and actions for these events must be successfully executed in addition to your CoC POA&M.

The key to success is three-fold: 1) detailed planning; 2) good organization skills; and 3) communicate early and often.

The following is a list of items to consider when planning for a CoC ceremony. This list is not in any specific order and not all inclusive and should be tailored to your current command’s mission and tasking as appropriate. While some tasks may be listed separately, they can be completed at the same time. Some items may be completed by the Protocol Officer if one is available.

- Consult with your TYCOM instructions to see if they have requirements for CoC.
- If assigned as CoC Coordinator, begin to develop a POA&M. Work with the TRIAD. The POA&M will change as information is received and coordinated. Review the POA&M weekly/daily to change and refine as necessary. It is recommended to use this POA&M strictly for the CoC ceremony. Gaining and losing plans for Commanders should be made separately. An example of a CoC POA&M is attached for your consideration. Ensure constant communication with task owners to ensure completion.

- Receive and track outgoing/incoming orders, travel schedules, and pack-out dates. Be ready to request/receive order modifications as missions necessitate.
- Develop a welcome aboard package specifically for the incoming Commander. Items should include current Commander's philosophy, command structure, and department and/or subordinate command's mission/successes/goals. Your package can have as much or as little as required by your current Commander.
- Advise on hotel reservations for outgoing Commander and family/incoming Commander (you may just need to help give information).
- Develop Course of Actions for the outgoing Commander to consider. This includes venue, degree of elaboration, whether to include a retirement ceremony in conjunction with the CoC, etc.
- Assist in coordination/reservation of venue/reception. Provide information to out-going and in-coming COs. CO/PCO will be required to make payment direct to venue (seek JAG guidance on any ethics questions).

ADMIN OFFICER ACTION

- Draft and process detaching Award for current Commander. Be sure to verify TYCOM/ISIC timeline for award submission. Recommend six months prior to anticipated CoC.
- Draft and process detaching FITREP for current Commander.
- Develop FITREP/EVAL requirements for Detachment of Reporting Senior. Depending on the time of year, you may also need to develop a plan for required reports after the incoming Commander takes command (e.g., if CHIEFEVALS are not done during the CoC, they may be required by the new Commander). Ensure all FITREPS/EVALS signed as the RS are given to the departing Commander (binder or CD) for retain.
- Create incoming Commander Turnover binder.
- Ensure departing CO is removed from administrative databases, DTS, PRIMS, urinalysis, security (read-outs), access, etc. and PCO is added.
- Schedule office calls with Department Heads/subordinate commanders with incoming Commander.
- Create Turnover letter to Immediate Superior in Command.
- Create CoC message (sent through OIX).
- Update Command Policies for the new Commander's signature (5215 and 1301 notices).
- Update "By direction" letters.
- Send signature lines for correspondence, awards, FITREPs to department heads and subordinate commands (as necessary).

Ref: (a) 10 USC Ch. 821: Officers in Command
(b) U.S. Navy Regulations (1990), Chapter 8, The Commanding Officer
(c) OPNAVINST 1710.12(series), Social Usage and Protocol Handbook

COC DATE	5-Jul-25	72	(COMMAND NAME) 2025 COC PLAN OF ACTIONS & MILESTONES			
COMMITTEE 1: CO & P-CO ITEMS					TEAM LEAD: CoC/FA	
ITEM #	SUSPENSE DATE	EVENT	STATUS	POC	ITEM/EVENT	REMARKS
1	6-Apr-25	-18		CO	DETERMINE DATE/VENUE	
2	20-Apr-25	-4		CO	SELECT GUEST SPEAKER AND ALTERNATE	
3	20-Apr-25	-4		CO	ESTABLISH UNIFORM/ATTIRE GUIDANCE	
4	28-May-25	34		AIDE	SUBMIT CO GUEST LIST TO PROTOCOL	
5	28-May-25	34		AIDE	SUBMIT P-CO GUEST LIST TO PROTOCOL	
6	8-Jun-25	45		P-CO	SUBMIT UPDATED BIO	
7	8-Jun-25	45		FS	SIGN ALL FITREPS	
8	16-Jun-25	53		PAO	DRAFT SPEECH	
9	16-Jun-25	53		CO/P-CO	ORDER gifts/flowers?	
10	8-Jun-25	45		P-CO	TAKE COMMAND PHOTO	
11	25-Jun-25	62		CO/P-CO	SMOOTH SPEECH	
12	4-Jul-25	71		FS	SIGN TURNOVER LETTER	
13	29-Jun-25	66		P-CO	SIGN UPDATED COMMAND POLICIES	
14	28-Jun-25	65		Flag Aides (P-CO)	P-CO DDSA MEETINGS	
15	14-Jun-25	51		Flag Aides (P-CO)	TRAVEL SCHEDULE	
16	26-Apr-25	2		PROTOCOL	RESERVE NGIS VIP ROOMS FOR DV & P-CO	
17	28-Jun-25	65		FS/N6	TECHNOLOGY SET UP FOR P-CO	

COMMITTEE 2: ADMINISTRATION					TEAM LEAD: LT Still (Flag Sec)	
ITEM #	SUSPENSE DATE	EVENT	STATUS	POC	ITEM/EVENT	REMARKS
1	6-Apr-25	-18		FS	SUBMIT CO EOT AWARD	
2	15-Jun-25	52		FS	ROUTE DRAFT CHANGE OF COMMAND 5060	
3	6-May-25	12		ED/COS/CMC	ORDER GIFTS FOR CO (Needs SJA review)	
4	6-May-25	12		PROTOCOL	DRAFT E-INVITATIONS	
5	11-May-25	17		FS	PCS XFER PACKAGE SUBMITTED	
6	15-Jun-25	52		FS	SUBMIT CO FITREP TO ISIC	
7	31-May-25	37		FS	SUBMIT FITREPS TO CoS	
8	8-Jun-25	45		PAO	DRAFT PROGRAM TO CO/P-CO	
9	11-Jun-25	48		AIDE	SCHEDULE CO FITREP DEBRIEF WITH ISIC	
10	11-Jun-25	48		FS	NOTIFY COMMAND STAFF LAST DAY FOR CO SIGNATURE ITEMS	
11	14-Jun-25	51		MOC	DRAFT CEREMONY SCRIPT	
12	18-Jun-25	55		Admin/Aide	P-CO NAME TAGS	
13	18-Jun-25	55		Admin/Aide	P-CO BUSINESS CARDS	
14	18-Jun-25	55		AIDE	COMMENCE CO CHECK-OUT SHEET	
15	2-Jul-25	69		PROTOCOL	FINALIZED GUEST LIST TO CO/P-CO, PRESIDING OFFICER, GUEST SPEAKER	
16	22-Jun-25	59		FS	LETTERS OF APPRECIATION - COC SUPPORT	
17	26-May-25	32		PAO	PRINT PROGRAMS	
18	25-Jun-25	62		FS/N1	SUBMIT UPDATED CMD POLICIES TO P-CO	
19	25-Jun-25	62		FS	DRAFT CO TURNOVER LETTER	
20	2-Jul-25	69		PROTOCOL	BASE MARQUEE INFO	
21	25-Jun-25	62		MOC	FINALIZE SCRIPT & BINDERS	
22	25-Jun-25	62		FS	DRAFT ASSUMPTION OF CMD MSG	
23	25-Jun-25	62		AIDE	SECURITY CLOSEOUT & SIPR w/ N6/Dan Rose	
24	27-Jun-25	64		PAO	PREPARE PRESS RELEASES AND NOTIFY MEDIA (GL BULLETIN)	
25	5-Jul-25	72		FS	RELEASE COC NAVAL MESSAGE (ANNOUNCEMENT)	
26	28-Jun-25	65		FA/FS	RETRIEVE KEYS AND CO CELL PHONE	
27	29-Jun-25	66		PAO	UPDATE COMMAND WEBSITE BIO AND PHOTO	

28	29-Jun-25	66		PAO	UPDATE CMD PHOTO (BLDG 1 AND RTC VIDEO)	
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COMMITTEE 3: CEREMONY/ RECEPTION						TEAM LEAD: PROTOCOL & MoC
ITEM #	SUSPENSE DATE	EVENT	STATUS	POC	ITEM/EVENT	REMARKS
1	21-Apr-25	-3		PAO	OP TEST VIRTUAL COC EQUIPMENT & CAPABILITY ON LOCATION; DETERMINE WIFI CAPABILIITES NEEDED	
2	11-Apr-25	-13		MOC	COC SITE VISIT (ALL W/OUT CO/P-CO)	
3	30-Apr-25	6		PAO	REQUEST VIDEOGRAPHER, SOCIAL MEDIA MANAGER FOR LIVESTREAM	
4	11-Jun-25	48		Navy Band	OBTAIN MUSIC FOR CEREMONY	
5	15-Jun-25	52		MOC	ASSIGN PROFFERS	
6	15-Jun-25	52		CoC	OBTAIN ALL FLAGS, PODIUMS, MICS, AND CEREMONIAL GEAR	
7	15-Jun-25	52		PROTOCOL	CREATE / ORGANIZE SEATING CHART	
8	20-Jun-25	57		MOC/PAO	COC REHEARSAL #1 (w/out FOs) DATE:	
9	25-Jun-25	62		CoC/CMC	ASSIGN WORKING PARTY FOR SETUP & CLEAN-UP	
10	25-Jun-25	62		CoC	PARKING PLAN - RESERVE SPOTS AT USS WHITE HAT	
11	29-Jun-25	66		ENL AIDE	ORDER CAKE & REFRESHMENTS	
12	28-Jun-25	65		MOC/PAO	COC REHEARSAL #2 (w/both FOs) DATE:	
13	2-Jul-25	69		FS	INVENTORY AWARDS WITH SCRIPT	
14	5-Jun-25	42		COC/PROTOCOL	ASSIGN USHERS & VIP USHERS	