



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

Canc: 31 OCT 11

IN REPLY REFER TO:

COMTRAWINGONENOTE 5060

N1

9 Jun 11

COMTRAWINGONE NOTICE 5060

From: Commander, Training Air Wing ONE

Subj: CHANGE-OF-COMMAND CEREMONY FOR COMMANDER, TRAINING AIR WING ONE (TW-1)

Ref: (a) U.S. Navy Regulations
(b) OPNAVINST 1710.7

Encl: (1) Assignment of Responsibilities
(2) Plan of Action and Milestones
(3) Schedule of Events

1. Purpose. To provide specific actions, responsibilities and information for the Commander, Training Air Wing ONE Change-of-Command Ceremony on 2 August 2011. The ceremony shall be conducted per references (a) and (b).

2. Discussion. Captain Keith T. Taylor, USN, will be relieved by Captain David J. Lobdell, USN, as Commander, Training Air Wing ONE at 0900, Tuesday, 2 August 2011. The ceremony will take place in the west bay of Hangar 1, Naval Air Station, Meridian, Mississippi. Assignment of specific ceremonial and departmental responsibilities are outlined in enclosures (1) and (2).

3. Ceremonial Party. The ceremonial party will consist of Rear Admiral William G. Sizemore II, Captain Keith T. Taylor, Captain David J. Lobdell, and NAS Meridian Chaplain.

4. Uniform. The following uniforms are prescribed:

- a. Official Party - Full Dress White
- b. Sideboys/Bell ringer/Boatswain's Mate - Full Dress White – USN. Dress Blue “A” – USMC
- c. Ushers/Escort Officers – Summer Working Whites - USN. Dress Blue "D" - USMC.
- d. Military guests - Flight Suits or equivalent.
- e. Civilians - Appropriate civilian attire.

5. Sequence of Events. The sequence of events prior to and during the ceremony will be in accordance with enclosure (3).

6. Formation. The formation for the ceremony and seating on the reviewing stand will be published separately. All personnel will fall in at 0845.


KEITH T. TAYLOR

Distribution:

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

<https://www.cnatra.navy.mil/TW1/cancellations.asp>

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ASSIGNMENT OF RESPONSIBILITIES

1. The following ceremonial and departmental assignments are assigned:

a. CSO. Commander Fahey.

b. Honors, Protocol Officer and Coordinator. Lieutenant Commander Michael is responsible for ensuring proper protocol is observed during the planning and execution of the ceremony. Questions regarding uniforms, parade procedures, or honors shall be referred to him. Personnel assigned responsibilities shall keep the coordinator apprised of their progress.

c. Public Affairs Officer. Mrs. Susan Junkins is the Public Affairs Officer for the ceremony and is requested to coordinate internal and external media coverage of the event.

d. Narrator. LCDR Hazzard

e. Officer-in-Charge of Escorts. Lieutenant Moore is the coordinator for the escort officers and is responsible for instructing them in their duties and in posting and supervising the escorts during the ceremony.

f. YN1 Blevins shall be responsible for escorting Captain Taylor and for hauling down his pennant during the ceremony.

g. Training Squadron Commanding Officers. Squadron Commanding Officer's shall perform the following:

(1) Assign two officers as escorts and have them report to the Officer-in-Charge of Escorts. Wing POC: Lieutenant Moore, ext 2317.

(2) Assign one officer to perform as duty driver for distinguished visitors if needed. Wing POC: Lieutenant Moore, ext 2317.

(3) Ensure all personnel who may otherwise be tasked in this notice are free to carry out their assigned duties.

h. Staff Responsibilities. Fall in for the ceremony at 0845. Additional assignments of staff responsibilities are contained within the POA&M, enclosure (2).

i. Commanding Officer, NAS Meridian is requested to assist in providing the following:

(1) Ensure the Naval Air Station is clean and grounds mowed prior to the ceremony. Wing POC: Lieutenant Commander Roman, ext 3035.

(2) Issue an Airfield NOTAM for quiet hours during ceremony (0845-1015): Wing POC: TW-1 Operations Officer, ext 2761.

Enclosure (1)

(3) Prepare the air operations area for the arrival and prompt departure of distinguished guests. Wing POC: TW-1 Operations Officer, ext 2875.

(4) Provide transportation as requested for distinguished guests. Drivers will be provided by TW-1. Wing POC: Lieutenant Moore, ext. 2317.

(5) Ensure the route to the ceremony is clearly marked and traffic directors are posted and in Summer Working White uniforms. Wing POC: Lieutenant Commander Roman, ext 3035.

(6) Ensure parking space is available for guest parking on the ramp at the North and West end of the hangar. Wing POC: Lieutenant Commander Roman, ext 3035.

(7) Provide public address system with a back-up system for the ceremony. Wing POC: Lieutenant Commander Spencer, ext 3761.

(8) Provide reviewing stand with podium and clean bunting for the ceremony. Wing POC: Lieutenant Commander Spencer, ext 3761.

(9) Provide quarterdeck accessories, to include a bell and stand, for the ceremony. Wing POC: Lieutenant Commander Spencer, ext 3761.

(10) Provide clean "holiday" flag and signal flags to decorate the ceremonial area. Wing POC: Lieutenant Commander Spencer, ext 3761.

(11) Provide chairs for the ceremony. Wing POC: Lieutenant Commander Spencer, ext 3761.

(12) Assign Boatswain's Mate. Sideboys will be provided by TW-1. Wing POC Lieutenant Moore, ext 2317.

(13) Assign 15 personnel to a working party for set-up and breakdown of the ceremonial area. Wing POC: Lieutenant Commander Spencer, ext 3761.

(14) Provide a Navy color guard for the ceremony. Wing POC: Lieutenant Moore, ext 2317.

PLAN OF ACTION AND MILESTONES

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
10 Jun	Confirm Navy Band Availability	ADMIN
10 Jun	Invitations to printers	ADMIN
10 Jun	FITREP packages to all Officers	Mrs. Carlson
10 Jun	Make arrangements for Change-of-Command Dinner	LCDR Mclean
17 Jun	FITREPs to DH's	All Junior Officers
24 Jun	Invitations due back from printers	ADMIN
24 Jun	FITREPs to CSO	All Officers
01 Jul	Send programs to printers	ADMIN
01 Jul	Mail invitations	ADMIN
01 Jul	FITREPs to Commodore	CSO/All Officers
01 Jul	Order ceremonial cake and assist with pre/post-ceremony Reception arrangements	LCDR Brady
01 Jul	Schedule quiet hours (0845-1015)	TW-1 OPSO
01 Jul	Assist with guest speaker and VIP accommodations	ADMIN
18 Jul	FITREPs debriefs commence	All Officers/ Mrs. Carlson
18 Jul	Arrange for ambulance and corpsman	TW-1 Flight Surgeon
18 Jul	Arrange for photographer/video, media coverage, and marquee announcement	ADMIN
18 Jul	Confirm reviewing stand, bunting, and signal flags with Public Works	LCDR Spencer
18 Jul	Confirm two public address systems (primary/back-up) and one technician	LCDR Spencer
TBD	Confirm COC Dinner Arrangements	LCDR McLean

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
18 Jul	Coordinate with L3 to ensure west hangar bay cleared and no maintenance during ceremony	CNATRA DET OIC
18 Jul	Email station, squadrons, and tenants requesting POD notes on Change-of-Command	ADMIN
18 Jul	Prepare script/orders for podium	ADMIN
18 Jul	Revise 1301 Notice	ADMIN
18 Jul	Confirm arrangements for pre/post ceremony reception	LCDR Brady
18 Jul	Confirm Boatswain's Mate	LT Moore
18 Jul	Confirm VIP parking spaces	LCDR Roman
18 Jul	Revise 1000 Notice	ADMIN
18 Jul	Confirm with NAS Security traffic routing and gate clearance for civilian guests	LCDR Roman
18 Jul	Distribute Captain Lobdell's photo and biography to CNATRA and TW-1 commands	ADMIN
TBD	Change-of-Command Dinner	All invitees
29 Jul	Install signal flags, decorations, reviewing stand, and guest chairs	LCDR Spencer
29 Jul	Prepare TW-1 Notice of Assumption of Command	ADMIN
29 Jul	Prepare Relieving of Command letter	ADMIN
29 Jul	Pass Captain Lobdell letters from higher authority	Commodore
29 Jul	Ensure static display aircraft are prepared and in position for ceremony	CNATRA DET OIC
29 Jul	Ensure all aircraft are removed from the center of west hangar bay	CNATRA DET OIC

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
02 Aug	Change-of-Command ceremony	All
05 Aug	Prepare thank-you notes and Letters of Appreciation	ADMIN
05 Aug	Prepare all policy statements (EO, sexual harassment, fraternization, etc)	ADMIN

SCHEDULE OF EVENTS

<u>DATE</u>	<u>COG</u>	<u>EVENT/REMARKS</u>
<u>29 Jul</u>		
1300	LCDR Spencer	Assemble reviewing stand and PA systems. Dress ceremonial area. Clear parking areas. Arrange seating for ceremony. Test PA system.
<u>1 Aug</u>		
1300	LCDR Michael	Ceremony rehearsal (Official Party, CSO, Color Guard, Narrator, and OIC of Escorts).
<u>2 Aug</u>		
0730	LCDR Roman	All roadside signs in place.
0745	LCDR Roman	Traffic directors muster with LCDR Roman. Escorts muster with LT Moore.
0800	LCDR Roman	Traffic guards and escorts post.
0815	Various	CAPT Taylor, CAPT Lobdell, Distinguished Visitors (DV's) and families arrive and await ceremony commencement in War Room.
0830	Various	Color Guard arrives. Photographers/video set up. Boatswain's Mate, sideboys, and bell ringer muster.
0845	NAVY Band	Selected music begins.
0850	Various	CAPT Taylor's and CAPT Lodell's family escorted to seats. Boatswain's Mate, sideboys, and bell ringer march into position. Narrator in place. Chaplain takes seat on dais.
0858		Music stops in preparation for the beginning of the ceremony.

0900

Narrator "On behalf of the officers, men and women of Training Air Wing ONE, I would like to welcome you to our Change-of-Command Ceremony. Will the guests please rise and remain standing for arrival honors, the singing of our National Anthem, and remain standing for the invocation."

Bell Ringer Sound 4 bells (Captain Lobdell).

Narrator "Captain, United States Navy, arriving."

BOS'N Render side honors.

CAPT Lobdell proceeds through 4 sideboys.

Bell Ringer Sound 4 bells (Captain Taylor).

Narrator "Training Air Wing ONE, arriving."

BOS'N Render side honors.

CAPT Taylor proceeds through 4 sideboys and stands facing audience to greet DV's.

Bell Ringer Sound 6 bells (RDML Sizemore).

Narrator "Chief of Naval Air Training, arriving."

BOS'N Render side honors.

RDML Sizemore proceeds through 4 sideboys.

Official party proceeds to podium.

Narrator "Parade the colors."

CAPT Taylor will announce "Hand Salute" for the official party.

LCDR Pankhurst Sings National Anthem.

CAPT Taylor will announce "Ready, two" for official party to drop salute.

Narrator "NAS Meridian Chaplain, LCDR Ford, will now give the Invocation."

Narrator "Post the Colors."

NAS Meridian Chaplain delivers the invocation.

Narrator "Will the guests please be seated."

Narrator "Ladies and gentlemen, Captain Taylor, Commander,
Training Air Wing ONE."

CAPT Taylor gives opening remarks, recognition of DV's and introduction of RDML Sizemore.

Narrator "Ladies and gentleman, Chief of Naval Air Training,
RDML Sizemore

RDML Sizemore gives remarks.

Narrator "RDML Sizemore will now present an award to Commodore
Taylor.
Will the military guests please rise."

CAPT Taylor stands. Narrator reads citation while RDML Sizemore presents award.

Narrator "Will the military guests please be seated."

RDML Sizemore takes his seat.

Narrator "Ladies and gentlemen, Captain Keith Taylor,
Commander, Training Air Wing ONE."

CAPT Taylor gives remarks.

**CAPT
Taylor** "I will now read my orders."

CAPT Taylor reads orders.

**CAPT
Taylor** "YN1, haul down my pennant."

*YN1 Blevins lowers the CTW- 1 pennant, proceeds to the dais and presents it to CAPT Taylor.
CAPT Taylor presents it to CAPT Lobdell who then returns it to YN1. YN1 returns to flag pole.*

**CAPT
Taylor** "Captain Lobdell, I am ready to be relieved."

CAPT Lobdell "I will now read my orders"

CAPT Lobdell reads orders

Upon completion of reading orders, CAPT Lobdell turns to CAPT Taylor, salutes, and states:

CAPT Lobdell "CAPT Taylor, I relieve you."

CAPT Taylor "I stand relieved."

CAPT Taylor faces RDML Sizemore, salutes, and reports.

CAPT Taylor "I have been relieved, sir."

CAPT Lobdell faces RDML Sizemore, salutes and reports.

CAPT Lobdell "Training Air Wing ONE, reporting as ordered, sir."

RDML Sizemore returns salute. RDML Sizemore and CAPT Taylor take their seats.

CAPT Lobdell "YNI, break my pennant."

Name on static aircraft changes. YNI Blevins raises CTW-1 pennant.

Narrator "Ladies and gentlemen, Captain Lobdell, Commander, Training Air Wing ONE."

CAPT Lobdell gives remarks.

Narrator "Will the guests please rise for the Benediction and retiring of the colors."

NAS Meridian Chaplain delivers Benediction.

Music plays one verse of the Navy Hymn.

Narrator "Retire the Colors."

Narrator "Ladies and gentlemen, this concludes our ceremony. Officers and guests are invited to a reception upstairs in the War Room."