



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

Canc: AUG 18

CNATRANOTE 5060

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6 Jun 18

CNATRA NOTICE 5060

Subj: RETIREMENT CEREMONY FOR CAPT ROBERT DENTON III

1. Purpose. To outline responsibilities and request assistance, as required, for the retirement ceremony in honor of Captain Robert Denton, III.

2. Information. Captain Denton will retire after 25 years of honorable service on Friday, 29 June 2018, onboard Naval Air Station, Corpus Christi, Texas. The ceremony will commence at 1000 in Hangar 41. A rehearsal will be conducted on 1300, Thursday, 28 June 2018, onboard Naval Air Station, Corpus Christi, Texas.

a. The following personnel are designated members of the retirement ceremony staff action group:

Master of Ceremonies	CDR Sowles
Ceremony Coordinator	CDR Sowles
Presiding Officer and Guest Speaker	RDML Jones
Sideboys (six required)	TBD
Ushers/Escorts	CTW-4 students
Stage/Equip Coordinator	PSC Rocha
Technical support for audio/music	Ms. Oser
Administrative Officer	Mr. Pitcock
Public Affairs	LT Feaster
Photographer	Ms. Owens

b. Hangar 41 POC: LCDR Brandon Natteal, (361)271-9564.

3. Action

a. Ceremony Coordinator:

(1) Coordinate all aspects of planning.

(2) Arrange color guard support (for rehearsal and retirement ceremony).

(3) Arrange Honors Boatswain and Bell Ringer.

(4) Coordinate ceremony arrangements.

b. Public Affairs:

(1) Provide photographic/video support.

(2) Create official program for retirement ceremony based on CAPT Denton's specifications. Provide 200 printed copies of program for ceremony.

(3) Coordinate display of the following message on the base marquee on 29 June 2018:

Fair Winds and Following Seas  
Captain Robert & Laura Denton and family  
Thank you for 25 years of service!

c. Administrative Officer:

(1) Provide certificates from the President of the United States, Chief of Naval Personnel, Governor of Texas, Honorary Appointment as Admiral in the Texas Navy, Yellow Rose of Texas Certificate for CAPT Denton's wife and Letters of Appreciation for CAPT Denton's wife and daughters.

(2) Overall responsibility for retirement award.

(3) Overall responsibility for creating and mailing invitations.

d. Stage/Equipment Coordinator:

(1) Obtain podiums, tables, bell, bullets, and red carpet for rehearsal and retirement ceremony.

(2) Set up/break down ceremony stage.

e. Commander, Training Air Wing FOUR: Provide seven personnel to support ceremony as follows:

(1) Five officers as ushers/escorts.

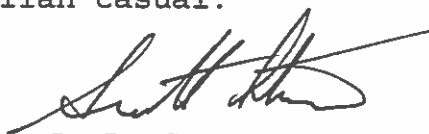
(2) Six sideboy participants. (All officers must be available for rehearsal.)

4. Uniform:

a. Participants (including Sideboys, Ushers/Escorts and Color Guard): Summer Whites or equivalent.

b. Military Guests: Uniform of the day, working uniform, or flight suits.

c. Civilian Guests: Civilian casual.



S. B. STARKEY  
Chief of Staff

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