



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

Canc: Jul 18

CNATRANOTE 5060
N11
3 Jul 18

CNATRA NOTICE 5060

Subj: CHIEF OF NAVAL AIR TRAINING CHANGE OF COMMAND CEREMONY

Encl: (1) Ceremony Script
(2) USS Lexington Ceremonial Set-up Chart

1. Purpose. To publish information, assign duties and responsibilities, and ensure the effective coordination for the Chief of Naval Air Training (CNATRA) Change of Command (COC).

2. Discussion

a. Rear Admiral James S. Bynum, USN, will be relieved as Chief of Naval Air Training by Rear Admiral Gregory N. Harris, USN at 0900 on Thursday, 12 July 2018, in a ceremony to be held onboard the USS Lexington in Corpus Christi, Texas.

b. The COC Chairman is Captain Bennie Sanchez. The Deputy COC Chairman is Ms. Allison Oser. Enclosures (1) and (2) are provided to assist with the preparation and execution of the ceremony.

c. The ceremony will be conducted onboard the USS Lexington and set up per enclosure (2). A reception following the ceremony will be held at the USS Lexington.

d. A rehearsal for ceremony participants will be conducted onboard the Lexington on Wednesday, 11 July 2018 at 1400. All the USS Lexington arrangements shall be complete prior to the final walkthrough. Uniform for the walkthrough rehearsals will be the working uniform of the day.

e. This is an All Hands function for CNATRA personnel. The USS Lexington is designated as an alternate work site for CNATRA DoN civilians.

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f. Escorts will be designated to assist with the official party and Distinguished Visitors (DVs) as necessary. Remaining guests will be ushered to appropriate seating.

3. Responsibilities

a. Chairman, Change of Command Committee

(1) Coordinate with the COC Committee, USS Lexington and command personnel to ensure accomplishment of all specific tasking and oversee the coordination of all events related to the ceremony.

(2) Ensure that a Change of Command POA&M is being utilized to ensure the completion of required tasks.

(3) Schedule and chair periodic status meetings with committee personnel to check progress and discuss preparations for the ceremony and reception.

(4) Assigned as the main liaison with the USS Lexington.

(5) Ensure all logistical aspects of the ceremony are identified and ensure funding is per financial guidelines.

(6) Ensure an invitation is offered to the entire staff.

(7) Coordinate the overall script for the COC.

b. Deputy Chairman, COC Committee

(1) Assist COC Chairman in every aspect of ceremony.

(2) Ensure all administrative requirements for COC are complete: Awards, Fitness Reports, podium binders, required messages and turnover correspondence.

(3) Draft CNATRA'S farewell and prospective CNATRA'S incoming message for release.

c. Flag Aide/Flag Writer

(1) Coordinate and draft invitation list.

(2) Prepare and mail invitations NLT 30 days prior.

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(3) Coordinate VIP/family visitor requirements.

(4) Maintain guest list and provide updates to the committee and ensure CNATRA and prospective CNATRA are kept apprised of RSVPs.

(5) Coordinate escort requirements for DVs.

(6) Determine ORF requirements. Liaise with the Comptroller (N8A) and Judge Advocate (OOJ) accordingly.

(7) Develop parking hierarchy for DVs. Liaise with the assigned Transportation/Parking coordinator.

(8) Perform/execute other duties as necessary.

d. Public Affairs Officer

(1) Draft CNATRA's ceremony remarks.

(2) Determine media plan.

(3) Draft news releases.

(4) Draft the Ceremony Program and submit to Admin for submission the print shop, upon CNATRA's approval. Drafts shall be provided for printing NLT 30 days prior.

e. Ceremonies Coordinator

(1) Ensure all aspects of venue preparation are complete. Oversee and coordinate with Site/Facilities/Base and Transportation Coordinators.

(2) Ensure transportation plan is promulgated. Provide for requirements as directed by Flag Aide/Writer for DVs.

(3) Ensure all Color Guard, Sideboys, Honors Boatswain's Mate (BM) and Bell Ringer are trained to perform Honors at the ceremony.

(4) Ensure all Color Guard, Sideboys, Honors BM and Bell Ringer uniforms are inspection-ready.

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(5) Provide ceremonial accessories, carpet, ceremonial bullets and bell.

(6) Ensure sedans/vans are leased with Public Works and proper identification is placed in all DV vehicles.

(7) Coordinate and oversee working party to assist set up, clean up, and break down of the ceremonial area.

(8) Ensure dais contains appropriate chairs, water for each member, and any personal affects required by speakers (eyewear, Kleenex).

(9) Ensure Hangar 42 is prepared (painting, aircraft by BLDG 1 are painted/cleaned, etc.) for arrival of new CNATRA and official guests.

(10) Coordinate sound system and ceremonial music at the USS Lexington. Provide for selections throughout ceremony as directed by the Chairman.

g. CNATRA Operations (N3)

(1) Assign one Commander as Head Usher/Escort to coordinate seating chart and seating, manage activities of all ushers; coordinate with Flag Aide in DV support for lodging and transportation.

(2) Coordinate with ushers to ensure escorts are ready as VIPs arrive at the USS Lexington.

h. CNATRA Training (N7)

(1) Assign one Lieutenant Commander or above as Transportation/Parking Coordinator.

(2) Coordinate with the USS Lexington on parking plan and parking signs.

(3) Coordinate activities of parking attendants, coordinate DV movement/support from parking area to the USS Lexington.

(4) Manage the drivers and duty vehicles and coordinate transportation for DV's.

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(5) Acquire from the base four radios to be used by parking attendants, escorts, head usher and Ceremonies Coordinator.

(6) Coordinate with Flag Writer and Ceremonies Coordinator to ensure VIPs, VIP family and Official parties have transportation and drivers.

i. Commander, Training Air Wing FOUR

(1) Coordinate with Ceremonies Coordinator to provide personnel for working parties.

(2) Provide specific names by Monday, 22 June 2018.

j. Commander, Marine Aviation Training Group TWO TWO

(1) Coordinate with Ceremonies Coordinator to provide personnel for working parties.

(2) Provide specific names by Monday, 22 June 2018.

4. Uniform

a. Official Party: Full Dress Whites (with swords)

b. Ceremony Participants (Side boys): Full Dress Whites (with swords)

c. Ceremony Participants (Boatswain, Bell Ringer, Ushers, Escort Officers): Full Dress Whites (without swords)

d. Duty Drivers and Parking Attendants: Summer Whites (or equivalent)

e. Color Guard: Full Dress Whites

f. Other military attendees:

(1) Officers: Summer Whites (or equivalent)

(2) Enlisted: Full Dress Whites (or equivalent)

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g. Civilian personnel: Business attire.



S. B. STARKEY
Chief of Staff

Distribution:
CNATRA SharePoint
COMTRAWING ONE
COMTRAWING TWO
COMTRAWING FOUR
COMTRAWING FIVE
COMTRAWING SIX
MATSG TWO TWO
NAVFLIGHTDEMROM

Revision: 2
Updated: 26 June 18

Chief of Naval Training
Change of Command

Official Script
Thursday, 12 July 2018

Location: USS Lexington, Corpus Christi, TX

Wednesday, 11 July 2018

1300 - WORKING PARTY ARRIVES ONBOARD USS LEXINGTON FOR SETUP
1400 - CHANGE OF COMMAND REHERSAL
1600 - CEREMONY SETUP COMPLETE (INCLUDING TEST OF SOUND SYSTEM)

Thursday, 12 July 2018

0800 - PARTICIPANTS ARRIVE AND CONDUCT FINAL REHERSAL
0830 - ESCORTS STAND-BY TO ESCORT FAMILY TO THEIR SEATS
0845 - BEGIN PRELUDE MUSIC
0855 - MASTER OF CEREMONIES TAKES POSITION

MC: "LADIES AND GENTLEMEN, THE CEREMONY WILL BEGIN SHORTLY. I INVITE YOU TO PLEASE TAKE YOUR SEATS."

0859 - PRELUDE MUSIC TERMINATES
0900 - CEREMONY COMMENCES

MC: "GOOD MORNING LADIES AND GENTLEMEN AND WELCOME ABOARD THE HISTORIC USS LEXINGTON, FOR THE CHIEF OF NAVAL AIR TRAINING CHANGE OF COMMAND."

"I AM CAPTAIN SCOTT STARKEY, CNATRA CHIEF OF STAFF, ADJUTANT AND MASTER OF CEREMONIES FOR TODAY."

"IN JUST A MOMENT, WE WILL RENDER HONORS FOR THE ARRIVAL OF THE OFFICIAL PARTY."

"AS IS CUSTOMARY FOR SUCH AN IMPORTANT OCCASION, PLEASE SILENCE ALL CELL PHONES."

MC: "WILL THE GUESTS PLEASE RISE AND REMAIN STANDING FOR THE ARRIVAL OF THE OFFICIAL PARTY, THE NATIONAL ANTHEM, AND INVOCATION. MILITARY MEMBERS - COVER."

(OFFICIAL PARTY PROCEEDS TO END OF CARPET FOR PIPING. SIX SIDEBOYS ARE IN PLACE, WITH TWO STANDING ONE PACE BACK)

*** BELL RINGER STRIKES SIX BELLS *** (FOR RDML HARRIS)

MC: "REAR ADMIRAL, UNITED STATES NAVY, ARRIVING."

(RDML HARRIS PIPED THROUGH SIX SIDEBOYS)

MUSIC: ONE RUFFLE AND FLOURISH AND ADMIRAL'S MARCH (REAR ADMIRAL LOWER HALF)

(RDML HARRIS PROCEEDS TO STAGE)

*** BELL RINGER STRIKES SIX BELLS *** (FOR RADM BYNUM)

MC: "CHIEF OF NAVAL AIR TRAINING, ARRIVING."

(RADM BYNUM THROUGH SIX SIDEBOYS)

MUSIC: TWO RUFFLE AND FLOURISH AND ADMIRAL'S MARCH (REAR ADMIRAL)

(RADM BYNUM PROCEEDS TO STAGE)

(BOATSWAIN GIVES TWO VEERS ON PIPE TO CUE ALL EIGHT SIDEBOYS TO THE FORWARD POSITION)

*** BELL RINGER STRIKES EIGHT BELLS *** (FOR VADM MILLER)

MC: "NAVAL AIR FORCES, ARRIVING."

(VADM MILLER PIPED THROUGH EIGHT SIDEBOYS)

MUSIC: THREE RUFFLE AND FLOURISHE AND ADMIRAL'S MARCH (VICE ADMIRAL)

(VADM MILLER PROCEEDS TO STAGE)

MC: "SIDEBOYS, POST."

BOATSWAIN: (ECHOING COMMAND) "SIDEBOYS, POST."

(SIDEBOYS PROCEED TO SEATS)

MC: "COLOR GUARD... PARADE... THE COLORS."

(COLOR GUARD PROCEEDS TO STAGE CENTER)

(RADM BYNUM CALLS HAND SALUTE FOR OFFICIAL PARTY AS NATIONAL ENSIGN IS PARADED INTO PLACE)

MUSIC: NATIONAL ANTHEM PLAYED BY NAVY BAND. COLOR GUARD DIPS FLAG AT FIRST NOTE.

MC: "RETIRE THE COLORS."

(COLOR GUARD EXITS)

(RADM BYNUM CALLS "READY TWO" FOR OFFICIAL PARTY)

MC: "CHAPLAIN JACKSON WILL NOW DELIVER THE INVOCATION."

(CHAPLAIN DELIVERS INVOCATION USING PODIUM AT CENTER STAGE)

MC: "WILL THE GUESTS PLEASE BE SEATED. MILITARY PERSONNEL PLEASE REMAIN COVERED FOR THE CEREMONY."

(OFFICIAL PARTY UNCOVERS)

MC: "LADIES AND GENTLEMEN, REAR ADMIRAL JAMES BYNUM, CHIEF OF NAVAL AIR TRAINING."

(RADM BYNUM WELCOMES GUESTS AND INTRODUCES VADM MILLER)

***** MC INITIATE APPLAUSE *****

(VADM MILLER MAKES REMARKS)

***** MC INITIATE APPLAUSE *****

(UPON VADM MILLER CONCLUDING REMARKS)

MC: "WE WILL NOW HONOR ADMIRAL BYNUM WITH AN AWARD. WILL THE GUESTS PLEASE RISE. MILITARY MEMBERS - COVER."

(RADM BYNUM AND VADM MILLER MOVE CENTERSTAGE)

(PAUSE)

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RDML BYNUM'S AWARD

MC: "ATTENTION TO AWARD."

LEGION OF MERIT PLACE HOLDER

*** INITIATE APPLAUSE ***
(VADM MILLER RETURNS TO HIS SEAT)

MC: "WILL THE GUESTS PLEASE BE SEATED. LADIES AND GENTLEMEN,
PLEASE WELCOME TO THE PODIUM, REAR ADMIRAL BYNUM, CHIEF OF NAVAL
AIR TRAINING."

*** MC INITIATE APPLAUSE ***

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RADM BYNUM'S REMARKS

(RADM BYNUM MAKES REMARKS)

(RADM BYNUM REMARKS ON MS. BYNUM'S CONTRIBUTIONS TO THE
COMMUNITY)

RADM BYNUM: "SARAH WOULD YOU PLEASE JOIN ME ON THE DIAS.."
(USHER ESCORTS MS. BYNUM UP ON STAGE FOR A SINGLE YELLOW ROSE
AND THE YELLOW ROSE OF TEXAS AWARD PRESENTATION)



THE STATE OF TEXAS



*To all to whom these presents shall come,
Greetings: Know ye that*

Sarah Bynum

is hereby commissioned a

Yellow Rose of Texas

*under the laws of the State of Texas with all rights,
privileges, and emoluments appertaining to said office.
In testimony whereof, I have signed my name and
caused the Seal of the State of Texas to be affixed at
the City of Austin, this, the 13th of June, 2018.*



GOVERNOR OF TEXAS

ATTEST

SECRETARY OF STATE

***** MC INITIATE APPLAUSE *****

(MS. BYNUM IS ESCORTED TO SEAT)

(USHERS PRESENT GIFTS TO MS. BYNUM AND DAUGHTERS ON CUE)

*** MC INITIATE APPLAUSE ***

RADM BYNUM: "I WILL NOW READ MY ORDERS."

(RADM BYNUM READS ORDERS)

RADM BYNUM: "CAPTAIN STARKEY, HAUL DOWN MY FLAG."

MC: "AYE, AYE, SIR. WILL THE GUESTS PLEASE RISE. MILITARY PERSONNEL PLEASE COVER AND REMAIN COVERED UNTIL INSTRUCTED."

MC: "CHIEF SIKES, HAUL DOWN ADMIRAL BYNUM'S FLAG."

CHIEF SIKES: "AYE, AYE, SIR. BAND MASTER, SOUND OFF."

MUSIC: TWO RUFFLE AND FLOURISH AND ADMIRAL'S MARCH

(OFFICIAL PARTY SALUTES DURING MUSIC)

MC: "ADMIRAL BYNUM, YOUR FLAG HAS BEEN HAULED DOWN, SIR."

RADM BYNUM: "VERY WELL."

RADM BYNUM: "ADMIRAL MILLER, I AM READY TO BE RELIEVED."

(RADM BYNUM MOVES TO LEFT OF THE PODIUM. RDML HARRIS PROCEEDS TO PODIUM AT CENTER STAGE)

RDML HARRIS: "I WILL NOW READ MY ORDERS."

(RDML HARRIS READS ORDERS)

RDML HARRIS: (EXCHANGES SALUTES WITH RADM BYNUM) "I RELIEVE YOU, SIR."

RADM BYNUM: "I STAND RELIEVED."

(RDML HARRIS AND RADM BYNUM FACE VADM MILLER WHO STANDS TO RECEIVE REPORT. RADM BYNUM REPORTS RELIEF OF COMMAND, RDML HARRIS REPORTS ASSUMPTION OF COMMAND.)

(RDML HARRIS REMAINS AT PODIUM AT CENTER STAGE, WHILE RADM BYNUM MOVES TO SEAT)

RDML HARRIS: "CAPTAIN STARKEY, BREAK MY PENNANT."

MC: "AYE, AYE, SIR. CHIEF SIKES, BREAK ADMIRAL HARRIS' PENNANT."

CHIEF SIKES: "AYE, AYE, SIR. BAND MASTER, SOUND OFF."

MUSIC: ONE RUFFLE AND FLOURISH AND ADMIRAL'S MARCH

(OFFICIAL PARTY SALUTES DURING MUSIC)

MC: "ADMIRAL HARRIS, YOUR PENNANT HAS BEEN BROKEN, SIR."

RDML HARRIS: "VERY WELL."

MC: "WILL THE GUESTS PLEASE BE SEATED. LADIES AND GENTLEMEN, REAR ADMIRAL HARRIS, CHIEF OF NAVAL AIR TRAINING."

(RDML HARRIS MAKES REMARKS)

(USHERS PRESENT FLOWERS ON CUE)

RDML HARRIS CONCLUDES FINAL REMARKS

*** MC INITIATE APPLAUSE ***

(RDML HARRIS RETURNS TO SEAT)

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BENEDICTION

MC: "AT THIS TIME, WILL THE GUESTS PLEASE RISE FOR THE BENEDICTION."

MC: "CHAPLAIN JACKSON WILL DELIVER THE BENEDICTION."

(CHAPLAIN DELIVERS BENEDICTION USING PODIUM AT CENTER STAGE)

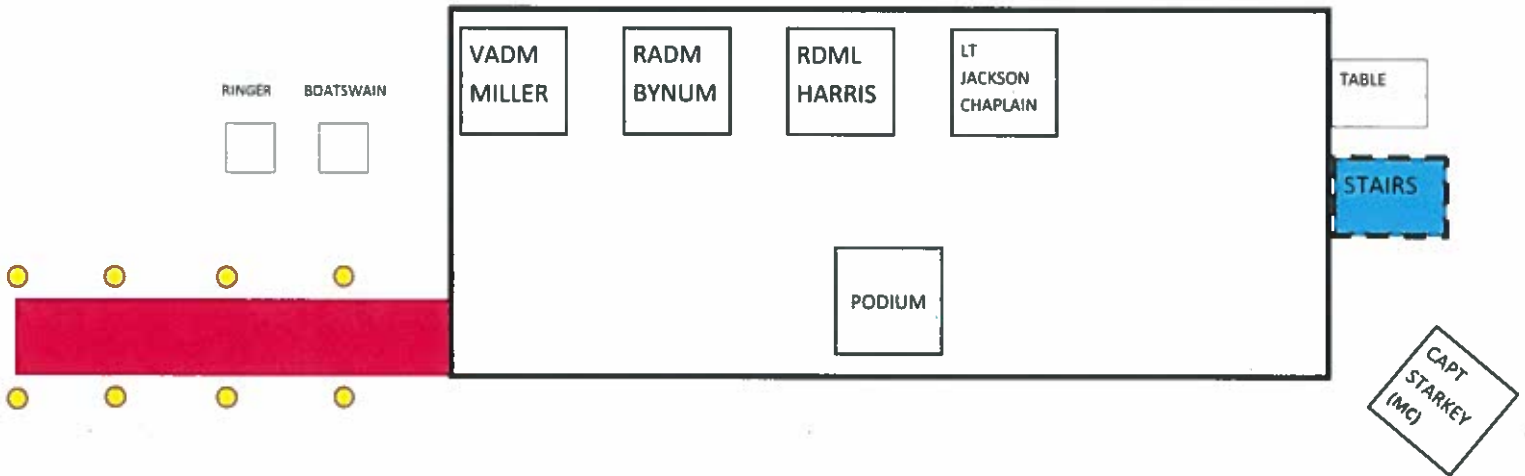
MC: "ON BEHALF OF REAR ADMIRAL BYNUM AND REAR ADMIRAL HARRIS,
THANK YOU VERY MUCH FOR ATTENDING TODAY."

"YOU ARE CORDIALLY INVITED TO ENJOY THE RECEPTION IMMEDIATELY
FOLLOWING THE CEREMONY IN THE WARDROOM BELOW DECK. LADIES AND
GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY."

MUSIC: FESTIVE PATRIOTIC MUSIC (IMMEDIATELY FOLLOWING
CONCLUDING REMARKS). NOTE: ANCHORS AWAY WILL NOT BE PLAYED AT
CEREMONY CONCLUSION.

STARBOARD

FLAG



SEATING

SEATING

PORT