



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

Canc: Feb 2019

CNATRANOTE 5060
N00R
18 DEC 2018

CNATRA NOTICE 5060

Subj: CHIEF OF NAVAL AIR TRAINING, RESERVE COMPONENT COMMAND,
CHANGE OF COMMAND CEREMONY

Encl: (1) Assignment of responsibilities
(2) Ceremony Schedule of Events
(3) Plan of Action & Milestones (POA&M)

1. Purpose. To publish information, establish timelines and assign responsibilities for the Chief of Naval Air Training (CNATRA), Reserve Component Command (RCC), Change of Command (COC) ceremony.

2. Discussion. CAPT Robert T. Carretta, USN, will be relieved as Commander, CNATRA Reserve Component by CAPT William L. Angermann, USN, in a ceremony to be conducted at the Blue Angel Atrium, Naval Air Station Pensacola, Pensacola, Florida at 1000, 25 January 2019.

3. Information. All civilian personnel and family members of CNATRA Reserve Component personnel and all military and civilian personnel attached to tenant commands at Naval Air Station, Pensacola and their family members are cordially invited to attend. Guests are asked to be seated 15 minutes prior to the start of the ceremony.

a. Official Party. RDML Gregory. N. Harris, CAPT Robert. T. Carretta, CAPT William. L. Angermann and Chaplain.

b. Uniform. The following Navy uniforms or service equivalent are prescribed:

(1) Participants

(a) Reviewing Stand/Official Party: Full Dress Blue (no swords/no gloves)

(b) Officer Escort and Ushers: Full Dress Blue (no swords/no gloves)

(c) Color Guard, Side Boys, Boatswain's Mate: Full Dress Blue (no swords/no gloves)

(2) Guests: Uniform of the day or service equivalent (flight suits are authorized), appropriate attire for civilian guests.

4. Assignments and Responsibilities

- a. Change of Command Coordinator: CDR Sowles, (commercial 361-961-2409) has the overall responsibility for coordination and execution of the Change of Command.
- b. Special Assistant: PSC Rocha, (commercial 361-961-3628).
- c. CNATRA Reserve Component Department Heads, and persons assigned responsibilities will assist and report status to the Change of Command Coordinator as requested.

5. Action

- a. All CNATRA Reserve Component personnel shall familiarize themselves with the contents of enclosures (1) and (2), and shall take such action as directed. Direct liaison is authorized and encouraged among all activities. Pre-ceremony preparation/action will be completed per enclosures (1) and (2).
- b. Honors shall be rendered for the official party only.
- c. A rehearsal will be conducted at 1400, 24 January 2019. Personnel required are the Master of Ceremonies (M/C), Color Guard, Boatswain's Mate, Bellringer, Side Boys, PSC Rocha and ushers. The rehearsal will be conducted in working uniform or uniform of the day.
- d. Training Air Wing (TRAWING) SIX Student Control will provide eight personnel to form a working party for set up and tear down. Working party personnel shall report to the Blue Angel Atrium no later than 0830 on 25 January 2019. The uniform for the working party will be the uniform of the day (flight suits authorized).



S. B. STARKEY
Chief of Staff

Distribution:
CNATRA SharePoint; CNATRA Website

Assignment of Responsibilities

1. CNATRA Public Affairs Officer (PAO) - NAS Plan of the Week note and Flightline note (week of 21 – 25 JAN).
2. TRAWING SIX Reserve Component OSO
 - a. Coordinate with TRAWING SIX Student Control Officer to secure eight working party members to assist with set up and tear down.
 - b. Request Honor Guard be present for rehearsal, 1400, 25 January 2019 and ceremony 1000, 25 January 2019.
 - c. Arrange for NAS Pensacola photographer to be present at the ceremony.
 - d. Request Boatswain's mate / Bellringer be present for rehearsal, 1400, 25 January 2019 and ceremony 1000, 25 January 2019.
3. Master of Ceremony: CDR Sowles
4. Chaplain: TBD
5. Sideboys: CAPT C. Kuba, CDR M. Rowland, CDR D. Reynolds, CDR R. Pirrone, CDR B. Wooster, CDR C. Minski.
6. Escorts/Ushers: TRAWING SIX Student Control will provide six Student Aviators for 25 January 2019.
7. Boatswain's Mate/Bellringer: TBD
8. Music MC: TBD
9. Project Officer: PSC Rocha
 - a. Ensure preparation of all required documents(letters, certificates, awards) and placement on the podium with reading copies on the MC/narrator's podium.
 - b. Request the Chaplain for the ceremony and provide biographies of official participants (if requested).
 - c. Take charge of student working party. Ensure sufficient chairs, two podiums, one covered table (small), red carpet, ceremonial bullets, flags and bell/bellstand are in place. Ensure proper set up and preparation is completed. Ensure that the ceremonial area is cleaned up and properly secured after the ceremony.
 - d. Properly brief all personnel involved in ceremony on responsibilities.

- e. Assist in preparation of Succession of Command message.
- f. Make arrangements with the NAS Pensacola PAO to have appropriate Marquee announcements displayed at the front and back gates.

Enclosure (1)

Schedule of Events

24 JAN 19

1400 Rehearsal: NAS Pensacola Blue Angel Atrium. Personnel required are Master of Ceremonies (M/C), Color Guard, Boatswain's Mate, Side Boys, Bellringer, PSC Rocha and ushers

25 JAN 19

0900 Set up at Blue Angel Atrium for Change of Command ceremony

Set up to be completed NLT 0930

Podiums set up

Test microphones – PSC Rocha

Award table set up for ceremony

Flags on display

Script book in place (both podiums)

Water for MC and participants

Music ready

Photographer set

Red Carpet/Bell/Bullets set up

0930 Set up complete

0945 Programs in chairs/(reserved) seats in front row

(left row; CAPT Carretta's guests/right row; CAPT Angermann's guests)

0945 Flowers in place (double check with CAPT Carretta/CAPT

Angermann)

0945 Ushers, Sideboys muster

0950 Ushers escort special guest/family to seats

Master of Ceremonies/Narrator in place

Appropriate music played

0950 Arrival and seating of guests

0955 RDML Harris/Official party arrive and prepare for arrival

Honors

0955 Boatswain's Mate/Bellringer/Sideboys in place

1000 Ceremony Commences

1005 Parading the Colors

1010 National Anthem (music)

1015 Invocation

1020 Welcome and Introduction of Guest Speaker

1030 Remarks by Guest Speaker

1040 Presentation of Awards

1045 Remarks and Reading of Orders

1050 Benediction

1100 End of Ceremony

ITEM	RESPONSIBLE	Days prior to COC	Contact time	Days prior to COC	DUE DATE	STATUS
RESERVE CEREMONIAL AREA - NAS PENSACOLA BLUE ANGEL ATRIUM	CDR SOWLES	120	24-Aug-18	90	28-Oct-18	Complete
RESERVE RECEPTION AREA - NAS PENSACOLA MUSEUM	CDR SOWLES	120	24-Aug-18	90	28-Oct-18	Complete
EOT AWARD	CDR SOWLES	90	21-Sep-18	60	25-Nov-18	Complete
INVITATIONS - ROUGH	CDR SOWLES	90	26-Nov-18	70	15-Nov-18	
BIO's & PHOTO's FOR BOTH INCOMING/OUTGOING	CDR SOWLES	75	10-Nov-18	60	25-Nov-18	Complete
INVITATIONS - EVITE	CDR SOWLES	75	10-Nov-18	60	25-Nov-18	Complete
INVITATION MAILING LIST	CAPT CARRETTA / CAPT ANGERMANN	75	10-Nov-18	60	25-Nov-18	
REQUEST GUEST SPEAKER	CAPT CARRETTA	60	25-Nov-18	30	25-Dec-18	Complete
FAREWELL GIFT	CDR MINSKI	60	25-Nov-18	30	25-Dec-18	
INVITE VIP'S	CAPT CARRETTA	60	25-Nov-18	30	25-Dec-18	
POA&M HOWGOZIT MEETING	CDR SOWLES	60	25-Nov-18	30	25-Dec-18	Complete
INVITATIONS - EMAILED	CHIEF ROCHA	60	25-Nov-18	45	10-Dec-18	
5060 NOTICE - ROUGH	CDR SOWLES	60	25-Nov-18	45	10-Dec-18	Complete
REQUEST HONORS BOS'N	CDR MARTIN	45	10-Dec-18	30	25-Dec-18	Complete
REQUEST BELL RINGER	CDR MARTIN	45	10-Dec-18	30	25-Dec-18	Complete
REQUEST USHERS - TW-6 STUDENTS	CDR MARTIN	45	10-Dec-18	30	25-Dec-18	Complete
REQUEST SIDEBOYS (6)	CDR SOWLES	45	10-Dec-18	30	25-Dec-18	Complete
5060 NOTICE - SMOOTH	NI	45	10-Dec-18	30	25-Dec-18	
CEREMONY PROGRAM - ROUGH	CDR SOWLES	45	10-Dec-18	30	25-Dec-18	Complete
CLOSE-OUT FITREP	CAPT CARRETTA	30	25-Dec-18	18	07-Jan-19	
ARRANGE PHOTOGRAPHER/VIDEO	CDR MARTIN	30	25-Dec-18	18	07-Jan-19	
POA&M HOWGOZIT MEETING	ALL	30	25-Dec-18	18	07-Jan-19	
REQUEST CHAPLAIN	CDR SOWLES	30	25-Dec-18	18	07-Jan-19	
FLAGS/BULETS/RED CARPET/BELL	CDR SOWLES	30	25-Dec-18	18	07-Jan-19	Complete
MUSIC/SOUND SYSTEM/GROUND ELECT.	CDR SOWLES	30	25-Dec-18	18	07-Jan-19	Complete
COS OUT BRIEF	CAPT CARRETTA / CAPT ANGERMANN	30	25-Dec-18	10	15-Jan-19	
ADMIRAL OUT BRIEF	CAPT CARRETTA / CAPT ANGERMANN	30	25-Dec-18	10	15-Jan-19	
ARRANGE FOR COLOR GUARD	CDR MARTIN	30	25-Dec-18	18	07-Jan-19	
CEREMONY PROGRAM - PRINT	NI	30	25-Dec-18	18	07-Jan-19	
FLOWERS/CORSAGES (WIFE/SPECIAL GUESTS)	MEMBERS	18	07-Jan-19	10	15-Jan-19	
PROVIDE RDML'S SEC WITH VIP LIST	CHIEF ROCHA	18	07-Jan-19	10	15-Jan-19	
FINALIZE RSVP FOR SEATING	CHIEF ROCHA	18	07-Jan-19	10	15-Jan-19	
ARRANGE FOR TABLE FOR CAKE AND PROGRAM	CDR SOWLES	18	07-Jan-19	18	07-Jan-19	
MARQUEE CONTACT BASE MWR	CDR MARTIN	18	07-Jan-19	18	07-Jan-19	
CEREMONIAL CAKE & ACCESSORIES (SWORD)	CDR SOWLES	18	07-Jan-19	18	07-Jan-19	
SUCCESSION OF CMD MSG	CHIEF ROCHA	18	07-Jan-19	10	15-Jan-19	
ARRANGE FOR BOQ FOR VIP/GUESTS	CDR SOWLES	18	07-Jan-19	14	11-Jan-19	
RECEPTION GUEST LOG, PENS & HOLDERS	MEMBERS	10	15-Jan-19	10	15-Jan-19	
POA&M HOWGOZIT MEETING	ALL	10	15-Jan-19	1	24-Jan-19	
REHEARSAL -1400, 25 JAN 19	ALL	0	25-Jan-19	1	24-Jan-19	
FLOWERS AND WATER STAGED	CHIEF ROCHA	0	25-Jan-19	0	25-Jan-19	
PROGRAMS PLACED IN SEATS	USHERS	0	25-Jan-19	0	25-Jan-19	
EOT AWARD, FAREWELL GIFT & SCRIPT IN	CDR SOWLES	0	25-Jan-19	0	25-Jan-19	
COC - 1000, FRIDAY, 25 JAN 19	ALL	0	25-Jan-19	0	25-Jan-19	