



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

Canc: Jan 18

CNATRANOTE 5050
N00
29 Nov 17

CNATRA NOTICE 5050

Subj: ANNUAL CNATRA HOLIDAY RECEPTION ON SUNDAY, 10 DECEMBER
2017

Encl: (1) Holiday Reception Responsibilities
(2) Holiday Reception Agenda

1. Purpose. To publish itinerary and responsibilities for the Annual Chief of Naval Air Training (CNATRA) Holiday Reception.
2. Background. CNATRA will be hosting a Holiday Reception that includes state, city, and local community leaders.
3. Action. Assignment of responsibilities and agenda are attached as enclosures (1) and (2).
4. Uniform. The uniform for this event is as follows:
 - a. Military and Civilian Guests: Casual Holiday Attire.
 - b. TRAWING FOUR Ushers.
 - (1) Navy: Service Dress Blue Uniform
 - (2) Marine Corps: Service "B" Uniform
5. Project Officer. Ms. Allison Oser, CNATRA Admin Officer will be the coordinator for the reception. She may be reached at (361) 961-2186, (361) 813-1060 (cell) or by email at allison.oser@navy.mil.

S. B. Starkey
Chief of Staff

Distribution: Website, Sharepoint, CNATRA, NASCC, TW4

ASSIGNMENT OF RESPONSIBILITIES

1. Chief of Naval Air Training
 - a. Official host of reception.
 - b. Provide two guest lists to NASCC by 1500 on Tuesday, 5 December 2014.
2. Commanding Officer, NAS Corpus Christi
 - a. Ensure entire grounds are neatly groomed and sprayed for insects.
 - b. Ensure both inbound station marquees read:

WELCOME TO THE
CHIEF OF NAVAL AIR TRAINING
HOLIDAY RECEPTION

3. Commander, Training Air Wing FOUR
 - a. Provide six personnel on Friday, 08 December 2017 at 1400 to assist with setup. Provide eight personnel to serve as ushers during the event, assist with the cleanup/breakdown of the event.
 - (1) Group A four ushers: 1300-1530
 - (2) Group B four ushers: 1530-1800
4. Project Officer (Allison Oser)
 - a. Provide oversight of planning, setup, and execution of event.
 - b. Reserve caterer for the event.

AGENDA

Friday, 08 December 2017

1400 - TBD

Final prep at Quarters 1.

Sunday, 10 December 2017

1300 - 1500

Holiday Reception Group A.

1500 - 1600

Final prep for Group B.

1600 - 1800

Holiday Reception Group B.

1800 - 1830

Clean up/tear down.