



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

Canc: May 14

CNATRANOTE 5050
N00

31 Mar 14

CNATRA NOTICE 5050

Subj: ANNUAL CNATRA COMMUNITY RECEPTION ON SATURDAY, 26 APRIL
2014

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

1. Purpose. To publish itinerary and responsibilities for the Annual Chief of Naval Air Training (CNATRA) Community Reception.

2. Background. CNATRA will be hosting a Community Reception that includes state and local leaders.

3. Action. Assignment of responsibilities and agenda are attached as enclosures (1) through (2).

4. Uniform. The uniform for this event is as follows:

a. Navy

(1) E-7 and above, Summer White.

(2) E-6 and below, Dress White.

b. Marine Corps. Blue Dress "D".

c. Coast Guard. Topical Blue Long.

d. Air Force. Blues with short sleeve shirt.

5. Project Officer. LT Liam Mulcahy, CNATRA Flag Aide will be the coordinator for the reception. He may be reached at (361) 961-2672, (361) 438-2052 (BB) or by email at liam.mulcahy@navy.mil.

S. D. JONES
Chief of Staff

Distribution: Website, Sharepoint, NASCC, TW4

ASSIGNMENT OF RESPONSIBILITIES

1. Chief of Naval Air Training

- a. Official host of reception.
- b. Provide tents, tables, chairs, stage, and trash receptacles for the event.
- c. Provide transportation for Navy Band within the local area.
- d. Provide two guest lists to NASCC by 1200 on Thursday, 24 April 2014.

2. Commanding Officer, NAS Corpus Christi

- a. Ensure entire grounds are neatly groomed and sprayed for insects. Grounds should be sprayed for insects one week prior, three days prior, and again one day prior to 26 April 2014.
- b. Ensure sprinkler system is turned off from Wednesday, 23 April thru Monday, 29 April 2014.
- c. Ensure cones are set up in the field across from quarters to designate a parking area on Friday, 25 April 2014.
- d. Ensure North Gate is open to traffic between 1530 and 1930 on 26 April 2014.
- e. Ensure both inbound station marquees read:

WELCOME TO THE
CHIEF OF NAVAL AIR TRAINING
COMMUNITY RECEPTION

- f. Ensure security personnel are present for traffic control in the Senior Officer Housing Area.
- g. Provide portable lighting in the field across from the quarters, to light the area which will be used for event parking.

3. Commander, Training Air Wing FOUR

a. Provide 10 personnel on Thursday, 24 April 2014 and Friday, 25 April 2014 to assist in setup of the event.

b. Provide six personnel on Saturday, 26 April 2014 to assist with final preps in the morning and the event in the afternoon.

c. Provide 10 personnel on Monday, 28 April 2014 to assist with the cleanup/breakdown of the event.

4. Project Officer(LT Mulcahy). Provide oversight of planning, setup, and execution of event.

AGENDA

Thursday, 24 April 2014

0900 - TBD

Working Party muster on the
CNATRA Quarterdeck.

Friday, 25 April 2014

0900 - TBD

Working Party muster at Quarters 1
for setup.

Saturday, 26 April 2014

1000 - TBD

Final preps at Quarters 1.

1600 - 1630

Receiving Line.

1600 - 1900

Community Reception.

Monday, 28 April 2014

0900 - TBD

Working Party muster at Quarters 1
for cleanup/breakdown.