



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

Canc: Nov 14

CNATRANOTE 5060  
N00X  
22 Oct 20104

CNATRA NOTICE 5060

Subj: RETIREMENT CEREMONY FOR CDR RANDALL K. GREEN

Encl: (1) USS LEXINGTON Ceremonial Setup Chart

1. Purpose. To outline responsibilities and request assistance, as required, for the retirement ceremony in honor of Commander Randall K. Green.

2. Information. Commander Randall Green will retire after 27 years of honorable service on Friday, 21 November 2014, onboard USS LEXINGTON. The ceremony will commence at 0900 in the LEXINGTON theater. A rehearsal will be conducted on 1300, Thursday, 20 November 2014, onboard USS LEXINGTON.

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

Master of Ceremonies	CDR Vega
Ceremony Coordinator	Mr. Watson
Presiding Officer and Guest Speaker	RDML Kelley
Ceremony Chaplain	Pastor Jon Warren
Sideboys (six required)	TBD
Flag Detail Ceremony (five required)	TBD
Ushers/Escorts	CTW-4 students
Stage/Equip Coordinator	AWSC Horton
Technical support for audio/music	Mr. Tijerina
Administrative Officer	Mr. Ortiz
Public Affairs	LT Olson
Photographer	Mr. Stewart

b. USS LEXINGTON POC: Ms. Rebekah L. Brooks, (361)888-4873 ext. 305.

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 with USS LEXINGTON.

b. Public Affairs:

(1) Provide photographic/video support.

(2) Draft and release announcement after retirement ceremony to the following publications:

(a) Corpus Christi Caller-Times newspaper

(b) WINGSPAN newspaper

(c) CNATRA Facebook page

(3) Create official program for retirement ceremony based on CDR Green's specifications. Provide 200 printed copies of program for ceremony.

(4) Coordinate display of the following message on the base marquee on 21 Nov 14:

Fair Winds and Following Seas  
Commander Randall & Shelly Green and family  
Thank you for 27 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 CDR Green's wife and Letters of Appreciation for CDR Green's wife and sons.

(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 per enclosure (1).

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

(1) Five officers as ushers/escorts

(2) Two flag detail ceremony participants (one Ensign and one Lieutenant Junior Grade). Both officers must be available for rehearsal.

4. Uniform:

a. Participants (including Sideboys, Flag Detail, Ushers/Escorts and Color Guard): Service Dress Blue or equivalent with large medals.

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

c. Civilian Guests: Civilian casual.

D. M. EDGECOMB  
Chief of Staff

Distribution:  
CNATRA Website  
CNATRA SharePoint

# CEREMONY SETUP

