



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

IN REPLY REFER TO:
COMTRAWINGONEINST 5050.1G
N7
21 Oct 10

COMTRAWING ONE INSTRUCTION 5050.1G

From: Commander, Training Air Wing ONE

Subj: DISTINGUISHED GUEST COORDINATION PROCEDURES

Ref: (a) NETCINST 1710.1A

Encl: (1) Sample Training Air Wing ONE 5050 NOTICE
(2) Sample Schedule of Events

1. Purpose. To issue procedures for coordinating visits by distinguished guests to Training Air Wing ONE (TW-1), in accordance with reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 5050.1F.

3. Background. Distinguished guests may be civilian or military personnel, active duty or retired, whose rank; billet, job or purpose of visit requires that the senior officer present and other key personnel are aware of their presence. Therefore, there is a need to assign personnel to coordinate the various functions associated with hosting distinguished guests at TW-1 to ensure their visit is successful. Enclosure (1), when completed, will provide information necessary to ensure all actions are completed for visits by distinguished guests.

4. Action. TW-1 personnel, to include Squadron commanding officers, shall ensure that enclosures (1) and (2) are issued when his or her activity will host distinguished visitors, for both official and unofficial visits. Copies shall be provided in accordance with the distribution list contained in enclosure (1), including TW-1. Distribution of the memorandum does not relieve the host command of the responsibility for ensuring the necessary lodging and transportation requirements are confirmed.


KEITH T. TAYLOR

Distribution:

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

<https://www.cnatra.navy.mil/TW1/cancellations.asp>

SAMPLE, TRAINING AIR WING ONE 5050 NOTICE

COMTRAWING ONE NOTICE 5050

From: Commander, Training Air Wing ONE

Subj: VISIT BY XXX, DATE *(include name of visitor, billet and title)*

Encl: (1) Schedule of Events

1. Purpose. To assign responsibilities and promulgate the schedule for the extended site visit of XXX.

2. Discussion. XXX will be on board NAS Meridian from DATES in order to Include purpose of visit and background on planned events. Provide method, place and time of arrival and departure *(this information shall also be outlined in the schedule of events)*

3. Official Parties

a. Captain Keith T. Taylor will serve as the Official Host.

b. XXX delegation will consist of:

4. Uniform

a. Military. The uniform for military personnel is uniform of the day, or as appropriate.

b. Civilian. Normal working attire, or as appropriate.

5. Schedule of events. The schedules of events are delineated in enclosures (1).

6. Assignment of responsibilities

a. Overall coordinator, email and phone number

b. Other responsible personnel as required

c. YYY, TW-1. Coordinate appropriate "Welcome Aboard" marquee message at flight line entrance.

d. All TW-1 Personnel. Ensure all workspaces are clean and presentable.

7. Commanding Officer NAS Meridian is requested to provide the following support:
- a. "Welcome Aboard" marquees at the Main Gate, Base Operations (*if flying into transient line*) and CBQ (*if applicable*).
 - b. Public Affairs, grounds preparation and protocol assistance as may be appropriate.
 - c. Mode of transportation (as required)
 - d. Meals
 - e. Lodging (VIP suites, etc.)

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SAMPLE SCHEDULE OF EVENTS

Wednesday, 20 Aug 08

2000 Arrive via commair at Meridian Airport

2100 Arrive at NAS Meridian CBQ

Thursday, 21 Aug 08

0800 Ejection seat and cockpit orientation brief with BBB

0900 Flight gear fit (Paraloft)

1000 Flight brief with Captain Wood (VT-9)

1200 Orientation flight takeoff

1900 Dinner with Commodore, ZZZ (Location TBD)

Friday, 22 Aug 08

0730 Address squadron officers (VT-9 Ready Room)

0900 Simulator tour (Bldg 150)

1100 Attend winging ceremony (Base Chapel)

TBD Dinner with Commodore and Mrs. Wood

Saturday, 23 Aug 08

0515 Depart CBQ for Meridian Airport

0545 Arrive Meridian Airport

0635 Commair flight departs