



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING SIX
390 SAN CARLOS ROAD SUITE C
PENSACOLA, FLORIDA 32508-5509

Canc frp: Aug 16

COMTRAWINGSIXNOTE 5060

N1

24 Jun 16

COMMANDER, TRAINING AIR WING SIX NOTICE 5060

Subj: RETIREMENT CEREMONY FOR COMMANDER CHRISTOPER A. ORLOWSKI,
UNITED STATES NAVY

Encl: (1) Assignment of Responsibilities
(2) Sequence of Events

1. Purpose. To provide information and sequence of events incident to the Retirement Ceremony to honor Commander Christopher A. Orlowski, United States Navy.
2. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
3. Background. Commander Christopher A. Orlowski, United States Navy, will retire on 08 July 2016 at 1000 in a traditional ceremony to be held in the National Museum of Naval Aviation, Naval Air Station, Pensacola, Florida.
4. Official Party. The Official Party will consist of:

Captain Edward L. Heflin, USN, Commander, Training Air Wing SIX
Captain Kenwood Germann, USN, Commanding Officer, NR USFF MAO Hurlburt
Commander Christopher A. Orlowski, USN, Pilot, Training Air Wing SIX
Father Doug Halsema, Pastor, St. Paul Catholic Church
5. Uniform. Uniforms for personnel attending the ceremony:

Official Party – Summer Whites

Military guests – Uniform of the day

Civilians – Appropriate Civilian Attire
6. Participants
 - a. The guest speaker will be Captain Kenwood Germann.

- b. All other participants and assigned duties are outlined in enclosure (1).
7. Rehearsal. One rehearsal will be held at the National Museum of Naval Aviation at 1130, Thursday, 07 July. All participants are required to attend.
8. Sequence of Events. Enclosure (2) provides the sequence of events.
9. Formation. The formation for the ceremony and seating on the reviewing stand shall be arranged during the ceremony rehearsal. All personnel, sideboys, Honors Boatswain's Mate, and Bell Ringer will fall in at 0900.
10. Action. Enclosure (1) assigns specific tasks and all responsibilities. ALL TRAWING SIX personnel shall familiarize themselves with the contents of these enclosures and take such action as directed/required, keeping the Coordination Officer informed of progress and immediately reporting any difficulties encountered. Direct liaison is authorized among all personnel in the accomplishment of assigned tasks.



EDWARD L. HEFLIN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Training Air Wing SIX Web site, <https://www.cnatra.navy.mil/tw6/>

ASSIGNMENT OF RESPONSIBILITIES

1. The TRAWING SIX Reserve OSO, LCDR Chris Harrison, is responsible for the overall supervision of the ceremony and events and is designated as the Coordination Officer.
2. Additional Participant Responsibilities. Individuals assigned specific responsibilities on 08 July 2016 include:
 - a. Master of Ceremonies – LCDR Shane Snakenberg
 - b. Honors Boatswain's Mates – BM2 Fitzgibbon - Boatswain
LCDR Holbus - Soundboard
YN1 Achane - Bellringer
 - c. Sideboys
 - (1) LCDR Chris Harrison (2) LCDR Chris Glenn
 - (3) LCDR Nate Dewitz (4) LCDR Steve Jones
 - d. Ushers/Flower Bearers. Student Control will provide four pool students.
 - (1) TBD (2) TBD
 - (3) TBD (4) TBD
 - e. Working Party
 - (1) Student Control is responsible for assigning four personnel for the set up and clean-up of the event.
 - (2) A meeting with the Coordinating Officer and all members of the working party will be held in the Atrium at the Museum at 1130, Thursday, 07 July. Attendance is mandatory.
3. Any changes to the assignments listed above must be coordinated with Lieutenant Commander Harrison, 452-2105.

SEQUENCE OF EVENTS

0900 COORD: Ensure ceremony area is properly rigged and ready for the ceremony.

STUCON: Attach name tags for VIP seating.

CDR Orłowski and family, CAPT Heflin, CAPT Germann, FR. Halsema and guests await ceremony commencement in Radford Lounge with light refreshments.

0930 Ushers muster at ceremony site.

All guests, as they arrive, will be escorted to the seating area.

Honors Boatswain's Mate, sideboys, DJ, bell ringer assemble in respective designated areas.

DJ plays selected music.

0950 Music stops in preparation for the beginning of the ceremony.

0955 CDR Orłowski's family escorted to their seats.

Sideboys, bell ringer, Bos'n march into position.

Chaplain seated.

1000 MC (Upon arrival of official party)
“GOOD AFTERNOON LADIES AND GENTLEMEN. WELCOME TO THE NATIONAL MUSEUM OF NAVAL AVIATION AND TO THE RETIREMENT CEREMONY OF COMMANDER CHRISTOPHER ORŁOWSKI. IN JUST A FEW MINUTES THE OFFICIAL PARTY WILL BE ARRIVING. ARRIVAL HONORS WILL BE RENDERED THIS AFTERNOON TO THE PRINCIPAL PARTICIPANTS IN THE CEREMONY.

MC **"WILL THE GUESTS PLEASE RISE AND REMAIN STANDING FOR THE ARRIVAL OF THE OFFICIAL PARTY, THE NATIONAL ANTHEM, AND THE INVOCATION."**

BELL RINGER Sound 2 bells

MC **"COMMANDER, UNITED STATES NAVY,
ARRIVING."**

CDR Orłowski Proceed through 4 sideboys

BOS'N Render side honors

BELL RINGER Sound 2 bells

MC **"CAPTAIN, UNITED STATES NAVY, ARRIVING."**

CAPT Germann Proceed through 4 sideboys

BOS'N Render side honors

BELL RINGER Sound 2 bells

MC **"TRAINING AIR WING SIX, ARRIVING."**

CAPT HEFLIN Proceed through 4 sideboys

BOS'N Render side honors

Official party proceeds to podium.

MC **"COLOR GUARD, PARADE THE COLORS."**

COLOR GUARD (Parades the Colors)

(When colors in place)

MC **"LADIES AND GENTLEMEN, OUR NATIONAL
ANTHEM".**

Andrew Orłowski Plays the National Anthem.

MC **"RETIRE THE COLORS"**

MC **"MILITARY GUESTS PLEASE REMOVE YOUR
COVERS. FATHER HALSEMA WILL NOW DELIVER
THE INVOCATION."**

FR HALSEMA Offers invocation.

MC **"WILL THE GUESTS PLEASE BE SEATED."**

Official party takes seats.

MC **"LADIES AND GENTLEMEN, COMMANDER CHRIS ORLOWSKI."**

CDR ORLOWSKI Opening Remarks and introduction of Guest Speaker, CAPT Germann

CAPT GERMANN Remarks

MC **"CAPTAIN HEFLIN WILL NOW PRESENT CDR ORLOWSKI WITH HIS RETIREMENT AWARD. WILL THE MILITARY GUESTS, ATTENTION TO AWARD."**

CAPT HEFLIN Presents CDR ORLOWSKI:

MC (READ) (1) Meritorious Service Medal

MC **"GUESTS PLEASE BE SEATED"**

MC (READ) (2) Letter from the President

(READ) (3) Retirement Certificate

(READ) (4) LETTERS OF APPRECIATION

(READ) - Joanmarie (Wife)

(READ) - Mr. and Mrs. Orłowski (Parents)

(READ) - Mitchell, Andrew, Matthew (Sons)

CDR ORLOWSKI Remarks

MC **WILL THE GUESTS PLEASE RISE FOR THE BENEDICTION."**

FR. HALSEMA Delivers benediction

MC **"POST THE SIDEBOYS"**

"BOS'N ... STANDBY TO PIPE THE SIDE ...

CDR ORLOWSKI To CAPT Heflin "SIR, REQUEST PERMISSION TO GO ASHORE."

CAPT HEFLIN "PERMISSION GRANTED."

CDR ORLOWSKI	(proceeds to bottom of Daisy steps)
	(Ushers escort Joanmarie, Mitchell, Andrew and Matthew to CDR Orłowski in front of sideboys)
BELL RINGER	Sound 2 bells
MC	“COMMANDER, UNITED STATES NAVY RETIRED, DEPARTING.”
BOS’N	Render side honors.
CDR ORLOWSKI	Comes around and meets his family.
BELL RINGER	Sound 2 bells
MC	“UNITED STATES NAVY FAMILY RETIRED, DEPARTING.”
BOS’N	Render side honors.
MC	“LADIES AND GENTLEMEN, THIS CONCLUDES THE RETIREMENT CEREMONY. ON BEHALF OF CDR ORLOWSKI AND TRAINING AIR WING SIX WE THANK YOU FOR YOUR ATTENDANCE. ALL GUESTS ARE INVITED TO SOME REFRESHMENTS IN THE CUBI BAR.”