



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

Canc frp: Feb 13

COMTRAWINGSIXNOTE 5060

N1

14 Feb 13

**COMMANDER, TRAINING AIR WING SIX NOTICE 5060**

From: Commander, Training Air Wing SIX

Subj: RETIREMENT CEREMONY FOR COMMANDER ERIK W. OSTROM,  
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 Erik W. Ostrom, United States Navy.

2. Background. Commander Erik W. Ostrom, United States Navy, will retire on 22 February 2013 at 1200 in a traditional ceremony to be held in the National Museum of Naval Aviation, Naval Air Station, Pensacola, Florida.

3. Official Party. The Official Party will consist of:

Captain Willie D. Billingslea, USN, Commander, Training Air  
Wing SIX  
Commander Erik W. Ostrom, USN, Chief Staff Officer, Training  
Air Wing SIX  
LT Zachary Speegle, USNA, NAS Pensacola Chaplain

4. Uniform. Uniforms for personnel attending the ceremony:

Official Party - Full Dress Blues

Military guests - Working Uniform of the day

Civilians - Appropriate Civilian Attire

5. Participants

a. The guest speaker will be Captain Willie D. Billingslea, USN, Commander, Training Air Wing SIX.

b. All other participants and assigned duties are outlined in enclosure (1).

6. Rehearsal. One rehearsal will be held at the National Museum of Naval Aviation at 1400, Thursday, 21 February. All participants are required to attend.

7. Sequence of Events. Enclosure (2) provides the sequence of events.

8. 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 1115.

9. 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.

WILLIE D. BILLINGSLEA

Copy to:

Distribution:

Electronic only, via TW-6 Website:

<https://www.cnatra.navy.mil/tw6/>

### ASSIGNMENT OF RESPONSIBILITIES

1. The TRAWING SIX Admin Officer, Mr. Rick Weaver, 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 22 February 2013 include:

a. Master of Ceremonies - CDR Mark Tankersley

b. Honors Boatswain's Mates - TBD

c. Sideboys

(1) CDR Brian Gutshall	(2) LCDR Chris Kidney
(3) LT Brian Murray	(4) LT James Yach
(5) LT Ryan King	(6) LT Taylor Knight
(7) CAPT Dave Myers	(8) LT Mark Milliken

d. Ushers/Flower Bearers. TW-6 Student Control will provide four pool students.

(1) TBD	(2) TBD
(3) TBD	(4) TBD

e. VT-86 Working Party

(1) VT-86 Student Control is responsible for assigning personnel to set up the museum NLT than 1100. The set up and break down will be in support of this ceremony and the ensuing VT-86 Winging ceremony.

(2) A meeting with the Coordinating Officer and all members of the working party will be held in the Atrium at the Museum at 1030, Friday, 22 February. Attendance is mandatory.

f. Cake/Refreshments. The ushers/flower bearers will be responsible for ensuring the cake/refreshment table is set up with the cake, lemonade, tea, and water by 1130, 22 February.

3. Any changes to the assignments listed above must be coordinated with Mr. Rick Weaver, 452-2105.

SEQUENCE OF EVENTS

1000 All roadside signs in place.

1100 COORD: Ensure ceremony area is properly rigged and ready for the ceremony.

STUCON: Attach name tags for VIP seating.

1130 Photographers/video set up.

Ushers muster at ceremony site.

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

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

DJ plays selected music.

1150 Music stops in preparation for the beginning of the ceremony.

1155 CDR Ostrom's family escorted to their seats.

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

Chaplain Speegle seated.

1200 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 ERIK W. OSTROM.  
IN JUST A FEW MINUTES CAPTAIN  
BILLINGSLEA AND COMMANDER OSTROM WILL BE  
ARRIVING. ARRIVAL HONORS WILL BE RENDERED  
THIS AFTERNOON TO THE PRINCIPAL**

**PARTICIPANTS IN THE CEREMONY. THE CEREMONY WILL COMMENCE WITH THE PLAYING OF THE NATIONAL ANTHEM FOLLOWED BY THE INVOCATION OFFERED BY CHAPLAIN SPEEGLE"**

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 4 bells

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

CDR OSTROM Proceed through 4 sideboys

BOS'N Render side honors

BELL RINGER Sound 4 bells

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

CAPT BILLINGSLEA Proceed through 4 sideboys

BOS'N Render side honors

Official party proceeds to podium.

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

DJ Plays National Anthem.

MC **"MILITARY GUESTS PLEASE REMOVE YOUR COVERS. CHAPLAIN SPEEGLE WILL NOW DELIVER THE INVOCATION."**

CHAPLAIN SPEEGLE Offers invocation.

MC **"WILL THE GUESTS PLEASE BE SEATED."**  
Official party takes seats.

MC **"LADIES AND GENTLEMEN, COMMANDER**

**ERIK OSTROM"**

CDR OSTROM            Opening Remarks and introduction of Guest Speaker, Captain Billingslea

CAPT BILLINGSLEA    Remarks

MC                    **"WILL THE GUESTS PLEASE STAND FOR PRESENTATION OF AWARD."**

CAPT BILLINGSLEA    Presents CDR OSTROM:

MC (READ)            (1) Meritorious Service Medal

MC                    **"GUESTS MAY BE SEATED"**

MC (READ)            (2) Letter from the President

(READ)                (3) Retirement Certificate

(4) LETTERS OF APPRECIATION

(READ)                - Kris (Wife)

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

(READ)                - Katrina, Emma, and Charlie

CDR OSTROM            Remarks

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

CHAP SPEEGLE        Delivers benediction

MC                    TODAY OUR NAVY HAS GIVEN MOST OF THE POMP AND CIRCUMSTANCE, THE HONORS, TRADITIONS, AND CEREMONIES BACK TO HISTORY. BUT WE STILL HAVE TO PAY HOMAGE TO ONE OF OUR SHIPMATES GOING ASHORE. TO HONOR THE YEARS SERVED, THE GUIDANCE, THE LEADERSHIP, THE FRIENDSHIP AND THE EXPERTISE THAT THIS SHIPMATE HAS FREELY GIVEN THESE 20 YEARS.

FOR TWENTY YEARS, THIS MAN STOOD THE WATCH.

WHILE SOME OF US WERE IN OUR BUNKS AT NIGHT, THIS SAILOR STOOD THE WATCH

WHILE SOME OF US WERE IN SCHOOL LEARNING OUR TRADE, THIS OFFICER STOOD THE WATCH

IN THOSE YEARS WHEN THE STORM CLOUDS OF WAR WERE  
SEEN BUILDING ON THE HORIZON OF HISTORY, THIS  
AIRMAN STOOD THE WATCH

MANY TIMES HE WOULD CAST AN EYE ASHORE AND SEE  
HIS FAMILY STANDING THERE ... NEEDING HIS  
GUIDANCE AND HELP...NEEDING THAT HAND TO HOLD  
DURING THOSE HARD TIMES ... BUT HE STILL STOOD  
THE WATCH

HE STOOD THE WATCH FOR MORE THAN TWENTY YEARS

HE STOOD THE WATCH SO THAT WE, OUR FAMILIES, AND  
OUR FELLOW COUNTRYMEN COULD SLEEP SOUNDLY IN  
SAFETY EACH AND EVERY NIGHT KNOWING THAT A SAILOR  
STOOD THE WATCH

TODAY WE ARE HERE TO SAY "SHIPMATE, THE WATCH  
STANDS RELIEVED. RELIEVED BY THOSE YOU HAVE LED,  
GUIDED, AND TRAINED. COMMANDER OSTROM, YOU STAND  
RELIEVED. WE HAVE THE WATCH."

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

CDR OSTROM	To CAPT Billingslea "SIR, REQUEST PERMISSION TO GO ASHORE."
CAPT BILLINGSLEA	"PERMISSION GRANTED."
CDR OSTROM	(proceeds to bottom of Dais steps)  (Ushers escort Kris, Katrina, Emma, and Charlie to CDR Ostrom in front of sideboys)
BELL RINGER	Sound 8 bells
MC	"COMMANDER, UNITED STATES NAVY RETIRED, DEPARTING."
BOS'N	Render side honors.
CDR OSTROM	Comes around and meets his family.

BELL RINGER

Sound 8 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  
OSTROM AND TRAINING AIR WING SIX WE THANK  
YOU FOR YOUR ATTENDANCE. ALL GUESTS ARE  
INVITED TO SHARE CAKE AND REFRESHMENTS TO  
YOUR LEFT."**