COMNAVRESFORCOM INSTRUCTION 5780.1

From: Commander, Navy Reserve Forces Command

Subj: PROCEDURES FOR REQUESTING PUBLIC AFFAIRS SUPPORT

Ref: (a) DoDM 5500.07-R, Joint Ethics Regulation of 17 Nov 11
    (b) COMNAVRESFORINST 4000.1E

Encl: (1) Special Event Program Samples
      (2) Invitation Sample
      (3) Base Access Information Card Sample

1. Purpose. To publish Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) staff policy and procedures for requesting Public Affairs (PA) support consistent with references (a) and (b).

2. Scope and Applicability. This instruction applies to all staff assigned to COMNAVRESFORCOM.

3. Policy. It is COMNAVRESFORCOM policy, that personnel assigned to COMNAVRESFORCOM may request PA support. A request must be submitted in writing to PA support staff no earlier than 4 months, but no later than 45 days prior. For these requests, the Public Affairs Production Request form may be obtained from the COMNAVRESFOR website, https://private.navyreserve.navy.mil. PA will consider the request, within regulations, manning and budgetary constraints, and practicality before approving the request. For the purposes of this instruction, any use of command resources (i.e., logistics or personnel) for PA support constitutes an official request. This instruction shall be carefully reviewed in its entirety.

   a. PA Print Products. In accordance with reference (a), PA print products are available for official business only. Electronic copies are available upon request. PA may provide posters, programs, invitations, and base access information cards. PA print products will only be approved for official command sponsored ceremonies or events. Per reference (b), printing requirements shall be submitted through the nearest Defense Logistics Agency Document Services Office no later than 30 days prior to request date. The maximum of 150 print products will be approved. The command will make every reasonable effort within regulations and resources to provide the following items:

      (1) Posters. Posters will be no larger than 24 inches by 36 inches. Two copies may be requested; more than two copies require the signature of the requestor's deputy chief of staff.
(2) Special Event Program Samples. Programs consist of up to 2 folded pages (8.5 inches by 11 inches), folded to a size of 8.5 inches by 5.5 inches. All pages are full color, with a matte finish. Requests for retirement programs shall be of similar layout and design quality as the samples provided in enclosure (1). Requests for ceremony or event programs shall be submitted no less than 60 days prior to the date of the ceremony or event. Turnaround time begins when all required documents and assets have been received. It is the responsibility of the event coordinator to acquire these assets.

(3) Invitations. Requests for invitations shall be submitted no earlier than 4 months, but no later than 60 days prior to the event date. Invitations will be sized to 5 inches by 3.5 inches or 5.5 inches by 4.25 inches, printed on cardstock. Invitations will be of similar layout and design of enclosure (2).

(4) Base Access Information Cards. Base access information cards of the location of ceremonies or events are available upon request. Maps of locations other than Vista Point, Joint Forces Staff College, COMNAVRESFORCOM, and the USS Wisconsin are to be supplied by the requestor and submitted to PA for printing. Information cards will be similar to enclosure (3). The request shall be submitted no less than 45 days prior to the date of the ceremony or event. If access cards and maps are to accompany invitations, these shall be submitted no earlier than 4 months, but no later than 60 days prior to the event date.

(5) Photography Print Products. Due to equipment constraints, event photo prints will not be provided. Members can request event photos via electronic e-mail and/or CD. Requestor must provide a command forwarding address for mailing final product if located outside of COMNAVRESFORCOM.

b. Photography Services. For photography services and PA equipment check-out procedures requests use Public Affairs Production Request. In regards to official command sponsored ceremonies or events, PA will make every reasonable effort within regulations and resources to provide photography services.

(1) Photography services are limited to locations within a close proximity to COMNAVRESFORCOM. In cases where the ceremony or event is located outside of this radius, it is the responsibility of the requestor to ensure that transportation is requested through COMNAVRESFORCOM logistics department (N4).

(a) Requests for PA photographer(s) shall be submitted a minimum of 3 weeks prior to the date of the ceremony or event. Photography turnaround is 72 hours, beginning the next business day following the event. Any requests for immediate or expedited turnaround require extensive justification and approval by the PA senior enlisted leader.

(b) Request for PA videographer(s) shall be submitted a minimum of 45 days prior to the date needed. Videography turnaround is 2 weeks, beginning the next business day following
the event, not to include weekends and holidays. Any requests for immediate or expedited turnaround require extensive justification and approval of the public affairs officer (PAO). Members shall ensure that there are not any products available at: http://www.navy.mil/, http://www.navy.mil/ah_online/, https://www.deomi.org/human-relations/special-observances.cfm, or https://www.dvidshub.net/. Due to manpower constraints, videography is not available for ceremonies or events if accompanied by a photographer request.

(2) PA Equipment Check-Out Procedures. PA has a limited selection of equipment available for check-out upon request. It is required that Commander, Navy Reserve Force and COMNAVRESFORCOM staff sign the NAVPERS 1070/613, Equipment Check-Out Procedures, and Responsibilities, prior to checking-out equipment. PA staff retains the right to deny any equipment check-out requests. Requests shall be submitted as early as possible, so that PA staff can make any necessary accommodations.

4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5410.1 of January 2012.

5. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N00P will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40, Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

6. Forms or Information Management Control. Public Affairs Production Request form may be obtained from the COMNAVRESFOR Web site, https://private.navyreserve.navy.mil.

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://private.navyreserve.navy.mil
SPECIAL EVENTS PROGRAM SAMPLES

Welcome to the Retirement Ceremony in Honor of

Lieutenant Commander
Chad D. Sailor
United States Navy

28 April 2017
Commander, Navy Reserve Forces Command
Norfolk, Virginia

Fair Winds and Following Seas
THE RETIREMENT CEREMONY

The retirement ceremony is the nation’s expression of its appreciation for a job well done. It is a sincere official recognition of a long period of faithful and honorable service. Often referred to as “swallowing the anchor,” it is a day of great significance. It marks the end of the richly rewarding way of life, living, and sailing the world’s oceans in defense of freedom. Shipmates from the Sailor’s last duty station are formally assembled and highlights of the Sailor’s career are reviewed, awards and commendations cited, and the senior officer properly bids them farewell.

Traditionally during the ceremony the Sailor and their family will be presented with mementos recognizing and expressing the nation’s appreciation for years of service and family support. The United States flag is presented to the retiree, and is of special significance. Each Navy day begins with the ceremony of hoisting colors at 0800 and ends with lowering them at dusk. Lieutenant Commander Sailor has lived figuratively under it’s folds day and night for his whole career. The salutes it it’s honor here and abroad, it’s appearance at sea and in foreign ports, the careful ceremonial way in which it is handled all deeper it’s hold on the heart and memory. The flag is a visible national symbol of the country Lieutenant Commander Sailor served with honor and will always remind him of the precious freedom he defended so well.

The ceremony concluded when for one last time his shipmates pipe him over the side. This is a distinct naval courtesy, a seaman’s tribute, a final farewell whistleled three times on the boatman’s pipe. This pipe is one of the oldest and most distinctive articles of personal nautical equipment used to salute distinguished persons as well as to pass orders. In recent years, it has become customary for the Sailor to invite their family to accompany them as they are piped ashore. This is to recognize their contributions and sacrifices in support of their successful Navy career.

ACKNOWLEDGMENTS
Rear Admiral Sly Sailor
Commander, Navy Reserve Forces Command

Rear Adm. Sly Sailor, a native of Youngstown, New York, holds a Bachelor’s degree in Civil Engineering from the United States Naval Academy in 1986 and is the author of five popular novels. He is a decorated commander and has served in various capacities throughout his career, including as a combat pilot and commandant of the Naval Academy. In 2017, he was appointed as the Commander of the Navy Reserve Forces Command.

He completed a master’s degree in Strategic Studies from the Naval War College in 1991 and is a graduate of the United States Army War College and the United States Naval War College. He is a member of the United States Navy Flight Officer Association and the United States Air Force Association.

Captain Joseph Jones
Deputy Commodore, Fleet Logistics Support Wing

Capt. Joseph Jones, a native of Seattle, WA, holds a Bachelor’s degree in Mechanical Engineering from the United States Naval Academy in 1993. He is a decorated commander and has served in various capacities throughout his career, including as a combat pilot and commandant of the Naval Academy. In 2017, he was appointed as the Deputy Commodore of the Fleet Logistics Support Wing.

He completed a master’s degree in Business Administration from the Harvard Business School in 2005 and is a member of the United States Naval Academy Association and the United States Naval War College Association.
Lieutenant Commander Chad D. Norris, a native of Blauvelt, New York, originally joined the navy as a recruit in 1993. After completing boot camp in Great Lakes Recruit Training Command, he served as an Artisan and Rescue Swimmer aboard the USS Briscoe (DD 977), stationed in Norfolk, Virginia, where he worked on the Rodeo Zee vessel. After his tour, he joined the rank of his shipyard school in 1994 and was selected to join the USN Marine Corps in Quanto, VA. Terwijl in Quantico, werd hij geselecteerd om de verbanding opties en mogelijkheden voor studenten van de boot (boot) inbouw in New York, New York, en studeerde in 1997 af.

 vehículo de la King University op een NROTC beurs en studeerde in 2001 met een Bachelor of Science in Business Management. Naar aanleiding van zijn opdracht, voltooi het Naval Flight Training en verdient zijn vliegertijdschakel in 2002.

 zijn eerste operaties commando, LDCR Solar vloog de B-2B Fleet Air Reconnaissance Squadron met de 3 (VQ-3) uit de Tinker AFB, OK 2002-2005, waar hij diende als Squadron Nautopia instructeur. Hij was een van VQ-3 de eerste piloot om de B-2B nieuwe glazen cockpit vliegen en leidde de overgang van de Squadron aan de nieuwe cockpit.

 Van 2006 tot 2009 was hij een instructor Pilot Training Squadron 4 (VT-4) bij NAS Pensacola, waar hij vloog de T-6 vliegtuigen. Hoewel er bericht was over zijn kwalificatie beschikbaar en werd geselecteerd als de Chief of Naval Air Training Instructor Pilot van het jaar.

 In de tweede helft van 2009 meldde hij zich voor een individuele augmenteer opdracht en diende als Afghanistan Current Operations Officer van de Verenigde Staten Central CoFTS opdracht met Fleet Logistics Ondersteuning Squadron 51 (VR-51). Van 2010 - 2013 vloog hij de Gulfstream 4 vliegtuigen en diende als de VR-51’s Nautopia Officer, Maintenance Officer Operations Officer en Nautopia instructeur.

 Hij heeft opgelopen meer dan 3,500 vliegen in een verscheidenheid van de marine vliegtuigen. Zijn militaire onderscheidingen zijn de marine en Marine Corps Medal voor heldhaftigheid, de Navy Commendation Medal, de gemeenschappelijke dienst Medal, de marine Prestatie medailles en andere pensioenlijke, eenheid en campagne-awards.

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 vehicle of the King University on a NROTC scholarship and studied in 2001 with a Bachelor of Science in Business Management. Following his assignment, he completed Naval Flight Training and earned his wings in 2002.

 his first operations command, LDCR Solar flew the B-2B Fleet Air Reconnaissance Squadron with the 3 (VQ-3) at Tinker AFB, OK 2002-2005, where he served as the Squadron Nautopia instructor. He was one of the first pilots to fly the B-2B new glass cockpit and led the transition of the Squadron to the new cockpit.

 From 2006 to 2009, he was an instructor Pilot Training Squadron 4 (VT-4) at NAS Pensacola, where he flew the T-6 aircraft. However, he was selected for his qualifications to be the Chief of Naval Air Training Instructor Pilot of the Year.

 In the second half of 2009, he volunteered for an individual augmentation assignment and served as the Afghanistan Current Operations Officer of the United States Central CoFTS direct assignment with Fleet Logistics Support Squadron 51 (VR-51). Between 2010-2013, he flew the Gulfstream 4 aircraft and served as the VR-51’s Nautopia Officer, Maintenance Officer, Operations Officer, and Nautopia Instructor.

 He has accumulated over 3,500 hours in a variety of marine aircraft. His military awards include the Navy and Marine Corps Medal for heroism, the Navy Commendation Medal, the community service award, the marine achievement medals, and other personnel-related, unit, and campaign awards.

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 Schedule of Events

 WELCOMING REMARKS
 Captain Marc Oregan

 ARRIVAL OF THE OFFICIAL PARTY
 • SINGING BOWS:
   • PSCM Barton, Leo, USN
   • PSCM Kurt Morris, USN
   • YNC Joshua Scyms, USN
   • AWFT Bill James, USN

 • BELL RINGER:
   • PSC Dan Garcia, USN

 PARADING OF COLORS
 • Navy Reserve Forces Command Color Guard
   • YN2 Theodore Sandoval, USN
   • YN2 Danielle Moore, USN
   • YN2 Patti Barnes, USN
   • L52 Anna Ray, USN

 INVOCATION
 • Captain Fragile Roc, USN, Retired

 GUEST SPEAKER
 • Captain Jordan Baxter, USN
 • Deputy Commodore, Fleet Logistics Support Wing

 AWARDS AND PRESENTATION
 • Rear Admiral Sly Sailor, USN
 • Commander, Navy Reserve Forces Command

 RETIREE’S REMARKS
 • Lieutenant Commander Chuck Norris

 OLD GLORY PRESENTATION
 • LCDR Branden Turner
 • LCDR Fred Peterson
 • LCDR Doug Chaffin

 BENEDICTION
 • Captain Fragile Roc, USN, Retired

 PIPING THE SIDE
 • BM1 Michael Piper, USN

 *Guests are requested to stand
“I can imagine no more rewarding a career. And any man who may be asked in this century what he did to make his life worthwhile, I think can respond with a good deal of pride and satisfaction: 'I served in the United States Navy.'”

- John F. Kennedy

Retirement Ceremony in Honor of

Aviation Electronics Technician (Aviation Warfare / Surface Warfare)
Cameron J. DeLeon
United States Navy

Fair Winds and Following Seas

Friday, April 7th, 2017
OFFICIAL PARTY

RETIREMENT OFFICER
LCDR Bruce Little

GUEST SPEAKER
CDR Joern Lowe

RETIREE
AT1 Kenneth Samuels

MISTRESS OF CEREMONIES
PS1 Tad Mendoza

INVOCATION/BENEDICTION
RPI Craig Aleala

ACKNOWLEDGEMENTS

HONOR BOATSWAIN
BM1 Robert Haupt

SIDEBOYS
AT1 Ava Thomas   PS1 Jennifer Connell
YN1 Roben Moore  LS1 Mary Xie
YN1 Cynthia Watt YN1 Mark Robres

FLAG DETAIL
YN1 Marcel Lyons YN3 Barbara Frank
PS2 Stephen Harris PSSR Kurt Valentine

READING OF THE WATCH
EM1 Sally Marie

USHERS
YN1 Joe Sailor
PS1 Joe Reserve

THE WATCH

For twenty years
This Sailor has 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 shipmate stood the watch

Yes... even before some of us were born into this world
This shipmate stood the watch

In those years when the storm clouds of war were seen
brewing on the horizon of history
This shipmate stood the watch

Many times he would cast an eye ashore
and see his family standing there
Need his guidance and help
Need that hand to hold during those hard times
But he still stood the watch

He stood the watch for 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 trained, Guided, and Lead
Shipmate you stand relieved... we have the watch..."

"Boatswain. Standby to pipe the side... Shipmate’s going Ashore..."
COMNAVRESFORCOMINST 5780.1
7 Sep 2017

COMMANDER FIRST M. LAST
Command Title / Position

Commander Hillicient, te culum ne mus Marbias, noveneq unamitantam patuisi ulicatis. Lun nos in sentiem quasdamachius perid nimoveh eneque nos, nonnusquae quaeque intondi effactant furorpublicam testam dis. Catus conffex ma, nero utem aperorum potilu gualtorum prae dictaeas conhunumterum potis.

Mif te ta intere, sullariu, non deted forum in reo, no. et ad nosa occulturi tunerniam in senique pratqui destis consumus, ut visse atlillernqu no ne quo visse peri, mandite, quam me non seren pondinatitudn sulis hisus, proruerum fieri consum et vat arsfruitus, quem dempore strion suamconorhins ina, faeuciussacavenus reo, nia rei senatus? Gulto int. Obus rem nantiun omnies ceriti, etis, unum conus autussum, que nina, coticato in aut grae condicaequapoterem mendamentan ina, con vintorecius aut furiae tificum poenti proximis elabeceta de int non ten sa in vitum intimumurn mutare intritus in suelti publi pro conceu iam uniusque ciam ebre eum seviilm.


Cuet nondum iri, cont, sene endenni hilaticquint fur, niceremolium porbintamina nuna nonust ve, quo etem inequem ad non ver intruechui fue rebartlari imetu mentem, furionntae cotiue nos ilicium prarem, quium dum cepumin, consum evo, sed peric publiceae ieuliam dienare culii viil hos publivolvo et? Ligeriv stimaxi mastum me aihum ressium vo, x7 Ibas, cors locaed cierdi face cae ego veroctu sulis. Sat.

Olicone latium int essmilin nem invem.

Ciam mena. C. Cat. Seridit id atum Rommiaeacquis; nos ielasu, muntro, quem condiemor ad conteterstum posteliam noti intessucas iam Roma, Custas elabes cont, furbi, conena moli, nina, omnoreo patiu, noc, puluros endiem perni popubulis, fortis criunte nocast aepi ipicosa noccternmae covrvedn minorien ini? Quia ret viiinuim de que nos viis tom inz eC. Num priverte hore terteneta vives noverid emunuse publi. [MAX 350 WORDS]

LIEUTENANT COMMANDER FIRST M. LAST
Command Title / Position

Lieutenant Commander Hillicient, te culum ne mus Marbias, noveneq unamitantam patuisi ulicatis. Lun nos in sentiem quasdamachius perid nimoveh eneque nos, nonnusquae quaeque intondi effactant furorpublicam testam dis. Catus conffex ma, nero utem aperorum potilu gualtorum prae dictaeas conhunumterum potis.

Mif te ta intere, sullariu, non deted forum in reo, no. et ad nosa occulturi tunerniam in senique pratqui destis consumus, ut visse atlillernqu no ne quo visse peri, mandite, quam me non seren pondinatitudn sulis hisus, proruerum fieri consum et vat arsfruitus, quem dempore strion suamconorhins ina, faeuciussacavenus reo, nia rei senatus? Gulto int. Obus rem nantiun omnies ceriti, etis, unum conus autussum, que nina, coticato in aut grae condicaequapoterem mendamentan ina, con vintorecius aut furiae tificum poenti proximis elabeceta de int non ten sa in vitum intimumurn mutare intritus in suelti publi pro conceu iam uniusque ciam ebre eum seviilm.


Cuet nondum iri, cont, sene endenni hilaticquint fur, niceremolium porbintamina nuna nonust ve, quo etem inequem ad non ver intruechui fue rebartlari imetu mentem, furionntae cotiue nos ilicium prarem, quium dum cepumin, consum evo, sed peric publiceae ieuliam dienare culii viil hos publivolvo et? Ligeriv stimaxi mastum me aihum ressium vo, x7 Ibas, cors locaed cierdi face cae ego veroctu sulis. Sat.

Olicone latium int essmilin nem invem.

Ciam mena. C. Cat. Seridit id atum Rommiaeacquis; nos ielasu, muntro, quem condiemor ad conteterstum posteliam noti intessucas iam Roma, Custas elabes cont, furbi, conena moli, nina, omnoreo patiu, noc, puluros endiem perni popubulis, fortis criunte nocast aepi ipicosa noccternmae covrvedn minorien ini? Quia ret viiinuim de que nos viis tom inz eC. Num priverte hore terteneta vives noverid emunuse publi. [MAX 350 WORDS]
INVITATION SAMPLE
Sample Invitation 3.5”X5”

Master Chief Yeoman (SW/AW) Joe Navy
requests the pleasure of your company
at her Retirement Ceremony
on Friday, the ninth of June, Two-Thousand and Seventeen
at 2:30 p.m.
Naval Air Station Oceana
Center for Naval Aviation Technical Training Unit
Ceremonial Hangar
1760 1st Street, Virginia Beach, VA 23460

RSVP by June 1, 2017
LCDR Joe Navy: (757)444-1234
Email: joe.navy@navy.mil

Participants: Full Dress White with Medals
Military Attendees: Khaki or Service Uniform
Civilian: Business Casual

Sample Invitation 5.5”X4.25”

Command Master Chief (SW/AW) Jane R. Doe
requests the pleasure of your company
at his Retirement Ceremony
on Friday, the ninth of June, Two-Thousand and Seventeen
at 2:30 p.m.
Naval Air Station Oceana
Center for Naval Aviation Technical Training Unit
Ceremonial Hangar
1760 1st Street, Virginia Beach, VA 23460

RSVP by June 1, 2017
CMDCM Joe Navy: (757)444-1234
Email: joe.navy@navy.mil

Participants: Full Dress White with Medals
Military Attendees: Khaki or Service Uniform
Civilian: Business Casual

Invitations will not have black border, border is provided to show size difference.
BASE ACCESS INFORMATION CARD SAMPLE

Base access and map cards are two sided and printed the same size as the requested invitations. See enclosure (2).

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**Base Access**

Due to world events, heightened security measures have been implemented at military installations across the country. ALL guests, upon arrival to the gate, will be asked to produce a valid Government-issued photo identification.

A list of approved Government-issued photo identification which establishes identity is listed below:

2. U.S. Passport or U.S. Passport Card.
3. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
4. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
5. Driver’s license or ID card issued by a Real ID Act compliant state or outlying possession of the U.S., provided it contains a photograph and biographic information such as name, DOB, gender, height, eye color, and address. NOTE: Licenses or IDs possessing “NOT APPLICABLE FOR FEDERAL PURPOSES” are not acceptable.
6. School ID card with a photograph.
7. U.S. Coast Guard Merchant Mariner Card (MMC) or Merchant Mariner’s Documents (MMD).

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**Joint Forces Staff College**

Joint Forces Staff College 7800 - Hampton Blvd, Norfolk, VA 23511
10 min (4.5 miles) via Terminal Blvd Fastest route, the usual traffic I-564 Norfolk, VA Take I-564 E and VA-406 W/Terminal Blvd to Meredith St 6 min (3.6 mi) Continue on Meredith St. Take Mitscher Ave to Eniwetok Ave 5 min (0.9 mi)