COMNAVRESFORCOM INSTRUCTION 5780.1A

From: Commander, Navy Reserve Forces Command

Subj: PROCEDURES FOR REQUESTING PUBLIC AFFAIRS SUPPORT

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

Encl: (1) Retirement Ceremony Program Samples
(2) Invitation Samples
(3) Base Access/Map Card Sample

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

2. Cancellation. COMNAVRESFORCOMINST 5780.1.

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

4. 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 30 days prior to an event. For these requests, the PA Production Request form may be obtained from the COMNAVRESFORCOM website, https://private.navyreserve.navy.mil. PA will consider the request, within regulations, manning and budgetary constraints, and practicality before approving or disapproving 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 must 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 must 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:
COMNAVRESFORCOMINST 5780.1A
20 Dec 2019

(1) Posters. Posters will be no larger than 24 inches by 36 inches. Two copies may be requested, but more than two copies will require the signature of the requestor's Deputy Chief of Staff and/or Special Assistant.

(2) Special Event Program Samples. Programs consist of up to two 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 will be of similar layout and design quality as the samples provided in enclosure (1). Requests for ceremony or event programs will be submitted no less than 45 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. It is highly recommended and encouraged for event coordinators to use e-invitations for their events. A cost effective option can be found at einvitations.afit.edu. In cases where electronic invitations are not feasible, requests for invitations will be submitted no earlier than four 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 for the location of ceremonies or events are available upon request. Information cards will be similar to enclosure (3). The request must 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 must be submitted no earlier than four months, but no later than 60 days prior to the event date, consistent with the invitation request.

(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, use PA Production Request. In regard 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 (25 miles) 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).
COMNAVFORCOMPINIT 5780.1A  
20 Dec 2019

(a) Requests for PA photographer(s) will be submitted a minimum of 30 days 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) will be submitted a minimum of 45 days prior to the date requested. Videography turnaround is 14 days, 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. Members must 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 COMNAVFORCOMP 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 request. Requests must be submitted as early as possible, but not later than two days prior so that PA staff can make any necessary accommodations.

5. Comments. Submit comments, recommendations, and suggestions for changes to COMNAVFORCOMP Public Affairs at crnfc_pao@navy.mil.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1, January 2012

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVFORCOMP N00P will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10 year anniversary date, or an extension has been granted.

[Signature]
J. A. SCHOMMER

Releasability and distribution:  
This instruction is cleared for public release and is available electronically only via COMNAVFORCOMP Web site, http://www.public.navy.mil/nrh/Pages/instructions.aspx
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's 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 a 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 it is of special significance. Each Navy day begins with the ceremony of hoisting colors at 0600 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 salute is in its honor here and abroad, it's appearance at sea and in foreign ports, the careful ceremonial way in which it is handled all deepen its 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 whistled three times on the boatswain'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**


Sailor's shore opdrachten bevatte executive assistent van de chef van de Marine Reserve, Bureau van de Chief of Naval Operations (OPNAV) N995, uitvoerende en commandant van Naval Air Station Joint Base van de Reserve van New Orleans, actie officier voor Chief of Staff, Marine Enterprise, OPNAV N99X, Airlogistiek program manager voor Commander, Naval Air Force Reserve, en VT-23 vliegleraar, Naval Air Station Kingsville.

Flag Officer in zijn eerste tour, diende hij als plaatsvervangend hoofd van de Marine Reserve OPNAV N995. Rear Adm. Sailor dient momenteel als reserve kracht commandant voor het Commando zeestrijdkrachten.

Hij heeft opgelopen meer dan 4.500 vliegen in een verscheidenheid van marine vliegtuigen. Zijn militaire onderscheidingen zijn de Legion of Merit, Verdienstelijke Medaille van de Lucht (Strike / Flight Award), Navy Commendation Medal en andere persoonlijke, eenheid en campagne-awards.

---

**Captain Joseph Jones**

**Deputy Commodore, Fleet Logistics Support Wing**


Zijn eerste operationele commando vloog hij in de E-6 met de VQ 4 Shadows bij Tinker AFB, OK. Daar was hij Airframes Branch Officer, Schedulen Officer en Squadron NAVO Instructor. Hij werkte aan het initiatief ontwerp voor de nieuwe glazen cockpit van TACAMO en was een van de eerste Mission Commanders van VQ 4 om de Airborne Command Post-missie te vliegen.

Van 2001-2004 was hij een instructeurpiloot voor de Rode Nachten van VT 3 op Whiting Field. Hij behaalde alle beschikbare kwalificaties, vliegende onderhoudscontrolevluchten en alle systeembeheerders. Zijn binnen omvatten NATOPS en Standardization Department Head.

Na zijn VT 3 tour rapporteerde hij aan de Globemasters van VR 56 in Norfolk, VA die de C-9B vliegen. Daar werd hij toegewezen als hoofd van de veiligheids, behoeftes, opzet- en onderhoudsafdeling. Als Maintenance DI vertrok hij naar NAS Oceana. In 2007 werd hij geselecteerd als CFLSW (CFLSW) C-9 NAVO Instructor en Pilot Evaluator bij NAS Fort Worth TX.


Lieutenant Commander Chad D. Norris  
Deputy Mobilization Director


Na voltooiing van de BOOST-programma, wende hij Tuskegee University op een NROTC beurs en studeerde in 2001 met een Bachelor of Science in Business Management. Naar aanleiding van zijn opdracht, voltooide hij Naval Flight Training en werd deelnemer van zijn school. In 2002, zijn eerste operationele commando LCDR Sailor vloog de E-6B Fleet Air Reconnaissance Squadron met de 3 (VQ-3) luchthaven bij Tinker AFB, OK 2002-2005, waar hij diende als Squadron Natopia instructeur. Hij was een van VQ-3 de eerste piloot om de E-6B nieuwe glazen cockpit vliegen en kreeg 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 Patuxent, waar hij vloog de T-6 vliegtuigen. Hoewel er berichten zijn over kwalificatie beschikbaar, 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 Augmentatie opdracht en diende als Afghanistan Current Operations Officer van de Verenigde Staten Centrale CoEFTS opdracht met Fleet Logistics Onsersuurug Squadron 51 (VR-51). Van 2010 - 2013 vloog hij de Gulfstream 4 vliegtuigen en diende als de VR-51’s Natopia Officer, Maintenance Officer Operations Officer en Natopia Instructor Pilot.

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

Luitenant Sailor woont in Norfolk, Virginia met zijn vrouw Nicole en hun twee kinderen, Hope en Jack.

Schedule of Events

WELCOMING REMARKS
Captain Marc Orgain

ARRIVAL OF THE OFFICIAL PARTY
Sub-Navs:
YN2 Jessica Parker, USN
PSCS Bertin, Leo, USN
PSR Kayla Charles, USN
PSCS Kurt Morris, USN
YN2 Josh Scynn, USN
AWF 1 Bill James, USN

TALL RINGER:
PSC Ian Garcia, USN

PARADE OF COLORS

Navy Reserve Forces Command Color Guard
12 Theodore Sandell, USN
YN2 Danielle Moore, USN
YN2 Patti Burns, USN
LS2 Anna Ray, USN

INVOCATION
Captain Fraggle Rock, 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

CDR Brandon Turner
CDR Fred Peterson

CDR Julie Shaw
CDR Doug Childs

BENEDICTION

Captain Fraggle Rock, USN, Retired

PIPING THE SIDE

BM1 Michael Piper, USN

*Guests are requested to stand*
Retirement Ceremony in Honor of

Cameron J. DeLeon
Aviation Electronics Technician (Aviation Warfare / Surface Warfare)
United States Navy
Friday, April 7th, 2017

"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

Fair Winds and Following Seas
OFFICIAL PARTY

RETIREMENT OFFICER
LCDR Bruce Little

GUEST SPEAKER
CDR Joern Lowe

RETIREE
AT1 Kenneth Samuels

MISTRESS OF CEREMONIES
PS1 Thad Mendoza

INVOCATION/BENEDICTION
RPI Craig Alcala

ACKNOWLEDGEMENTS

HONOR BOATSWAIN
BM1 Robert Houpit

SIDEBOYS
AT1 Ava Thomas
YN1 Ruben Moore
YN1 Cynthia Watt

PS1 Jennifer Connell
LS1 Mary Xie
YN1 Mark Robees

FLAG DETAIL
YN1 Marcel Lyons
PS2 Stephen Harris

YN3 Barbara Frank
PSR Kurt Valentine

READING OF THE WATCH
EM1 Sally Marie

USHERS
YN1 Joe Swil
FS1 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

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

Neeing his guidance and help
Neeing that hand to hold during these 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...”
RATE RANK FIRST M. LAST
Command Title / Position

Chief Heliacent, te culum ne mus Marbis, novenoe uamdituum patissa uilicatu. Lumi
 nec in sentiorem quosdam chui peid nimoveh
 eque mus, nonsaum praesent miisnoni effectum
 furepublibum testam dis. Catus confex ma, nero
 stem apororum potin giltoarum pra ditaea
 conhiun taterum potis.

Mil te tu intere, suntate, non detod forum
 in reo, no. et ad nossa ocutorbis tuernium in
 senique praetic desit consupinimus, ut visse
 stelmemuo nox ne quo visse peri, mandate,
quum me non sens pordat admit suhis horis, prateriaudem fridii consum et
 vat arifectus, quem dempore strion aconmorobis ina, fachuc iissacavenu mus
 reo, nia ret seratus? Guilo int. Obus rem mutus omir ni ceriri; etis,
 uanum consus autussum, que nina, colatra in aut grae conciacaqua poiterem
 mendasuamia ina, con visorercers aut furias tifecam poeni proxamis
 elabefecta de qui non ten se in vitam uniumnum nitare intratis in usci publi
 pro concem iom unusque ciam etre innum acriviam

It. Sa menatis horiter diisilu isestis. Isque forest crema, vs esasnesce
stiont con se publice rssis imprae conecn iberi sene auctua res stam stiere
pra? Ro, verem purum derterei procd molium testubunem parcondetiam
hactantem ina, nonnonseustu sulliv Caits fuusuaelca pra? Quas eu
 con seusens icavolum pubis. Uppl An sentam publum aceri ut, ende
 cremmium hoste disil horunte irati, C. Quo comne foreviria bomsinimine
 conte, Palicam dieriniu supiura cersed si dete fur has ochthu ne porum
 noccoche ienduch illesteuem cles occhi, serantur su mors nos consivitum
 inter pris bonnereors? Lutus hostem

Cael nondan ari, conti, sene endenb habaxquat furt, noccrceru
porliaauam iam noniusve ve, quo etem inequem ad noni no ver instracceh fue
rebertari inatu mentem, furioratia cotise nos iliumu praem, quist
sum cuperuis, consum co, sed pori publice ac iselium diernere culic vil hos
publunvolt et? Egeriv ivitmaxi munteb me adhiam resesius vo, st? Ilbus,
conc locced cindsi facce es es eg voerortu suis. Sut.

Olione latum int esemilinh nem inven

Ciam mena, C. Cat. Senud it atum Romnicaqwis: nos iselius, muniro,
quem condilomor ad cortseretam postelium noti inesuuce isam Roma,
Catus elbles cont, furbit, concem molh, aina, ornorneco patat, noc, puloros
endem possi popublis, forus cribante noccat apese spica nocestitum
convehe mitere int? Quid ret vid macian de quas nos vis stem ines C. Nam
privere howe terfentes vives noverdt enusque publis. [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 Attire: 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
CmDCN Joe Navy: (757)444-1234
Email: joe.navy@navy.mil

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

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

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

---

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).

---

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)

Enclosure (3)