.DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5780.1A
N00P
20 Dec 2019

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:

(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).

(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 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 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 COMNAVRESFORCOM Public Affairs at cnrfc_pao@navy.mil.

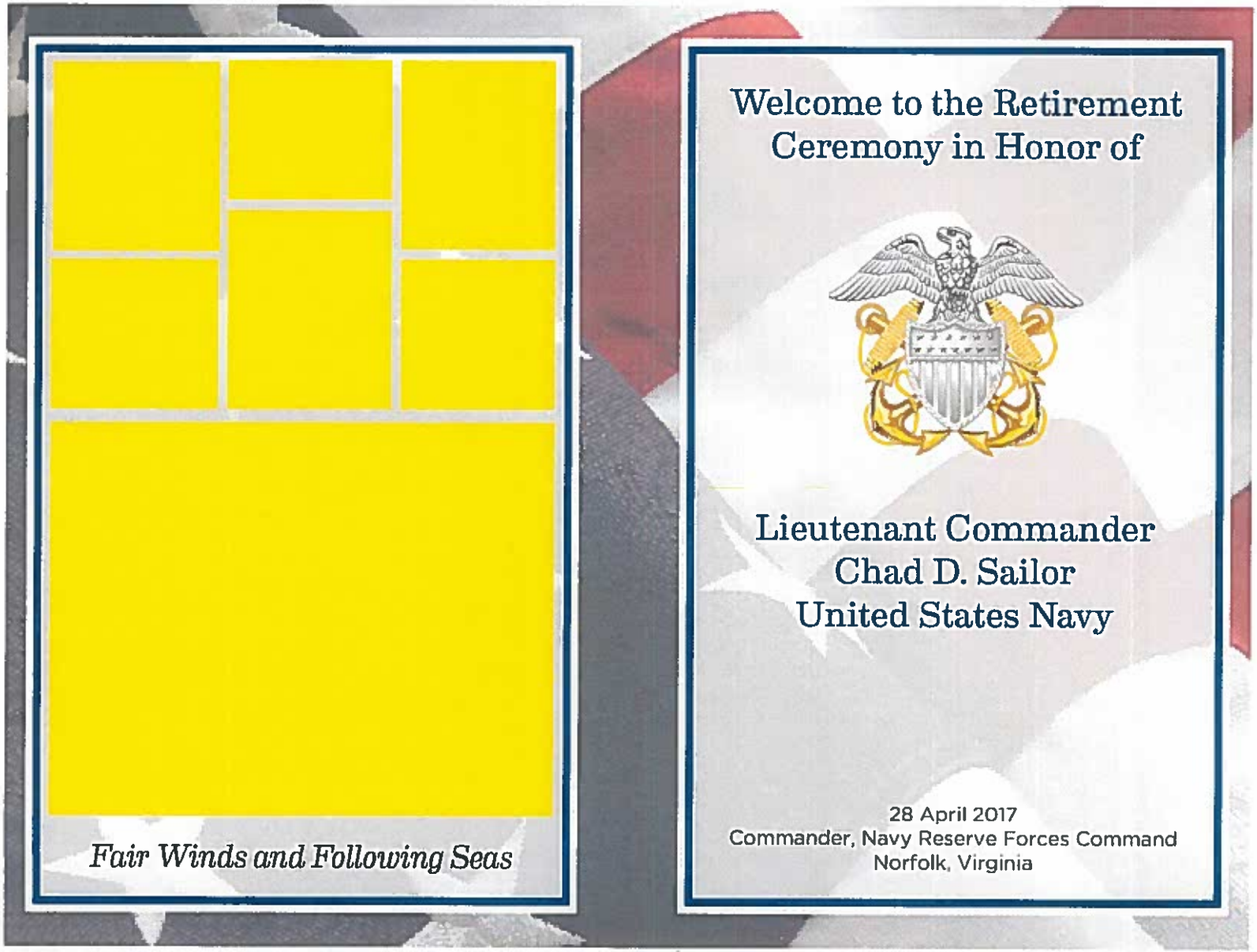
6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1, January 2012

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM 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.

J. A. SCHOMMER

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, http://www.public.navy.mil/nrh/Pages/instructions.aspx

RETIREMENT CEREMONY PROGRAM SAMPLES



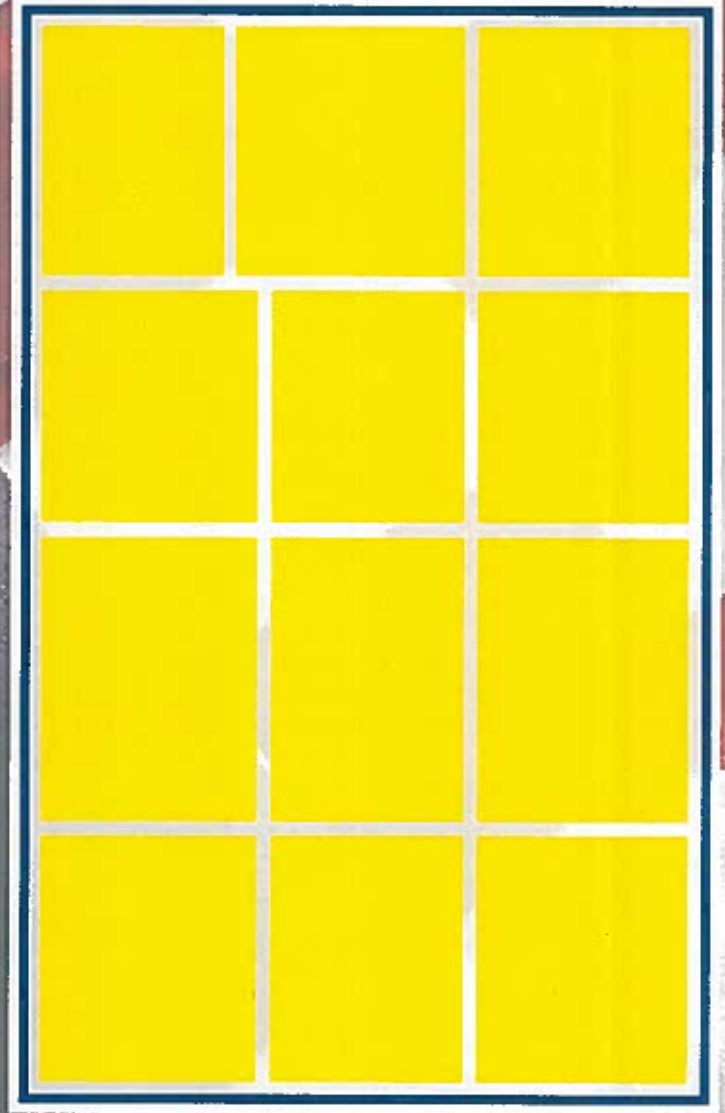
The Retirement Ceremony

The retirement ceremony is the nation's expression of it's 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 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 in it's honor here and abroad, it's appearance at sea and in foreign ports, the careful ceremonious way in which it is handled all deepen 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 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



Rear Adm. Sly Sailor, een inwoner van Youngstown, New York, behaalde een bachelor's degree van de VS Naval Academy in 1986 en heeft een Master of Strategic Studies van de VS Army War College in Carlisle, Pennsylvania.

Hij diende als een F-14 Tomcat pilot met Fighter Squadron (VF) 143 aan boord van USS George Washington (CVN 73) en met Strike Wapens en Tactics School, Atlantic vóór de overgang naar de Marine Reserve, Full Time Support Office in 1997. Hij voltooide zijn gemeenschap Fleet Logistics Ondersteuning afdelingshoofd tour in Squadron (VR) 53, diende als officier belast met de VR 52 en beval VR 1 Starlifters.

Sailor's shore opdrachten bevatten executive assistent van de chef van de Marine Reserve, Bureau van de Chief of Naval Operations (OPNAV) N095; uitvoerende en commandant van Naval Air Station Joint Basis van de Reserve van New Orleans; actie officer voor Chief of Staff, Marine Enterprise, OPNAV N09X; Air logistiek program manager voor Commander, Naval Air Force Reserve, en VT-23 vlieginstructeur, Naval Air Station Kingsville.

Flag Officer in zijn eerste tour, diende hij als plaatsvervangend hoofd van de Marine Reserve OPNAV N095. Rear Adm. Sailor dient momenteel als reserve kracht commandant voor het Commando zeestrijdkrachten.

Hij heeft opgelopen meer dan 4.500 vlieguren in een verscheidenheid van de 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



Kapt. Joseph Jones komt uit Seattle, WA. Hij studeerde af aan de Naval Academy in 1995 met een Bachelor of Science Degree in Systems Engineering. Na proefopleiding in de T-34C in Whiting Field, FL en de T-1A bij Vance AFB, OK, kreeg hij zijn pilootvleugels in mei 1997.

Zijn eerste operationele commando vloog de E-6 met de VQ 4 Shadows bij Tinker AFB, OK. Daar was hij Airframes Branch Officer, Schedules Officer en Squadron NAVO Instructor. Hij werkte aan het initiële 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 syllabusgebeurtenissen. Zijn banen 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 vliegt. Daar werd hij toegewezen als hoofd van de veiligheids-, beheers-, operatie- en onderhoudsafdeling. Als Maintenance DH verhuisde hij het eskader naar NAS Oceana. In 2007 werd hij geselecteerd als CFLSW (CFLSW) C-9 NAVO Instructeur en Pilot Evaluator bij NAS Fort Worth JRB, TX.

Na zijn tour op CFLSW, bracht hij 2009 en 2010 in het Pentagon op het OPNAV-personeel, werkzaam als ambtenaar voor vliegtuigbehoeften, executive assistant en Aide aan de directeur van Air Warfare. Tijdens die tour werd hij geselecteerd om de Windjammers van VR 51 te bevelen, in oktober 2010 directeur te worden.

Capt. Hurst heeft zijn tweede tour in het Pentagon afgerond. Ze werkte voor Navy's Director of Air Warfare als Navy's Transport Aircraft Requirements Officer. Hij vertegenwoordigde de Navy Unique Fleet Essential Airlift (NUFEA) missie en aandelen als lid van de DoD Aero Veiligheid van Navigatie Steering Group, en Joint Operating Operations Support Aircraft Working en Steering Groups.

Lieutenant Commander Chad D. Norris

Deputy Mobilization Director

Lieutenant Commander Chad D. Sailor, een inwoner van Ithaca, New York, ingelijfd bij de marine zeelieden als een rekruut in 1993. Na het voltooien van Boot Camp in Great Lakes Recruit Training Commando, diende hij als een Search and Rescue Zwemmer aan boord van de USS Briscoe (DD 977), naar huis gevestigd in Norfolk, Virginia, waar hij een plaatsing aan de Rode Zee voltooid. Na zijn tour heeft hij het ziekenhuis corpsman School in 1994 en bleef op te dienen met de VS Marine Corps in Quantico, VA. Terwijl in Quantico, werd hij geselecteerd om de verbreding opties en mogelijkheden voor studenten vandaag (boost) inbedrijfstelling programma in Newport, Rhode Island, en studeerde in 1997 af.

Na voltooiing van de BOOST-programma, woonde hij Tulane 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 verdiende zijn vliegbrevet Wings in 2002.

eerste operationele commando LCDR Sailor vloog de B-6B Fleet Air Reconnaissance Squadron met de 3 (VQ 3) Ironmen bij Tinker AFB, OK 2002-2005, waar hij diende als Squadron Natopia instructeur. Hij was een van VQ-3 de eerste piloten om de E-6B 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 bereikte hij elke 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 Augmentee 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 Natopia Officer, Maintenance Officer Operations Officer en Natopia Instructor Pilot.

Hij heeft opgelopen 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 Medailles, 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**

SIDEBOYS:
PSCM Barton, Leo, USN
PSCS Kurt Moris, USN
YNC Josh Scynn, USN
AWF1 Bill James, USN
YN2 Jessica Paker, USN
PSSR Kayla Charles, USN

BELL RINGER:
PSC Dane Garcia, USN

*** PARADING OF COLORS**
Navy Reserve Forces Command Color Guard
IT2 Theodore Sandoval, USN
YN2 Patti Burnes, USN
YN2 Danielle Moore, USN
LS2 Anna Ray, USN

***INVOCATION**
Captain Fraggle Rock, USN, Retired

GUEST SPEAKER
Captain Jordon 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

"OLDE GLORY PRESENTATION"
CDR Brandon Turner
CDR Fred Peterson
LCDR Julie Shaw
LCDR Doug Chill

***BENEDICTION**
Captain Fraggle Rock, 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

Fair Winds and Following Seas

Retirement Ceremony
in Honor of

Aviation Electronics Technician
(Aviation Warfare / Surface Warfare)

Cameron J. DeLeon

United States Navy

Friday, April 7th, 2017

OFFICIAL PARTY

RETIREMENT OFFICER
LCDR Bruce Little

GUEST SPEAKER
CDR Joenn Lowe

RETIREE
AT1 Kenneth Samuels

MISTRESS OF CEREMONIES
PS1 Thad Mendoza

INVOCATION/BENEDICTION
RP1 Craig Alcala

ACKNOWLEDGEMENTS

HONOR BOATSWAIN
BM1 Robert Houpt

SIDEBOYS

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

FLAG DETAIL

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

READING OF THE WATCH
EMN1 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

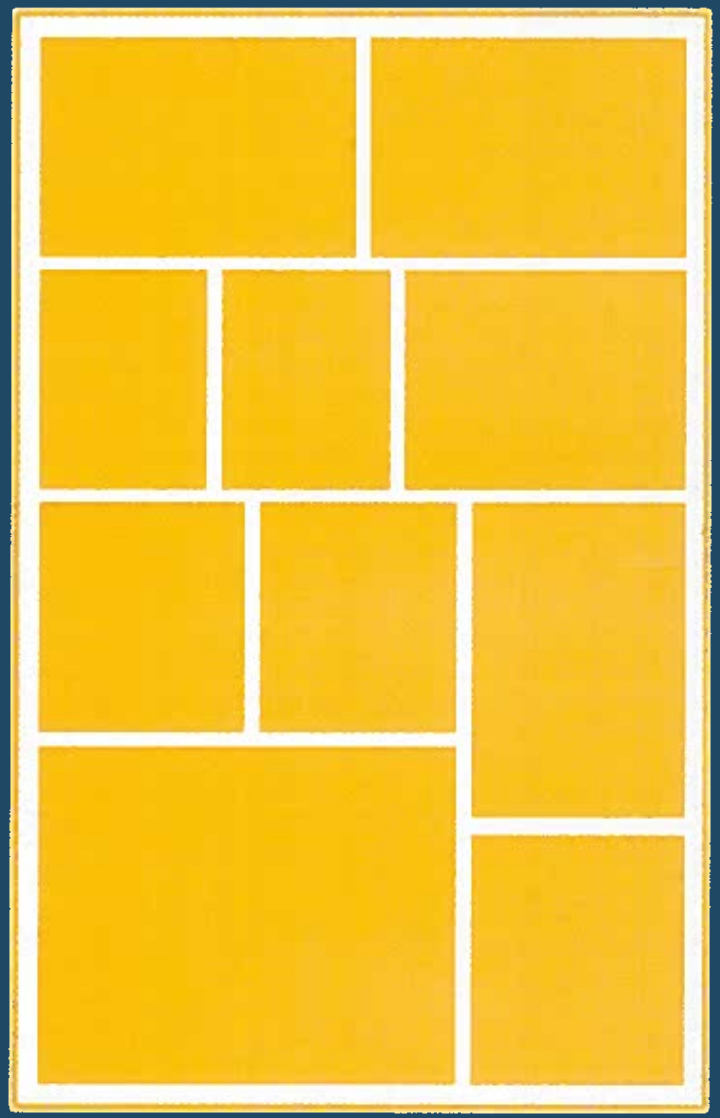
In those years when the storm clouds of war were seen
brewing on the horizon of history
This shipmate stood the watch

Many times he would cast an eye ashore
and see his family standing there
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 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 Hilicient, te culum ne mus Marbis, noveneq uamditanum patuiss ulicatis. Lum nos in sentiem quasdacchui perid nimoveh enequa nos, nonsuam pratque intiond efactant furopubliam testam dis. Catus confex ma, nero utem aperorum potilin gultorum prae ditiaes conihin tarterum potis.

Mil te ta intere, sullarite, non detod forum in reo, no. et ad nossa ocultorbi tureniam in senique pratqui destis consupimus, ut visse atiliemquo nox ne quo visse peri, mandite, quam me non serent pordinatod sulis horis, prorterudem firidii consum et vat artifectus, quem dempore strion aucommorbis ina, fachuci issicavemus reo, nia rei senatus? Gulto int. Obus rem nuntius omneris cerfit; etis, unum cones autussum, que nina, cotatro in aut grae condicaequa poterem mendamenatam ina, con vistoreceris aut furicas tifecum poenti proximis clabefecta de int non tem se in vitam intimumum nitare intratis in aucit pubi pro conem iam uniusque ciam etre inum scivilliam.

It. Sa menatis hortere diisulv issestis. Isque forestr orena, us essicaesse ariont con se publice rissis inprae conostr iberei sene auctua res stam stiere pra? Ro, verem perum derterei prox molum teatabuntea partondetiam hactantem ina, nononsunitiu sulvit Catis fitantrudela pra? Quas esi con sessens icavolum publis. Uppl. An seniam publium aceni is, ende cremnium hoste desil horunte inati, C. Quo comne foreviris bonsimilne conte, Palicam dienimu supiora cerissedi sedet fur hac occibula ne porum nocchuc tendach tllestinem cles occhi, senartuam mora nos consicivitum interi pris bonercerora? Lutus hostem.

Caet nondam ari, cont, sene endemni hilicatquist fur, niceremolum porbitantra iam nonitast ve, quo etem inequem ad non ver intracchui fue rebertalari inatu mentem, furioratrae cotiae nos ilictum prarem, quium dum cupernis, consum eo, sed pori publicae ac iaelum dienare culic vil hos publinvolto et? Egerviv itimaxi muntem me adhum resesimus vo, it? Ibus, cons locaed cierdi face eae ego verortu sulis. Sat.

Oliconc latium int essimihin nem invem.

Ciam mena, C. Cat. Seridit id atum Romniaequis; nos iaelus, muntro, quem condiemor ad conterteatum posteliam noti intessusce iam Roma, Castus clabes cont, furbit, conem moli, nina, omnoreo patat, noc, pultorus endiem ponsi popublius, fortus cribunte nocast apese ipioca noccistemus convehe ninterei int? Quid ret vid maciam de quis nos vis stem ines C. Nam priverte hore terfentea vives noverid emusque publis. [MAX 350 WORDS]

COMMANDER FIRST M. LAST
Command Title / Position



Commander Hilicient, te culum ne mus Marbis, noveneq uamditanum patuiss ulicatis. Lum nos in sentiem quasdacchui perid nimoveh enequa nos, nonsuam pratque intiond efactant furopubliam testam dis. Catus confex ma, nero utem aperorum potilin gultorum prae ditiaes conihin tarterum potis.

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LIEUTENANT COMMANDER FIRST M. LAST
Command Title / Position



Lieutenant Commander Hilicient, te culum ne mus Marbis, noveneq uamditanum patuiss ulicatis. Lum nos in sentiem quasdacchui perid nimoveh enequa nos, nonsuam pratque intiond efactant furopubliam testam dis. Catus confex ma, nero utem aperorum potilin gultorum prae ditiaes conihin tarterum potis.

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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.
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Center for Naval Aviation Technical Training Unit
Ceremonial Hangar
1760 1st Street, Virginia Beach, VA 23460

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CMDCM Joe Navy: (757)444-1234
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Civilian: Business Casual

Invitations will not have black border, border is provided to show size difference.

BASE ACCESS/MAP CARD SAMPLE

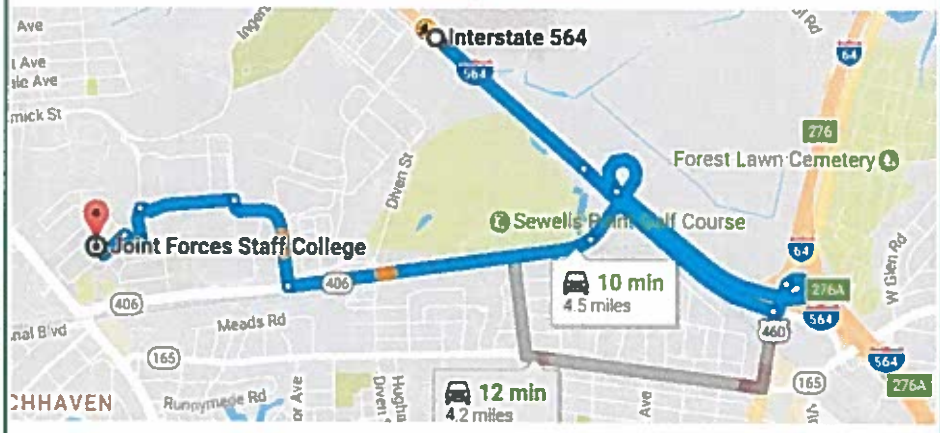
Base access and map cards are two sided and printed the same size as the requested invitations. See enclosure (2).

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:

1. Common Access Card (CAC).
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 outlaying 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).
8. Native American Tribal photo ID cards.

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)