

NOTE 5060
N00E

[XXX] NOTICE 5060

From: [xxxxxxx], [xxxxxx] Command

Subj: COMMEMORATION OF THE BATTLE OF MIDWAY
CEREMONY

Ref: (a) NAVADMIN XXX/10

1. Purpose. To publish specific details of subject ceremony.
2. General. Just six months after the attack on the United States at Pearl Harbor, Hawaii, the United States Navy inflicted irreparable damage to the Imperial Japanese Navy during the Battle of Midway. To commemorate this great American Naval victory, the Chief of Naval Operations, by reference (a), has directed all Navy Commands, to conduct a wreath laying ceremony, 4 June [YEAR]. This template is based on the official CNO program.
3. Specific Details. The following specific details apply for the ceremony:
 - a. Time/date of ceremony: [TIME]/[DAY], 4 June [YEAR].
 - b. Place of ceremony: [INSERT LOCATION] (The ceremony will be outside during fair weather. Tenting or other indoors locations should be used in the event of inclement weather.)
 - c. Number of ruffles and flourishes: Four, followed by the Admiral's March.
 - d. Organization to furnish music: [Insert Name of Band].
 - e. Uniform:
 - (1) U.S. Navy:
 - (a) Official Party: Full Dress White or

Service equivalent

(b) Ceremonial Guard: Officers - Full Dress
White
Enlisted - Summer
Ceremonial

(c) Flag Bearers: Summer Ceremonial w/harness
and leggings

(d) U.S. Navy Band: Full Dress White

(2) U.S. Marine Corps: Blue/White Alpha

(3) Ushers: Service Dress White.

(4) Guests: Summer White or Civilian Informal attire
(Coat and tie for gentlemen; Dress or Suit for ladies.)

4. Additional Information.

a. Anticipated members of the official party are:

[INSERT Highest Ranking Naval Officer Attending], United
States Navy.

[INSERT Highest Ranking Marine Officer Attending],
United States Marine Corps.

[ADD CHAPLAIN], United States Navy, Chaplain Corps.

5. Responsibilities:

a. [Insert Command] Ceremonies and Special Events:

(1) Coordinate with The Navy Band for a ceremonial
band.

(2) Identify a Master of Ceremonies (MC).

(3) Coordinate with local Marine Barracks for USMC
support.

(4) Coordinate with Navy Ceremonial Guard for USN
support.

(5) Arrange honors ceremony.

(6) Provide briefing charts to Aide.

(7) Provide coordination and guidance, as needed, to the Ceremonial Guard escorts of Midway Veterans and spouses.

(8) Coordinate a Lessons Learned Review (LLR) of the ceremony.

b. U.S. Navy Ceremonial Guard:

(1) Provide necessary personnel for the ceremony to include State and Territorial flag bearers and the Navy portion of a joint Navy/Marine Corps honor cordon and color guard.

(2) Provide a senior enlisted individual to serve as a senior escort along with a "to be determined" number of enlisted personnel to serve as escorts for the official party spouses and Midway veterans at the ceremony (as needed).

(3) Provide an historical ceremonial perspective of this ceremony in the LLR.

c. Regional Operations Director (N3):

(1) Provide overall protective detail operational plan for all members of the official party and personnel in attendance.

(2) Coordinate with the Police Department for parking VIPs, ceremonial element vehicles such as medical and media vehicles, and attending guest buses (as needed).

(3) Provide an historical security and logistical perspective of this ceremony in the LLR.

d. NDW Regional Engineer (N4):

(1) Provide additional ceremonial support to the Navy Memorial, as required, to include an official party dais, VIP chairs, and tenting as required.

(2) Together with the event location personnel, provide a ceremonial support perspective of this ceremony for the LLR.

e. NDW Financial Management (N8):

(1) Coordinate funding concerns with all participating organizations.

(2) Participate in the LLR regarding the compilation of recommended actions concerning the ceremony for future similar events.

(3) Provide a financial perspective of this ceremony for the LLR.

f. [COMMEMORATION SITE]:

(1) Provide:

- (a) All general guest seating chairs.
- (b) An official party dais.
- (c) 2 lecterns - one for the official party and one for the master of ceremonies (MC).
- (d) A sound system (with technician).
- (e) A briefing area with briefing chart and easel.
- (f) A media riser.
- (g) The wreath for the ceremony.
- (h) Water for the Official Party and Midway Veterans during the ceremony.

(2) Coordinate with the Battle of Midway committee regarding the reception site.

(3) Prepare for wounded warriors attendance as may be appropriate.

g. Director, Naval Historical & Heritage Command (NHHC):

(1) Develop and produce ceremony program.

(2) Maintain ceremonial history and develop lessons learned for similar future events as directed by reference (a).

h. Commanding Officer, [INSERT COMMAND]:

(1) Coordinate with the Battle of Midway committee about invitations and attending Midway veterans.

(2) Coordinate with the Protocol Office for seating arrangements of Midway veterans.

6. Rehearsal. A key man and full troop rehearsal of all participants, less those in the official party, will be conducted at [TIME], [DAY], 2 June [YEAR], at [LOCATION]. Navy and Marine Corps marching elements, Navy Band representatives, the Regional Engineer Ceremonial Support representative, N3 representatives, and the [COMMAND] Aide, will participate in this rehearsal. Uniform for this rehearsal will be the working uniform.

Distribution:

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Naval District Washington
Midway 68th Anniversary Commemoration Ceremony
04 JUNE 2010

FAIR WEATHER PLAN

1. The ceremony will be held at the [INSERT LOCATION], on [DAY], 04 June [YEAR] at [TIME].
2. The Master of Ceremonies (MC) will be [NAME]
3. Sequence of Events
 - 0
 - Navy Memorial has finished ceremony setup. General guest seating chairs and 2 lecterns are set up by the Navy Memorial -- NAVFAC Ceremonial Support Unit sets up a dais with official party and VIP chairs. Sound system check by Navy Memorial
 - Ceremonial Guard marking detail arrives and chalks all positions.
 - +90min
 - Wreath delivered to Navy Memorial.
 - Second sound system check by Navy Memorial.
 - +120min
 - Ceremonial Guard & Marines assemble at Navy Memorial.
 - Ushers assemble at Navy Memorial.
 - NDW Investigators arrive for security checks & coordination with security details and Metropolitan Police Department.
 - +135min
 - Escorts assemble at Navy Memorial outside the President's Room.
 - +145min
 - Members of the Official Party, their spouses, Midway vets and VIP guests assemble at Navy Memorial in the President's Room.
 - +150min
 - Navy Band commences with preliminary music.
 - Flags and Cordon move into ready position area on the eastern side of the plaza.
 - Color Guard takes position along Northeastern side of plaza, east of the Northern stairway.
 - +155min:
 - Vets and spouses of Official Party depart Navy Memorial with escorts.

- +160min: - Briefing of Official Party by [NAME-USUALLY AIDE].
- +160min - Band concludes preliminary music.
- MC assumes position at lectern.
- CHAP: - Chaplain departs Navy Memorial and proceeds to position next to the MC.
- MC: - "WILL THE GUESTS PLEASE BE SEATED."**
- (PAUSE)**
- "GUESTS ARE ASKED TO ENSURE THAT THEIR CELL PHONES AND OTHER ELECTRONIC DEVICES ARE SILENCED FOR THE DURATION OF THE CEREMONY."**
- +165min: - Director of Ceremonies notifies POIC who gives a head nod to the Band Leader.
- BAND: - Sounds "Attention."
- Wreath bearer, drummer and buglers take positions.
- MC "GOOD AFTERNOON LADIES AND GENTLEMEN AND WELCOME TO [LOCATION]. TODAY WE COMMEMORATE THE ANNIVERSARY OF THE BATTLE OF MIDWAY. WILL THE GUESTS PLEASE RISE FOR THE MARCH ON OF THE 56 STATE AND TERRITORIAL FLAGS AND HONORS CORDON FOR OUR OFFICIAL PARTY."**
- PO1&2: - Face the S&Ts/Cordon personnel. PO1 on the right, PO2 on the left
- PO1 & PO2 are followed by a rifleman lead.
- PO1: - Moves from ready position on the right side of S&Ts to center of element and orders: "HONOR GUARD, ATTENTION."
- PO2: - Orders: "FLAGS, CARRY, FLAGS." Faces about for march on.
- PO1: - "PORT, ARMS."
- PO1: - Moves into position in front of S&Ts on their right for the march on and

Orders "STAND BY."

- BAND: - On PO1 "STAND BY" commences playing the Adjutants Call
- PO1: - Three count about faces and orders, "FORWARD, MARCH."
- BAND: - Commences playing Washington Post March on PO1s command:
FORWARD MARCH.
- PO1 - Leads S&Ts followed by the Honors Cordon up the center aisle to positions.
- PO1 stops in center aisle at front of seats and performs a 3 count about while the S&Ts and Honors Cordon move into position.
- S&Ts: - Flag bearers march up the center aisle 2 abreast, move to positions and continue to march in position as well as the Honors Cordon.
- POIC: - Signals Band Leader when last member of the Honors cordon moves into position.
- BAND: - Concludes music when S&Ts and the honor cordon are in position. Loud 7 count stop. Flags automatically face center after halting.
- MC: - "GUESTS, PLEASE BE SEATED."**
- COT: - Moves to center aisle to await PO1s command "READY FRONT."
- PO1: - "ORDER, ARMS."
- PO2: - "FLAGS, ORDER, FLAGS."
- PO1: - "CENTER, FACE."
-"DRESS CENTER, DRESS."
- PO2: -"FLAGS, DRESS CENTER, DRESS."
- PO1: -"READY, FRONT."
- PO2: -"FLAGS, READY FRONT."

COT: - Marches up center aisle and takes command from the PO1
- Orders: "PRESENT. (PO2 echoes – FLAGS, PRESENT), ARMS."
- Cordon and Flags present on the command "ARMS."
- COT moves to position on right side of the Honors Cordon.

MC: "GUESTS PLEASE RISE FOR THE PRESENTATION OF COLORS."

COT: - Orders: "ADVANCE THE COLORS."

BAND: - Plays "Trio to the National Emblem March." Stops when colors are in position behind Midway Island mark.

COLORS: -March down the center aisle, colors turn and halt behind Midway Island mark.

COT - Orders "PRESENT, ARMS."

BAND; - Plays "To the colors."

COT: - Orders:
"ORDER, (PO2 echoes, FLAGS, SHOULDER) ARMS."

MC: - GUESTS PLEASE BE SEATED."

- Cordon and Flags order/shoulder on the command "ARMS."

AIDE: - NDW Flag Aide Releases Official Party from holding space).

PO1: - Director Ceremonies notifies POIC who gives a head nod to the Band Leader.

BAND: - Plays "Attention."

COT: - Orders, "PRESENT, (PO2 echoes – FLAGS, PRESENT) ARMS."
- Cordon and Flags present on the command "ARMS."

MC: - "GUESTS, PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY, THE RENDERING OF HONORS, OUR NATIONAL ANTHEM AND WREATH LAYING."

- POIC: - Signals band when CNO has stepped onto his mark.
- BAND: - Plays 4 ruffles and flourishes followed by the Admirals March.
- MC: - **“LADIES AND GENTLEMEN, OUR NATIONAL ANTHEM.”**
- BAND: - Plays National Anthem.
- COT: - Upon conclusion of Anthem gives command: “ORDER, (PO2 echoes FLAGS, SHOULDER) ARMS.”
- MC: - **“LADIES AND GENTLEMEN, IN COMMEMORATION OF THIS GREAT AMERICAN NAVAL VICTORY, [Highest Ranking Officer] WILL NOW PLACE A WREATH AT THE NAVY MEMORIAL’S CHARTED LOCATION FOR MIDWAY ISLAND. LET IT BE KNOWN THAT THIS WREATH AND WREATHS BEING LAID AROUND THE WORLD ARE IN HONOR OF OUR MIDWAY VETERANS. WE PAUSE TO REMEMBER AND HONOR THE SPIRIT OF MIDWAY IN OUR NAVY AND OUR NATION. WE PAUSE TO HONOR ALL THOSE WHO HAVE SERVED OR ARE SERVING WITH HONOR, COURAGE AND COMMITMENT.”**
- WB: - Wreath bearer moves forward with the wreath and offers it to [Highest Ranking Officer].
- COT: - After Wreath Bearer executes a facing maneuver towards the [Highest Ranking Officer], orders, “PRESENT, (PO2 echoes, FLAGS PRESENT), ARMS.”
- CNO: - Places his right hand on the wreath and allows the wreath bearer to move the wreath into position.
- Upon setting the wreath down the Wreath bearer moves out of position while [Highest Ranking Officer] remains for a brief moment before moving back to position.
- DRUM: - Commences muffled ruffles.
- HOST: - [BASE / UNIT COMMANDER] calls official party to render Hand Salute at the commencement of muffled ruffles.
- BUGLERS: - When muffled ruffles are complete, bugles play ECHO TAPS.
- HOST: - Official party holds salute until the completion of TAPS. Host gives call: “Ready, to.”
- HOST: - [BASE / UNIT COMMANDER] invites official party onto the dais.

COT: - Orders: "ADVANCE THE COLORS."

HOST: - [BASE / UNIT COMMANDER] calls official party to render hand salute.

COLORS: - Advance to position at top end of Honors Cordon., facing audience.

COT - Orders "PRESENT ARMS."
- Seven second pause.

COT - Orders, "ORDER ARMS."

COT: - Orders: "RETIRE THE COLORS."

BAND: - Plays "Trio to the National Emblem March."

HOST: - Calls "Hand Salute." for official party.
- Color guard departs down the center aisle.

HOST: - Calls Official Party to "Order, Arms." on last note of the Trio to the National Emblem March
- Chaplain moves onto the dais from the official party's right side.

MC: - **"LADIES AND GENTLEMEN, [RANK, NAME] CHAPLAIN CORPS, UNITED STATES NAVY, WILL NOW OFFER THE INVOCATION."**

CHAPLAIN: - Moves to lectern on the dais and offers the Invocation and then returns to his seat.

COT: - Commands: "ORDER, (PO2 echoes, FLAGS SHOULDER), ARMS."
- Cordon and Flags order/shoulder on the command "ARMS."

COT: - When official party is on the dais, Steps out to the center aisle, sword salutes the [Highest Ranking Officer] and requests:
"SIR, REQUEST PERMISSION TO DISMISS THE HONOR GUARD."

CNO: - Returns the salute and states "Very Well."
COT: - Acknowledges CNO's salute, does a 3 count about and orders, "READY, FACE. PORT, ARMS".

PO2: -"FLAGS, READY FACE."

COT: -"FORWARD (PO2 ECHOES "FLAGS, FORWARD") MARCH."

BAND: - Plays a 6/8 drum cadence as the State & Territorial Flags and Cordon march off the plaza.

COT: - 3 count about, salutes the [Highest Ranking Officer], returns sword, 3 count about, and marches off the plaza.

CNO: - Takes seat along with other official party members.

MC: - **“LADIES AND GENTLEMEN, PLEASE BE SEATED.”**
- PAUSE

MC: - **“LADIES AND GENTLEMEN, IT IS MY PLEASURE TO INTRODUCE THE HOST OF OUR CEREMONY, [BASE / UNIT COMMANDER], [NAME OF BASE / UNIT].”**

HOST: - [BASE / UNIT COMMANDER] makes brief welcoming remarks and introduces CMC rep

CMC rep - Makes remarks and returns to seat.

HOST: - Moves to lectern and introduces [HIGHEST RANKING OFFICER].

HRO: - Moves to lectern offers remarks.

- Sequence of events:
- [HIGHEST RANKING OFFICER] COMPLETES REMARKS

MC **TO HONOR OUR MIDWAY VETERANS, THE CHIEF OF NAVAL OPERATIONS HAS DECREED THAT THIS DATE, 4 JUNE 2010, AS BATTLE OF MIDWAY COMMEMORATION DAY.**

- EACH VETERAN PRESENT WILL RECEIVE A SIGNED PROCLAMATION.

WILL THE GUESTS PLEASE RISE FOR THE READING OF THE PROCLAMATION FOLLOWED BY THE PLAYING OF THE MIDWAY MARCH AS COMPOSED AND ARRANGED BY FORMER SECRETARY OF THE NAVY J. WILLIAM MIDDENDORF.”

ATTENTION TO PROCLAMATION.

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MC **- GUESTS, PLEASE BE SEATED. THE NAVY CEREMONIAL GUARD WILL NOW DELIVER THE CHIEF OF NAVAL OPERATIONS PROCLAMATION TO THE MIDWAY VETERANS COMMEMORATING WITH US TODAY.**

- ESCORTS: - present MIDWAY vets with a copy of the Proclamation
- Escorts return to the audience left side aisle in anticipation of the ceremony conclusion and escorting duties for the Midway vets
- HRO: - Steps off dais toward Midway vets.
- BAND: - Plays the Midway March.
- HRO: - Returns to dais.
- MC: GUESTS, PLEASE RISE FOR THE PLAYING OF THE MARINE'S HYMN AND ANCHORS AWEIGH AND REMAIN STANDING FOR THE BENEDICTION AND DEPARTURE OF THE OFFICIAL PARTY AND OUR HONORED MIDWAY VETERANS."**
- BAND: - Plays The Marine's Hymn and Anchors Aweigh.
- CHAP: - Upon conclusion of Anchors Aweigh, [chaplain] moves to the lectern and offers the benediction.
- BAND: - Plays Eternal Father in the background during the Benediction.
- MC: - Upon conclusion of the Benediction, salutes the HOST and states "SIR, THIS CONCLUDES THE CEREMONY."
- HOST: - Returns the salute and states "Very Well" and then invites the Official Party off the dais.
- MC: - **"LADIES AND GENTLEMEN, THIS CONCLUDES OUR CEREMONY TODAY, YOU ARE INVITED TO MEET OUR HONORED MIDWAY VETERANS AND OFFICIAL PARTY MEMBERS AT A RECEPTION IN THE NAVAL HERITAGE CENTER. THANK YOU AND HAVE A GREAT NAVY DAY."**
- BAND: - Plays "This is My Country" followed by "God Bless America"

END OF SCRIPT