

PRE-CEREMONY ACTIVITIES

- 0800** Final check of site, equipment and parking area.
- 0830** All preparations complete.
- 0900** Ushers, greeters and traffic directors in place.
- 0930** Have parking spaces reserved for RDML Castillo, CDR Sanders, OIC, Chaplain.
- 0945** Official Party assembles in Main Building Foyer.
Distinguished Guests (Governor, Senators, Representatives & others) escorted to seats by ushers, followed by escorts with ETC Greenlaw's family members.
- 0945** Selection of Pre-Ceremony music commences.
- 0950** All participants in their places. Escorts take position at entry door.

CEREMONY

MC **“OFFICERS' CALL, ALL HANDS TO MUSTER”** *Lorsta Middletown formed at close interval and put at Parade Rest.*

0955 MC takes place at podium.

MC **“GUESTS, PLEASE BE SEATED. LADIES AND GENTLEMEN, IN ORDER TO PRESERVE THE DIGNITY OF THIS CEREMONY, PLEASE PLACE CELL PHONES AND ALL OTHER ELECTRONIC DEVICES IN SILENT MODE.”**

Chaplain proceeds to stage and takes a seat.

1000 Introductory remarks by the Master of Ceremonies...

MC **“GOOD MORNING, LADIES AND GENTLEMEN, WELCOME TO THE LORAN STATION MIDDLETOWN DECOMMISSIONING CEREMONY. I AM ET1 RICHARD NUTTING, EXECUTIVE PETTY OFFICER OF LORAN STATION MIDDLETOWN AND I WILL BE YOUR MASTER OF CEREMONIES. THANK YOU FOR BEING A PART OF TODAY’S CEREMONY.”**

“I WOULD ALSO LIKE TO EXTEND A SPECIAL WELCOME TO A NUMBER OF DISTINGUISHED GUESTS JOINING US TODAY: (Insert names...if none to introduce, delete this paragraph), THE COAST GUARD COMMUNITY, AND FRIENDS OF THE COAST GUARD... THANK YOU ALL FOR JOINING US TODAY.”

“EACH UNITED STATES COAST GUARD STATION HOLDS TWO UNIQUE CEREMONIES DURING THE COURSE OF ITS EXISTENCE. THE COMMISSIONING CEREMONY BEARING THE PROMISE FOR A BRIGHT FUTURE, AND THE DECOMMISSIONING CEREMONY, SIGNIFYING THE END OF AN ERA, HONORING ALL OF THE MEN AND WOMEN WHO HAVE DEVOTED THEIR TIME, ENERGY, AND FOR SOME, THEIR LIVES, TO FULFILL AND SURPASS THE ASPIRATIONS OF THOSE WHO STOOD IN THE COMMISSIONING CEREMONY. THE DECOMMISSIONING CEREMONY IS A TIME HONORED TRADITION AND SOLEMN OCCASION ON WHICH WE PAUSE TO REFLECT UPON THE RICH HERITAGE OF THIS UNIT AND ITS SERVICE TO THE UNITED STATES COAST GUARD.”

“MILITARY PERSONNEL REMAIN COVERED DURING THE CEREMONY AND FOLLOW MY LEAD ON SALUTES.”

“WILL THE GUESTS PLEASE RISE AND REMAIN STANDING FOR THE ARRIVAL OF THE OFFICIAL PARTY, NATIONAL ANTHEM, POSTING OF THE COLORS AND THE INVOCATION.”

CEREMONY

PC “LORAN STATION MIDDLETOWN, ATTENTION.”

OFFICIAL PARTICIPANTS are announced at brief intervals. MC ensures adequate time is allowed for each participant to reach his seat on the stage, one at a time. Those on the stage remain standing.

MC “LORAN STATION MIDDLETOWN, ARRIVING.”

ETC Greenlaw proceeds to the platform and stands in front of his seat.

MC “COMMANDER, UNITED STATES COAST GUARD, ARRIVING.”

CDR Sanders proceeds to the platform and stands in front of his seat.

MC “ELEVENTH COAST GUARD DISTRICT, ARRIVING.”

RDML Castillo takes up his mark to receive honors (Honors mark will be front and center).

(When RDML Castillo turns & plants foot)

MC “HAND SALUTE”

(Immediately)

Music *Appropriate Ruffles and Flourishes, Admirals’ March.*

MC “READY TWO”

RDML Castillo proceeds to his seat and remains standing.

MC “COLOR GUARD, PRESENT THE COLORS”

(Immediately)

Music *National Emblem March.*

Colors *Color Guard parades. When in front of the platform the Color Guard “wheels” and faces the audience. The Color Guard executes “PRESENT ARMS” and dips the Coast Guard Flag.*

MC *As Coast Guard Flag dips “HAND SALUTE”*

(Immediately)

CEREMONY

Music National Anthem. Allow Anthem to complete.

MC **“COLOR GUARD, POST THE COLORS.”**

Colors *Color Guard moves to both sides of the speaker’s platform and posts the colors & salutes them.*

MC **“READY, TWO”**

Colors *Color Guard exits.*

PC **“LORAN STATION MIDDLETOWN, PARADE REST.”**

MC **“CHAPLAIN WESLEY, THE ELEVENTH DISTRICT CHAPLAIN, WILL NOW DELIVER THE INVOCATION.”**

CHPN *Chaplain’s Invocation.*

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

MC **“IT IS NOW MY PLEASURE TO INTRODUCE THE EXECUTIVE OFFICER OF THE US COAST GUARD NAVIGATION CENTER, COMMANDER MARC SANDERS.”**

Deliver remarks, then:

CDR **LORAN STATION MIDDLETOWN, FRONT AND CENTER.”**

ALL Loran Station personnel line up in middle of stage for award presentation, RDML Castillo proceeds to present awards.

CDR *Reads Citation.*

Awards presented.

All return to their seats/posts.

CDR **“IT IS NOW MY DISTINCT PLEASURE TO INTRODUCE COMMANDER OF THE ELEVENTH COAST GUARD DISTRICT, RDML JOSEPH CASTILLO.”**

CDR Sanders returns to his seat.

RDML *Deliver remarks.*

CEREMONY

RDML *Calls ETC Greenlaw to the podium.*

MC *Reads Citation*

Award Presented and RDML Castillo and ETC Greenlaw return to their seats.

MC **“THANK YOU, ADMIRAL. IT IS NOW MY PLEASURE TO INTRODUCE THE FINAL OFFICER IN CHARGE OF LORAN STATION MIDDLETOWN, CHIEF ELECTRONIC’S TECHNICIAN SCOTT GREENLAW.”**

OIC *Deliver remarks (10 mins).*

(Concludes Remarks)

MC **“WILL THE GUESTS PLEASE RISE AS ETC GREENLAW WILL NOW READ THE OPERATING FACILITY CHANGE ORDERS (OFCO) FOR LORAN STATION MIDDLETOWN.”**

RDML joins ETC at the podium

PC **“LORAN STATION MIDDLETOWN, ATTENTION.”**

OIC **“ATTENTION TO ORDERS.”**

**“SUBJ: OPERATING FACILITY CHANGE ORDER (OFCO) NO. 019-10;
DISESTABLISH LORSTA MIDDLETOWN, CA**

**YOU ARE HEREBY DIRECTED TO DISESTABLISH LORSTA MIDDLETOWN,
CA NLT 01 JUN 2010.”**

OIC *Facing RDML Castillo - salutes and requests,*

“SIR, WE HAVE MET ALL OF THE REQUIRED CRITERIA, I REQUEST PERMISSION TO DISESTABLISH COAST GUARD LORAN-C STATION MIDDLETOWN.”

RDML *Salutes and responds,*

“VERY WELL, CARRY OUT YOUR ORDERS”

OIC *Facing XPO,*

CEREMONY

“EXECUTIVE PETTY OFFICER, STRIKE ~~DOWN~~ THE COLORS”

XPO *Facing OIC - salutes and responds,*

“AYE, AYE, CHIEF. COLORS DETAIL MAN YOUR STATIONS”

Two personnel from Loran Station will bring the National Ensign and Coast Guard flag down from the flagpole. The national ensign will be folded immediately after and brought to the OIC.

MC **“HAND SALUTE.”**
(While flags are lowered)

(When flags are down)

MC **“READY, TWO.”**

Flag is folded, given to XPO

XPO *XPO approaches OIC - salutes and states;*

“CHIEF, THE WATCH IS SECURED”

OIC *Facing XPO - returns salute and responds;*

“VERY WELL”

OIC *Turns to RDML, presents flag, and salutes;*

“ADMIRAL, LORAN STATION MIDDLETOWN HAS BEEN DISESTABLISHED. I PRESENT TO YOU THE FINAL FLAG THAT STOOD WATCH OVER HER ON THIS 21ST DAY OF MAY.”

RDML *Facing OIC - returns salute and responds;*

“VERY WELL”

RDML and ETC return to their seats but remain standing

MC **“AUDIENCE PLEASE RISE WHILE CHAPLAIN WESLEY DELIVERS THE BENEDICTION. PLEASE REMAIN STANDING FOR THE RETIREMENT OF COLORS AND THE PLAYING OF SEMPER PARATUS FOLLOWED BY THE DEPARTURE OF THE OFFICIAL PARTY.”**~~“CHAPLAIN WESLEY WILL NOW DELIVER THE BENEDICTION.”~~

CEREMONY

CHPN Chaplain's Benediction

MC **"COLOR GUARD, RETIRE THE COLORS."**

PC **"LORAN STATION MIDDLETOWN, ATTENTION"**

Color Guard proceeds to retrieve the colors

MC (When flags are lifted)
"HAND SALUTE."

MUSIC (Immediately)
National Emblem March.

COLORS Color Guard retires Colors.
(When flags depart area)

MC **"READY, TWO."**
(Pause for count of two)
(After music has ended)

MUSIC Semper Paratus (short version)

MC **"ELEVENTH COAST GUARD DISTRICT, DEPARTING."**

MC **"COMMANDER, UNITED STATES COAST GUARD, DEPARTING."**

MC **"CHIEF ELECTRONIC'S TECHNICIAN, DEPARTING."**

MC **"LADIES AND GENTLEMEN, THIS CONCLUDES THE DECOMMISSIONING CEREMONY. EVERYONE IS INVITED TO REMAIN FOR A BRIEF RECEPTION IMMEDIATELY FOLLOWING THIS CEREMONY. THANK YOU FOR ATTENDING."**

(pause)

MUSIC Post-ceremony music.