



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
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OPNAVNOTE 5060
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10 Aug 2015

OPNAV NOTICE 5060

From: Chief of Naval Operations

Subj: CHIEF OF NAVAL OPERATIONS CHANGE OF COMMAND

Encl: (1) Chief of Naval Operations 2015 Change of Command
Plan of Actions and Milestones
(2) Change of Command Committee Members

1. Purpose. To publish information, assign responsibilities, and ensure effective coordination of the Chief of Naval Operations' (CNO) Change of Command (CoC).

2. Discussion

a. Admiral Jonathan W. Greenert, USN, will be relieved as CNO by Admiral John M. Richardson, USN, on Friday, 18 September 2015, at 1300, in a ceremony to be held at the United States Naval Academy (USNA), Annapolis, Maryland.

b. The overall coordinator for the CoC is Captain (CAPT) Will Triplett, Director Navy Staff Director, Executive Integration and Synchronization (DNS-2). The Deputy CoC coordinator is Commander (CDR) Lloyd Mack, Deputy Director, DNS-2.

c. The ceremony will be conducted in Alumni Hall. A pre-reception and pre-brief for the official party and designated very important personnel (VIP) will be held at 1200 in the Bryant Room. A post reception will be held in Alumni Hall at 1400.

d. The guest speaker for the event is the Secretary of Defense, the Honorable Ashton B. Carter.

3. Responsibilities

a. Coordinator

(1) Coordinate with USNA to ensure accomplishment of all specific tasking, and to oversee the coordination of all events related to the ceremony. Enclosure (1), which contains a detailed plan of action and milestones, pertains.

(2) Schedule and chair periodic status meetings with committee personnel assigned in enclosure (2) to check progress and discuss preparations for the ceremony and reception.

(3) Liaise with USNA points of contact with regards to the planning of the reception.

(4) Identify all logistical aspects of the ceremony and ensure funding follows financial guidelines.

(5) Ensure all administrative requirements for the CoC are complete (e.g., awards to be presented at the ceremony and podium binders).

b. CNO Protocol (CNO N00G)

(1) Assist the coordinator in every aspect of the ceremony.

(2) Draft the invitation list for approval and liaise with the prospective CNO's staff on his invitation list.

(3) Ensure liaison with both the CNO and the prospective CNO in regards to the costs of the pre-reception and reception, and obtain approval for those costs.

(4) Prepare and mail invitations per enclosure (1).

(5) Coordinate VIP and family visitor requirements.

(6) Maintain the guest list and provide updates to the committee and ensure they are kept apprised of RSVPs.

(7) Coordinate escort requirements for distinguished visitors.

(8) Determine official representation funds requirements.

(9) Liaise with USNA to develop the parking hierarchy for distinguished visitors.

(10) Draft the ceremony program and submit to the print shop upon approval. Drafts must be provided to the CNO per enclosure (1).

(11) Perform and execute other duties as outlined in enclosure (1).

c. Public Affairs (CNO N00P)

(1) Determine media plan.

(2) Draft news releases.

d. CNO's Action Group (overall lead: Special Assistant for Strategic Actions (N00Z))

(1) Draft the ceremony remarks.

(2) Draft the CNO's farewell and the prospective CNO's incoming messages.

e. Band Director

(1) Provide selections as requested by the CNO for approval.

(2) Ensure the band is prepared to play requested selections.

(3) Provide a small combo to play during the reception.

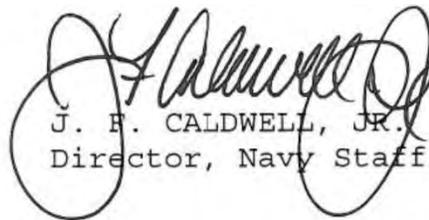
4. Uniform

a. Official Party: full dress white (large medals, white gloves, and swords). Civilians: civilian informal.

b. Navy Honor Guard: summer ceremonial uniform.

- c. Navy Color Guard: summer ceremonial uniform.
- d. Sideboys: full dress white.
- e. Boatswain: summer ceremonial uniform.
- e. Ushers and escorts: full dress white (large medals and white gloves).
- f. Invited guests: officers and enlisted: summer white or service equivalent. Civilian: civilian informal.

5. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



J. F. CALDWELL, JR.
Director, Navy Staff

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CHIEF OF NAVAL OPERATIONS 2015 CHANGE OF COMMAND
PLAN OF ACTION & MILESTONES

<u>ACTION REQUIRED</u>	<u>ACTION CODE</u>	<u>DUE DATE</u>	<u>DATE COMP</u>	<u>NOTES</u>
1. Prepare initial decision package (time, place, date, speaker)	N00G	COMPLETE	COMPLETE	
2. Prepare letter invite to guest speaker	N00AB	COMPLETE	COMPLETE	
3. Identify CoC site	N00/DNS/USNA	COMPLETE	COMPLETE	
4. Identify pre-reception and reception areas	N00/DNS/USNA	COMPLETE	COMPLETE	
5. Catering menu approved reception areas	N00G	COMPLETE	COMPLETE	
6. Draft invitation	N00G	COMPLETE	COMPLETE	
7. Invitation approval	N00	COMPLETE	COMPLETE	
8. Draft guest List	N00	COMPLETE	COMPLETE	
9. Maintain current accept and regret list	N00G	CONTINUOUS		
10. Submit guest list and initial RSVP to N00	N00G	CONTINUOUS		
11. Identify parking plan	DNS/USNA	COMPLETE	COMPLETE	
12. Identify and assign sideboys	N00	COMPLETE	COMPLETE	
13. Invitations delivered to print shop	N00G	7 Aug 2015		
14. Identify and assign bell ringer	DNS	10 Aug 2015		
15. Identify ceremonial boatswain	DNS	10 Aug 2015		
16. Arrange for live stream of the CoC	CHINFO	10 Aug 2015		

OPNAVNOTE 5060
10 Aug 2015

17.	Arrange for photographers and videographers for the CoC	N00P	10 Aug 2015
18.	Prepare seating charts	N00G	17 Aug 2015
19.	Invitations returned from print shop	N00G	17 Aug 2015
20.	Mail invitations	N00G	17 Aug 2015
21.	Staff invitations	N00G	17 Aug 2015
22.	Approved program input to DAPS or print shop	N00G	17 Aug 2015
23.	Prepare CNO's speech	Speech Writer	20 Aug 2015
24.	Draft farewell message	N00AB/N00Z	20 Aug 2015
25.	Prepare assumption message	N00AB/N00Z	20 Aug 2015
26.	Finalize script	N00AB	20 Aug 2015
27.	Finalize security plan	USNA	25 Aug 2015
28.	Obtain VIP itineraries	N00G	4 Sep 2015
29.	Disseminate plan to DNS-2 VIP security details		4 Sep 2015
30.	Print programs	N00G	4 Sep 2015
31.	Finalize seating plan	N00G	14 Sep 2015
32.	Provide guest list and sample VIP pass to USNA security	N00G	14 Sep 2015
33.	Dry run rehearsal	DNS	15 Sep 2015
34.	Alumni Hall rehearsal 1	DNS	16 Sep 2015
35.	Alumni Hall rehearsal 2	DNS	17 Sep 2015
36.	Inspect bunting	DNS/USNA	17 Sep 2015
37.	Inspect chairs	DNS/USNA	17 Sep 2015
38.	Check PA system	DNS/USNA	17 Sep 2015
39.	Check for trip hazards	DNS/USNA	17 Sep 2015
40.	Check dais	DNS/USNA	17 Sep 2015

OPNAVNOTE 5060
10 Aug 2015

41.	Inspect podium/binders	DNS/USNA	17 Sep 2015
42.	Inspect awards table	DNS/USNA	17 Sep 2015
43.	Inspect pre-reception area	DNS/USNA	17 Sep 2015
44.	Inspect post-reception area	DNS/USNA	17 Sep 2015
45.	Prepare/Distribute news releases	N00P	18 Sep 2015
46.	Update Social Media	N00P	18 Sep 2015
47.	Event day coordination meeting	DNS/USNA/N00G	18 Sep 2015
48.	Brief parking Attendants	DNS/N00G	18 Sep 2015
49.	Brief escorts and ushers	DNS/N00G	18 Sep 2015
50.	Verify water on the dais	DNS/N00G	18 Sep 2015
51.	Verify PA system	DNS	18 Sep 2015
52.	Verify cover table	DNS	18 Sep 2015
53.	Verify awards table	DNS	18 Sep 2015
54.	Inspect podium/binders	DNS	18 Sep 2015
55.	Inspect dais	DNS	18 Sep 2015
56.	Inspect seating area	DNS/N00G	18 Sep 2015

NOTE: N00: CNO; N00AB: CNO's Flag Secretary; DNS: Director, Navy Staff;
CHINFO: Navy Office of Information

CHANGE OF COMMAND COMMITTEE MEMBERS

Name	Title/Department
CAPT Will Triplett	CNO Transition Officer in Charge (OIC)/DNS-2
Ms. Wendy Boler	CNO Director of Protocol (N00G)
CMDCM Chris Welch	OPNAV Command Master Chief (CMC)/DNS
OSCS Dion Dupree	Transition OIC assistant
Lieutenant (LT) Gerry Mauer	CNO Protocol (N00G)
CDR Cliff Collins	CNO Flag Secretary (N00AB)
CAPT Scott Laurer	CNO Legal (N00J)
CDR Lloyd Mack	DNS-2
Lieutenant Commander (LCDR) Allison Ward	CNO Legal (N00J)
Chief Matt Medina	CNO Protocol (N00G)
CAPT Amy Derrick	CHINFO
CDR Scott McIlnay	CHINFO
LCDR Robert McFarlin	Office of Legislative Affairs (OLA)
Mr. Timothy Lawlor	CNO Security/NCIS
CDR Martin Kerr	Director, Medical Resources, Plans and Policy (N0931)
LCDR Emil Dinnocenzo	Prospective CNO Transition Team
CAPT George Lang	USNA Chief of Staff
CDR Dave Shaffer	Director of Special Events
Mrs. Cathy Noon	Office of Special Events
LT Audrey Munji	Office of Special Events
Mr. Keith Menz	Director, Alumni & Mahan Halls
Mr. Eric Lindstrom	Business Services/Head Chef
Ms. Maggie Rogers	Business Services/Catering
Mr. Phil Card	Security Officer, Naval Support Activity, Annapolis
CDR Kenneth Collins	U.S. Navy Band
Franklin Lamberth	Ceremonial Guard
CAPT Logan Jones	Commanding Officer
Mr. John DeLuca	Communication and Outreach