



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
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CHERRY POINT, NORTH CAROLINA 28533-0003

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ASB 5060/2

ADJ

29 Mar 12

AIR STATION BULLETIN 5060/2

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: LETTER OF INSTRUCTION - RELIEF AND APPOINTMENT/RETIREMENT  
CEREMONY

Ref: (a) MCO P5060.20

Encl: (1) Sequence of Events  
(2) Practice and Ceremony Schedule

1. Situation. To promulgate guidance and instruction on the 11 April 2012 relief and appointment ceremony; Sergeant Major J. L. Bailey will be relieved by Sergeant A. M. Major Maness; followed by a retirement ceremony in honor of Sergeant Major Bailey.

2. Mission. To render appropriate honors to both the outgoing and incoming Sergeants Major and recognize Sergeant Major Bailey's 30 years of honorable and faithful service at his retirement ceremony.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. The purpose of this event is to recognize the Station Sergeant Major in the relief of Sergeant Major Bailey and the appointment of Sergeant Major Maness, and to render appropriate honors to Sergeant Major Bailey as he retires. This ceremony will be conducted in accordance with the reference.

(2) Concept of Operation. Marine Corps Air Station Cherry Point, Headquarters and Headquarters Squadron and Marine Transport Squadron One will jointly support this event and ensure availability of required assets for both the practices and the actual ceremony. The uniform for all personnel involved in the ceremony is: the Marine Corps Desert MARPAT Utility Uniform (participants), with sleeves down; military attendees

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distribution is unlimited

(non-participants) will wear the Uniform of the Day; civilian attendees should wear business casual attire.

b. Subordinate Element Missions

(1) Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON)

(a) Provide one Platoon consisting of 33 personnel led by a Master Sergeant/Master Gunnery Sergeant as Platoon Commander. Provide names to the Parade Coordinator, Sergeant Major Prafke, not later than close of business Friday, 2 April 2012.

(b) Provide one trained, four-man Color Guard.

(c) Provide and set up State flags for ceremony.

(d) Provide two ushers to serve on the Usher Detail under the supervision of the MCAS Cherry Point Protocol Officer. Submit names of personnel to the Station Protocol Officer not later than Friday, 2 April 2012.

(e) Provide Armory support for all weapons requirements.

(2) Commanding Officer, Marine Transport Squadron One (VMR-1)

(a) Provide one Platoon consisting of 33 personnel led by a Master Sergeant/Master Gunnery Sergeant as Platoon Commander. Provide names to the Parade Coordinator, not later than close of business Friday, 2 April 2012.

(b) Provide two ushers to serve on the Usher Detail under the supervision of the Station Protocol Officer. Submit names of personnel to the Station Protocol Officer not later than Friday, 2 April 2012.

(3) Commanding Officer, Center for Naval Aviation Technical Training (CNATT (Marine Unit)). Provide two ushers to serve on the Usher Detail under the supervision of the Station Protocol Officer. Submit names of personnel to the Station Protocol Officer not later than Friday, 2 April 2012.

(4) Station Protocol Officer

(a) Create, publish and mail out event invitations using a consolidated guest list.

(b) Create and publish a Distinguished Guest seating diagram.

(c) Oversee the six-Marine Usher Detail.

(d) Provide Security and Emergency Services with an advance copy of the Distinguished Guest list.

(e) Prepare and publish the Event program.

(5) Sergeant Major, Headquarters and Headquarters Squadron

(a) Serve as Parade Coordinator for all practices and the ceremony.

(b) Designate a senior SNCO to serve as the Commander of Troops (COT.)

(c) Determine a parade practice schedule, to include a practice utilizing an inclement weather plan.

(d) Oversee the execution of all event practices.

(e) Oversee setup and teardown of ceremonial State flags.

(6) Director, Operations

(a) Provide one individual from the Combat Visual Information Center (Combat Camera) to provide still-photographic and video coverage of the event, to include a group family photo of each Sergeant Major and their family.

(b) Coordinate noise abatement from 1000-1100 on the day of the ceremony.

(7) Station Chaplain. Prepare and provide the Invocation.

(8) 2d Marine Aircraft Wing (MAW) Band. Provide musical support for practices and ceremony, as outlined in enclosure (1).

(9) Director, Security and Emergency Services

(a) Provide parking plan, gate support, and parking support for the ceremony and mark route(s) for the event utilizing the Special Event signage.

(b) Provide one ambulance and two Emergency Medical Technicians for the ceremony.

(10) Director, Telecommunications and Information Systems Directorate

(a) Provide communications plan for the Narrator. Coordinate installing a podium, with microphone, for practices and the ceremony; and a public address system and independent backup system for the ceremony.

(b) Provide hand-held microphone and lapel microphone (both corded and cordless) for the practices and the ceremony. Be prepared to leave the lapel microphone with the Station Protocol Officer, if required. Provide an additional hand-held microphone, as back-up, the day of the ceremony. Provide hand-held microphone to be used after the ceremony.

(11) Director, Facilities

(a) Prepare parade deck site and immediate surrounding area ensuring grass cutting, and a neat and clean appearance, to include any trimming of hedges/trees at ceremony site (FMD/ROICC.)

(b) Prepare alternate site (Miller's Landing) and immediate surrounding areas, ensuring grass cutting, and a neat and clean appearance, to include any trimming of hedges/trees (FMD/ROICC.)

(12) Joint Public Affairs Office

(a) Provide internal coverage for use in the Windssock and distribution to appropriate outlets.

(b) Provide a narrator for the event.

(13) Marine Corps Community Services

(a) Provide a room at Miller's Landing to conduct the ceremony in the event of inclement weather. Prepare for roughly 200 people.

(b) Provide a properly placed and functioning primary public address system with podium at Miller's Landing.

c. Coordinating Instructions. Refer to the enclosures for additional information.

29 MAR 2012

4. Administration and Logistics

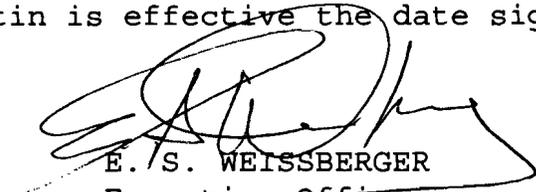
a. Administration. The Parade Coordinator is the point of contact concerning this Bulletin. The Commanding General, 2d MAW, agrees with the contents of this Bulletin in so far as it applies to Marines of the 2d MAW Band.

b. Logistics. In the event of inclement weather, the ceremony will be moved indoors and held at Miller's Landing. The Parade Coordinator will determine if the inclement weather plan will be executed, based on the existing weather forecast.

5. Command and Signal

a. Command. This Bulletin is applicable to HQHQRON, VMR-1, CNATT (Mar Unit), and 2d MAW Band.

b. Signal. This Bulletin is effective the date signed.



E. S. WEISSBERGER  
Executive Officer

DISTRIBUTION: A

Copy to: CO, CNATT (MarUnit)  
2d MAW Band

**OUTDOOR R/A CEREMONY W/ AWARD/HONORS**

H-Hour -15 minutes  
NARRATOR Group formed in assembly area, platoons in column at Parade Rest.  
**"Ladies and Gentlemen, the music for today's pre-parade serenade is provided by the 2D MAW Band under the direction of (SSgt \_TBA \_\_\_\_.) The Drum Major is (SSgt \_\_TBA\_\_\_\_.)"**

*Music Serenade*

H-Hour -5 minutes  
NARRATOR **"Ladies and Gentlemen, please take your seats as the ceremony will begin in 5 minutes."**

COT Moves to position in front of the reviewing stand and centered between the dress guidons, halts facing the reviewing stand and commands, **"STAFF, FALL IN."**

STAFF The staff moves from their positions on the right and left of the reviewing stand and forms in front of, centered, and facing the COT. (2 paces away.)

COT Once the staff is in position the COT faces about, facing the line of troops.

H-Hour  
NARRATOR **"Good Morning, Ladies and Gentlemen. On behalf of the Commanding Officer, welcome to the Marine Corps Air Station Cherry Point Relief and Appointment. The Commander of Troops today is (TBD) and the Adjutant is (TBD) . Today's parade is being executed by the Marines and Sailors of Headquarters and Headquarters Squadron, Marine Transport Squadron One, and the Center for Naval Aviation (Marine Unit)."**

**"Ladies and Gentlemen please rise for the invocation by Commander C. P. Koch, United States Navy."**

CHAPLAIN Invocation is given.

Narrator After the invocation. **"Ladies and Gentlemen, please be seated."**

COT **"TAKE YOUR POST."**

Adjutant Moves by the most direct route to the line of troops.

Narrator As the adjutant moves to position. **"Present day parades in the Marine Corps have their basis in both history and tradition, the massed formation of troops on one long line at normal interval, made possible the massing of firepower from muzzle loaded muskets of yesterday. In those early days, the line of battle was just that, a line of two or three ranks, and looked much like the parade formation you will see today. The Adjutant forms the line for battle."**

Adjutant Takes position 6 paces from and facing the right flank of the group.  
**"SOUND ATTENTION."**

*Music Attention*

Plt Cmdrs Bring their units to attention and to right shoulder arms from front to rear.

Adjutant **"SOUND ADJUTANT'S CALL."**

*Music*                      *Adjutan'ts Call*

All                              March forward from the left of the field on the first note of the music following Adjutant's Call.

COT                             **"STAFF, FORWARD, MARCH."** COT marches the staff forward on the first note of the music following Adjutants Call. They march to a point midway between the reviewing area and the line of troops and halt facing the line of troops.

Asst Parade Cord              Gives "Forward March" on the heavy beat of the drum.

Color Guard                    Will march on the parade field with the rest of the Squadron, when approaching their position on the line of march the color guard will execute a left turn, march forward to their position in the line of troops, mark time, halt and go to order colors.

Plt Cmdrs/Guides              Execute Left Flank when they reach the designated point, march forward to their spots and halt. Guides go to order guidon. Platoon Cmdrs face their Platoons.

1<sup>st</sup>/ 2<sup>nd</sup> Plt Cmdr                Command, **"GUIDE ON LINE,"** as they approach their position. Plt guide goes to Port arms and double times to his position, halts facing the adjutant and goes to order arms.

Plt Cmdrs                        When Platoon gets to designated position gives command **"MARK TIME, MARCH."**

Plt Cmdrs                        After 4-8 counts gives command, **"SQUADRON, HALT,"** and **"ORDER ARMS,** and then **LEFT FACE."**

Sqdn Cmdrs                      Once all Platoons are in position and at order arms" **DRESS RIGHT, DRESS."** From left to right. Plt cmdr steps off and dresses 1<sup>st</sup> and 3<sup>rd</sup> rank. Plt Cmdr then takes position 3 paces past 1<sup>st</sup> Sqd leader and left face.

Plt Cmdrs                        Once last Squadron is done"**READY, FRONT. COVER."** From left to right.

Adjutant                         At the command of "front" by the first Plt Cmdr marches to his post front and center of and facing the Squadron.

Adjutant                         **"GUIDES, POST."** Guide takes one step forward, then take one step to the right halts and executes about face.

Adjutant                         **"Parade, REST."** Adjutant, COT, and staff remain at attention.

Adjutant                         **"SOUND OFF."**

*Music*                              *Sounds off, marches, and returns to position.*

Adjutant                         **"SQUADRON, ATTENTION." "PRESENT ARMS."**

Color Guard                      Riflemen execute present arms; colors to the carry.

Adjutant                         Faces COT and salutes. **"Sir, the parade is formed."**

COT                                **"TAKE YOUR POST."** Adjutant takes his position in the staff.  
**"ORDER, ARMS."**

Color Guard                      Goes to the order and remains there.

COT                   **"PORT, ARMS;" "RIGHT SHOULDER, ARMS;" "PORT, ARMS;" "LEFT SHOULDER, ARMS;" "PORT, ARMS;" "ORDER, ARMS."**

**"RECEIVE THE REPORT, SIR."**

Adjutant             Moves to position 3 paces in front of the COT. **"REPORT."**

Plt Cmdrs            From right to left. Salute. **"\_\_\_\_\_, all present or accounted for."**

Adjutant             Faces about. Salutes. **"Sir, all present or accounted for."**

COT                   Salutes. **"Publish the orders."**

Adjutant             Cuts salute. Faces about. **"Attention to orders."**

Narrator             **"Marine Corps Air Station Cherry Point, 11 April 2012, the Officer of the Day today is -----, the Officer of the Day tomorrow is-----, By order of Colonel P. J. Zimmerman, United States Marine Corps, Commanding."**

Adjutant             **"OFFICERS,"** Plt Guidon Bearer goes to carry guidon.

**"CENTER,"**    Plt Cmdrs/Guides face inboard.

*Music*               **"MARCH."**    *Music plays.* Adjutant returns to his position in the staff.

                         Plt Cmdrs march in the oblique(4 paces) and Sqdn Guides march directly to their positions in the center of the field, halts and face the COT.

Sr Plt Cmdr          Once all have halted and faced, commands, **"Forward, MARCH."**  
                         Commands, **"Officers, HALT,"** so that they stop 6 paces from the COT.  
                         4 count halt. (Step, together, pause, salute.)

COT                   Returns salute. Commands:  
                         **"Ready,"**       Guides regrasp guidons.  
                         **"TWO."**        Guides go to carry guidon.  
                         **"POST."**       All execute about face.  
                         **"MARCH."**     All march back toward group center.

Sr Plt Cmdr          **"Officers, HALT."** So that Plt Cmdrs are 6 paces from the line of troops.  
                         **"POST,"**        All face outboard.  
                         **"MARCH."**     Officers and Guides step off in succession at 4 pace intervals.  
                         All return to their posts, halt, and face front. Guides go to order guidon.

*Music*               Stops once all have halted and faced.

COT                   **"Box the Staff."** Quietly, so that only staff hears.

Adjutant             **"Staff, Left, FACE." "Staff, Column Right, MARCH." "Staff, HALT." "Staff, Right, FACE."**

COT                   Faces the reviewing area once the staff is in place.

Narrator             **Now taking his position in the reviewing area is Colonel P. J. Zimmerman Commanding Officer, Marine Corps Air Station, Cherry Point, North Carolina.**

- CO Takes his position in the reviewing area.
- COT Faces about, "**Present, ARMS.**"  
Faces the reviewing area. "**Staff, Present, ARMS.**"
- CO Returns salute.
- COT "**Staff, order, ARMS.**" Faces unit, "**Order, ARMS.**" Wait for colors to return to order colors, Faces the reviewing area.
- COT "**Sergeants Major, front and center, March.**" The SgtsMaj move from the left side of the reviewing area to a position 5 paces in front of the CO. The new SgtMaj marches out first. The old SgtMaj carries the sword.

NARRATOR Reads Sergeant Major Bailey's orders.

**FROM: COMMANDING GENERAL, MARINE CORPS INSTALLATIONS EAST  
TO: SGTMAJ J. L. BAILEY  
SUBJ: TRANSFER FROM ACTIVE DUTY**

**EFFECTIVE 1000, 11 APRIL 2012, YOU STAND DETACHED AS THE  
SERGEANT MAJOR, MARINE CORPS AIR STATION, CHERRY POINT,  
NORTH CAROLINA AND ARE TRANSFERRED THIS DATE FROM THE U. S.  
MARINE CORPS TO THE RETIRED LIST OF THE U. S. MARINE CORPS.**

**SIGNED  
T. A. GORRY  
BGEN, U.S. MARINE CORPS  
COMMANDING**

NARRATOR **"SINCE 1875 NONCOMMISSIONED AND STAFF NONCOMMISSIONED  
OFFICERS HAVE CARRIED THE NONCOMMISSIONED OFFICER SWORD  
AS A SYMBOL OF THEIR ABILITY AND PRESTIGE AS ENLISTED LEADERS  
OF THE MARINE CORPS. THE SERGEANT MAJOR AS THE SENIOR  
ENLISTED LEADER AND ADVISOR IS THE KEEPER OF TRADITIONS FOR  
HIS/HER UNIT. TODAYS EMBLEMATIC PASSING OF THE SWORD OF  
OFFICE SIGNIFIES THE TRANSFER OF THIS SACRED TRUST FROM ONE  
SERGEANT MAJOR TO ANOTHER"**

As the narrator begins reading, the old Sergeant Major then steps front and center of the unit commander, salute and reports "**Sir, Sergeant Major Bailey reporting as the old Sergeant Major.**" Station Commander returns salute and states "**You are relieved.**" **Sergeant Major Bailey** gives sword to CO and takes position 3 paces to CO's left.

NARRATOR Reads Sergeant Major Maness' Orders.

**FROM: COMMANDING GENERAL, MARINE CORPS INSTALLATIONS EAST  
TO: SGTMAJ A. M. MANESS  
SUBJ: PERMINATE CHANGE OF STATION ORDERS**

**EFFECTIVE 1000, 11 APRIL 2012, YOU ARE DIRECTED TO REPORT FOR  
DUTY AS THE SERGEANT MAJOR, MARINE CORPS AIR STATION,  
CHERRY POINT, NORTH CAROLINA."**

**SIGNED  
T. A. GORRY  
BGEN, U. S. MARINE CORPS,  
COMMANDING**

The new Sergeant Major then steps front and center of the Station Commander, salutes and reports **“Sir, Sergeant Major Manes reporting as the new Sergeant Major.** Station Commander returns salute and passes the sword to new SgtMaj and states **“Take your post.”** Sergeant Major Maness takes her post between CO and outgoing SgtMaj

NARRATOR

Ladies and gentlemen please be seated.

COT

Commands, **“STAFF, ORDER, ARMS”**, faces about and commands, **“ORDER, ARMS”** and commands, **“PERSON TO BE DECORATED, RETIRED AND ALL COLORS, CENTER, MARCH”**

(1) The staff, on the command **“Center”** executes an **“RIGHT FACE”**. On the command **“MARCH”** move out of the line of march approximately 10 paces, halts, and executes a left face. After the colors have passed the Staff moves back to their original position.

(2) On the command **“MARCH”** the COT will move to a position 10 paces in front of the Color Guard, salute the colors then executes an about face. The COT commands over his right shoulder: **“FORWARD, MARCH”**.

BAND

Plays (GRAND OLE FLAG)

(4) When the COT reaches six paces from the Reviewing Officer, the COT commands **“DETACHMENT HALT”**. The awardee will then move from his position in the reviewing area by the most direct route to a position behind the COT position, five paces in front of the Color Guard.

(5) The COT salutes and reports **“SIR, PERSONS TO BE DECORATED, RETIRED AND ALL COLORS ARE PRESENT”**.

CO

Returns salute and orders **“PRESENT THE COMMAND”**.

COT

Terminates his salute and returns to his original post by the most direct route around the right flank of the personnel to be decorated/retired. The COT salutes the colors as he passes terminating his salute once past. Upon reaching his post, COT faces the line of troops and commands **“PRESENT ARMS”**, he then faces about and commands, **“STAFF, PRESENT ARMS”**.

NARRATOR

**“LADIES and GENTLEMEN, PLEASE RISE FOR THE PLAYING OF OUR NATIONAL ANTHEM”**.

BAND

Plays the (NATIONAL ANTHEM)

CG/BNCMDR

Salute on the first note and terminate on the last note of the music.

NARRATOR

**“LADIES and GENTLEMEN PLEASE BE SEATED”**.

COT

**“STAFF, ORDER, ARMS”**. Faces about and gives the **“STATION, ORDER, ARMS”**.

NARRATOR

Reads award for SGTMAJ BAILEY and then CO will present the award. Once the award is presented, the CO will take his seat, the incoming and outgoing SgtsMaj take their original positions at the reviewing area.

NARRATOR       **"LADIES AND GENTLEMEN, PLEASE BE SEATED"**.

COT               **Faces about and commands "PARADE, REST", faces about and commands, "STAFF, PARADE, REST".**

COLOR GUARD     **On the command parade rest, the color guard goes to order colors.**

NARRATOR       **Then delivers the microphone to the Commanding Officer, who then will make remarks then passes the microphone to the incoming SgtMaj , who hands it to the outgoing/ retiring SgtMaj. Both SgtsMaj return to their positions in the reviewing area assuming the position of attention.**

NARRATOR       **"FLOWERS ARE NOW BEING PRESENTED TO MRS. MONFEDIA BAILEY IN RECOGNITION OF HER DEDICATION AND SUPPORT OF SERGEANT MAJOR BAILEY AND HIS MARINE CORPS CAREER."**

**"FLOWERS ARE NOW BEING PRESENTED TO THE FAMILY OF SERGEANT MAJOR MANESS IN RECOGNITION OF THEIR DEDICATION AND SUPPORT OF SERGEANT MAJOR MANESS AND HER MARINE CORPS CAREER."**

COT               **After remarks are completed "STAFF, ATTENTION." Faces about and Commands, "STATION ATTENTION." Face about.**

CO                Take his positions in the reviewing area.

COT               Commands, "**Staff, Attention**" Staff and COT execute. The COT faces the line of troops.

COT               Commands, "**STATION, ATTENTION**". COT then faces reviewing area.

CO                Commands, "**March the Command in Review**"

COT               Faces Squadron. "**PASS IN REVIEW**"

COT               Commands, **Right face, Right Shoulder, ARMS**". Check band. When ready will raise mace high.

Color Guard     Goes to carry colors and executes a right turn, halts and remains at the carry.

COT               Gives "**Forward MARCH**"

*Music*           *Plays a quick march.*

Plt Cmdrs       All step off and quickly get in step with the music.

COT & Staff     Step off on the command of execution.  
COT steps to the left in marching and picks up the half step.  
Staff executes a right turn from the halt, covers on the COT, and half steps.

COT               **"Staff, Forward, MARCH."** The COT and staff march down the line of troops and execute 2 left turns in order to be positioned at the head of the column.

Plt Cmdrs                    **"Column Left, MARCH,"** as they approach each turning point.

Color Guard                Executes a left turn at each turning point.

All                            As the COT, Plt Cmdrs and Color Guard approach the reviewing area, **"Eyes, RIGHT,"** will be given.

Narrator                    Introduces the platoon commanders, and Color Sergeants as they execute "eyes right."

All                            After the COT, Sqdn Cmdrs, Plt Cmdrs, and Color Guard pass the 2nd Dress Guidon, **"Ready, Front,"** will be given. Plt Cmdrs march their squadrons off of the field to the dismissal area.

*Music begins*                *Plays Auld Lang Syne, Anchors Aweigh and the Marine's Hymn once the last platoon executing eyes right.*

COT & Staff                Executes 3 right turns at the designated spot so that they are in position to observe the march in review.

COT                            Commands, **"Hand, SALUTE,"** and **"Ready, TWO,"** as the Color Guard passes.

COT                            After the last element has exited the field faces the reviewing officer and reports: **"Sir, the parade is concluded."**

CO                            Returns salute. Responds with **"Dismiss the Staff"**

COT                            Cuts salute and faces the staff, **"Staff, Dismissed."**

Staff                         One step to the rear, halt, and hand salute. COT returns. Staff cuts, faces about and departs.

Narrator                    **Ladies and Gentlemen, this concludes today's ceremony. On behalf of the Commanding Officer, Marines, and Sailors of Marine Corps Air Station Cherry Point, thank you for your attendance. You are cordially invited to join us at a reception immediately following this ceremony.**