

March 30, 2019

ANNEX B TO OPORD 3-2019 NATIONAL HEADQUARTERS USV-JSC

Reference: Commanders Conference 2019 at the Clarion Hotel by the Airport. 3835 McCoy Road, Orlando, FL. Phone 1-407-845-0900.

Time Zone: Eastern Daylight Savings Time

1. GENERAL:

The purpose of this banquet is to promote the longstanding traditions of military service. This event will include posting our colors, honoring our fallen service members, a meal, and a social.

2. RECEIVING LINE

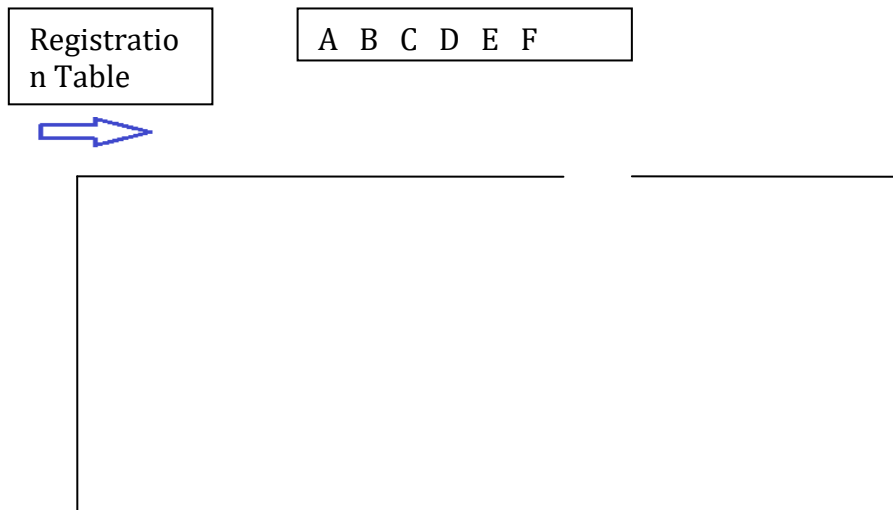
a. Once all the VIP's have arrived, the announcement to take position for the receiving line should be made after coordination with the TF Commander.

b. The personnel in the receiving line should be in positions indicated below at 1900 hours.

c. No drinks should be carried through the receiving line.

d. Clarion Hotel is a 100% no smoking hotel.

e. The guests' escorts should link-up with their guests immediately following receiving line.



**DINING ROOM**

**f. Receiving Line Arrangement:**

- (1) J1 (or G1) and Spouse
- (2) National Commander and Spouse
- (3) C of S and Spouse
- (4) TF Commander and Spouse
- (5) Regional Commander(s) and Spouse(s)
- (6) Chief of Chaplains and Spouse

**3. SEATING CHART**

Facing Head Table (LtoR)

MG Natterstad, Father Chau, Mrs. Baumann, LTG Baumann, (podium)

MG Phong Le, Mrs. Phong Le, CSM Aguilar and Mrs. Aguilar

**4. POSTING THE COLORS**

- a. CSM Aguilar will be the NCOIC of the color detail.
- b. The Colors will include the US Flag, the USV flag, the POW flag, and two rifles.
- c. Col Gunn will pipe in the Colors.
- d. The color guard should wear the ceremonial belts or white web belt.

**5. POW/MIA**

- a. Soldiers Cross
- b. Ringing of the Bell to be done by WO1 Rodriquez.
- c. Ceremony script

**6. PROGRAM AND SCHEDULE OF EVENTS**

**7. DINNER/MENU**

- a. Cost \$50.00
- b. Chinese style meal ( Family size platters on each table)
- c. Round tables seating 10
- d. Asian cuisine: Crab Meat & Asparagus, Fried Shrimp, Seafood in a Bird Nest, Yang Chou (Quang Chau) Fried Rice

**8. SOCIAL/MUSIC**

9. MISCELLANEOUS

- a. Microphone
- b. Head table set up.
- c. General officer flags and the service colors will be placed near the head table.
- d. Hotel table arrangements
- e. Table decorations
- f. Hotel Banquet coordinator

BAUMANN  
LTG

Authentication

COL RIDGE  
J-1