

01 June 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

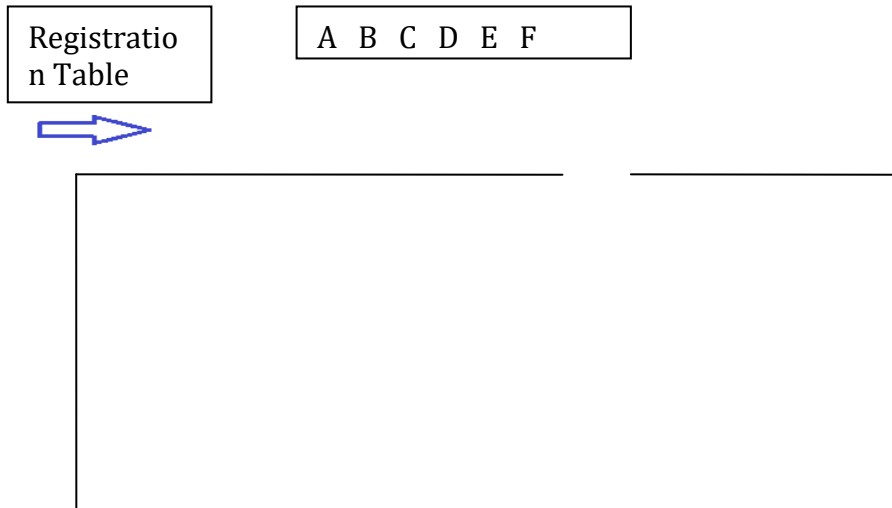
a. Once all the VIP's have arrived, the announcement to take position for the receiving line should be made after coordination with the TF Commander.

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.



**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 Ceremonial rifles.

c. Col Gunn will pipe in the Colors.

d. The 5 Color Guard should wear the ceremonial belts or white web belt.

Color Guard: SFC Le Hang, WO1 Van Vu, WO1 Cuong Nguyen, CPT David Do, and MAJ John Pham

**5. POW/MIA**

a. Soldiers Cross

b. Ringing of the Bell/No Answer to be done by WO1 Rodriquez.

c. Ceremony script – see RRLU on website, click on “ NCO Academy” takes you to Jesse A Ramil NCO Academy , Listed under “Training Outline”. Placing of Dog Tags on Helmet. Notification by email from J1, to ALL units to report any USV-JSC deceased members, who have passed within the last year: name, rank, unit, date of passing, to be sent to J1 for forwarding to CAPT Contreras for preparation of a dog tag to reflect member’s passing.

d. Bugler : 2LT Phuong Nguyen

**6. PROGRAM AND SCHEDULE OF EVENTS**

Guest Speaker : Col McCaffrey, US Airforce, Retired

Head of Florida’s Emergency Management

**7. DINNER/MENU TBD**

Cost TBD

8. SOCIAL/MUSIC

- a. TBD

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