



# UNITED STATES MARINE CORPS

MARINE AVIATION TRAINING SUPPORT GROUP-23

700 AVENGER AVENUE

LEMOORE, CA 93245-5016

IN REPLY REFER TO

GruBul 5060

S-1

7 Mar 01

## GROUP BULLETIN 5060

From: Commanding Officer  
To: Distribution List

Subj: RELIEF AND APPOINTMENT CEREMONY

Encl: (1) Sequence of Events  
(2) Roster of Participants

1. Purpose. To publish information and direct action for Marine Aviation Training Support Group-23, Relief and Appointment Ceremony.

2. Background. Sergeant Major Bruce A. Craig, USMC will be relieved by Sergeant Major Robert Higle, USMC at **1000 on Friday, 30 March 2001**. The ceremony will be held at the MIA/POW Memorial located on Freedom Walk Naval Air Station Lemoore per the sequence of events indicated in enclosure (1).

3. Formation. The formation for the ceremony will be two platoons on line. The formation will be assembled at **0945**.

4. Uniform. The following uniforms are prescribed:

a. Participants:

(1) USMC – (Males) Service “C” with ribbons.

(2) USMC – (Females) Service “C” with ribbons, trousers and oxfords.

b. Guests:

(1) Military

(a) USMC: Uniform of the day.

(b) USN: Uniform of the day.

(2) Civilians: Appropriate civilian attire.

5. Sequence of Events. The sequence of events will be as indicated in enclosure (1).

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6. Action

- a. Commanding Officer, VFA – 125, provide 20 Marines for the ceremony.
- b. Commanding Officer, NAMTRAU, provide approximately 40 Marines for the ceremony.
- c. MATSG-23 Adjutant. Coordinate administrative requirements, program, guest list, invitations and track R.S.V.P. responses. Request base media coverage, and photography support.
- d. MATSG-23 Supply Chief/S-4. Coordinate all logistical requirements and working parties. DIRLAUTH with VFA-125, NAMTRAU and supporting agencies. Request flight quiet hours, a medical response team, a secure parking area, and secure a ceremony location for inclement weather plan.

7. Information. All questions should be directed to GySgt Jones, Admin Chief at extension 4839.

8. Self-Cancellation. 1 May 2001.

  
C. L. WALLACE

DISTRIBUTION: A

## SEQUENCE OF EVENTS

<u>TIME</u>	<u>UNIT</u>	<u>EVENT</u>
0945	Platoons	Two platoons are positioned at parade rest in accordance with enclosure (2).
	COT	In position at parade rest.
1000	Narr	“GOOD MORNING LADIES AND GENTLEMEN. WELCOME TO THE RELIEF AND APPOINTMENT CEREMONY FOR MARINE AVIATION TRAINING SUPPORT GROUP-23. THE FORMATION FOR TODAY’S CEREMONY IS COMPRISED OF MARINES FROM HEADQUARTERS MATSG-23, VFA-125 AND NAMTRAU. THE COMMANDER OF TROOPS IS GYSGT WARREN C. SUBLETT. THE PLATOON SERGEANT’S ARE GYSGT JAMES L. WILSON AND GYSGT MARTHA E. RINCON.”
	Narr	“TODAY’S INVOCATION WILL BE DELIVERED BY <b>CHAPLAIN BRIAN BJORKLUND.</b> ”
	Chaplain	[INVOCATION, AMEN]
	Narr	“LADIES AND GENTLEMEN, PLEASE BE SEATED.”
	CO	MATSG CO takes position on sidewalk facing platoons.
	Tape	Sounds “ATTENTION” (Track #7)
	COT	Assumes POA, about face, commands [GROUP ATTENTION] [PRESENT ARMS], and executes about face to face POW/MIA Monument.
	COT	COT salutes CO, when salute is returned, COT about face, [ORDER, ARMS] [MARCH ON THE COLORS].
	Narr	“LADIES AND GENTLEMEN, WILL YOU PLEASE RISE FOR THE PRESENTATION OF OUR COLORS AND REMAIN STANDING FOR THE NATIONAL ANTHEM.”
	Tape	Plays “National Emblem” (Track #13, start at 01:44 for 1 min 20 sec).
	Colors	Color guard marches on the field, moves forward, and halts.
	COT	[PRESENT, ARMS].
	Tape	Plays “NATIONAL ANTHEM” (Track #8).

COT [ORDER, ARMS] [POST THE COLORS].

Tape Plays "French Foreign Legion March" (Track #25, first 28 sec only).

Colors Execute counter march, moves to position, counter march and Halt.

COT [GROUP, PARADE REST].

COT [SERGEANTS MAJOR, FRONT AND CENTER, MARCH].

The outgoing SgtMaj, behind first platoon and the Incoming SgtMaj, behind second platoon, march front and center individually taking most direct route to positions 6 paces front and center of the CO, the incoming to the left of the outgoing at normal interval, facing the CO.

CO [PUBLISH THE ORDERS].

Narr From: Commandant of the Marine Corps, Headquarters, U. S. Marine Corps

For: Sergeant Major Bruce A. Craig

On or about **30 March, 2001**, you will stand relieved from Marine Aviation Training Support Group-23 and transfer to **Commanding General, Marine Corps Recruit Depot, San Diego, CA** for duties as the **SgtMaj, Recruit Training Regiment**.

For: Sergeant Major Robert **Higle**

On or about 30 March, 2001, you will report to the Commanding Officer, Marine Aviation Training Support Group-23, Naval Air Station Lemoore, CA, and assume the duties as Sergeant Major of Marine Aviation Training Support Group-23.

J. L. JONES  
General, USMC  
Commandant of the Marine Corps

When the narrator completes reading the orders, the outgoing SgtMaj marches to a position two paces in front of and facing the CO. Halts, renders a present sword and reports [SIR SGTMAJ CRAIG REPORTS AS THE OUTGOING SGTMAJ]. The CO returns the salute. SgtMaj Craig executes <ORDER SWORD> then, carrying the sword in front of his body with both hands, advances to the CO and hands the sword to the CO. The CO receives the sword and commands [YOU ARE RELIEVED]. The outgoing SgtMaj then takes a position four paces to the left of the CO facing the platoons and guests.

Narr

“TRADITIONALLY, UPON RELIEF OF DUTY, THE OUTGOING SGTMAJ RELINQUISHES HIS NCO SWORD TO THE COMMANDING OFFICER. THE NCO SWORD, FASHIONED AFTER THE 1858, CAVALRY SWORD, IS THE OLDEST WEAPON IN CONTINUOUS USE IN THE UNITED STATES ARSENAL. ALTHOUGH NO LONGER CONSIDERED A FORMIDBLE WEAPON FOR MODERN BATTLE, IT IS NOW A SYMBOL OF LEADERSHIP AND AUTHORITY, AND IS REPRESENTATIVE OF THOSE VIRTUES AND TRADITIONS THAT ALL NCO’S ARE EXPECTED TO UPHOLD. THE SWORD IS ALSO AN HISTORIC AND SYMBOLIC ICON OF THE POSITION, AND OFFICE OF UNIT’S SENIOR ENLISTED MARINE. THE SWORD IS PASSED ON LIKE A TORCH OF KNOWLEDGE, WISDOM AND EXPERIENCE FROM ONE SGTMAJ TO THE NEXT, THUS ENSURING THAT THE PROFESSIONAL DEVELOPMENT AND DISCIPLINE OF ENLISTED MARINES CONTINUES, AND THAT THE TRADITIONS OF THE CORPS LIVE ON.

The incoming SgtMaj then takes the same position 2 paces in front of and facing the CO. He renders a hand salute and reports [SIR, SGTMAJ HIGLE REPORTS AS THE NEW SGTMAJ]. The new SgtMaj terminates his salute, then advances to the CO who hands him the NCO Sword, commanding, [TAKE YOUR POST]. The new SgtMaj takes his position immediately to the left of the CO, facing the platoons and returns sword.

CO	[GROUP, PARADE REST] Makes post and relief comments.
Outgoing SgtMaj	Makes post and relief comments.
New SgtMaj	Makes comments. Takes position to left of CO.
COT	[GROUP, ATTENTION].
New SgtMaj	[SGTMAJ CRAIG, FRONT AND CENTER, MARCH].

Narr Reads Personal Award Citation and other presentations.

CO Presents personal award.

SgtMaj Craig Moves and takes Position on left of SgtMaj Higle.

COT [RETIRE THE COLORS].

Narr "Ladies and Gentlemen, please rise for the retiring of our Colors."

Tape Plays "ANCHORS AWEIGH/MARINES HYMN"  
(Track #10).

Colors Come to the carry, march forward, counter march and march off the field.

COT [PLATOON SERGEANTS, DISMISS YOUR PLATOONS].

Narr "LADIES AND GENTLEMEN, THIS CONCLUDES THE RELIEF AND APPOINTMENT CEREMONY. ON BEHALF OF THE COMMANDING OFFICER, MATSG-23; SGTMAJ BRUCE AND SANDY CRAIG; AND SGTMAJ HIGLE, WE THANK YOU FOR PARTICIPATING IN TODAY'S CEREMONY. EVERYONE IS CORDIALLY INVITED TO ATTEND MATSG-23'S ANNUAL FAMILY DAY PICNIC AT HICKEY PARK STARTING AT 1400. REFRESHMENTS AND SNACKS WILL BE SERVED.

## ROSTER OF PARTICIPANT

1. Commander of Troops (COT): Gunnery Sergeant Warren C. Sublett
2. Narrator: SSgt Zorina Wilson
3. Color Guard: MATSG Color Guard.
4. Platoon Sergeants: 1. GySgt Wilson  
2. GySgt Rincon
5. Guidon Bearers: 1. Sgt Fortner  
2. Sgt Quesada
6. Ushers: As assigned by MATSG Adjutant.
7. Music and Sound Equipment: TBD

## REHEARSAL SCHEDULE

<u>Date/Time</u>	<u>Participants</u>	<u>Location</u>
28 Mar 01/0900	Key Personnel	Welsh Park
29 Mar 01/0900	All Hands	Welsh Park



# UNITED STATES MARINE CORPS

MARINE AVIATION TRAINING SUPPORT GROUP

700 AVENGER AVENUE

LEMOORE, CA 93245-5018

IN REPLY REFER TO

5800

S-1

19 Jun 00

## MEMORANDUM

From: Commanding Officer  
To: Security Operation Division Officer, Naval Air Station, Lemoore, CA  
Via: Security Officer, Naval Air Station, Lemoore, CA

Subj: SPECIAL EVENTS PASS

Ref: (a) NASLEMINST 5560.8C

1. Per the reference, request approval of an NASL Special Events Pass for the following purpose:

Function: Change of Command

Location:

Gates to be used: Main Gate

Cameras to be used in immediate area: Yes

Sponsor/Coordinator: MATSG- Gunnery Sergeant Jones

Organization/Address/Phone #: MATSG, 700 Avenger Ave., 4839

Date(s)/Time(s): 7 July 2000

Approximate No. of Attendees: 200

J. D. COVINGTON

By direction

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Date:

## FIRST ENDORSEMENT

From: Security Officer, Naval Air Station, Lemoore, CA  
To: Security Operation Division Officer, Naval Air Station, Lemoore, CA

1. Forwarded, approval/disapproval.

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Security Officer



**UNITED STATES MARINE CORPS**

**MARINE AVIATION TRAINING SUPPORT GROUP**

**700 AVENGER AVENUE**

**LEMOORE, CA 93245-5016**

IN REPLY REFER TO

1330

S-1

19 Jun 00

From: Commanding Officer

To: Commanding Officer, Naval Air Station, Lemoore, CA (Attn: Security)

Subj: REQUEST FOR TRAFFIC CONTROL

1. On 7 July 2000, a Change of Command ceremony is taking place at 0930 at Welsh Park.
2. Request assistance in providing traffic control at the intersections of Avenger and Enterprise, and Avenger and Hancock. Assistance is also requested for the parking lot adjacent to the Old Navy Exchange. Time required: **0930 to 1100, 7 July 2000.**
3. Point of contact is GySgt Jones, MATSG Administrative Chief, at ext. 4839.

J. D. COVINGTON

By direction

ENCLOSURE (2)