

NJROTCPAX INSTRUCTION 5060.2

From: Senior Naval Science Instructor, NJROTC Patuxent High School

Subj: NJROTC COLOR GUARD AND UNIT SUPPORT TO AUDITORIUM CEREMONIES

Encl: (1) Entrance and Auditorium Layout
(2) Auditorium and Stage Layout

1. Purpose. To promulgate information and assign responsibilities.

2. Discussion. NJROTC Patuxent High School will support Patuxent High School staff and students, upon request, for ceremonies held in the school auditorium.

3. Action

a. Commanding Officer

(1) Name an Officer-in-Charge to coordinate all aspects of the Color Guard and unit support to the ceremony.

b. Detachment Officer in Charge (DET OIC)

(1) Upon receipt of the Request for Support (RFS) and in coordination with Operations Officer, DIRLAUTH with the director of the ceremony to confirm date for the Awards Ceremony.

(2) Review the script for the ceremony and brief all members of the detachment.

(3) Ensure that the detailed cadets are properly uniformed, outfitted and trained to complete their assigned tasks.

(4) If requested, take possession of programs or other materials, provided by the ceremony director, and deliver them to the ceremony NLT 30 minutes prior to the start of the event.

(5) Muster the detachment one (1) hour before event start to ensure all members are accounted for and properly equipped. If required, recall supernumeraries to fill positions.

c. Unit Department Heads/Platoon Commanders/Team Captains

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(1) Ensure the contents of this notice are promulgated to all hands.

(2) Unit leadership is encouraged to communicate directly with the DET OIC, when assigned, to ensure adequate support to the Detachment.

(3) Provide greeters and ushers as required. Review enclosures (1) and (2) of this notice, ensuring adequate staffing is provided for the listed areas and spaces at the designated times.

d. Cadet Senior Chief Petty Officer.

(1) Schedule and execute, NLT one day prior to the event, a walk-through with the DET OIC and detachment members to ensure proper preparation and complete understanding of the ceremony schedule of events.

e. Operations Officer (OPS).

(1) Ensure accurate details are reflected in the Request for Support, including schedule, roster, event details, adequate staffing of the detachment, and the estimated credit for each appropriate category for participation and service.

(2) Assign a cadet officer as DET OIC.

(3) Ensure completion of event muster and proper routing and completion of the RFS before and after the event.

f. Administrative Officer (AO). Ensure that proper "School support" credit is awarded to properly documented participants.

g. Public Affairs Officer.

(1) Ensure that any audio/visual recordings of the ceremony, that include unit members, are made publicly available and are appropriately annotated to reflect Unit participation.

(2) Provide or link photos and video of the event via website, social media and alert school and community media of the Unit's participation in the event.

(3) If local media coverage of the event is anticipated, notify the SNSI/NSI. Upon publication of coverage in the local news media, advise the SNSI and NSI to ensure that proper notifications are made up the chain of command.

h. Color Guard Commander.

(1) Provide Color Guard to present colors for National Anthem and, if requested, to "post the colors" on the stage as directed by the ceremony director. Unless otherwise requested, the National Ensign and the Maryland state flag are to be carried.

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(2) The specific procedures for the Color Guard to "present the colors" is outlined in the diagram and labels of enclosure (2).

(3) If requested, provide sufficient flag stands to support the number of posted flags in a location designated by the ceremony director.

i. Greeters. Greeters are responsible for welcoming guests to Patuxent High School, offering printed programs (one per person or one per family at the direction of the director of the ceremony), and directing them toward the auditorium. Greeters should be aware of the location of male and female heads to offer guests direction, if requested. Greeters may have a radio to communicate with ushers, however communications will be limited and at the lowest audible volume. Once ceremonies commence, all radio communications will cease. The period of duty for the greeters is from 30 minutes prior to ceremony start time until 10 minutes after the start of the ceremony.

j. Ushers. The ushers will direct special guests, cadets, parents, families, friends and supporters to their assigned seating area as per the director of the ceremony. Ushers may have a radio to communicate with greeters, however communications will be limited and at the lowest audible volume. The period of duty for the ushers is from 30 minutes prior to the ceremony until 10 minutes after the start of the ceremony.

4. Uniform. Cadet Officers/Chiefs: Service Dress Blues; Cadet Enlisted: Navy Service Uniform. All cadets may wear ribbons, medals and all unit bands and cords.



Jacob C. HINZ

Commander, US Navy (Ret.)

Distribution:

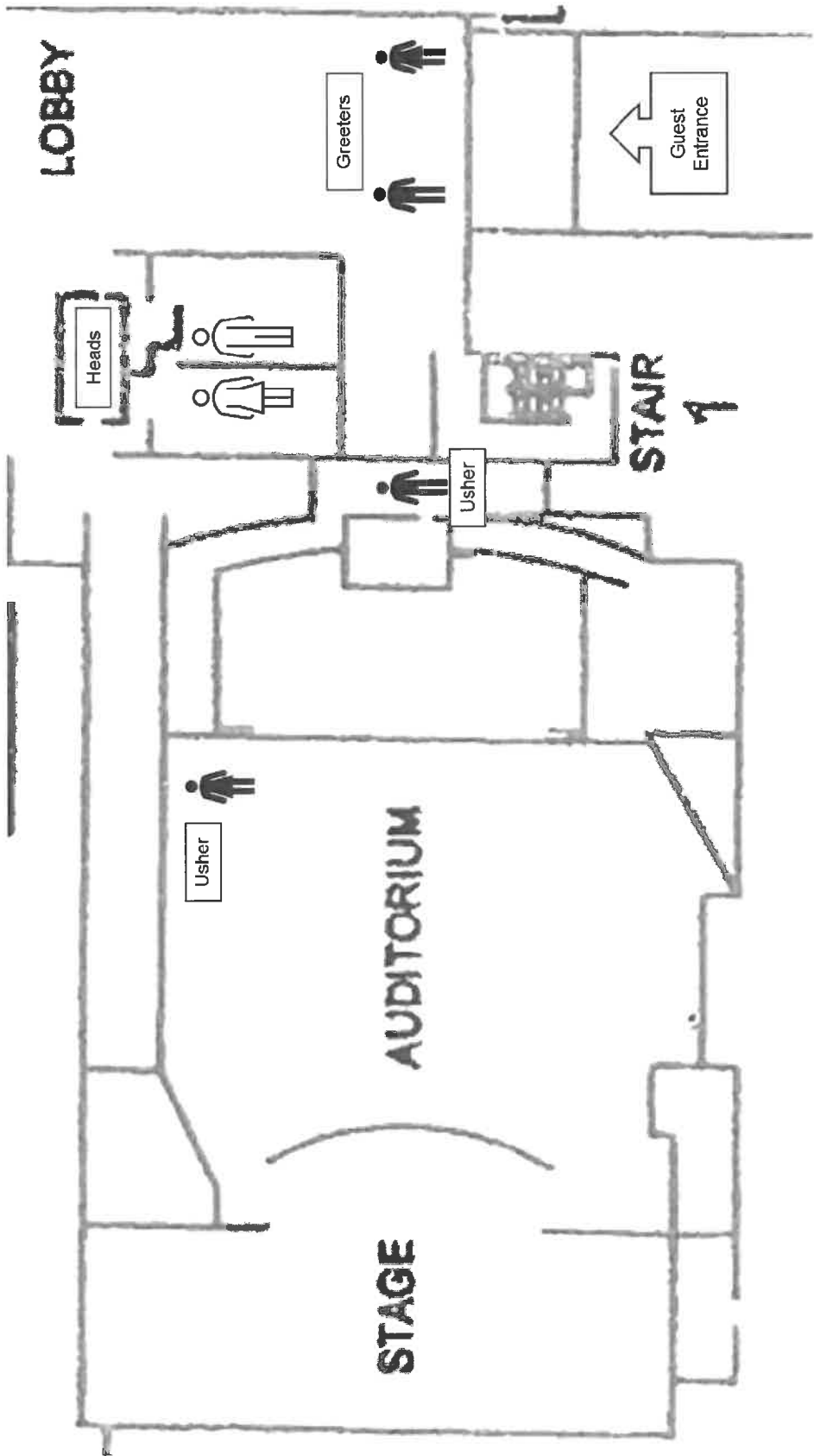
Principal

Building Services

Performing Arts

Unit Department Heads

Entrance and Auditorium Layout



Auditorium and Stage Layout

