



**DEPARTMENT OF THE NAVY**  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

Canc: Jul 2025

NETCNOTE 5060

N04

30 Apr 2025

NETC NOTICE 5060

From: Commander, Naval Education and Training Command

Subj: CHANGE OF COMMAND CEREMONY FOR THE COMMANDER, NAVAL  
EDUCATION AND TRAINING COMMAND

Ref: (a) NETCNOTE 5060 of 20 Mar 2025

Encl: (1) Assignment of Responsibilities  
(2) Diagram of Ceremonial Area

1. Purpose. Reference (a) is hereby cancelled. To provide general information regarding the change of command (COC) ceremony for Rear Admiral Jeffrey J. Czerewko, who will be relieved as Commander, Naval Education and Training Command (CNETC) by Rear Admiral Gregory C. Huffman at 1400, Wednesday, 18 June 2025, at the National Naval Aviation Museum (NNAM) Atrium, Naval Air Station, Pensacola, Florida.

2. Cancellation. NETCNOTE 5060 of 20 Mar 2025.

3. Responsibilities. Enclosure (1) outlines the specific responsibilities of personnel, while the plan of action and milestones (POA&M) for the COC can be found on the Naval Education and Training Command (NETC) SharePoint page at [NETC POA&M](#). The layout of the ceremony is shown in enclosure (2).

- a. CDR Justin Cohee, Event Coordinator  
Phone: (850) 452-1676  
E-mail: [justin.a.cohee.mil@us.navy.mil](mailto:justin.a.cohee.mil@us.navy.mil)
- b. CAPT Scott Janik, Master of Ceremonies (MC)  
Phone: (850) 452-5134  
E-mail: [scott.p.janik.mil@us.navy.mil](mailto:scott.p.janik.mil@us.navy.mil)
- c. CDR Laura Stegherr, Public Affairs Officer (PAO)  
Phone: (850) 452-5845  
E-mail: [laura.k.stegherr.mil@us.navy.mil](mailto:laura.k.stegherr.mil@us.navy.mil)

- d. Mr. Tod Shuls, Protocol Officer  
Phone: (850) 452-4807  
E-mail: [tod.a.shuls.civ@us.navy.mil](mailto:tod.a.shuls.civ@us.navy.mil)

4. Uniform

a. Official Party (VADM Cheeseman, RADM Czerewko, and RADM Huffman): Full Dress White (no gloves and no sword)

b. Participants: Full Dress White (no gloves and no sword)

- MC
- Chaplain
- Honors Detail
- Honors Boatswain
- Bell Ringer
- Side Boys
- Ushers

c. NETC Staff and Military Guests: Summer White

d. Civilians: Business Attire

5. Information. No military formations are required for the ceremony. All NETC staff military and civilian personnel are considered guests of the Commander and will be seated in the general audience.

6. Rehearsal. Ceremony rehearsals will be conducted at the NNAM on the following days for participants in the uniform of the day:

a. 1400, 16 June 2025

b. 1300, 18 June 2025

7. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnv.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

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b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager.



G. L. TINER  
Chief of Staff

Releasability and distribution:

This notice is cleared for public release and is available electronically by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

ASSIGNMENT OF RESPONSIBILITIES

NETC:

**CNETC:**

- Invite guest speaker.
- Provide guest list to Protocol Officer.
- Provide speech requirements to PAO.
- Approve reception.
- Approve program.
- Approve script.
- Release farewell message to NETC claimancy.

**Chief of Staff (COS):**

- Approve very important person (VIP) seating chart.
- Obtain wardroom farewell gift.
- Publicize COC ceremony to NETC staff via e-mail.
- Coordinate arrangement for receiving line at reception.
- Provide reception receiving line instructions to guests.

**Coordinator:**

- Assigned as head usher.
- Coordinate assignment of ushers from Naval Aviation Schools Command (NASC).
- Brief ceremony to participants, honors detail, and ushers.
- Inspect uniforms.
- Duties as assigned by the COS.
- Provide VIP seating chart to ushers.

**Flag Secretary (FLAG SEC):**

- Distribute COC announcement to local area commands.

**Administration:**

- Prepare and promulgate 5060 Notice.
- Mail invitations.

**Protocol:**

- Organize gift table and present gifts.
- Invite chaplain.
- Arrange for boatswain's mate and bell ringer.

- Arrange for honor guard.
- Reserve date and time for ceremony at NNAM.
- Reserve rehearsal date and time at NNAM.
- Prepare guest list for CNETC.
- Prepare and distribute e-mail invitations.
- Coordinate invitation responses.
- Reserve pre-ceremony reception area for VIPs at NNAM.
- Coordinate Bachelor Officer Quarter's reservations.
- Submit request for Commander, Navy Region Southeast (CNRSE), Navy Band Southeast.
- Provide arrival and departure schedule for VIPs.
- Prepare and place name tags for VIPs on ceremony chairs.

**PAO:**

- Coordinate speech with CNETC.
- Prepare draft program.
- Provide photographers.
- Develop media plan.
- Ensure video recording of ceremony.
- Provide draft (P)CNETC biography for approval.
- Provide programs to head usher for distribution.

**1<sup>st</sup> LT:**

- Set up ceremonial area.
- Set up bell.
- Coordinate parking and security plan with NASP.
- Obtain sixty seat covers for VIP audience from NASP.
- Obtain four full seat covers for dais seating.
- Obtain bunting for dais, railings, and display table from NASP.
- Coordinate assignment of working party from Center for Information Warfare Training (CIWT).
- Provide eight NETC bullets for ceremonial quarterdeck area.
- Reserve chairs in back row for honor detail and ushers.

**N8:**

- Provide funding for CNRSE, Navy Band Southeast.
- Provide funding for program procurement.

Commanding Officer (CO), NASP:

- Announce quiet hours.
- Provide security.
- Place signs directing ceremony guests to NNAM.
- Provide ceremonial bunting.
- Provide sixty seat covers for VIPs in general audience.
- Provide four full seat covers for dais.
- Provide public affairs support for local media invitations and base escort to NNAM.
- **NETC Point of Contact (POC):**
  - LTJG Carlos Marroquin (N0052), (850) 452-3778
  - GSMC Bryson Richie (N0052), (850) 452-3646

CO, NASC:

- Provide six ensigns to serve as ushers and have them muster as follows:
  - 16 June 2025: 1400, NNAM atrium with CDR Cohee in Uniform of the Day.
  - 18 June 2025: 1300, NNAM atrium with CDR Cohee in Full Dress White (no sword).
- **NETC POC:** CDR Justin Cohee, (850) 452-1676

CO, Naval Air Technical Training Center:

- Provide honor guard and bos'n and have them muster as follows:
  - 16 June 2025: 1400, NNAM atrium with LTJG Marroquin and GSMC Richie in Uniform of the Day.
  - 18 June 2025: 1300, NNAM atrium with LTJG Marroquin and GSMC Richie in Service Dress White.
- **NETC POC:**
  - LTJG Carlos Marroquin (N0052), (850) 452-3778
  - GSMC Bryson Richie (N0052), (850) 452-3646

CO, CIWT:

- Provide one petty officer in charge and ten junior enlisted Sailors to serve in a working party to break down, and have them muster as follows:

18 June 2025: 1300, NNAM main entrance with GSMC Richie.

18 June 2025: 1500, NNAM main entrance with GSMC Richie.

- **NETC POC:** GSMC Bryson Richie (N0052), (850) 452-3646

Director, NNAM:

- Provide Blue Angel Atrium for ceremony including dais, microphone system, flags, two lecterns, and four chairs for dais.
- Provide four hundred chairs for general audience seating.
- Provide red carpet and bell for ceremonial quarterdeck area.
- Provide production control station support for NETC PAO staff video recording and streaming.

Navy Band: Provide music for ceremony.

DIAGRAM OF CEREMONIAL AREA

