



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWNOTE 5060
000CC
26 Apr 04

NAVDENCEN SOUTHWEST NOTICE 5060

From: Commanding Officer, Naval Dental Center Southwest

Subj: RETIREMENT CEREMONY ICO DT1(AW/FMF) LUIS M. CASTRO

1. Purpose. To publish information, details and instruction for the Retirement Ceremony of DT1(AW/FMF) Luis M. Castro, USN.

2. Information

a. DT1(AW/FMF) Luis M. Castro will transfer to the Fleet Reserve of the United States Navy with twenty years of Naval Service. In honor of his faithful and dedicated service to his country, the Commanding Officer will conduct appropriate ceremonies at 0900 on 21 May 2004. Location: Branch Dental Clinic, Building 595, Marine Corps Recruit Depot, Recruit Waiting Area. Reception: Staff lounge, Branch Dental Clinic, Marine Corps Recruit Depot.

b. The coordinator for the retirement ceremony is DTC(SW) Carol L. Merricks.

c. To ensure a smart and professional military ceremony, close liaison is necessary between all participants.

d. Uniforms

(1) Participants: Official Party, Officers and Chief Petty Officers, Summer White. All participants will remain covered.

(2) Guests: Service Khaki, Enlisted (E-1 to E-6) personnel, Summer White or appropriate civilian attire. Guests will be uncovered.

e. Attendance. All staff members and their spouses are invited to attend; civilian personnel may be excused from their work area to attend the ceremony.

f. Practice and Rehearsal. Practice will be held at 1030 on 18 May 2004 at Branch Dental Clinic, Marine Corps Recruit Depot, Recruit Waiting Area. There will be a final rehearsal at 1500 on 20 May 2004. Participants will include honorary sideboys and flag detail.

3. Participating Personnel. Personnel designated to participate in the ceremony will assemble at Branch Dental Clinic, Marine Corps Recruit Depot at 0815 on 21 May 2004.

Subj: RETIREMENT CEREMONY ICO DT1(AW/FMF) LUIS M. CASTRO

a. Official Party:

(1) CAPT M. N. Waterman, DC, USN (Guest Speaker)

(2) CMDCM(SW) J. R. Lindemann, USN

(3) DT1(AW/FMF) L. M. Castro, USN

b. Honorary Sideboys:

(1) DT3(SW) C. Martinez, USN

(2) DT3(SW/AW/FMF) I. Villareal, USN

(3) DT3(FMF) A. R. Ferro, USN

(4) DT3(FMF) J. Rodriguez, USN

(5) DT3(FMF) S. Bridges, USN

(6) DN T. Matthews, USN

c. Chaplain: DT2(SW/AW) K. K. Adjei-Sarpong, USN

d. Boatswain's Mate: BM2 Brown, USN

e. Master of Ceremonies: DTCS(SW/AW) K. L. Ewing, USN

f. Color Guard: NDCSW Color Guard (POC DT3 Reyes)

g. National Anthem: DN R. Alferos, USN

h. Bell Ringer: DN S. Herring, USN

i. Presenting Shadow Box: DT1(FMF) R. C. Pursell, USN

j. Presenting National Ensign (Flag Detail):

(1) DT2(FMF) B. V. Manalansan, USN

Subj: RETIREMENT CEREMONY ICO DT1(AW/FMF) LUIS M. CASTRO

(2) DT3 E. Weeks, USN

(3) DN K. Hopkins-Bey, USN

(4) DA A. Gates, USN

4. Action

a. Master of Ceremonies: DTCS(SW/AW) K L. Ewing, USN

(1) Conduct rehearsal at 1030, 18 May 2004.

(2) Conduct rehearsal at 1500, 20 May 2004.

b. Retirement Coordinator: DTC(SW) C. Merricks, USN

(1) Type and distribute retirement notice.

(2) Issue all required announcements regarding the ceremony.

c. DT3(FMF) M. E. Moldenhauer, USN

(1) Escort Official Party to Ceremonial Site.

d. Leading Petty Officer, Headquarters Directorate, Operating Management Department

(1) Prepare ceremonial site; groom and clean nearby areas. Supervise set-up/removal of ceremonial equipment.

(2) Provide six (6) bullets.

(3) Provide red carpet.

(4) Provide bell.

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5. Questions concerning the Retirement Ceremony may be directed to DTC(SW) Merricks at 524-4006.



J. W. KIRBY

Copy to:
Branch Directors
Headquarters Department Heads
Branch Dental Clinic SELs