

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) – Change of Command
New Orleans District

1. Operational Concept

- a. The U.S. Army Engineer District, New Orleans, will conduct a change of command ceremony at 1000 hours, 12 July 2002, at the District Headquarters. COL Peter J. Rowan will succeed COL Thomas F. Julich as District Commander.
- b. The ceremony will include: music by Jefferson Parish Arts Society; presentation of the Colors by the Naval Support Activity Color Guard; change of command; remarks by the Commander, Lower Mississippi Valley Division, MG Edwin J. Arnold Jr.; remarks by COL Julich and COL Rowan; and retirement of Colors.

2. Participants

- a. President of Mississippi River Commission and Division Commander – MG Arnold
- b. Outgoing District Commander – COL Julich
- c. Incoming District Commander – COL Rowan
- d. Narrator – LTC Michael Burt
- e. Color Guard – Naval Support Activity
- f. Jefferson Parish Arts Society (JPAS), 5-piece ensemble
- g. Civilian Representative (Mr. John Saia)
- h. Invocation & Benediction by Mr. Gary Hawkins
- i. Ushers – Project managers/park rangers

3. Military Uniform

- a. Participants (other than Color Guard and band) – Army green (class A) with service cap
- b. Band and Color Guard prescribed by respective Commanders

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4. Responsibilities

a. Public Affairs Office

- (1) Serve as overall coordinator for ceremony execution, preparations and rehearsals.
- (2) Publish LOI.
- (3) Request Color Guard and (military) band.
- (4) Arrange for preparation, printing and mailing of invitations.
- (5) Prepare, print and distribute programs.
- (6) Contact appropriate media.
- (7) Prepare and place name cards in reserved seating.
- (8) Provide instructions to ushers.
- (9) Coordinate staging decorations and bunting.
- (10) Coordinate audio-visual and public address support.
- (11) Prepare brief remarks as requested.

b. Executive Office

- (1) Provide narrator for ceremony (LTC Burt).
- (2) Prepare invitation list; accept RSVP responses; prepare list of attending dignitaries for recognition by narrator during ceremony.
- (3) Provide guest book for reception.

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- (4) Coordinate transportation for dignitaries.
- (5) Provide funding for refreshments.
- (6) Determine stage and VIP seating.
- (7) Brief COL Julich and COL Rowan prior to 0730 hours, 12 July.
- (8) Obtain copy of Assumption for Commander Order.
- (9) Obtain flowers for Mrs. Rowan and Mrs. Julich.

c. Logistics Management Office

- (1) Provide sedans and vehicle operators, as needed, for general officers, Congressionals, ASA representatives, and other high ranking civilians.
- (2) Provide passenger van and driver for transportation of all other VIP visitors, as required.
- (3) Develop ceremony site plan.
- (4) Provide staging and tents as needed.
- (5) Provide National Colors, Army & Engineer flags and General star flags with stands.
- (6) Set up and arrange chairs; rope off distinguished VIP section.
- (7) Provide two podiums.
- (8) Provide decorations, to include red, white and blue bunting, palms or other greenery.

d. Security and Law Enforcement

- (1) Coordinate traffic control and parking.
- (2) Reserve parking area for VIPs.

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5. Coordinating Instructions

- a. Coordination meetings will be held on an as needed basis.
- b. A dress rehearsal will be conducted the day before the ceremony. Personnel involved in the ceremony, excluding Colonels Julich and Rowan, will report to the front entrance at 1400 hours, 11 July. On the day of the ceremony, all personnel involved will report at 0830.
- c. The ceremony will be conducted in accordance with Annex A.
- d. DDE will be prepared to brief MG Arnold and COL Rowan on their roles in the ceremony prior to the event.
- e. Staging, tents, podiums, decorations, flags and public address system will be in place prior to 0730, 12 July.
- f. Questions regarding taskings or requirements should be directed to PAO.
- g. POC: Jim Addison, PAO, (504) 862-2201.

MICHAEL BURT
LTC, EN
Deputy Commander

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ANNEX A (Sequence of Events) – Change of Command Ceremony, New Orleans District
12 July 02

The following is a sequence of events:

- 0900-1000 Parking and seating.
- 0940-1000 Pre-ceremony music by JPAS.
- 0945 All participants arrive at the Front Entrance.
- 0945 Color Guard forms location at the Front Entrance.
- 1000 LTC Burt takes position at the podium on main stage, welcomes the audience and states, “Ladies & Gentlemen, please rise for the official party, and remain standing for the presentation of the Colors, our *National Anthem* and the Invocation.”
- 1000 Official party enters and takes its place in front of the chairs. Band plays *Ruffles and Flourishes* and *The General’s March*.
- 1005 PRESENTATION AND POSTING OF COLORS
- LTC Burt directs, “Advance the Colors.”
- The Color Guard moves to the front and center of the platform and presents the Colors.
- National Anthem is played.
- Color Guard asks COL Julich for permission to post colors. COL Julich salutes and replies, “Permission granted.”
- The Color Guard moves to the right of stage and posts the Colors.
- LTC Burt introduces Gary Hawkins for the Invocation.
- LTC Burt requests the audience be seated.
- 1020 INTRODUCTION OF SPECIAL GUESTS
- LTC Burt introduces special guests.

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1025 CHANGE OF COMMAND (encl 1)

LTC Burt explains the Change of Command Ceremony.

MG Arnold, COL Julich and COL Rowan move to center stage.

Simultaneously, Mr. John Saia removes the Engineers Colors from its stand. MG Arnold steps to the center, COL Julich steps up and faces left: COL Rowan moves directly to a position at MG Arnold's left, facing COL Julich; while Mr. Saia moves to a position at the left of COL Rowan, facing MG Arnold and completing the diamond.

LTC Burt reads the Assumption of Command Order.

Mr. Saia passes the Corps flag to COL Julich.

COL Julich passes the flag to MG Arnold.

MG Arnold passes the flag to COL Rowan.

COL Rowan passes the flag to Mr. Saia.

Mr. Saia returns the flag to its stand and returns to his seat. COL Rowan returns to sit, assuming COL Julich's seat. COL Julich returns to COL Rowan's seat. MG Arnold remains to make remarks.

1030 MG Arnold delivers his remarks.

[REMARKS]

COL Julich delivers his remarks.

[REMARKS]

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COL Rowan delivers his remarks.

[REMARKS]

1055

RETIREMENT OF COLORS

COL Rowan returns to his seat. LTC Burt states, “Ladies & gentlemen, please stand and remain standing for the singing of *God Bless America*, the Benediction, retirement of the Colors and the playing of the *Engineer Regimental March* and *Army Song*.”

??? WHO ??? sings *God Bless America*.

Gary Hawkins gives the Benediction.

LTC Burt: “Retire the Colors.”

Color Guard moves forward, salutes and asks COL Rowan for permission to retire the Colors. COL Rowan salutes and replies: “Permission granted.”

JPAS plays the *Engineer Regimental March* and *Army Song*.

LTC Burt states, “This concludes the ceremony. All guests and employees are invited to join MG Arnold and COL and Mrs. Rowan in the receiving line and reception in the district assembly room.”

Band plays post-ceremony music.

1 Encl

