



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

Canc: Nov 05
IN REPLY REFER TO:

NASOCEANANOTE 5050
00I
25 Aug 04

NAS OCEANA NOTICE 5050

Subj: 2004 NAVAL AIR STATION (NAS) OCEANA AIR SHOW MANPOWER REQUIREMENTS

Encl: (1) Air Show Manpower Requirements
(2) Manpower Matrix

1. Purpose. To promulgate manpower requirements for the 2004 NAS Oceana Air Show.

2. Discussion. The annual air show is the premier event of the year for NAS Oceana and surrounding community. This year's air show will be held 24 to 26 September 2004, and we expect over 300,000 visitors. Successfully hosting this air show depends entirely on the collective efforts of all NAS Oceana departments, storefronts and tenant commands. Because of the enormity of the many tasks involved, an all hands support effort is essential.

a. To minimize organizational confusion, it is mandatory that assignments be made for the entire air show unless noted otherwise in this notice.

b. The use of Limited Duty personnel shall be determined on a case-by-case basis by SHC Ducasse, 433-3348.

c. The workers' parking lot will be adjacent to Hangar 500, with parking passes issued only for the time frame that personnel are working. Departments need not request meal tickets or parking passes for people assigned to the air show working party by this note. Group leaders and supervisors shall obtain all required vehicle and personnel passes.

3. Action. Activities are required to assign personnel as indicated below. Provide names, rates, departments/command and point of contact name and phone number, on enclosure (1), to the NAS Oceana Command Master Chief (CMC) Executive Assistant by close of business 3 September 2004. Enclosure (2) provides basic numbers for each command/department and function. There will be a 2004 Air Show Kick-off Meeting at 0900, Monday, 20 September 2004, at the Base Theater. Direct any questions to the NAS Oceana CMC Executive Assistant at 433-2483/2615.

4. Tasks

a. Chalet Ushers/Hospitality/Protocol

<u>(1) Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
Legal	E7	1
	E1 - E5	1
Air Operations	E1 - E6	1
Supply	E1 - E6	1
COMFITWINGLANT	E7	1
	E1 - E6	1
COMSTRKFIGHTWINGLANT	E7	1
CNATTU	E1 - E6	2
PERSUPP DET	E1 - E6	5
FACSFAC VACAPES	E1 - E6	1
Total:		15

(2) Group Supervisor: LN1 Brown, 433-2945. Group Leader: LT Shook, 433-2950.

(3) Muster with Group Supervisor/Leader at 1600, 24 September 2004, and 0845, 25 to 26 September 2004, in front of Air Operations for instructions. The group shall be directed and secured by Group Supervisor/Leader.

(4) Distinguished Guest seating shall be prearranged.

(5) Uniform: Summer Whites.

b. Set up/Tear Down Working Parties (20 to 27 September 2004)

<u>(1) Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
AIMD Provide at least one qualified stake truck driver	E6	8
	E1 - E5	6
CNATTU Provide one forklift Driver	E1 - E5	8

*CBU-415	E1 - E5	8
Provide one forklift driver and one qualified stake truck driver		

* If CBU-415 is on detachment, AIMD will assume responsibilities of drivers and CBU will only provide three people to assist.

COMFITWINGLANT	E6	1
Provide at least one qualified stake truck driver	E1 - E5	8

COMSTRKFIGHTWINGLANT	E6	1
	E1 - E5	21

LANTORDCOM DET	E6	1
	E1 - E5	9

NALF Fentress	E6	1
Provide at least one qualified stake truck driver	E1 - E5	5

PERSUPP DET	E1 - E6	3
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Total: 80

(2) Group Supervisor/Leader: BMCS Chapman, 492-6299.

(3) Muster with Group Supervisor/Leader at 0800, 21 September 2004, at Base First Lieutenant's Office, Building 829B, rear of Self-Help store warehouse. Remain in place until tear down, clean up and return of gear is completed on 28 September 2004. No Limited Duty personnel shall be assigned to break down/set up crew.

(4) Uniform: Utilities.

c. Volunteer Check-in and Information Booth

<u>(1) Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
Supply	E6	2
	E1 - E5	4
Air Operations	E1 - E6	6
Chapel	E1 - E6	1
NLSO	E1 - E6	1

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LANTORDCOM DET	E1 - E6	2
PERSUPP DET	E1 - E6	1
Barracks	E1 - E6	5
Galley	E1 - E6	3
MAG	E1 - E6	1
Dental	E1 - E6	1
FACSFAC VACAPES	E7	1
	E1 - E6	2

Total: 30

(2) Group Supervisor: ITCS(SW) Saunders, 433-2190.
 Group Leader: LT Venglar, 433-2554.

(3) Muster with Group Supervisor/Leader at 0800, 23 September 2004, at the Information Tent near Hangar 200. Muster at 0700, 24 to 26 September 2004, at the Volunteer and Information Booth. The group will be directed and secured by Group Supervisor/Leader.

(4) Uniform: Air show T-shirts with khaki shorts or pants.

d. FOD Walkdown

<u>(1) Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
AIMD	E1 - E6	20
Air Operations	E7	1
Supply	E1 - E6	10
LANTORDCOM DET	E1 - E6	2
COMFITWINGLANT	E1 - E6	27
COMSTRKFIGHTWINGLANT	E1 - E6	13
Barracks	E1 - E6	1
Galley	E1 - E6	1

FACSFAC VACAPES	E1 - E6	1
CNATTU	E1 - E6	24

Total: 100

(2) Group Supervisor/Group Leader: ACC Davis, 433-3471.

(3) Muster with Group Supervisor/Leader at 0730, 24 - 26 September at the airfield side of Air Operations, Building 102 Transient Line. The group shall be directed and secured by Group Supervisor/Leader.

(4) Uniform: Air show T-shirts with khaki shorts or pants.

e. Flight Line

<u>(1) Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
Air Operations (AOMD)	E1 - E3	<u>4</u>

Total: 4

(2) Group Supervisor/Leader: LCDR Concha, 433-9915.

(3) Muster with Group Supervisor/Leader at 0730, 24 to 26 September 2004, at the airfield side of Air Operations, Building 102 Transient Line. The group shall be directed and secured by Group Supervisor/Leader.

f. Drivers

<u>(1) Dept/Command</u>	<u>Paygrade</u>	<u>Number</u>
AIMD	E4 - E6	10 bus drivers
Air Operations	E4 - E6	5 bus drivers
CNATTU	E4 - E6	5 bus drivers

Total: 20

(2) Group Supervisor/Group Leader: ATC Steven Harshman, 433-2970.

(3) Bus drivers shall muster with Group Supervisor/Leader at 1500, Friday 24 September 2004, and 0700, 25 and 27 September 2004, at Public Works Center, Transportation compound to check out buses.

(4) Ensure drivers have a valid bus driver's license in their possession at all times.

(5) Uniform: Air show T-shirts with khaki shorts or pants. Bus Driver appearance must be impeccable since they will likely be the first service member the public meets.

g. Special Needs

(1) <u>Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
Air Operations	E1 - E4	1
Supply	E1 - E4	2
LANTORDCOM DET	E1 - E4	1
COMFITWINGLANT	E1 - E4	7
COMSTRKFIGHTWINGLANT	E1 - E4	1
CNATTU	E1 - E4	4
PERSUPP DET	E1 - E4	1
Dental	E1 - E4	1
Fentress	E1 - E4	2

Total: 20

(2) Group Supervisor: LCDR Oswald, 433-2871. Group Leader: CAPT Parker 433-2064.

(3) Muster with Group Supervisor at 0900, 24 September 2004, in Information Tent beside Hangar 200.

(4) Uniform: Air show T-shirts with khaki shorts or pants.

h. Parking (Security)

(1) <u>Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
AIMD	E1 - E6	47
Supply	E1 - E6	22
COMFITWINGLANT	E1 - E6	22
COMSTRKFIGHTWINGLANT	E1 - E6	22

PERSUPP DET	E1 - E4	1
CNATTU	E1 - E4	5
Chapel	E1 - E6	1
Barracks	E1 - E6	3
FACSFAC VACAPES	E1 - E6	1

Total: 124

(2) Group Supervisor: MA1 Olson, 433-2204. Group Leader: MACS Stuart, 433-2439.

(3) Muster with Group Supervisor/Leader at 0700, 24 September 2004, for a planning meeting in Building 322 (Training Classroom, adjacent to Base Security). Group shall be directed and secured by Group Supervisor/Leader.

(4) Individuals will be required 24 to 26 September 2004.

(5) Uniform: Air show T-shirts with khaki shorts or pants.

i. Participants Welcome Coordinator

<u>(1) Dept/Command</u>	<u>Paygrade</u>	<u>Number</u>
ADMIN/LEGAL	E5 - E6	2
COMSTRKFIGHTWINGLANT	E5 - E6	2

Total: 4

(2) Group Supervisor/Leader: LT Hayden, 433-3377.

(3) Muster with Group Supervisor at 0800, 21 September 2004, in the CMC's office for instructions. The group shall be directed and secured by Group Supervisor/Leader.

j. Education Committee

<u>(1) Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
CNATTU	E6	1
AIMD	E1 - E6	1
Supply	E1 - E6	1
COMFITWINGLANT	E1 - E6	1

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COMSTRKFIGHTWINGLANT	E1 - E6	1
Air Operations	E1 - E6	1
FACSFAC VACAPES	E1 - E6	1
LANTORDCOM DET	E1 - E6	1
Fentress	E1 - E6	1
PERSUPP DET	E1 - E6	1

Total: 10

(2) Group Supervisor/Leader: NC1 Larry Harris, 433-3496.

(3) Muster with Group Supervisor at 0830, 24 September 2004, in Hangar 23.

(4) Assigned personnel shall provide educational tours of flight line as directed by Group Supervisor and Assistant.

(5) Uniform: Air show T-shirts with khaki shorts or pants.

k. Blue Angel Support

<u>(1) Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
AIMD	E1 - E6	5
COMFITWINGLANT	E1 - E6	2
COMSTRKFIGHTWINGLANT	E1 - E6	2
CNATTU	E1 - E6	2
Air Operations	E1 - E6	3

Total: 14

(2) Group Supervisor: AT1 Howard. Group Leader: LT Maini, (433-9677).

(3) Muster with group leader at 1500, Tuesday, 21 September 2004, in the VFA-34 Ready Room, Hangar 111.

(4) Uniform: Air show T-shirts with khaki shorts or pants.

1. Courtesy/Rental Cars

<u>(1) Department/Command</u>	<u>Paygrade</u>	<u>Number</u>
Air Operations	E1 - E6	25

Total: 25

(2) Group Supervisor: ABE1 Penerman. Group Leader: ABHC Buckmaster (433-2114).

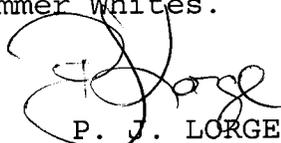
(3) Group Supervisor/Leader shall muster a 25-person working party for 20 September and 27 September 2004. The working party shall be utilized for pick up and return of rental/courtesy cars. Working party will require two 15-pax vans for those days.

(4) All members of this working party must be licensed drivers.

4. All volunteers will be provided meals during the time of the show.

5. Inquiries shall be directed to the Supervisor/Leader of each individual working party.

6. As ambassadors of the air show and NAS Oceana, it is imperative that all volunteers present a neat, uniformed appearance. In many cases, the volunteer will be the first service member that people will encounter. The uniform for all workers is an air show T-shirt with khaki shorts/pants or equivalent. Shorts shall be clean, neat and properly fitted. Unit ball caps are encouraged. Air show T-shirts will be provided. The exception to this is the members working in the chalet area who shall wear Summer Whites.


P. J. LORGE
By direction

Distribution:
NASOCEANAINST 5216.1X
Lists I, II, III and IV

AIR SHOW MANNING MATRIX

DEPT/SEC	A	B	C	D	E	F	G	H	I	J	K	L	TOTAL
AIMD		14		20		10		47		1	5		97
SUPPLY	1		6	10			2	22		1			42
COMFITWINGLANT	2	9		27			7	22		1	2		70
COMSTRKFIGHTWINGLANT	1	22		13			1	22	2	1	2		64
CNATTU	2	8		24		5	4	5		1	2		51
ADMIN/LEGAL	2								2				4
AIR OPERATIONS	1		6	1	4	5	1			1	3	25	47
FACSFAC VACAPES	1		3	1				1		1			7
CBU-415		8											8
LANTORDCOM DET		10	2	2			1			1			16
PERSUPP DET	5	3	1				1	1		1			12
CHAPEL			1					1					2
NALF FENTRESS		6					2			1			9
DENTAL			1				1						2
BARRACKS			5	1				3					9
GALLEY			3	1									4
MAG			1										1
NLSO			1										1
TOTAL	15	80	30	100	4	20	20	124	4	10	14	25	446

Areas of Responsibilities of 5050

<u>SEC</u>	<u>FUNCTION</u>	<u>SUPERVISOR</u>	<u>LEADER</u>
A	Chalet	LN1 BROWN	LT Shook
B	Setup/Teardown	BMCS Chapman	N/A
C	Volunteer Check-in	ITCS Saunders	LT Venglar
D	FOD Walk Down	ACC Davis	N/A
E	Flight Line	LCDR Concha	N/A
F	Drivers	ATC Harshman	N/A
G	Special Needs	CAPT Parker	LCDR Oswald
H	Parking	MA1 Olson	MACS Stuart
I	Welcome Center	LT Hayden	N/A
J	Education	NC1 Harris	N/A
K	Blue Angel Support	AT1 Howard	LT Maini
L	Courtesy/Rental Cars	ABE1 Pernerman	ABHC Buckmaster