

VIETNAM VETERAN LAPEL PIN PRESENTATION PLAYBOOK



COMPILED BY: CGHQs, CG-0923

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FOREWARD

First – **THANK YOU** for volunteering as a Project Officer in support of the 12 x 12 Campaign, and to plan and host a Vietnam Veteran Lapel Pin presentation event. As a service, the Coast Guard is dedicated to **honoring our Vietnam Veterans** and their families.

Many Vietnam Veterans were never thanked for their service. Approximately 500 Vietnam Veterans pass away every day; thus, many will pass away before we have the opportunity to recognize their service.

To thank our Vietnam Veterans, CGHQs CG-0923 is actively and enthusiastically mobilizing a “12 x 12 Campaign”, to demonstrate the Coast Guard’s dedication to our veterans and to honor our service’s legacy.

THE 12 X 12 CAMPAIGN GOAL

The 12 x 12 Campaign goal is simple:

Over a period of 12 months (Mar 2018 – Feb 2019), 12 Coast Guard units volunteer to host an event, and each unit pins 100 veterans. Over these 12 months, the Coast Guard goal is to pin 1200* (or more!) Vietnam veterans and thank them for their service.

*(*That may seem like a lofty goal, but most small events with short-term planning and advertising host anywhere from 35-60 veterans. More than 12 units can host events!)*

Targeted units to host Vietnam Veteran Lapel Pin events are all-inclusive: all active duty, Reserve, or Auxiliary units are encouraged to participate.

In addition, it is recommended that active and Reserve units specifically partner with local Auxiliary Districts and Flotillas, to

- 1) Strengthen our relationship with our volunteer Coast Guard brethren, and
- 2) Tap into the civically-active veteran network commonly found within the Auxiliary community.

FOR THE FIRST TIME PROJECT OFFICER

A first time Project Officer (either a Junior Officer, Chief, or Petty Officer) can be intimidated by hosting an event like a Veteran’s Lapel Pin Ceremony: where protocol applies, but creativity is allowed (and encouraged!).

It is important to note: there is no single “right way” to host the event, as long as the presentation of the pins is dignified and in line with the Vietnam Commemoration Office guidelines.

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This guide, or “Playbook”, will lay out different ways to plan a dignified event to thank and honor our Vietnam Veterans. This Playbook will hopefully spur ideas and creativity to help kick off your event – from finding a venue, to advertising, to finding materials, and even ideas to schedule a live band! A Project Officer is only limited by their imagination and enthusiasm.

There are important elements to planning a successful event.

1. Event outline. Sketch out what you want to do. Factor reasonable timelines for transitioning between parts.
2. Location. Find a venue that can accommodate your event; you want to ensure you have a location that is reasonable in proportion to the number of guests and attendees you have invited.
3. Find a speaker – and get a calendar invite!
4. Market the event
5. Provide an agenda to the attendees. Usually it’s the FAQs of what will happen, and an outline of expectations
6. Double check your venue and layout, and reconfirm you have a guest speaker. Always have a back-up plan!

The job as the project officer is to consider which ideas in this Playbook will work for your venue, your audience, and your resources.

Every part of this guide will encourage you to **BE CREATIVE**. While there are elements to an event to ensure dignity and protocol are followed, it is not as restrictive as a formal change of command, retirement or promotion ceremony.

The Coast Guard’s Vietnam War Commemoration Officer (affiliated with CGHQs CG-0923) is always available to assist – as a direct liaison to the Vietnam War Commemoration Office, as a sounding board for planning issues and to collaborate on event/ceremony ideas, or to help communicate needs within our broader Coast Guard network. Do not be bashful and ask for help!

Useful Links and Contacts:

<http://www.history.uscg.mil/Commemorations/Vietnam/>

<http://vietnamwar50th.com/>

CGHQs CG-0923
Vietnam War Commemorations
LT Emily H. Brockway
emily.h.brockway@uscg.mil
202-372-4641



USCG Headquarters
 Governmental & Public Affairs
 Office of External Outreach & Heritage, CG-0923

Vietnam Veteran Recognition Program 12 x 12 Campaign

March 29, 2018, marks the first observance of National Vietnam War Veterans Day.

Approximately 500 Vietnam veterans pass away everyday, many before they can finally be thanked and welcomed home.

The 12 x 12 Campaign mobilizes Coast Guard units to participate and thank Vietnam veterans for their service, and host dignified events to present Vietnam Veteran Lapel Pins as a token of our nation's enduring gratitude.

The 12 x 12 Campaign is ...

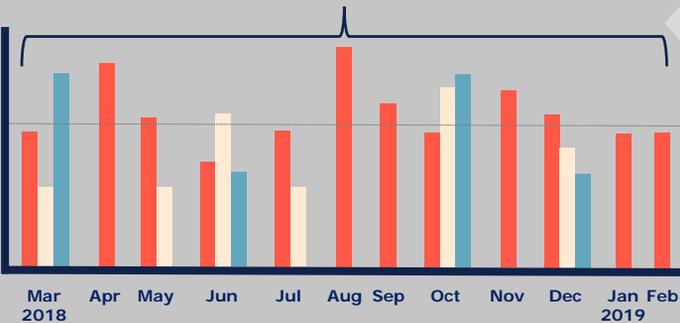


(Active, Reserve, Auxiliary)

1200 vets

(*100 vets @ each unit/per event, or more!)

Unit 1 Unit 2 Unit 3



Mar 2018 CG Yard Batimore, MD	Apr 2018 FLORIDA?	May 2018 ALASKA?
Jun 2018 OHIO?	Jul 2018 MASS.?	Aug 2018 MICHIGAN?
Sep 2018 HAWAII?	Oct 2018 CALIF.?	Nov 2018 MISSOURI?
Dec 2018 PUERTO RICO?	Jan 2019 FLORIDA?	Feb 2019 WASH. ST.?

12 months
 (Mar 2018 – Feb 2019, and beyond)

Visit www.history.uscg.mil/commemorations/Vietnam to volunteer to host an event or find past events and planning guides. Resources are available to assist with event ideas, materials requests, and coordination with Coast Guard partners.

Contact the Vietnam War Commemoration Office POC for more info:
 LT Emily Brockway; Emily.h.Brockway@uscg.mil; 202-372-4641



LOCATION / VENUE / PARKING & ACCESSIBILITY

The 12 x 12 Campaign goal is for a unit to host and pin at least 100 veterans. Whether your event is hosting 25 or 150+ veterans, your venue should be able to comfortably host both veterans and guests, and permit movement of special guests, speakers, or performances.

Be sure to consider an inclement weather plan if you intend to hold the event outdoors.

Questions to consider:

- Does the venue have ample parking, or parking areas within reasonable proximity to the venue?
- Does the parking have accessible parking for wheelchair or limited mobility guests? If not, can parking be arranged?
- Does the venue have accessible ramps or entrances to accommodate limited mobility guests?
- Are there security restrictions (CAC card only, etc) or visitor registration processes that must be completed in advance?
- Is the venue responsible for set up/break down of chairs, tables, and A/V equipment? How is this arranged?
- Does the venue have:
 - o A US Flag
 - o A podium with microphone
 - o A/V equipment

 **PRO-TIP:**

- 1) In the event you do not have a podium, a music stand will suffice.
 - 2) Put your scripts in a binder with clear protective sheets, and use binder clips to hold the pages down for outside events.

ADVERTISING / PRESS RELEASE / SOLICIT FOR VETERANS

ADVERTISING

The 12 x 12 Campaign is an All Coast Guard effort; meaning, all active duty, Reserve, and Auxiliary units are encourage to participate or collaborate together and/or with veterans' and civic groups to find Vietnam Veterans and their families and host Lapel Pin Presentation events.

The Coast Guard Auxiliary is a fantastic resource to communicate details of your event, or collaborate and/or be a lead or co-host for a Lapel Pin Event. Members of the Auxiliary are well-connected to the local community, and often Aux members are also active volunteers with other civic and veterans groups, to include the American Legion, Veterans of Foreign Wars, and various civic groups such as:

- Chamber of Commerce
- Knights of Columbus
- Lions Club
- Shriners
- Moose and Elks Lodge
- Masons and Order of the Eastern Star
- Rotary Clubs
- Toastmasters
- Veterans Hospital Volunteers
- USSUBVETS
- Daughters of the American Revolution

PRESS RELEASE & SOLICIT FOR VETERANS

It is recommended that you provide a one-page flyer providing succinct details for the event, and a dedicated point of contact who can provide answers to frequently asked questions, give directions, and compile a list of attendees. An example is provided at the end of the guide.

Other ways to communicate your event include (30 days in advance):

- Brief summary submitted to your local radio station(s) (AM & FM)
- Brief summary submitted to your local newspaper or daily reader
- Unit Facebook page
- Email invite with flyer attachment sent to District and Sector email distributions lists, and to POCs at local veterans groups and nursing homes

 **PRO-TIP:**

- 1) Always include a POC name, phone number and email address
- 2) Be ready to provide details regarding who qualifies as a Vietnam Veteran for the pin.

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EVENT MATERIALS

The Vietnam War Commemoration Office provides Lapel Pins, posters, family tin pins, stickers, proclamations and brochures – all free of charge. With advance notice and planning, they will send all materials to you directly via FedEx.

Complete a DD FORM 2956 and mail directly to the VCW at (email), **at least 30 days prior to the event.**

An example is included at the end of this guide. A blank form is available on www.history.uscg.mil/commemorations/Vietnam

LAPEL PINS

It is recommended that Project Officers order 20 extra pins, in addition to the RSVPs for your event.

POSTERS

The service patch posters are an awesome backdrop for your event. Each of the five military branches has a collection of unit patches that were active during the Vietnam War featured on its own specific poster. They provide a great conversation piece and they can be:

- Mounted on a wall with tape or tacks
- Mounted on foam board and presented on easels

It is recommended that you order the 24” x 36” posters for easy viewing. Include on your DD FORM 2956 “Request 24 x 36, 1/each of Army, Navy, Marine Corps, Air Force and Coast Guard service patch poster.”

OTHER MATERIALS

The VWC Office provides stickers, pins, and high quality reproductions of the Presidential Proclamation.

PIN PRESENTATION

In order to facilitate presentation of pins, there should be one person presenting and shaking hands for every 20 veterans (20:1 ratio). For events with 25 or fewer veterans, only one pin presenter is required.

PRO-TIP:

- 1) Remove the pins from the cases prior to the event starting. You don’t want to be fussing with plastic boxes and pin backers while you try to shake hands and pin lapels!
- 2) Put the pins on a tray, in a bowl or presentation-ready container prior to the ceremony.
- 3) If your veterans line up to be pinned, be sure to have a volunteer/assistant assigned to each presenter. The volunteer will hold the pins and hand them to the presenter as they move down the line.

**VIETNAM WAR COMMEMORATION
COMMEMORATIVE EVENTS REQUEST**

OMB No. 0704-0500
OMB approval expires
Jul 31, 2019

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0499). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.

INSTRUCTIONS

Event requests are made by filling out and submitting this form to the United States of America Vietnam War Commemoration Events Team, with as many details as possible, a minimum of 30 days in advance of the event start date for materials and 90 days for Full Support Requests. Submit requests using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: <http://www.vietnamwar50th.com/partners/login> (preferred)
2. Email to: WHS.VNWar50th_CPP_EVENTS@mail.mil
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration
Attn: Events Team Chief
241 18th Street South, Suite 101
Arlington, VA 22202

*NOTE: Information in the fields below with an * will appear in the public website posting.

1. *ORGANIZATION NAME: US Coast Guard Headquarters	2. *WEBSITE: uscg.mil
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3. EVENT POINT OF CONTACT:		
a. *NAME: LT Emily Brockway	b. *EMAIL: emily.h.brockway@uscg.mil	c. *TELEPHONE NUMBER: 202-372-4641

4. *EVENT TITLE: Veteran's Day/Vietnam Veterans Pinning	5. *EVENT LOCATION: a. SITE NAME (Example: The Pentagon) CGHQs/Base National Capital Region			
b. *STREET ADDRESS: 2703 Martin Luther King Jr Ave SE	c. *CITY: Washington	d. *STATE: DC	e. *ZIP CODE: 20593	f. *COUNTRY: USA

6. *LIST COMMEMORATIVE PARTNER CO-HOSTS: n/a
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7. IS THIS A FUNDRAISER OR RECRUITMENT EVENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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8. ANTICIPATED ATTENDANCE: 150	9. VIETNAM VETERANS IN ATTENDANCE: 50	10. *START DATE (MMDDYYYY): 11/09/2017	11. *END DATE (MMDDYYYY): 11/09/2017
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12. COMMEMORATIVE OBJECTIVE(S) THE EVENT FULFILLS: (Select all that apply. See Instructions page.)				
<input checked="" type="checkbox"/> Objective 1.	<input type="checkbox"/> Objective 2.	<input checked="" type="checkbox"/> Objective 3.	<input type="checkbox"/> Objective 4.	<input type="checkbox"/> Objective 5.

13. *PURPOSE OF THE EVENT AND HOW VIETNAM VETERANS AND THEIR FAMILIES WILL BE HONORED: The purpose of Coast Guard Headquarters Vietnam Veterans Recognition and Pinning ceremony is to positively focus on honoring our country's Vietnam Veterans; those tied to the Coast Guard community at-large, either as uniformed service members, employees, or family and friends of Coast Guard members. Many individuals at Coast Guard Headquarters are servicemen and women who served on active duty during the Vietnam War period of recognition, or have family members that served.

14. IS MEDIA COVERAGE ANTICIPATED? (Explain) Coast Guard Public Affairs

15. COMMEMORATION OFFICE SUPPORT REQUESTED: (Select Options a, b, or c. Note: All are automatically posted to Website)	
<input type="checkbox"/> a. FULL SUPPORT (For Full Support, select all that apply below) <input type="checkbox"/> Speaker <input type="checkbox"/> Staffed Booth <input type="checkbox"/> Materials	<input checked="" type="checkbox"/> b. MATERIALS <input type="checkbox"/> c. EVENT WEBSITE POSTING ONLY

16. MATERIALS (The following items may be provided for your event based on availability. Please specify the quantity of each.)			
(1) ITEM NOMENCLATURE	(2) QUANTITY	(1) ITEM NOMENCLATURE	(2) QUANTITY
Brochures	150	Bumper Sticker: I Served	50
Vietnam Veteran Lapel Pins	50	Bumper Sticker: Join The Nation	
Surviving Spouse Lapel Pin		Bumper Sticker: We Heart	
Tin Pin: Family Member	50	Presidential Proclamations	150
Tin Pin: Lone Soldier		Other: posters	

a. SHIP TO (Name): LT Emily Brockway (POC; no shipping)	b. STREET ADDRESS (No P.O. boxes):
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c. CITY:	d. STATE:	e. ZIP CODE:	f. TELEPHONE NUMBER (For FedEx, if different from above):	g. DATE NEEDED BY (Month, Day, Year):
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**INSTRUCTIONS FOR COMPLETION OF DD FORM 2956,
THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION
COMMEMORATIVE EVENTS REQUEST**

The DD Form 2956 is used to request support for a Commemorative Partner Event. Use the instructions below to complete the DD Form 2956. *Note: Fields with an asterisk * will be listed in the Public Event Website Posting of your event.*

1. Organization Name: List the name of the Commemorative Partner organization.
2. List the website of the organization (if none, please type "none").
3. Event Point of Contact Name:
 - a. Who is the contact person for this event?
 - b. Email: List the email address for the event point of contact.
 - c. Telephone number for the event point of contact.
4. Event Title: What is the official name given to this event?
5. Event Location:
 - a. Site Name (Example: The Pentagon).
 - b. - f. Address of the Event Location.
6. List the names of any other commemorative partners you collaborated with.
7. Is this a fundraiser or recruitment event? Please check Yes or No.
8. Anticipated Attendance: How many people are expected to attend overall?
9. How many Vietnam Veterans are expected to attend overall?
10. Start Date: The date the event starts.
11. End Date: The date the event ends.
12. Commemoration Objective the event fulfills. Choose one or more of the following Objectives:
 1. To thank and honor Veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
 2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces.
 3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
 4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
 5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.
13. Purpose of the Event, and how Vietnam Veterans and their families will be honored.
14. Is media coverage anticipated? Please list what type and any additional details.
15. Commemoration Office Requested Role. Support is requested in the following forms (All are automatically posted to website):
 - a. Full Support: Select which options are being requested: Speaker, Manned Booth, Materials.
 - b. Materials: Available materials are sent for support of your event.
 - c. Event Website Posting only.
16. Materials: Please indicate the quantity of each type of material requested.

Note: The *Veterans Lapel Pin* is for Vietnam War-era veterans only, as such we ask that you request enough for them only. Quantities of this pin requested should not exceed the number of Vietnam Veterans expected to attend.

The *Surviving Spouse Lapel Pin* is to be presented to the surviving spouse of a deceased Vietnam War veteran.

 - a -g. Ship To Name, Address, and Phone number for shipping materials, and the latest date materials need to be delivered by.

FOOD & REFRESHMENTS

This is the hardest part of the event for any project officer. Refreshments are not required, although it is recommended that water or other beverages be available to guests.

The Vietnam War Commemoration Office and CGHQ's CG-0923 **does not** provide funds to support this effort.

If it is elected to provide refreshments, it is incumbent on the creativity of the Project Officer to find donations in support of this event.

Note: You may not use the Lapel Pin Presentation event as a fundraising opportunity, or provide goods at cost. All refreshments must be complimentary, and free of charge.

Engage with the following groups to get fundraising and event planning ideas:

- Morale Welfare & Recreation
- Chief Petty Officers Association
- Chief Warrant Officers Association
- Coast Guard Officers Association
- Local Wardroom, Chiefs Mess, First Class Mess
- Local Coast Guard Auxiliary
- Local veterans groups (American Legion, Veterans of Foreign Wars)
- Local civic groups (Moose, Elks, Rotary)

 **PRO-TIP:**

- 1) Cookies, brownies, and donuts are more cost efficient and easier to clean-up than cake. Also, cake is rarely finished – cookies provide little to no “leftovers”!
- 2) Bulk stores offer mini 8 oz bottles of water – these are more likely to be consumed or taken along after the event; this means less waste.

MUSIC / BAND / VOCALIST

Music is always a welcomed addition to any veteran's event. Marches and hymns are part of our community, and imbue and atmosphere of esprit-de-corps among service members and guests. Ideally, every unit could host the official US Coast Guard Band or Brass Quintet for their event. However, this is understandably cost prohibitive.

In the absence of a live music ensemble, the music selections can be downloaded from iTunes. With advance notice, the CG-0923 Vietnam Commemorations Program Manager will mail a copy of a CD with music to you. The music is based on recommendations from the Coast Guard Band musicians and leadership.

Recommendations for music accompaniment:

- Local active, Auxiliary, National Guard or Reserve music ensemble from another military service
- Local college or university volunteer music ensemble
- Local high school music ensemble
- CD with music (with volunteer to man the controls!)

The following selections are prescribed **during** the event:

- National Anthem
- Eternal Father Hymn (*in absence of Chaplain)
- US Service Medley (for end of event)

The following selections are recommended **pre/post** event:

- The Thunderer (march)
- King Cotton (march)
- El Capitan (march)
- Stars & Stripes Forever (march)
- * This is My Country (Post Event)

The Coast Guard Band has provided their music program typically used for Change of Command Ceremonies. The program is appropriate for a Lapel Pin Event depending on the rank of Distinguished Guests and veterans.

Pre-Ceremony

20-30 minutes of marches or other suitable music (Any typical Sousa march, Fillmore march, etc.)

Ceremony

- Rendering of Honors (Ruffles and Flourishes and Admiral's March, General's March, pick up to last 32 measures of Stars and Stripes Forever with no stinger, as appropriate for the individual)
- Presenting of Colors (Trio National Emblem, National Anthem)
- Inspection of the crew (Any typical Sousa march, Fillmore march, etc.)
- Hauling Down of Departing Flag Officer's Flag (Ruffles and Flourishes and Admiral's March)
- Breaking of Arriving Flag Officer's Flag (Ruffles and Flourishes and Admiral's March)
- Retiring of Colors (Trio National Emblem)
- Before the departure of Official Party (Introduction and last 32 measures of Semper Paratus)

Post-Ceremony

5-10 minutes of chaser marches (We sometimes first perform "This is My Country." If needed, any up-tempo march would be appropriate.)

 **PRO-TIP:**

- 1) Avoid using Bluetooth or wireless playing devices paired with a smartphone. The phone can stall, or, may receive a call, text or email during the ceremony!
- 2) Have a CD available with a numbered playlist available so the A/V / music operator knows where/when to cue music selections.

PUBLIC AFFAIRS & PHOTOGRAPHY

One of the most overlooked elements of an event is appropriate documentation of hard work, effort, and accomplishment!

Communicating the importance of honoring our veterans is important to spread the word and encourage other units to participate.

Other ways to document your event:

- Solicit help from the local CG Auxiliary Flotilla. Flotillas have a Public Affairs specialist and they can also help communicate the details about your event.
- Ask a local high school journalism club to volunteer and take photos and interviews of veterans. It's great for students to be involved, and it's a great way to advertise and recruit for the Coast Guard!

Always remember the group photo(s) with all the veterans present at the end of the ceremony!

Be sure to send your photos to the CG-0923 Vietnam Commemorations Program Office for compilation in a photobook (which will be posted next to your unit name and event date after the event) and posting to official Coast Guard social media.

In addition, photos of your event are requested by the Vietnam War Commemoration Office. They can be mailed/emailed as attachments with the After Action Report.

PRO-TIP:

- 1) A volunteer with a good camera or high quality cell phone is sufficient in the absence of a Public Affairs Specialist.
- 2) Be sure to capture photos pre- and post-event, as well as photos during the pinning.

CEREMONY ROLES & SPEAKERS

Master of Ceremony

The Master of Ceremonies (or EmCee, or MC), should be articulate and able to read from a script comfortably. Much of the ceremony is introducing guests and managing the schedule.

For larger, more complicated events it is recommended that someone OTHER THAN the Project Officer be the MC. The Project Officer should be focused on set-up and resolving issues on the day of the event.

Keynote / Guest Speaker

The Guest Speaker typically provides a brief 4-5 minute speech. Typically, the Guest Speaker is also one of the pin presenters.

Chaplain

It is recommended that a military Chaplain be present to provide an invocation prior to the official start of ceremonies. Not every unit has a Chaplain immediately available. The following options are recommended in the absence of a Chaplain:

- Lay leader instead of Chaplain
- Moment of silence
- *In the event you do not have a Chaplain, offer a moment of silence while playing the service-agnostic hymn "Eternal Father," via live music ensemble or audio recording.*

PRO-TIP:

- 1) Provide an individual Outlook calendar invite for each distinguished guest and VIP prior to the event.
- 2) Provide a primer with information detailing when and where the VIP should arrive, where they should sit, and any other pertinent information about all VIPs in attendance.

EVENT MANAGEMENT

The Project Officer should be focused on set-up and resolving issues on the day of the event.

You should have a volunteer (or several volunteers) assigned to the following tasks or teams:

Set-up / Break-down

- Mark seats for veterans and guests
- Test A/V and other sound and video equipment prior to event
- Break down tables and chairs and return event space in good condition

Reception / Refreshments

- Ensure tables are set up and presentation ready
- Arrange food / beverages so that items can be reached without spilling (and keeping sanitation in mind.)
- Empty trash bins

Parking

- Ensure all entrances / exits are clear
- Provide clearly marked spots for handicap / accessible parking
- Direct guests to building or event location

Check-in / Ushers

- Mark veterans who have arrived
- Note any issues and communicate with the Project Officer
- Help guests with special needs to seats

Public Affairs / Photography

- Document event (pre-, during and post-event activities)
- Help coordinate a rally location for the group photo

PRO-TIP:

- 1) Provide an individual Outlook calendar invite for each volunteer with job assignments. This will help with communicating time changes, locations, and attaching documents. It will also help to keep track of volunteers for “thank you” notes!
- 2) Have a team meeting each week prior to the event to cover any outstanding issues or questions regarding assignments.

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RUN OF SHOW

The “Run of Show” (ROS) is the detailed portion of the schedule used by the Project Officer, speakers, VIPs, and volunteers to effectively manage the event. The ROS should program enough time for movement between speakers and guests. Age of veterans and family members, and any mobility issues should be factored to accommodate enough time in the schedule between sections.

EXAMPLE

Military Dress: *SDBs* for Emcee, Presenters and Pinners
Uniform of the day for all others *no covers for all

Civilian Dress: Business Casual or regular Business Attire

- 0945 Veterans/Guests arrive at Front Gate, Parking on Ball Field just inside Yard Front Gate or in Lot 16 (Lot 16 for those who requested accommodations). Escorts Assist Guests to Gym.
- 1000 Coffee Social (Gym) – Naval Academy Brass Quintet in Place in Gym
- 1020 Emcee (CDR Wolfe) – Welcome Comments, WARNORD for seating
- 1025 – 1030 Guests Seated, CG Ceremonial Honor Guard Ready/In Place - Begin Ceremony
- 1030 – 1035 Honor Guard presents Colors/National Anthem (Naval Academy Brass Quintet)
- 1045 Chaplain (LCDR Malmstrom) - Prayer/Invocation; (or) Moment of Silence
- 1050 - 1058 Yard (CAPT Lake) - Greetings/Remarks/Thanks to Viet War Comm. Office
- 1100 – 1105 Presiding Official - CG-4D (Mr. Curry) - Greetings/Remarks
- 1105 – 1110 Presiding Official - CG-4 (RDML Bouboulis) - Greetings/Remarks
- 1125 – 1130 Present Pins (RDML Bouboulis, Mr. Curry and CAPT Lake)
- 1130 - 1132 US Service Song Medley - Played by Naval Academy Brass Quintet
- 1132 - 1140 Special Thanks. Group Photo. Closing remarks.

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SCHEDULE OF EVENTS

The Schedule of Events is the general event schedule used by guests; this is typically the level of detail provided on a program distributed to event guests and participants.

1000	Coffee Social (Gym) US Naval Academy Brass Quintet
1030	Ceremony Begins CG Honor Guard presents Colors/National Anthem
1125	Pin Presentation
1130	End of Event / Group Photo

PIN PRESENTATION - READING VETERAN NAMES

To simplify the presentation of pins, it is recommended that veterans simply come forward and line up in any order.

Then, the EmCee reads the names of the veterans in alphabetical order, and the veteran's respective service.

Example:

<i>John Adams</i>	<i>US Navy</i>
<i>Jim Baker</i>	<i>US Navy</i>
<i>Sam Custer</i>	<i>US Army</i>
<i>Sylvia Dillon</i>	<i>US Army</i>
<i>Gerry Eustus</i>	<i>US Coast Guard</i>
<i>Michael Fillmore</i>	<i>US Marine Corps</i>
<i>Janice Gerber</i>	<i>US Air Force</i>
<i>Ken Hilton</i>	<i>US Navy</i>
<i>etc...</i>	<i>etc...</i>

 **PRO-TIP:** Provide a copy of the script and Run of Show to all speakers, VIPs, and volunteers at least one week in advance of your event for editing and questions. The day of the event, provide a one-page, printed copy of the Run of Show to all speakers, VIPs, and volunteers so they can follow along and be prepared for their section of the event.



THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION



Vietnam Veteran Lapel Pin Presentation Guidelines

Lapel Pin Presentations

- Commemorative events and activities should be dignified, memorable occasions that show a sensitivity and appreciation for the solemnity of war, the losses suffered by many and the sacrifices of all who served.
- When presenting a lapel pin to a Vietnam Veteran:
 - **Shake their hand.**
 - Say **“On behalf of a grateful nation, thank you for your service.”**
 - Inform them that the message “A Grateful Nation Thanks and Honors You” is embossed on the back of the pin, closest to the heart of the wearer.
 - Ask the veteran if they would like you to **pin the lapel pin on his/her lapel** OR you may hand the lapel pin to them following the handshake.
- **Provide each Vietnam Veteran with supporting material** that explains the symbolism and significance of the lapel pin (Lapel Pin Fact Sheet) and include a copy of the Presidential Proclamation.



Lapel Pin Eligibility

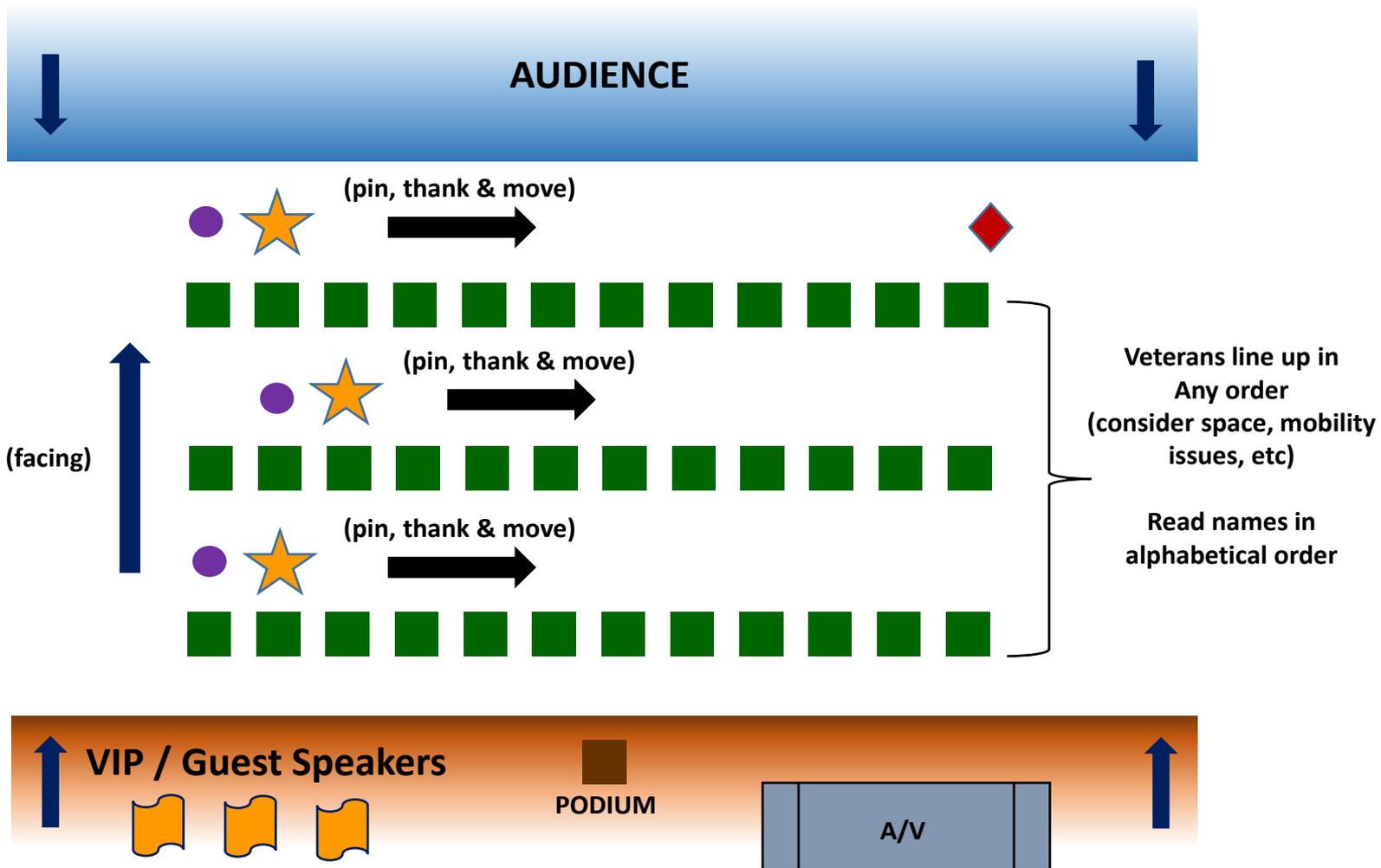
- **Living** United States veterans who served on **active duty** in the **U.S. Armed Forces** at any time during the period of **November 1, 1955** to **May 15, 1975**, regardless of **location**, are eligible to receive **one** lapel pin.
- If you encounter a Vietnam veteran who **does not meet the above criteria**, or who has **already received their lapel pin**, please thank them for their service and sacrifice.

Additional Notes

- If any attendees have questions or concerns about Vietnam Veteran Lapel Pin eligibility or the Vietnam War Commemoration, please provide them with a brochure and advise them to visit the Commemoration’s website at www.vietnamwar50th.com or call the Commemoration’s office at 877-387-9951.



Example Pin Presentation Set Up



VIP / Pin Presenter



Pin Assistant



Public Affairs / Photography



Vietnam Veteran

VIETNAM VETERAN LAPEL PIN PRESENTATION PLAYBOOK
COMPILED BY: CGHQs, CG-0923

SPECIAL RECOGNITION

It is important to recognize the efforts of your VIPs, special guests, and volunteers and appropriately say “thank you” for providing their valuable time in support of our Vietnam Veterans.

A “Thank You” letter, Positive CG-3307 or a CG Meritorious Team Commendation is appropriate recognition, depending on the scale of the event, the recipient, and the hours dedicated to compiling resources. These thank you notes are important and can be included in enlisted, officer, and civilian evaluations.

SKI Coastie,

I wanted to take a moment to thank you for your time this morning. Our veterans were truly impressed with our professionalism and were moved by the ceremony.

Our unit was able to host and present Vietnam Veteran lapel pins more than 60 veterans, and also personally thanked their family members. All the veterans I spoke to were truly touched, and many said it was the first time ANYONE had thanked them individually for their service in an official capacity.

We could not have pulled off this event without the support of volunteers!

Regards,

LT Project Officer

Thank you notes to VIPs and special guests should be sent via letters, not email.

Veteran Recognition: A general thank you to the veterans during the event is acceptable. Many veterans request photos of the event when they are available. If possible, post a link to the post-event photobook (on the Commemorations webpage) or email several photos of the event.



PRO-TIP: Use your Outlook Calendar invites to keep track of volunteers.

VIETNAM VETERAN LAPEL PIN PRESENTATION PLAYBOOK
COMPILED BY: CGHQs, CG-0923

AFTER ACTION REPORT

The Vietnam War Commemoration Office provides Lapel Pins, posters, family tin pins, stickers, proclamations and brochures – all free of charge. They request that an After Action Report be submitted after your event, and to mail back any unused materials.

Complete a DD FORM 2957 and mail directly to the VCW at (email), **at least 30 days after to the event.**

An example is included at the end of this guide. A blank form is available on www.history.uscg.mil/commemorations/Vietnam

Include links or zip files of photos of the event. These photos and any press releases related to the event will be included on the Vietnam War Commemoration Office webpage and social media sites. Be sure to represent the Coast Guard and all of the hard work your unit accomplished to thank and honor our Vietnam Veterans!

 **PRO-TIP:**

- 1) Pay attention to file size – try to keep any email attachment below 5 MB; otherwise, consider FTP or mailing a CD to both CG-0923 and the Vietnam War Commemoration Office.
- 2) Keep track of any retiree newsletter or social media posting. Let your Public Affairs Specialist know so they can retweet, hashtag, or reference any media releases.

**VIETNAM WAR COMMEMORATION
AFTER-ACTION REPORT**

OMB No. 0704-0500
OMB approval expires
Jul 31, 2019

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0500). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.

INSTRUCTIONS

Please file an After-Action Report no later than 30 days after your event is complete. Your information will help other organizations in their planning of commemorative events. We encourage you to share your photos and articles of the events on the Commemorative Partner Portal on our Commemoration website to show other Vietnam veterans from around the United States how you recognized their service to our country. Submit reports using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: <http://www.vietnamwar50th.com/partners/login> (preferred)
2. Email to: WHS.VNWar50th_CPP_AAR@mail.mil
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration
Attn: Events Team Chief
241 18th Street South, Suite 101
Arlington, VA 22202

FOR EACH EVENT, PLEASE SUPPLY THE FOLLOWING:

1. NAME OF ORGANIZATION: Coast Guard Headquarters	2. NAME OF EVENT: Veteran's Day/Vietnam Veterans Pinning
---	--

3. ADDRESS OF ORGANIZATION:				
a. STREET ADDRESS: 2703 Martin Luther King Jr Ave SE	b. CITY: Washington	c. STATE: DC	d. ZIP CODE: 20593	e. COUNTRY USA

4. EVENT LOCATION: a. SITE NAME (Example: The Pentagon) CGHQs/Base National Capital Region					
b. STREET ADDRESS: 2703 Martin Luther King Jr Ave SE	c. CITY: washington	d. STATE: DC	e. ZIP CODE: 20593	f. COUNTRY USA	

5. START DATE OF EVENT (MMDDYYYY): 11092017	6. END DATE OF EVENT (MMDDYYYY): 11092017	7. ACTUAL ATTENDANCE 150	8. HOW MANY VIETNAM VETERANS WERE PRESENT? 60	9. HOW MANY VIETNAM VETERAN FAMILY MEMBERS WERE PRESENT? approx 25
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10. DID YOU COLLABORATE WITH ANY OTHER COMMEMORATIVE PARTNERS? (If so, list the commemorative partners you collaborated with for the event.) Coast Guard Combat Veterans Association; Coast Guard Auxiliary; Foundation for Coast Guard History

11. ANY MEDIA COVERAGE? Coast Guard Public Affairs https://www.facebook.com/UScoastguard/posts/10155879825907679 Other social media coverage pending; possible inclusion in next quarterly issue of The Reservist
--

12. SUMMARY: (Include the following information and anything else you would want other Commemorative Partners to know, such as: Was your event a success? How were your objectives fulfilled? Were there any issues that came up? List any helpful suggestions or changes for future and lessons learned. Attach additional pages as necessary. If unrepresented lapel pins need to be returned to the program office, please indicate and we will send you a shipping label.) - Event was standing room only - VADM Ray was in attendance

13. MATERIALS ACTUALLY USED: (For each category of materials below, subtract the amount remaining from what was sent to you.)			
(1) ITEM NOMENCLATURE	(2) QUANTITY	(1) ITEM NOMENCLATURE	(2) QUANTITY
Brochures		Bumper Sticker: I Served	
Vietnam Veteran Lapel Pins		Bumper Sticker: Join The Nation	
Surviving Spouse Lapel Pin		Bumper Sticker: We Heart	
Tin Pin: Family Member		Presidential Proclamations	
Tin Pin: Lone Soldier		Other:	

**INSTRUCTIONS FOR COMPLETION OF DD FORM 2957,
THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION
AFTER-ACTION REPORT**

The DD Form 2957 is a summary of what took place at your event, and is used to assist in planning future events. Use the instructions below to complete the DD Form 2957.

1. Name of Organization: List the name of the Commemorative Partner organization.
2. Name of Event: What was the official name given to this event?
3. Address of Organization.
 - a.-d. List the Address of the organization.
- 4.a. Location(s) of Event (Site name example: The Pentagon).
 - b.-f. Address of the event.
5. Start Date: The date the event started.
6. End Date: The date the event ended.
7. Actual Attendance: How many people overall actually attended?
8. How many Vietnam Veterans were present?
9. How many Vietnam Veteran family members were present?
10. Did you collaborate with any other commemorative partners? Please list the names of the organizations that co-hosted.
11. Any media coverage? Please list news outlets, websites, etc.
12. Summary (Attach additional pages if needed). Include the following information and anything else you want other Commemorative Partners to know, such as:
 - a. Was your event a success?
 - b. Were there any issues that came up?
 - c. List any helpful suggestions or changes for the future and lessons learned.
 - d. How were your objectives filled? (Commemorative Partner Objectives listed below)
 1. To thank and honor Veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
 2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces.
 3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
 4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
 5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.
 - e. If unrepresented, lapel pins need to be returned to the program office. Please note in this section.
13. Materials Actually Used: Determine the amount used by subtracting the materials you have remaining from the amount of each category of material that was sent to you.

SAMPLE

EVENT ORGANIZATION:

DATE OF EVENT:

LOCATION/ VENUE:

POC/PH #:

Project Officer:

Flag Champion:

Presiding Official:

Chaplain:

MC:

Set-up / Break-down Group:

Parking Group:

Check-In:

Usher Group:

Flag Detail/Honor Guard:

Reception Group:

Security/Medical:

Public Affairs:

Music / AV:

TO DO:

PRE-CEREMONY

RESERVE PARKING: Notified Myerson, Timothy MEC on 20OCT16 Approved: 21OCT16

INVITATIONS: (will need e copy and hard copy)

- Design submitted for approval
- Design approved
- RSVP Date 29MAY
- Printed
- Sent

SCRIPT:

MAILING LIST:

CEREMONY LAYOUT: See Planning PPT

LAPEL PINS:

PROGRAMS:

- Design submitted for approval
- Pictures
- Design approved
- Ordered (printed)
- Received (assembled)

PRESS RELEASE: Notified PAs of request for release

- Drafted
- Released

PRESIDING OFFICIAL's COMMENTS:

- Received

MC PODIUM BOOK:

- Printed

SPEAKER PODIUM BOOK:

- Printed

PROJECT OFFICER BOOK:

Printed

FOOD FOR SET-UP / BREAKDOWN CREW:

Will come from the caterer

MUSIC:

PARKING:

Submitted

Approved

SEATING CHART:

Submitted

Approved

NAME TAGS FOR RESERVED SEATING:

Provided

Made

EMAIL TO CIV ATTENDEES REGARDING REQUIRED INFO FOR BASE ACCESS:

Sent two weeks out as per RSVP list

PODIUM (FOUL WEATHER): NO PODIUM NEEDED.

RECEPTION

RECEPTION ORDER OF EVENTS: Opening remarks / presentations / open mike / slide show?
___ Printed

FOOD: Going to be catered finger foods

DRINKS: procure from the exchange day of / ice from galley

PLATES/NAPKINS/UTENSILS:

DECORATIONS:

SETUP: See Planning PPT

TEARDOWN:

SLIDE SHOW:

RECEPTION SEQUENCE OF EVENTS:

Food and room set prior to entry of guest
Mingle time with Slideshow Playing
Welcome comments
Presentation of departing gifts

CEREMONY PACK LIST:

- Radios for communication
- 1 table
- Chairs
- Dollies
- Water
- 1 Ice Chest w/ ice
- Power Cord
- Speaker Book
- MC Book

- Project Officer Book
- Engine Cover
- Cloths
- National Ensign w/ Base
- CG Ensign w/ Base
- iPod
- Sound System
- Award table
- Cloth for table

FOUL WEATHER PACK LIST:

- Two podiums –
- National Ensign w/ Base
- CG Ensign w/ Base

RECEPTION PACK LIST:

- Computer? Slide Show?
- Reception Book
- Power Strip
- Power Points
- Hat Table Label
- Food
- Coolers
- Plates and what not
- Ice Buckets
- Dolly
- Trash Bags
- Trash Cans
- Cakes
- Speaker
- Lint Roller
- Sound bar / system
- Sharpie
- Extension Cord

Vietnam Veterans Lapel Pins

❖ Overview:

- Who: Coast Guard members, employees, and family/peers of CG family in NCR
- What: Recognize Vietnam Veterans with short lapel pinning ceremony at Base NCR
- When: 9 Nov 2017, 0900-1000
 - Detailed Time Line:
 - 0815 – 0855 Veterans/Guests arrive at Visitor Center, Parking.
Coffee Social (Sponsored by: The Foundation for CG History)
 - 0845 USCG Band Brass Quintet (BQ) begins playing
 - 0900 Ceremony Begin
 - 0905 National Anthem
 - 0910 Moment of Reflection (USCG BQ: “Eternal Father”)
 - 0915 Greetings and recognition of veterans and distinguished guests
 - 0920 Vietnam War Commemoration Office Remarks/Video
 - 0930 Veteran’s Pin Presentation
 - 0945 USCG BQ: US Service Song Medley
 - 0950 Closing remarks. Ceremony End.
USCG BQ begins playing appropriate medleys
- Where: Base NCR Ceremonial Entrance
 - Seeking 10-20 volunteers
- Why: Recognize veterans in NCR to show our appreciation and thanks for their Vietnam service.

❖ Participants:

- Project Leader: LT Emily Brockway (CG-0923)
- Emcee: Ms. Crystal Sparks (CG-0923)
- Flag/SES Champion: (1) **RDML Steven Andersen (CG-094)**
O-6/above pin presenter: (2) **CAPTAIN Richard Batson (CG-094)**
- Photographer: PA2 Emaia Rise (CG-131)
- Volunteer Escorts:
 1. ISM2 Larry McCammon (CG-7611)
 2. CAPT Flip Capistrano (CG-711)
 3. LT Jessica Rangel (CG-2)
 4. LTJG Tracy Rainey (CG-092)
 5. MST1 Krystal Wolfe (CG-092)
 6. LT Clinton Loughner (CG-DCO)
 7. LCDR Diana Ferguson (CG-1B3)
 8. LT Colin Schuster
 9. BOSN3 Hallie Browne
 10. F&S4 John Caicedo
 11. PERS2 Mary Gandy
 12. F&S4 James O’Brien
 13. F&S2 Marcial Moreno
 14. CWO Tracey Norman
 15. PERS2 Windi Sims

❖ **Logistics:**

- Transportation:
 - *Veteran guests have been entered into PassagePoint and volunteer escorts assigned*
- SOE for Pinning Veterans:
 - Note: Pins will be prepped for lapels in advance (out of cases, no backing). A volunteer will follow and carry pins behind each pin presenter
 - Veterans will be called forward to front of audience. CG Auxiliary Volunteer Mr. Dan Dunham will assist to line veterans in two rows, no particular order
 - The names of the veterans will be read in alphabetical order; the pin presenter may move at his own pace, regardless of name called. This will facilitate the pin process, and allow those veterans who have difficulty standing for any period to return to their seat.
 - Names will be read, and include the branch of service during the Vietnam recognition period. It will read as follows:
 - *“Mr. John Smith, United States Navy.” “Mr. Tom Jones, United States Coast Guard”*
 - The pin presenter will pin each veteran and provide a paraphrased greeting and thank you while pinning:
 - *“A grateful nation thanks and honors you for your service”*
 - *“This lapel pin is a representation of the nation’s thanks for your service.”*
- Attire:
 - Guests and Veterans: Uniform of the Day, Business Casual
 - Flag Champion, Pin Presenter and Project Officer: Service Dress Bravo.



Sector Paradise Island Tropic City, FL

**Vietnam Veteran Lapel Pin Presentation
October 10, 2017**

**Sector Paradise Island invites Vietnam Veterans
to be Thanked & Honored
for their Service & Sacrifice**

Tuesday, October 10th, 2017

9:00 am – 10:00 am

**Sector Paradise Island Auditorium, Bldg #1
123 Clipper Ave., Tropic City, FL**

Keynote Speaker

**Captain Joe Coastie
Commander, Sector Paradise Island**

Schedule of Events

- 8:15 am Guests arrive; Coffee Social (Donations graciously provided by Sector TC Chief's Mess & Flotilla 00-11)
- 9:00 am Ceremony starts (Music performed by Coconut University Brass Quintet)
- 10:00 am End of Event

Contact Event POC LT John Goode for more info:
John.b.goode@uscg.mil (555) 123-4567

The DOD's Vietnam War Commemoration Program honors all United States veterans who served on active duty in the U.S. Armed Forces at any time between November 1, 1955 and May 15, 1975.
www.vietnamwar50th.com



**Information for the Vietnam Veterans Lapel Pin Ceremony
November 9th, 2017 @ 9:00 am
US Coast Guard Ceremonial Entrance**

1. What is the Vietnam Veteran Lapel Pin?

The Vietnam Veteran Lapel Pin is *"A Lasting Memento of the Nation's Thanks!"*

2. I was on active duty during the Vietnam War, but did not serve overseas. Am I still eligible for the lapel pin?

The Vietnam War Commemoration is providing Vietnam Veteran Lapel Pins to living U.S. military veterans who served during the Vietnam War period as a lasting memento of the nation's thanks. Living United States veterans who served on active duty in the U.S. Armed Forces at any time during the period of November 1, 1955 to May 15, 1975, regardless of location, are eligible to receive one lapel pin.

Service Academy graduates who did not receive their commission prior to May 15, 1975 are not eligible for the lapel pin.

3. Do you require proof of service?

No, we do not need proof of service. We only ask that you provide your branch of service (during the 1955-1975 recognition period), and the years you were active duty during the recognition period for our after action report to the Vietnam War Commemoration Office.

Also, we will read your name and branch of service during the pinning ceremony. We will not identify your rank, job/specialty, or your duty location.

4. What is the Schedule of Events?

0815 – 0855	Veterans/Guests arrive at Visitor Center, Parking. Coffee Social (TBD)
0900	Ceremony Begin
0905	National Anthem
0910	Prayer/Moment of Silence
0915	Greetings and recognition of veterans and distinguished guests
0920 – 0930	Vietnam War Commemoration Office Remarks
0930 – 0945	Veteran's Pin Presentation
0945 – 0950	US Service Song Medley
0950 – 1000	Closing remarks. Ceremony End.

5. How do I get to US Coast Guard Headquarters (CGHQs) and the Ceremonial Entrance?

Regardless of mode of transportation, you must check in at the Visitor Center first to obtain a Visitor Badge and a Parking Pass. You may then return to your vehicle and park in the garage. You will take the garage elevator to the 6th floor. Please be prepared for a minor security check of any bags (similar to TSA checks at an airport).

VIA METRO

- Closest metro station is Anacostia Metrorail Station (GREEN)
- The A4 bus to CGHQs will take you to the Visitor Center (standard bus/metro fees apply)

VIA PERSONAL VEHICLE, TAXI/UBER

**USCG Headquarters Visitor Entrance
1790 Ash St SE, Washington, DC 20032**

From Maryland:

- Follow US-50 W, I-495 S/I-95 S and Suitland Pkwy to Firth Sterling Ave SE in Washington
- Drive to St. Elizabeth's Ave SE, follow the road to the Visitor Center parking on your left.

From Springfield, Virginia:

- Follow I-95 N and I-295 N to Barry Rd SE
- Take exit 3A from I-295 N
- Drive to St. Elizabeth's Ave SE, follow the road to the Visitor Center parking on your left.

From Arlington, Virginia:

- Follow I-395 N to Washington
- Take exit toward South Capitol St/Nationals Park from I-695
- Follow S Capitol St SW to St Elizabeth's Ave SE, follow the road to the Visitor Center parking on your left.

You will have a guide with you to navigate the building. The building floors are numbered like a ship (Bottom Floor is 9, Top Floor is 1/Ground).

- Take the CAPE HATTERRAS elevator to Floor "G".
- Turn LEFT towards the end of the hall to the Ceremonial Entrance

6. What information do I need to provide to access CGHQs?

For those Veterans and guests (to include CG members) arriving from outside CGHQs, the following information must be provided to Base Security in advance your arrival (**no later than Tuesday, 7 November to ensure accurate entries!**). This information will be entered into the secure visitor system.

Please provide responses to the following questions/prompts for you and/or your guest(s):

- First Name and Last Name
- Home or Cell Phone Number
- Email address
- Are you a US citizen (yes/no)?
- Do you currently have a PIV card (white, chipped Common Access Card)?
- If you do not have a PIV Card/Common Access Card, please provide your Social Security Number (this information will be protected)
- Will you require parking (yes/no)?
- Will you require any accommodations (wheelchair, close proximity parking, etc)?

7. What is the appropriate attire for the event?

Civilians: Business casual or appropriate business attire

Military: Uniform of the day (CG: Tropical Blue Long, no covers)

8. Who is the point of contact for the event?

Lieutenant Emily Brockway, CGHQs Office of External Outreach & Heritage, is the primary point of contact for the event. She is also the CG Liaison to the Department of Defense's Vietnam War Commemoration Office.

CGHQs Office Phone: 202-372-4641

CG Email: Emily.h.brockway@uscg.mil

Mobile: 813-728-8099







MAJOR U.S. NAVY ORGANIZATIONS VIETNAM WAR



Pacific Fleet, Hawaii



Seventh Fleet



U.S. Navy Reserve
Vietnam War
1965-1975



U.S. Navy Reserve
At Sea, Vietnam



U.S. Navy Reserve
At Sea, Vietnam



Third Fleet
Commander, Third Fleet
1965-1975



Task Force 38
Commander, Task Force 38
1965-1975



Task Force 77
Commander, Task Force 77
1965-1975



Task Force 114
Commander, Task Force 114
1965-1975



Navy Amphibious
Group



Naval Reserve
Vietnam War
1965-1975



Task Force 115
Commander, Task Force 115
1965-1975



Task Force 116
Commander, Task Force 116
1965-1975



Task Force 117
Commander, Task Force 117
1965-1975



Task Force 118
Commander, Task Force 118
1965-1975

A GRATEFUL NATION THANKS AND HONORS OUR VIETNAM WAR VETERANS
WWW.VIETNAMVETS.ORG • 877-387-9951



MAJOR U.S. AIR FORCE ORGANIZATIONS OF THE VIETNAM WAR



1. 1st Air Force (1965-1975)
2. 2nd Air Force (1965-1975)
3. 3rd Air Force (1965-1975)
4. 4th Air Force (1965-1975)
5. 5th Air Force (1965-1975)
6. 6th Air Force (1965-1975)
7. 7th Air Force (1965-1975)
8. 8th Air Force (1965-1975)
9. 9th Air Force (1965-1975)
10. 10th Air Force (1965-1975)
11. 11th Air Force (1965-1975)
12. 12th Air Force (1965-1975)
13. 13th Air Force (1965-1975)
14. 14th Air Force (1965-1975)
15. 15th Air Force (1965-1975)
16. 16th Air Force (1965-1975)
17. 17th Air Force (1965-1975)
18. 18th Air Force (1965-1975)
19. 19th Air Force (1965-1975)
20. 20th Air Force (1965-1975)
21. 21st Air Force (1965-1975)
22. 22nd Air Force (1965-1975)
23. 23rd Air Force (1965-1975)
24. 24th Air Force (1965-1975)
25. 25th Air Force (1965-1975)
26. 26th Air Force (1965-1975)
27. 27th Air Force (1965-1975)
28. 28th Air Force (1965-1975)
29. 29th Air Force (1965-1975)
30. 30th Air Force (1965-1975)
31. 31st Air Force (1965-1975)
32. 32nd Air Force (1965-1975)
33. 33rd Air Force (1965-1975)
34. 34th Air Force (1965-1975)
35. 35th Air Force (1965-1975)
36. 36th Air Force (1965-1975)
37. 37th Air Force (1965-1975)
38. 38th Air Force (1965-1975)
39. 39th Air Force (1965-1975)
40. 40th Air Force (1965-1975)
41. 41st Air Force (1965-1975)
42. 42nd Air Force (1965-1975)
43. 43rd Air Force (1965-1975)
44. 44th Air Force (1965-1975)
45. 45th Air Force (1965-1975)
46. 46th Air Force (1965-1975)
47. 47th Air Force (1965-1975)
48. 48th Air Force (1965-1975)

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WWW.VIETNAMVETS.ORG • 877-387-9951



MAJOR U.S. COAST GUARD ORGANIZATIONS

VIETNAM WAR



**TASK FORCE 115
(MARKET TIME)**
USNAVFOR, 1965



COAST GUARD ACTIVITIES VIETNAM
U.S. Coast Guard, 1965-1973



**COAST GUARD LORAN STATION,
CON SON**
1966-1973, Con Son



**COAST GUARD LORAN STATION,
LAMPANG, THAILAND**
USCGA-3, 1966-1973
Lampang, Thailand



**COAST GUARD LORAN STATION,
SATAMP, THAILAND**
USCGA-3, 1966-1973
Satamp, Thailand



**COAST GUARD LORAN STATION,
TAN MY**
USCGA-3, 1966-1973
Tan My



**COAST GUARD LORAN STATION,
UDORN, THAILAND**
USCGA-3, 1966-1973
Udorn, Thailand



**COAST GUARD SQUADRON ONE
(RONONE) TP-115**
USNAVFOR, 1967-1973
An Thoi



**COAST GUARD SQUADRON THREE
(RONTHREE) TP-115**
USNAVFOR, 1967-1972
Da Nang, Cat Lo, An Thoi

A GRATEFUL NATION THANKS AND HONORS OUR VIETNAM WAR VETERANS

WWW.VIETNAMWAR50TH.COM • 877-387-9951

**VIETNAM WAR COMMEMORATION
COMMEMORATIVE EVENTS REQUEST**

OMB No. 0704-0500
OMB approval expires
Jul 31, 2019

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0499). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.

INSTRUCTIONS

Event requests are made by filling out and submitting this form to the United States of America Vietnam War Commemoration Events Team, with as many details as possible, a minimum of 30 days in advance of the event start date for materials and 90 days for Full Support Requests. Submit requests using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: <http://www.vietnamwar50th.com/partners/login> (preferred)
2. Email to: WHS.VNWar50th_CPP_EVENTS@mail.mil
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration
Attn: Events Team Chief
241 18th Street South, Suite 101
Arlington, VA 22202

*NOTE: Information in the fields below with an * will appear in the public website posting.

1. *ORGANIZATION NAME:	2. *WEBSITE:
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3. EVENT POINT OF CONTACT:		
a. *NAME:	b. *EMAIL:	c. *TELEPHONE NUMBER:

4. *EVENT TITLE:	5. *EVENT LOCATION: a. SITE NAME (Example: The Pentagon)			
b. *STREET ADDRESS:	c. *CITY:	d. *STATE:	e. *ZIP CODE:	f. *COUNTRY

6. *LIST COMMEMORATIVE PARTNER CO-HOSTS:

7. IS THIS A FUNDRAISER OR RECRUITMENT EVENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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8. ANTICIPATED ATTENDANCE:	9. VIETNAM VETERANS IN ATTENDANCE:	10. *START DATE (MMDDYYYY):	11. *END DATE (MMDDYYYY):
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12. COMMEMORATIVE OBJECTIVE(S) THE EVENT FULFILLS: (Select all that apply. See Instructions page.)				
<input type="checkbox"/> Objective 1.	<input type="checkbox"/> Objective 2.	<input checked="" type="checkbox"/> Objective 3.	<input type="checkbox"/> Objective 4.	<input type="checkbox"/> Objective 5.

13. *PURPOSE OF THE EVENT AND HOW VIETNAM VETERANS AND THEIR FAMILIES WILL BE HONORED:

14. IS MEDIA COVERAGE ANTICIPATED? (Explain) Coast Guard Public Affairs

15. COMMEMORATION OFFICE SUPPORT REQUESTED: (Select Options a, b, or c. Note: All are automatically posted to Website)		
<input type="checkbox"/> a. FULL SUPPORT (For Full Support, select all that apply below)	<input checked="" type="checkbox"/> b. MATERIALS	
<input type="checkbox"/> Speaker <input type="checkbox"/> Staffed Booth <input type="checkbox"/> Materials	<input type="checkbox"/> c. EVENT WEBSITE POSTING ONLY	

16. MATERIALS (The following items may be provided for your event based on availability. Please specify the quantity of each.)			
(1) ITEM NOMENCLATURE	(2) QUANTITY	(1) ITEM NOMENCLATURE	(2) QUANTITY
Brochures		Bumper Sticker: I Served	
Vietnam Veteran Lapel Pins		Bumper Sticker: Join The Nation	
Surviving Spouse Lapel Pin		Bumper Sticker: We Heart	
Tin Pin: Family Member		Presidential Proclamations	
Tin Pin: Lone Soldier		Other:	

a. SHIP TO (Name):	b. STREET ADDRESS (No P.O. boxes):			
c. CITY:	d. STATE:	e. ZIP CODE:	f. TELEPHONE NUMBER (For FedEx, if different from above):	g. DATE NEEDED BY (Month, Day, Year):

**INSTRUCTIONS FOR COMPLETION OF DD FORM 2956,
THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION
COMMEMORATIVE EVENTS REQUEST**

The DD Form 2956 is used to request support for a Commemorative Partner Event. Use the instructions below to complete the DD Form 2956. *Note: Fields with an asterisk * will be listed in the Public Event Website Posting of your event.*

1. Organization Name: List the name of the Commemorative Partner organization.
2. List the website of the organization (if none, please type "none").
3. Event Point of Contact Name:
 - a. Who is the contact person for this event?
 - b. Email: List the email address for the event point of contact.
 - c. Telephone number for the event point of contact.
4. Event Title: What is the official name given to this event?
5. Event Location:
 - a. Site Name (Example: The Pentagon).
 - b. - f. Address of the Event Location.
6. List the names of any other commemorative partners you collaborated with.
7. Is this a fundraiser or recruitment event? Please check Yes or No.
8. Anticipated Attendance: How many people are expected to attend overall?
9. How many Vietnam Veterans are expected to attend overall?
10. Start Date: The date the event starts.
11. End Date: The date the event ends.
12. Commemoration Objective the event fulfills. Choose one or more of the following Objectives:
 1. To thank and honor Veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
 2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces.
 3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
 4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
 5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.
13. Purpose of the Event, and how Vietnam Veterans and their families will be honored.
14. Is media coverage anticipated? Please list what type and any additional details.
15. Commemoration Office Requested Role. Support is requested in the following forms (All are automatically posted to website):
 - a. Full Support: Select which options are being requested: Speaker, Manned Booth, Materials.
 - b. Materials: Available materials are sent for support of your event.
 - c. Event Website Posting only.
16. Materials: Please indicate the quantity of each type of material requested.

Note: The *Veterans Lapel Pin* is for Vietnam War-era veterans only, as such we ask that you request enough for them only. Quantities of this pin requested should not exceed the number of Vietnam Veterans expected to attend.

The *Surviving Spouse Lapel Pin* is to be presented to the surviving spouse of a deceased Vietnam War veteran.

 - a -g. Ship To Name, Address, and Phone number for shipping materials, and the latest date materials need to be delivered by.

**VIETNAM WAR COMMEMORATION
AFTER-ACTION REPORT**

OMB No. 0704-0500
OMB approval expires
Jul 31, 2019

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PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.

INSTRUCTIONS

Please file an After-Action Report no later than 30 days after your event is complete. Your information will help other organizations in their planning of commemorative events. We encourage you to share your photos and articles of the events on the Commemorative Partner Portal on our Commemoration website to show other Vietnam veterans from around the United States how you recognized their service to our country. Submit reports using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: <http://www.vietnamwar50th.com/partners/login> (preferred)
2. Email to: WHS.VNWar50th_CPP_AAR@mail.mil
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration
Attn: Events Team Chief
241 18th Street South, Suite 101
Arlington, VA 22202

FOR EACH EVENT, PLEASE SUPPLY THE FOLLOWING:

1. NAME OF ORGANIZATION:		2. NAME OF EVENT:		
3. ADDRESS OF ORGANIZATION:				
a. STREET ADDRESS:	b. CITY:	c. STATE:	d. ZIP CODE:	e. COUNTRY
4. EVENT LOCATION: a. SITE NAME (Example: The Pentagon)				
b. STREET ADDRESS:	c. CITY:	d. STATE:	e. ZIP CODE:	f. COUNTRY
5. START DATE OF EVENT (MMDDYYYY):	6. END DATE OF EVENT (MMDDYYYY):	7. ACTUAL ATTENDANCE	8. HOW MANY VIETNAM VETERANS WERE PRESENT?	9. HOW MANY VIETNAM VETERAN FAMILY MEMBERS WERE PRESENT?
10. DID YOU COLLABORATE WITH ANY OTHER COMMEMORATIVE PARTNERS? (If so, list the commemorative partners you collaborated with for the event.)				
11. ANY MEDIA COVERAGE?				
12. SUMMARY: (Include the following information and anything else you would want other Commemorative Partners to know, such as: Was your event a success? How were your objectives fulfilled? Were there any issues that came up? List any helpful suggestions or changes for future and lessons learned. Attach additional pages as necessary. If unrepresented lapel pins need to be returned to the program office, please indicate and we will send you a shipping label.)				
13. MATERIALS ACTUALLY USED: (For each category of materials below, subtract the amount remaining from what was sent to you.)				
(1) ITEM NOMENCLATURE	(2) QUANTITY	(1) ITEM NOMENCLATURE	(2) QUANTITY	
Brochures		Bumper Sticker: I Served		
Vietnam Veteran Lapel Pins		Bumper Sticker: Join The Nation		
Surviving Spouse Lapel Pin		Bumper Sticker: We Heart		
Tin Pin: Family Member		Presidential Proclamations		
Tin Pin: Lone Soldier		Other:		

**INSTRUCTIONS FOR COMPLETION OF DD FORM 2957,
THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION
AFTER-ACTION REPORT**

The DD Form 2957 is a summary of what took place at your event, and is used to assist in planning future events. Use the instructions below to complete the DD Form 2957.

1. Name of Organization: List the name of the Commemorative Partner organization.
2. Name of Event: What was the official name given to this event?
3. Address of Organization.
 - a.-d. List the Address of the organization.
- 4.a. Location(s) of Event (Site name example: The Pentagon).
 - b.-f. Address of the event.
5. Start Date: The date the event started.
6. End Date: The date the event ended.
7. Actual Attendance: How many people overall actually attended?
8. How many Vietnam Veterans were present?
9. How many Vietnam Veteran family members were present?
10. Did you collaborate with any other commemorative partners? Please list the names of the organizations that co-hosted.
11. Any media coverage? Please list news outlets, websites, etc.
12. Summary (Attach additional pages if needed). Include the following information and anything else you want other Commemorative Partners to know, such as:
 - a. Was your event a success?
 - b. Were there any issues that came up?
 - c. List any helpful suggestions or changes for the future and lessons learned.
 - d. How were your objectives filled? (Commemorative Partner Objectives listed below)
 1. To thank and honor Veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
 2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces.
 3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
 4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
 5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.
 - e. If unrepresented, lapel pins need to be returned to the program office. Please note in this section.
13. Materials Actually Used: Determine the amount used by subtracting the materials you have remaining from the amount of each category of material that was sent to you.