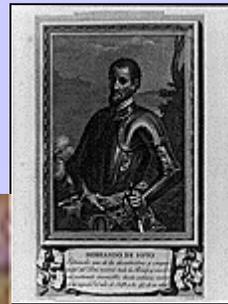


Guidance for Organizing Observances

Martin Luther King's Birthday
Black History Month
Women's History Month
Asian Pacific-American Heritage Month
Women's Equality Day
Hispanic Heritage Month
National Disability Employment Awareness Month
Native-American History Month



Helen Keller and
Anne Sullivan



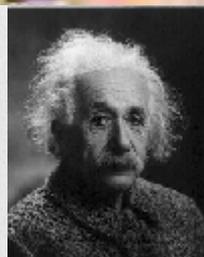
Hernando
DeSoto



Sequoyah



Medgar Evers



Albert Einstein



Jesse Owens

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Internet Site

You can check the DEOMI web site for the latest observance themes and booklets at:

www.patrick.af.mil/deomi/deomi.htm

Cover Photographs

Cover photos selected from Famous People, Selected Portraits From the Collections of the Library of Congress [Prints and Photographs Division](#), Library of Congress, Washington, D.C., 20540-4730

Overview of Observances

Purpose: Observances are conducted to recognize the continuous achievements of all Americans to American culture and to increase awareness, mutual respect, and understanding.

1. Observances are designed to enhance cross-cultural and cross-gender awareness and promote harmony among all military members, their families, and the civilian work force.
2. These activities are extensions of the equal opportunity education and training objectives.
3. They are set aside annually to recognize the achievements and contributions made by members of specific groups in our society.
4. The focus of the observance should be directed toward encouraging interaction and not just recognition.
5. Success can best be measured by the degree of cross-cultural and cross-gender participation.

Background: Observances are held annually in support of Joint Congressional Resolution, Presidential Proclamation, and achievements of all groups that comprise the society of the United States. Since 1968, the Department of Defense (DoD) has proudly supported observances through the development of local programs of recognition and many diverse activities.

1. The following major resources play an essential role in sponsoring a special observance:
 - a) *Strong Command Support.* The commander is the primary key to the success of the program.
 - b) *Quality Leadership.* The project officer is also a key to program success and should be enthusiastic, aggressive, and in tune with DoD objectives.
 - c) *Planning.* The magnitude of the observance depends on the interest, desire, and involvement of the installation community. A total community approach in the planning and participation of the events (getting everyone involved) cannot be overstated. A committee may be appointed with various subcommittees and agencies tasked with specific duties. Planning must be thorough and accomplished well in advance of the event.
 - d) *Funding.* Adequate funding is necessary. Without it, programs will be significantly limited in success. Funding will be required for honorariums, food/lodging, transportation, special educational programs, publicity, printing, etc.
 - e) *Additional On-Base Resources.* Personnel should establish liaisons with the following:
 1. Chaplain's office
 2. Post/base newspaper
 3. Equal Employment Opportunity Office
 4. Staff Judge Advocate (SJA)

f) *Off-Base Resources.* Personnel should establish liaisons with the following Civil Rights Groups as appropriate:

1. NAACP (National Association for the Advancement of Colored People)
2. LULAC (League of United Latin American Citizens)
3. DACOWITS (Defense Advisory Committee for Women in the Service)
4. FEW (Federal Employed Women)
5. BIG (Blacks in Government)
6. NOW (National Organization for Women)
7. In addition to the mentioned groups, personnel can establish liaisons with museums, community libraries, radio and television networks, schools/universities, civic groups, state/local government, and ethnic/cultural groups.

2. The following observances are recognized by the DoD:

January **Martin Luther King, Jr. Birthday**

3rd Monday

US Code as of: 01/26/98

Sec. 169j. Martin Luther King, Jr., Federal legal holiday

The Congress finds that:

- January 20, 1986, marks the first observance of the Federal legal holiday, established by Public Law 98-144, honoring the birthday of Martin Luther King, Jr.;
- such holidays should serve as a time for Americans to reflect on the principles of racial equality and nonviolent social change espoused by Martin Luther King, Jr.; and
- it is appropriate for the Federal Government to coordinate efforts with Americans of diverse backgrounds and with private organizations in the observance of the Federal legal holiday honoring Martin Luther King, Jr.

February

1-28/29

African-American/Black History Month

Authority: First Presidential Proclamation, Feb 76

The first ethnic observance was the brainchild of Carter G. Woodson, a noted African-American author and scholar. He established Negro History Week in 1926. The week evolved into a month-long celebration in 1976 and is observed every February.

March

1-31

Women’s History Month

Authority: Public Law 100-9, Mar 87

In 1981, Congress passed a joint resolution proclaiming March as Women's History Month based on a 1978 model of Women's History Week established by California's Sonoma County Commission on the Status of Women.

April/May

One week incorporating Ha’Shoah

“Days of Remembrance” of Victims of the Holocaust

Authority: Public Law 96-388, Oct 88

The United States Holocaust Memorial Council (USHMC) was established in 1980 by Public Law 96-388. The council coordinates an annual, national civic commemoration of the Days of Remembrance of the

Victims of the Holocaust, held in the Nation's capital. Ceremonies are conducted throughout the U.S. during the annual Days of Remembrance, proclaimed by the USHMC for a designated one-week period (Sunday to Sunday) each spring between mid-April and mid-May.

May **Asian Pacific-American Heritage Month**

US Code as of: 01/26/98

Sec. 169k. Asian/Pacific American Heritage Month

- Designation

May of each year is designated as "Asian/Pacific American Heritage Month".

- Federal proclamation

The President is authorized and requested to issue annually a proclamation calling on the people of the United States to observe the month designated in subsection (a) of this section with appropriate programs, ceremonies and activities.

- State proclamations

The chief executive officer of each State is requested to issue annually a proclamation calling on the people of the State to observe the month designated in subsection (a) of this section with appropriate programs, ceremonies and activities.

- "State" defined

For purposes of subsection (c) of this section, the term "State" means any of the several States, the District of Columbia, the Virgin Islands of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and Palau.

August

26

Women's Equality Day

- On August 26, 1920, the 19th Amendment granting women the right to vote was certified as part of the U.S. Constitution. Referred to as the Susan B. Anthony Amendment, it states, "The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex."
- The U.S. Congress designated August 26 as "Women's Equality Day" in 1971 to honor women's continuing efforts toward equality.

September/October **Hispanic Heritage Month**

15 Sep – 15 Oct

US Code as of: 01/26/98

Sec. 169f. National Hispanic Heritage Month

The President is hereby authorized and requested to issue annually a proclamation designating the 31-day period beginning September 15 and ending on October 15 as "National Hispanic Heritage Month" and calling upon the people of the United States, especially the educational

community, to observe such month with appropriate ceremonies and activities.

October

1-31

US Code as of: 01/26/98

National Disability Employment Awareness Month

Sec. 155. National Disability Employment Awareness Month

Hereafter the month of October in each year shall be designated as National Disability Employment Awareness Month. During such month appropriate ceremonies shall be held throughout the Nation, the purposes of which will be to enlist public support for and interest in the employment of otherwise qualified but workers with disabilities.

The President is hereby requested to issue a suitable proclamation each year, and the Governors of States, mayors of cities, and heads of other instrumentalities of government, as well as leaders of industry, educational and religious groups, labor, veterans, women, farm, scientific and professional, and all other organizations and individuals at interest are invited to participate.

November

1-30

Native-American Heritage Month

- Authority/comment: Public Law 102-188, Mar 92

It took more than 80 years for the nation to establish a National American Indian Heritage Month. The Boy Scouts set aside a day for the "First Americans" in the early 1900s.

On Sept. 28, 1915, the Congress of the American Indian Association declared the second Saturday of each May as an American Indian Day.

- Since then, several states declared American Indian days until 1976, when Congress passed a joint resolution authorizing the president to proclaim the week of Oct. 10-16 as "Native-American Awareness Week." Days and weeks of different months were set aside to honor the first Americans until they were given a month in 1990. President Bush proclaimed 1992 as the "Year of the American Indian," based on legislation by Congress.

Budgetary Requirements*

1. Properly funding an observance is an essential element in the success or failure of the installation programs. As with any DoD supported program, thorough forethought and planning must be accomplished well in advance of the target date of the observance. To support your efforts in this area, consider the following sequence of events and recommendations:
 - a) Before the submissions for the annual budget proposals for the fiscal year, a thorough review of the observances for scope and costs should be accomplished by all concerned. Factors that should be considered are: the degree of local interest in each event or observance, command emphasis, the overall installation budget history, and potential costs of the observances. The approximate costs of guest speakers (honorariums, transportation, per diem, lodging, plaques), publicity, education programs, literature, entertainment, luncheons, and any other related miscellaneous expenses must be computed. A budget should be prepared for each observance. The support and personal emphasis of the commander will play a major role in determining adequacy of funding.
 - b) Upon approval of the annual budget, funds must be phased into the proper fiscal quarter to coincide with the observances to pay for the services, transportation, per diem, and lodging cost for guest speakers.
2. Before an observance, it is critical that the project officer meets with the resource advisor as early as possible after appointment. During this initial meeting, the project officer must determine the dollars available for the observance and begin initial planning. He or she might also appoint a finance committee to coordinate the expenditure of funds with the other committees and with the resource advisor. The project officer should closely monitor the finance committee and be apprised of problems encountered.

*Funding should be reviewed by the organization's legal office.

Materials for Project Officers

The two most important elements to ensure a successful program or ceremony are planning and coordinating. Planning in detail and coordinating with command and support offices are critical from the very first discussion of a program through the closing of the historical files.

This guide includes a great deal of material to assist in the planning and conduct of observances. The tools in this section are provided as examples, which should prove useful to the project officer and his or her planning committee.

It is suggested that planners make use of locally available resources in planning an observance. Members of the staff, library personnel, and people in the local community may be anxious to assist in the planning and/or conduct of an observance.

Observances are command functions that support equal opportunity goals and ethics/values training. Maximum participation should be one objective.

As with all programs of a professional nature conducted on or with the assistance of a military installation, the planning process must be conducted in a meticulous manner, and preferably with the use of milestones and detailed checklists. The sample documents may be adjusted to fit local needs and situations so that the resulting program is appropriate for the audience and setting.

Duties and Responsibilities of Organizing Personnel/Committees

You may decide to form committees in order to assign responsibilities. Here are some committees you may wish to consider:

1. Observance Scheduling Committee - suggests timeline and prepares schedule.
2. Planning Committee - develops proposed agenda of events and activities including estimated costs.
3. Finance Committee - determines dollar amount available from resource management office.
4. Publicity Committee - plans, develops, and implements publicity programs to increase awareness of the accomplishments/achievements.
5. Education Committee - plans, develops, and implements educational programs to increase awareness of historical and cultural accomplishments/achievements.
6. Luncheon/Banquet Subcommittee - coordinates dates and obtains reservations for luncheon/banquet.
7. Protocol Subcommittee - responsible for guest speaker(s).

1. Observance Scheduling.

DAYS BEFORE OBSERVANCE	ACTIVITY
120-90 (5 Unit Training Assemblies (UTAs))	Commander appoints project officer.
80-85 (4 UTAs)	Begin publicity of first organizational meeting.
85-70 (4 UTAs)	First organizational meeting.
70-60 (3 UTAs)	General meeting, establish committees.
60-45 (3 UTAs)	Project officer/committee chairpersons status meeting. Status update briefing for commander.
45-30 (3 UTAs)	General meeting, status update. Status update briefing for commander.
30-15 (2 UTAs)	Project officer/committee chairpersons status meeting. Begin publicity campaign. Status update briefing for commander.
15-10 (1 UTA)	General meeting, status update.
10-5 (1 UTA)	Confirm all reservations, contracts, printing, publicity activities, etc. Status update briefing for commander.
DAYS AFTER OBSERVANCE	ACTIVITY
5-10 (2 UTAs)	Committee after action report submitted to project officer.
10-15 (3 UTAs)	Letters of Appreciation forwarded.
15-30 (3 UTAs)	Consolidate ethnic observance after actions report and submit to commander.

2. **Project Officer Duties:** (Note: Numbers in parentheses reflect the number of days prior to the event for completion of action.)
- a) Review previous observance after-action reports. (90)
 - b) Coordinate/publish news release with Public Affairs Office, announcing the formation of an observance committee and a request for volunteers. (Note: The release should run two consecutive weeks before the first organizational meeting.)
 - c) Chair the organizational meeting and invite the commander to open the meeting. (70)
 - 1) State the purpose of the committee and establish/publish guidelines.
 - 2) Brainstorm for ideas.
 - 3) Appoint planning and finance committees.
 - d) Review ideas with planning committee and prepare a proposed agenda with a list of suggested guest speakers.
 - e) Review the budget with the finance committee.
 - f) Present proposal to the commander for approval.
 - g) Chair general meeting of volunteers. (60)
 - 1) Present commander-approved agenda.
 - 2) Disband planning committee.
 - 3) Appoint committees/subcommittees.
 - h) Monitor progress of committees and resolve problems. (ongoing)
 - i) Chair status meeting with committee chairpersons. (45) (30) (15)
 - j) Begin publicity campaign. (15)
 - k) Brief senior staff on planned activities, dates, and times. (10)
 - l) Confirm all activities, reservations, printing, publicity, tickets, etc. (5)
 - m) Brief the commander on status of the programs. (5)
 - n) Monitor events for problems and resolve as rapidly as possible. (ongoing)
 - o) Collect after-action reports from the committees; consolidate and submit to commander.

3. **Planning Committee Duties:**

- a) Review results of brainstorming efforts.
- b) Develop proposed agenda of events and activities; including estimated costs.
- c) Identify potential guest speaker(s) and determine costs: honorarium, lodging, and transportation.
- d) Coordinate estimated costs with finance committee for budgeting.
- e) Present proposed agenda and suggest guest speaker(s) to the commander for approval.
- f) Prepare after-action report for the project officer, outlining the final agenda, problems encountered, and lessons learned.

4. **Finance Committee Duties:**

- a) Determine dollar amount available.
- b) Review plans or schedule of events to determine areas for funding.
- c) Verify funding needs with committee chairpersons.
- d) Prepare finance forms as required.
- e) Allocate funds for expenses, not to exceed budget.
- f) Coordinate requirements with the base contracting office (or equivalent), as required.
- g) Verify timeliness of any contracts.
- h) Maintain a ledger of expenses and keep the project officer current on the balance.

- i) Prepare an after-action report for the project officer, itemizing all expenses, payments, problems encountered, and lessons learned.

5. Publicity Committee Duties:

- a) Plan, develop, coordinate, and implement publicity programs to increase the awareness of the accomplishments and achievements of group to be recognized during observance. Additionally, plan, develop, and coordinate advertisement of planned activities.
- b) Coordinate program with other committees and installation Public Affairs Office.
- c) Prepare articles for publication.
- d) Conduct interviews.
- e) Coordinate suspense and publication dates with base newspaper.
- f) Determine photography requirements and schedule photographic support.
- g) Review article and photography proofs before publication.
- h) Monitor events for interesting after (events) articles.
- i) Use base marquees for recognizing/publicizing events.
- j) Prepare after-action report for the project officer, outlining the publicity program, problems encountered, and lessons learned.

6. Education Committee Duties:

- a) Plan, develop, coordinate, and implement educational programs to increase awareness of the historical and cultural accomplishments and achievements of the group being recognized.
- b) Identify subject(s) to be presented and develop lesson plans or identify guest speaker(s) to present the desired subject.
- c) Locate and reserve a suitable location for presentation(s).
- d) Verify adequacy of seating at location selected for presentation(s).
- e) Develop news releases in coordination with the publicity committee that generate interest in the presentation(s) and the speaker(s).
- f) Coordinate estimated costs with the finance committee.
- g) Request preparation of necessary forms for the finance committee, as required.
- h) Coordinate travel, lodging, and per diem requirements for guest speaker(s), if required.
- i) Coordinate activities/speaker requirements with the protocol committee.
- j) Monitor educational programs to identify potential problems early and resolve as quickly as possible.
- k) Prepare an after-action report for the project officer, outlining the education programs, problems encountered, and lesson learned.

7. Luncheon/Banquet Subcommittee Duties:

- a) Coordinate dates and obtain reservations for luncheon/banquet with open mess.
- b) Coordinate with finance committee to determine availability of funds.
- c) Select menu, basing cost on food only. (Include special dietary requirements/requests of attendees.)
- d) Review seating arrangements for practicality and protocol.
- e) Arrange entertainment for luncheon/banquet; cost to be paid by budgeted monies.
- f) Design and prepare centerpieces and place cards, if required.
- g) Schedule public address system for date and time; pretest before activity.

- h) Coordinate publicity efforts with publicity committee to ensure extensive publicity early.
- i) Schedule photographic support.
- j) Monitor activity for potential problems and resolve as rapidly as possible.
- k) Prepare an after-action report for the project officer, outlining the programs presented, problems encountered, and lessons learned.

8. Protocol Subcommittee Duties:

- a) Support official requests of guest speaker(s).
- b) Reserve quarters for guest speaker(s).
- c) Arrange travel requirements, as needed.
- d) Coordinate and confirm travel dates and times with speaker(s).
- e) Acquire a biography of the speaker(s) for the commander's information; use in the base newspaper, and luncheon/banquet programs.
- f) Verify readiness of quarters before the speaker(s) arrival.
- g) Meet the speaker(s) at arrival point and escort to temporary quarters.
- h) Escort speaker(s) to commander's office and introduce him or her to commander.
- i) Present a tour of the installation/facilities to the speaker(s), if desired.
- j) Escort speaker(s) to the event.
- k) Introduce speaker(s) to dignitaries and others present at the event.
- l) Escort speaker(s) to departure point.
- m) Prepare a letter of appreciation to the speaker(s) for the commander's signature and ensure timely forwarding of the letter.
- n) Prepare an after-action report for the project officer, outlining the costs incurred/paid, problems encountered, and lessons learned.

Project Officer Planning and Coordination Checklist

Note for the newly appointed project officer: This checklist is, of necessity, general in nature. Nevertheless, it is based on extensive experience in the planning and conduct of a variety of commemorative observances. It is expected that you and your committee will need to tailor this checklist to meet local requirements, to conform with command guidance, and to be consistent with command or installation standing operating procedures. Items in the following checklist are *not* necessarily accomplished sequentially.

Checklist Items

1. Contact appropriate installation/local organizations (e.g., Public Affairs; Morale, Welfare and Recreation or similar organization; command section; etc.) to compare calendar of events for installation /command activities during the time frame being considered for this observance. Inform staff members of your preliminary plans and look for interface with other local activities planned for the observance (either on the installation or in the local civilian community).
2. Determine availability of facilities to accommodate the program. Reserve facilities on a tentative basis. Consider back-up facilities.
3. Verbally apprise your commander, chief of staff, or appropriate supervisor of your general plan. Obtain essential planning guidance from this discussion.
4. Compose a rough draft of each of the following documents:
 - a) Publicity releases announcing event.
 - b) Observance program outline.
 - c) Lists of possible guest speakers, including name, title, address, and background information.
 - d) Brief description of desired and/or planned events (e.g., auditorium ceremony, exhibits, luncheon with speaker, panel, audio-visual presentation, etc.).
 - e) Structure of desired planning committee showing proposed members and their organizations of assignment (e.g., Personnel, Public Affairs, Equal Opportunity, Chaplain, Military/Security Police, etc.).
 - f) Estimated funds required for program.
 - g) Introductory message (i.e., first draft of welcoming remarks).
 - h) Draft letter to proposed keynote speaker.
 - i) Memo or letter to the commander, summarizing what you are planning.
5. Present the proposal to your commander (or the person to whom you will be reporting). Obtain additional guidance.
6. Upon approval by the commander/responsible official, proceed with the program by scheduling a planning committee meeting. This meeting should result in the assignment of tasks to committee members. Keep minutes of these meetings and send copies promptly to committee members.

7. Ensure planning committee members cover all aspects of the observance. It is recommended that *detailed* checklists be developed. Many of the following categories may be applicable:
 - a) Funding requirements established and/or approved.
 - b) Desired advertising of the program including any special invitations to be sent.
 - c) Facility acquisition/confirmation; verify in detail what is needed (e.g., flags in stands, chairs for stage, lectern, restrooms, etc.).
 - d) Arrangements for Color/Honor Guard.
 - e) Initial contact with keynote speaker.
 - f) Written invitation to speaker.
 - g) Musical support (including coordination with the Color Guard).
 - h) Audio-visual materials for program.
 - i) Audio-visual support.
 - j) Photographic support.
 - k) Signing (i.e., interpreter) support for hearing impaired guests.
 - l) Special support for physically disabled guests.
 - m) Exhibit materials.
 - n) Reception arrangements (including refreshments, if required).
 - o) Luncheon/panel arrangements.
 - p) Program design and printing arrangements (including time constraints).
 - q) Biography and photograph of speaker(s) and other special guests.
 - r) Transportation requirements (to include meeting of speakers and/or special guests).
 - s) Support for conduct of program (e.g., use of a Command Post with telephone, distribution of programs, greeting and accommodation of stage party; escorts for special guests, seating of special guests, etc.)
 - t) Decide on and arrange to obtain appropriate presentation items (e.g., plaque, certificate, souvenir items, etc.) for speaker(s) and other special participants.
8. Secure advance copy of speaker's presentation, if applicable.
9. When complete package is formulated, send copies to your commander/commanding officer (and other individuals, as required).
10. When the observance is over, obtain copies of publicity coverage of the program(s), to include articles with pictures of installation and community activities.
11. Compile comprehensive after-action report (loose-leaf format recommended). Report should include at least the following:
 - a) Narrative summary of planning and implementation of the observance.
 - b) Include lessons learned, pitfalls, success stories, and recommendations for future observances.
 - c) List of all committees and their respective members, organizations, telephone numbers, and tasks each member performed.
 - d) Minutes of all committee meetings.

- e) Copies of any printed materials used (e.g., programs, invitations, tickets, press releases, parking permits, etc.).
- f) Invitation list used.
- g) Copy of all correspondence (sent or received) related to the observance.
- h) Miscellaneous materials of potential value to planners of similar future events.

Sample Program

Name of Observance
Date

Pre-Program Concert
Welcoming Remarks
Presentation of the Colors
National Anthem
Invocation
Introduction of Special Guests (may include remarks)
Musical Interlude, audio-visual program, and/or selected reading
Introduction of Guest Speaker
Keynote Address
Benediction or Closing Remarks
Retirement of Colors

In addition to a central command ceremony, actions and programs during an observance might include:

- ❖ News articles in base/post/installation/command newspapers. Background articles may include excerpts from this Guide, announcements of local observances, and command-specific or location-specific material.
- ❖ Daily Bulletin/Weekly Bulletin/Plan of the Day notes.
- ❖ Exhibits and displays, including bulletin board/gate plaque announcements of the observance.
- ❖ Command Information presentations.

Sample Memorandum (Requesting Participation)

MEMORANDUM FOR (Refer to your Service directive on correspondence preparation)
SUBJECT: (Name of Observance)

This is to request your participation in subject ceremony. Traditionally, the President has declared (month/week) as (name of Observance) month/week, and has supported this event by issuing a Presidential Proclamation. Accordingly, we have prepared a memorandum for your signature as part of the program that will be distributed at this observance.

Your participation in this year's (name of observance) would greatly enhance the program. The theme of this year's observance is _____. We would appreciate your making opening remarks regarding the (importance of the subject). If (name of speaker) accepts the invitation to attend as our special guest, we would also appreciate your introducing him/her.

We propose to invite (name of speaker) as the guest speaker, who is the (brief identification of guest speaker). His/her biography and photograph are attached. If you approve, please sign the attached letter of invitation to (name of speaker).

The observance is scheduled (date) at (time) at (place). We recommend you host a reception immediately following the ceremony from (time) to (time). Request your concurrence.

Sample message from

(Name and Title)

(Name of Observance) (Year)

I am pleased to welcome all that have joined us today to celebrate the very special contribution of (group) to the defense of our Nation. The theme for this year's (observance) is (_____).

This ceremony is dedicated to the commemoration of all (group) who have contributed so much to our Nation and our American culture. Contributions made by (group) have been truly outstanding and the Nation acknowledges these contributions by honoring them today.

Please join us as we salute our fellow (group) and pay tribute to all the aspects of their lives which have been interwoven into and have deeply enriched the fabric of the United States of America.

Sample Invitation Letter for Speaker

Speaker's Name

Title

Address

City, State and Zip Code

Dear Mr./ Mrs./Ms.

On (date), the (name of organization sponsoring observance) is sponsoring an observance in honor of (group). This will mark the (number) annual national celebration of the role of (group) in all segments of life in this Nation.

This year's theme is (state the theme).

On behalf of (host organization), it is my privilege to invite you to be our guest speaker. It will be a great honor if you are able to accept our invitation.

The program will take place (date) from (time) to (time) with a reception to follow. (The person/office) is coordinating this effort and is available to provide additional details. They can be reached at (area code)-(phone number).

I look forward to your participation in the celebration of (observance) (year).

Sincerely,

(senior commander)

Sample News Release

POST/BASE

(NAME OF ORGANIZATION HOSTING EVENT)

(Rank/name of senior officer officiating), will participate in a commemorative ceremony observing (observance), (day/date) at (time) in the (location).

Joining (rank/name) in this year's observance is (guest speaker's name), who is (brief identification of guest).

This observance will incorporate the theme (title of theme).

Sample Request for Commander's Signature

MEMOANDUM FOR (Refer to your Service directive on correspondence preparation.)

SUBJECT: (Observance and year) Letter of Appreciation to (name of speaker)

This is to request your signature on the attached letter to (name of speaker) thanking (him/her) for providing the keynote address at the (name of observance), held on (date).

Sample Speaker Thank You Letter

Address:

Dear (Speaker):

I would like to personally thank you for your interest, support, and participation, in our observance of (observance) on (date) and for sharing your personal thoughts, and sincere and warm concern for the men and women in the (sponsoring organization).

Your inspiring and educational speech was the highlight of this year's observance. You were able to help us understand and feel the grandeur and importance of the historical times in which we live. It enhanced our comprehension of (group)'s participation in contemporary American society. We are indeed fortunate to have citizens such as you who are willing to give their personal time and lend their talents to ensure the success of such programs. Your participation attests to your character and professionalism.

Again, many thanks for your interest, support, and outstanding presentation.

Sincerely,

(senior commander)