



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 5060.1C

011

28 APR 2014

NAVCRUITDISTOHIO INSTRUCTION 5060.1C

From: Commanding Officer, Navy Recruiting District Ohio

Subj: RETIREMENT CEREMONY PROCEDURES

Ref: (a) MILPERSMAN 1800-010
(b) SECNAVINST 1650.1H

Encl: (1) Sample Letter Request for Retirement Ceremony
(2) Retirement Ceremony Timeline
(3) Retirement Action Officer Letter
(4) Retiree/Ceremony Information Sheet
(5) Guest Speaker Biography Sheet
(6) Program Planning Guide
(7) Additional Options for Retirement Ceremonies
(8) Sample Retirement Letter for Member
(9) Sample Retirement Letter for Spouse
(10) Retirement/Fleet Reserve check list for Retirement Action Officer
(11) Retirement/Fleet Reserve check list
(12) Flag Request
(13) Flag Ceremony for Retirements
(14) Governor's Request Letter
(15) The Watch
(16) Sequence of Events
(17) Contact Information for Flag Flying

1. Purpose. To revise standard procedures and assign responsibilities for retirement ceremonies conducted for Navy Recruiting District (NRD) personnel.

2. Cancellation. NAVCRUITDISTOHIOINST 5060.1B.

3. Discussion. Reference (a) prescribes the retirement ceremony as an appropriate expression of appreciation for a service member's many years of faithful and honorable service devoted to their country. This instruction also sets forth the minimum recognition to be provided to retirees who decline a formal ceremony.

2 8 APR 2014

4. Formal Retirement Ceremony. A formal retirement ceremony, if requested by the member, will be conducted for military personnel attached to NRD Ohio and presided over by the Commanding Officer, Navy Recruiting District Ohio or an officer of choice selected by the retiree. Enclosure (1) is provided as a sample for retirees requesting a formal ceremony. A formal retirement ceremony will include presentation of awards/certificates and a piping over the side.

5. Informal Retirement Ceremony. An informal retirement ceremony is appropriate when the retiree does not desire a formal ceremony. An informal ceremony will consist of a departure call with the Commanding Officer and presentation of awards/certificates.

6. Responsibilities

a. Retirement Action Officer/Sponsor. The Executive Officer (XO) is responsible for the coordination of this program when the person retiring is an officer. The Command Master Chief (CMC) is responsible for the coordination of this program when the person retiring is enlisted. After the member has requested a ceremony, the Action Officer/Sponsor is assigned by the XO or CMC. It is the primary responsibility of the Action Officer/Sponsor to ensure that all aspects of the retirement ceremony are addressed. The Action Officer/Sponsor will ensure that all assigned tasks are on schedule and will act as the primary point of contact for all aspects of the ceremony. Continual follow up is required. The Action Officer/Sponsor must be familiar with this guide and be prepared to complete any remaining tasks. The Action Officer/Sponsor will act as overall coordinator for the retirement ceremony and will:

(1) Contact retiree and initiate the time line continued in enclosure (2).

(2) Present a copy of the Retirement Action Officer/Sponsor Letter to the retiree. A sample of this letter can be found in enclosure (3).

(3) Carefully read through the entire timeline provided in enclosure (2). Pay particular attention to the listed time lines for each task.

2 8 APR 2014

(4) Initiate the time line and ensure that each task is assigned and that all assignments are fully understood.

(5) Have retiree fill out the Retiree/Ceremony Information Sheet. Refer to enclosure (4).

(6) Ensure that the retiree requests the attendance of and obtains biographic information for the designated guest speaker as soon as possible. If necessary, refer to enclosure (5) for guidance as a sample of the Biography outline to use. Be sure to obtain permission from the guest speaker prior to omitting any portion of his/her biography.

(7) Ensure that an appropriate article is prepared and submitted for inclusion into the Plan of the Week. Inform retiree of intention to publish article.

(8) If ceremony is held at NRD Ohio, contact security to arrange for guest access and parking.

(9) Use the Program Planning Guide found in enclosure (6) as a means of keeping track of all aspects of ceremony planning and planning progress.

(10) Complete OPNAV 1650/3, Personal Award Recommendation, per reference (b), for the desired award level, if an award for exceptional service is recommended. The recommendation will be completed and forwarded through the chain of command to the Commanding Officer at least 90 days before the retirement ceremony in order to ensure timely processing. An award of Meritorious Service Medal or higher will be submitted 120 days prior to retirement.

(11) Inform the member about the U.S. Navy Memorial Log. There is no cost to the individual to submit his/her information in the log. Instructions for requesting a log entry are provided in enclosure (7).

(12) Arrange for a Boatswain's Mate, if a formal ceremony is desired. The Retirement Action Officer/Sponsor will consult with the retiree on the selection of sideboys. Have retiree designate Sideboys if required.

(13) Prepare a retirement letter, per enclosure (8), listing the retiring member's duty stations and awards. Forward the letter through the chain of command to the Commanding Officer for signature no later than 30 days prior to the date of the ceremony.

(14) Prepare spouse/family Letter of Appreciation, per enclosure (9), if applicable. Forward the letter through the chain of command to the Commanding Officer for signature no later than 30 days prior to the date of the ceremony.

(15) Arrange for invitations and programs if desired. Reference (c) provides guidelines for approval. If the request for a command sponsored retirement ceremony is approved by the Commanding Officer, invitations and programs may be funded by retiree's departmental Operating Target (OPTAR). All printed items must be reviewed and approved by the Commanding Officer

(16) Prepare a shadow box for presentation if desired. As appropriated funds can not be used for this, funding will be obtained by other means (i.e. CPO Mess, FCPOA, "passing the hat", etc.).

(17) Arrange with the CMC/XO for departure call with the CO as well as time and place for presentation of awards and/or certificates no later than two months prior to the date of ceremony.

(18) Inform chain of command at least 60 days in advance of retiree's desired ceremony date.

(19) Inform the CMC of ceremony details.

(20) Enclosures (10) through (17) are provided to ensure consistent conduct of retirement ceremonies and to be used as a point of reference for action officers.

b. Public Affairs Officer (PAO) will assist the Retirement Action Officer/Sponsor in obtaining information regarding previous duty stations and personal awards. The Command Career Counselor (CCC) will prepare a certificate of appreciation for

2 8 APR 2014

retiree's spouse/family, if applicable, and ensure retirement certificates are received from Navy Personnel Command.

A handwritten signature in black ink, appearing to read 'John L. Nguyen', is positioned above the printed name.

JOHN L. NGUYEN

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/ohio/ohio-latest-info.htm>

SAMPLE REQUEST FOR RETIREMENT CEREMONY LETTER

From: (Member's rank/rate and name)
To: Commanding Officer/Commander, _____

Subj: REQUEST FOR RETIREMENT CEREMONY

Encl: (a) MILPERSMAN 1800-010
(b) BUPERSINST 1710.11C

1. I will transfer to the Fleet Reserve/Retired List on _____ . Under the guidelines of reference (a), I respectfully request a command sponsored retirement ceremony as follows:

- a. Date:
- b. Time:
- c. Location:
- d. Master of Ceremonies:
- e. Guest of Honor/Speaker:
- f. Band service desired? (Yes/No)
- g. Honor Guard service desired? (Yes/No)
- h. Approximate number of guests: Military: (excluding command personnel) Civilian:
- i. Immediate family members who will attend: (include name, relationship, residence (city, state))
- j. Command participation desired? (Yes/No) If Yes, specify extent: (e.g., all officers, all CPOs, all personnel, all department personnel, etc)
- k. Uniform: Official Party_____ Military Guests_____ Civilian Attire_____

Enclosure (1)

- l. Photographer desired? (Yes/No) Video Taping? (Yes/No)
- m. Chaplain (invocation/benediction) desired? (Yes/No)
- n. Nominee for sideboys: 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____ 7. _____ 8. _____

o. Typed or printed invitations as follows: OPTION #1: Invitations for the ceremony mailed NLT (date). OPTION #2: Invitations for the retirement ceremony to me NLT (date) for mailing.

- p. Retirement ceremony program desired? (Yes/No)
2. I intend to provide post ceremonial refreshments: (Yes/No)
- a. Cake? (Yes/No)
- b. Coffee/soft drinks? (Yes/No)
3. I intend to host a reception: (Yes/No)
- a. Date:
- b. Times:
- c. Location:
- d. Approximate number of guests:

I understand that all costs associated with providing and serving post ceremonial refreshments and/or a reception, including cost of invitations and postage, must be borne by me and may not be paid for from non-appropriated funds. See reference (b).

Very respectfully,

(Member's rank/rate, name), USN

NAVCRUITDISTOHIOINST 5060.1C
2 8 APR 2014

RETIREMENT CEREMONY TIMELINE

<u>DAYS BEFORE CEREMONY</u>	<u>EVENT</u>
120 days	Submit requests for Presidential Certificates, flags, Governor's letters
120 days	Submit award input to ADMIN (NCM or higher)
90 days	Submit award inputs to ADMIN (NAM or lower)
90 days	Order shadow box Purchase items/devices for shadow box
60 days	Provide date and location of ceremony
45 days	Begin luncheon arrangements Select coordinator and Master of Ceremony
45 days	Purchase retirement gift
45 days	Complete first draft of program Prepare script
30 days	Select music and prepare tape
30 days	Verify all certificates have been received and are having correct name and date Presidential Certificate Fleet Reserve Certificate Retirement Certificate Spouse Certificate of Appreciation Flag Certificate(s)
30 days	Flag flown over desired location
20 days	Verify availability of Boatswain's
20 days	Verify receipt of flown flag

Enclosure (2)

NAVCRUITDISTOHIOINST 5060.1C
2 8 APR 2014

20 days	Verify availability of music
15 days	Verify official party assignments
10 days	Verify shadow box completion Order flowers for spouse/family
10 days	Verify chaplain availability
10 days	Verify availability of photographer

NAVCRUITDISTOHIOINST 5060.1C
2 8 APR 2014

This is the memo that may be provided to the member to notify them of who their Retirement Action Officer is.

Date

From:

To:

Subj: RETIREMENT CEREMONY

Encl: (1) Retiree Information Sheet
(2) Biography Information Sheet

1. I will be your Retirement Action Officer for your upcoming retirement ceremony. As such, you can direct/sponsor all questions concerning your ceremony to me. It is my intent to make your ceremony a memorable occasion for you and your family, and a worthy tribute for your service to your country.

2. While it is my intention to minimize the impact the retirement ceremony will have on you and your family as you prepare for life after the Navy, certain actions will be required on your part. In order to properly prepare for this occasion, please fill out and return enclosures (1) and (2). If you desire to notify guests via a written invitation, please let me know as soon as possible to allow time for command printing at no cost. If you opt to send out invitations on your own please let me know how many guests you desire to invite.

3. Administrative matters pertaining to your retirement will be handled by the Military Personnel Office, Command Career Counselor, and PSD. Please contact me with any concerns you have about your retirement ceremony.

Respectfully,

Enclosure (3)

2 8 APR 2014

RETIREE INFORMATION SHEET

1. Name _____
2. Rate/Rank _____
3. SSN _____
4. Dept/Div _____
5. Office Phone _____
6. Ceremony Date _____
7. Ceremony Location _____
(If outdoors, foul weather location) _____
8. Start Time _____
9. FLTRES/RETIREMENT Date _____
10. Terminal Leave Date _____
11. Sponsor Name _____
12. Sponsor Phone _____
Dept/Div _____
13. Where would you like your US Flag flown _____
14. Where did you come into the Navy _____
15. Home of Record _____

19. Future intentions (employment, relocation, etc.)

CEREMONY INFORMATION

1. Master of Ceremonies_____

Phone_____

2. Guest Speaker_____

Phone_____

3. Chaplain (if invocation/benediction
desired)_____

4. Honorary Sideboys

5. Ushers/Escorts

2 8 APR 2014

GUEST SPEAKER BIOGRAPHY SHEET

1. Name _____ Rank/Rate _____

2. Birthplace _____

3. Date and Place Entered
Military _____

4. Schools and Colleges attended to include any degrees
obtained:

5. Commissioning Date _____

6. NROTC Date _____

7. Duty Assignments: List all duty assignments to present date
including dates served

At Sea _____

Ashore _____

2 8 APR 2014

8. Awards: List all awards by ranking

9. Family Data:

Spouse Name (Maiden Name) _____

Spouse Birth Place _____

Names and Ages of Children

Current Residence _____

This is an example of what can go into the program

PROGRAM PLANNING GUIDE

Front

SPELLED OUT RATING/RANK

WARFARE DISIGNATION
FULL NAME

RATING SYMBOL
IF AVAILABLE

DATE

Inside cover

LOCATION

P. 1. Schedule of events

Parading of colors

Arrival of Official Party

Star Spangled Banner

Invocation

Master of Ceremonies
NAME

Guest Speaker
NAME

Presentation of Shadow Box
NAME

Remarks
NAME

Benediction

Retiring of Colors

Piping over the side

Sideboys
LIST OF NAMES

Special Thanks to my sponsor NAME
Boot camp picture

Bio:

NAVCRUITDISTOHIOINST 5060.1C
2 8 APR 2014

List of duty stations

NAVCRUITDISTOHIOINST 5060.1C
2 8 APR 2014

List of Awards

"GOING ASHORE"

ADDITIONAL OPTIONS FOR RETIREMENT CEREMONIES

U.S. Navy Memorial Log Entry

Contact:

U.S. Memorial
Attn: Navy Log Department
701 Pennsylvania Avenue
Washington, DC 20004-2608
Telephone: (202)737-2300, Ext. 730

There is no cost for the memorial log. For each log entry, provide name, date and place of birth, dates of service, and highest rate or rank held. You can also include the retiree's photograph into the log. Include date and place photograph was taken.

You can go online at: www.navylog.org.

When you get to the Memorial Log Page, click on the above Tab "Navy Log" and that will bring up a box and in the box click on "Add A New Log" and follow the directions after that. Also in that box there are other options such as adding a photo etc.

SAMPLE RETIREMENT LETTER FOR MEMBER

From: Commanding Officer, Navy Recruiting District Ohio,
Columbus, OH
To: (Retiree)
Subj: LETTER OF APPRECIATION

1. On the occasion of your transfer to the Naval Fleet Reserve (or Retired List) after ____ years of active Naval service, it is my pleasure to convey the appreciation of the President, the Secretary of the Navy, and the Chief of Naval Operations. You consistently performed your duties in an outstanding manner while enduring many hardships and separations from your family and friends. Your contributions to the Navy's mission and to the improvement of those commands in which you have served have been continuous. Your expertise and professionalism will be sorely missed.
2. As evidenced by your record of exemplary performance, you can reflect with great pride on your Naval service. During your career, you were awarded (list awards in order of precedence).
3. Your assignments while on active duty have included: (list duty stations in chronological order.)
4. As you depart active Naval service, please accept the gratitude of an indebted nation and my personal appreciation for the sacrifices you have made throughout your long career. Best wishes to you and your family for continued happiness and success. Smooth Sailing and Godspeed!

Commander, U. S. Navy
Commanding Officer

2 8 APR 2014

SAMPLE RETIREMENT LETTER FOR SPOUSE

Dear (Spouse's name),

Today, your (husband/wife) will complete _____ years of military service. When reflecting on a Naval career, one frequently thinks of the hardships to which the Navy member is subjected. While not detracting from the service member, the spouse deserves great credit for making (his/her) own sacrifices such as the demands of long separations. The Navy spouse must be a parent, carpenter, electrician, homemaker, chauffeur, moving van crew, foreman, gardener and mechanic. Although you have never been required to stand an inspection or render a salute, the outstanding assistance you have given your (husband/wife) can be rightly termed as service to our country.

It is a pleasure to express my grateful appreciation for your unselfish, faithful and dedicated support which ensured that your (husband/wife) was able to complete an honorable career in keeping with the highest traditions of the United States Naval Service. You have helped immeasurably to make possible your (husband's/wife's) successful Naval career. On behalf of the men and women of the United States Navy and the Navy Recruiting Command we want to offer our congratulations for a job "Well Done!"

Sincerely,

Commander, U.S. Navy
Commanding Officer

Enclosure (9)

2 8 APR 2014

RETIREMENT/FLEET RESERVE CHECK LIST FOR
RETIREMENT ACTION OFFICER

For: Name/Rank/Corps _____ Ext: _____

Date: _____ Time/Length of
Ceremony: _____

Site: _____

Date/Place Reserved: _____ POC: _____

Rehearsal(s):

Date/Time _____

Date/Time _____

Date/Time _____

Reception: Time/Location _____

Command Sponsorship approved by _____ (CO/XO only)

_____ Contact Chaplain

_____ Brief Commanding Officer- NLT 60 days prior to
ceremony and as needed thereafter

_____ Master of Ceremonies: Name/Rank _____

_____ Master Binder for MC at Lectern:
Ensure all copies of Certificates, Letters, Orders,
etc. are enlarged & placed in sequential order for
Master of Ceremonies to read

2 8 APR 2014

- _____ Guest Speaker: Name/Rank _____
(Guidelines for speech- no more than 10 minutes)
- _____ Reception/Cake Set Up/Break Down:
Coordinate with Retiree/ who pays for Cake?
- _____ Publicity: NRD PAO - Hometown News Release
- _____ Invitations: Ordered/Preferably e-mail RSVP
Who pays for Invitations/Postage/Who Coordinates List
Identify uniform of participants/guests
- _____ Programs:
Designs/Printing/Biography of Retiree & Guest Speaker
Approved by the Commanding Officer
- _____ Directions to Ceremony Site:
Usually included in Invitations
- _____ Reserved Parking/Traffic:
Notify Dept Head, Operating Management via
Memorandum, Supply guest list for parking spaces.
Control piping ashore if held outside
- _____ Type of Ceremony (Inside/Outside)
- _____ Determine site with alternate foul weather site
- Uniform (Options):
 - _____ Summer White with Ribbons
 - _____ Service Dress White with Ribbons
 - _____ Full Dress White with Medals and Gloves
 - _____ Winter Blue with Ribbons
 - _____ Service Dress Blues with Ribbons
 - _____ Full Dress Blue with Medals and Gloves
(Optional) O-4 & Higher, Authorized Swords with
 - _____ Full Dress
 - _____ Stage

- _____ Chairs (how many, arrangement, who supplies)
Ensure there is enough room for Color Guard to
proceed down aisle

- _____ Designate VIP chairs for retirees/VIP guests.
Make neat computer tags to place on chairs to
reserve. Coordinate this with Head Usher

- _____ 2 Lecterns (MC & Guest Speaker/Retiree)

- _____ Glasses of Water for Speakers

- _____ 2 Microphones

- _____ Speaker system

- _____ Flags

- _____ Bullets (Line)

- _____ Ship's Bell

- _____ Bell Ringer (Person)
Coordinate number of bells with number of
dignitaries arriving, etc. If unsure, contact
a Boatswain's Mate

- _____ Diagram of Ceremony Site. To be used for
rehearsal

- _____ Band/Music
Coordinate music sequence & special music
desired by retiree. Coordinate this with
Bandmaster assigned to the ceremony. Contact
5 day's prior and reconfirm days before
ceremony

- _____ Determine how many chairs band will need.
Arrange IAW Bandmaster

- _____ Identify seating arrangement on stage

- _____ Compile list of VIP's
Provide detailed list to Commanding Officer
- _____ Identify Head Usher & Ushers
- _____ Seating Diagram for Ushers/Label reserve
seating
- _____ Ensure Head Usher brings programs to ceremony
site
- _____ Identify Sideboys
- _____ Identify Flag Detail for pass & presentation
of the National Ensign.
- _____ Identify Photographer/Video: Official
Photographer
- _____ Identify Parking Lot Attendants: Coordinate
VIP Parking with attendants
- _____ Signs/Cones/Rope to Mark off Parking lot
- _____ Signs to Designated VIP Parking
- _____ Identify Boatswain's Mate
- _____ Request Color Guard
- _____ Flowers for Spouse/Children
- _____ Establish Practice Dates: Draft Notice (if
applicable)
- _____ Ensure coordinator has all the things being
Presented
- _____ Awards Table for Items Being Presented
- _____ Tablecloth (make sure it fits the table)

NAVCRUITDISTOHIOINST 5060.1C
2 8 APR 2014

- _____ Request Official Vehicles used for Retirement.
(Contact Department Head, Operating Management)

- _____ Request Official Vehicles used for Retirement.
(Contact Department Head, Operating Management)

- _____ Identify Vehicle Retiree will depart ceremony after being Piped Ashore

- _____ Identify Drivers (ensure drivers are licensed)

- _____ Ensure MC has list of VIP's to recognize in audience

- _____ Ensure Proper Flag Precedence; Position on Stage. Ensure Flags don't Obstruct MC's View.

- _____ Speak with Bandmaster to Discuss Music & Liaison with MC to Coordinate Cues

Potential Items of Recognition: Minimum 90 days prior to ceremony.

- _____ Command Award

- _____ Retirement Orders

- _____ Retirement Certificate:
Officer's certificate requires calligraphy

- _____ Certificate from Commander in Chief
(Presidential Retirement Certificate).
Normally received with retirement package from BUPERS. If not contact:

Navy Personnel Command
Bldg. 791 PERS 823
5720 Integrity Drive

2 8 APR 2014

Millington TN 38055-0823

DSN: 882-3247/3186

C: (901) 874-3247/3186

- _____ Letter from Governor of Home State
- _____ Letter from Senator
- _____ Letter from Congress person
- _____ Spouse Retirement Certificate
- _____ Shadow Box/Brass Plates and items
- _____ Flag: Determine from Retiree where they want their flag flown over
- _____ Determine from Retiree whether they want the Flag Presented in a Passing of the Flag Ceremony or in the Shadow Box
- _____ Command Plaque
- _____ Certificate/Plaque/Letter "The Watch": Normally, read before the Retiree is Piped Ashore
- _____ Gift from Command or other Organizations
- _____ Flowers to Present to Spouse/Family members
- _____ Spouse/Children Appreciation Certificate
- _____ Identify/Draft/Send "Thank You Letters" for the Main Participants and Coordinators of the Ceremony Recommend this be done by Coordinator since they should know who has done what. Also, if possible include copies of pictures of the ceremony when personnel appear with the Thank You Letters. In cases when a Flag Officer is involved and pictures are taken, e.g., with Color Guard or Flag Detail; try to get Flag Officer's Autograph for Service Member.

Suggested timeline for ceremony:

Opening

Welcome

Posting (All three combined 10 minutes)

Chaplain

CO's greetings 3-5 minutes

Guest Speaker 10 minutes

Awards 10 minutes

Retiree Speech 10 minutes

Flag Ceremony 10 minutes

Request permission to go ashore/Watch Poem 5 minutes

Piping 3-5 minutes

2 8 APR 2014

RETIREMENT/FLEET RESERVE CHECK LIST

For: Name/Rank/Corps _____ Ext: _____

Date: _____ Time/Length of Ceremony: _____

Member

Location requested:

If Member set up list

Date/Place Reserved: _____ POC: _____

Rehearsal(s):

Date/Time _____

Date/Time _____

Date/Time _____

Member

Reception:

Time/Location _____

Type of Ceremony (Inside/Outside)

Determine site with alternate foul weather site if outside

Please note items below with your wishes:

1. Benediction: (Chaplain, etc.) Please note who you would like.

2. Who you would like to officiate?

3. Requested Master of Ceremonies:

Name/Rank _____ Phone _____

4. Requested Guest Speaker:

Name/Rank _____ Phone _____
(Guidelines for speech- no more than 10 minutes)

5. Do you want a Reception: Yes/No

Where: _____

Cake: _____ Set Up/Break

Down: _____

Who pays for Cake? _____

6. Publicity: Where to have NRD PAO/Hometown News Release

7. Invitations: Ordered/Preferably e-mail RSVP

Who pays for Invitations/Postage/Who Coordinates
List?

Identify uniform of participants/guests

8. Programs: Designs/Printing/Biography of Retiree &
Guest Speaker.

9. Circle one: Uniform (Options)

Summer White with Ribbons

Service Dress White with Ribbons

Full Dress White with Medals and
Gloves

Winter Blue with Ribbons

Service Dress Blues with Ribbons

Full Dress Blue with Medals and
Gloves

2 8 APR 2014

(Optional) O-4 & Higher, Authorized
Swords with Full Dress

10. Bell Ringer (Person) if there is someone special you would like to have _____.

11. Band/Music, Request IAW Local Base Directive. Coordinate music sequence & special music desired by retiree. Coordinate this with Bandmaster assigned to the ceremony. Contact 5 day's prior and reconfirm days before ceremony.

12. Request for NNMC Choir if requested by retiree

13. Compile list of VIP's (Ensure CO is briefed)

14. Identify Head Usher & Ushers

15. Identify Sideboys

16. Identify Flag Detail for pass & presentation of the National Ensign.

Flag: Determine from Retiree where they want their flag flown over_____.

Determine from Retiree whether they want the Flag Presented in a Passing of the Flag Ceremony or in the Shadow Box_____.

17. Shadow Box/Brass Plates and items:

Where is the shadow box coming from?

Name _____ Number _____

Where are medals/contents coming from?

Name _____ Number _____

Special items for shadow box?

18. Identify Photographer/Video: Official Photographer
19. Identify Boatswain's Mate.
20. Are you requesting a Color Guard? Yes / No
21. Flowers for Spouse/Children:
22. Certificate from Commander in Chief (Presidential Retirement Certificate). Give to us for presentation-Normally received with retirement package from BUPERS. If not contact:

Navy Personnel Command
Bldg. 791 PERS 823
5720 Integrity Drive
Millington TN 38055-0823
DSN: 882-3247/3186
C: (901) 874-3247/3186

23. Would you like?
 - Letter from Governor of Home State
 - Letter from Senator
 - Letter from Congress person
24. Do you want "The Watch": Normally, read before the Retiree is Piped Ashore.

2 8 APR 2014

FLAG REQUEST EXAMPLE

Date

From: Sponsor, Navy Recruiting District Ohio,
3990 East Broad Street, Columbus, Ohio 43213

To: Commander, MINE SQUADRON THREE, 120 Coral Sea Road
Suite 63A, ATTN: GMGCM (SW) Robert Eisenberg,
Ingleside, TX 78362-5034

Subj: REQUEST FOR FLAG TO BE FLOWN ABOARD USS CHIEF
(MCM 14)

Encl: (1) United States Flag

1. Request enclosed flag be flown aboard USS CHIEF (MCM 14) in honor of RMCM John Doe who is retiring after 25 years of honorable service on 4 October 2002.

2. Point of contact for this request is Sponsor's name and phone number.

Name
Rate USN

Copy to:

Enclosure (12)

2 8 APR 2014

FLAG CEREMONY FOR RETIREMENTS

The following script is slowly read, with pauses sufficiently spaced, to allow the National Ensign to be solemnly passed from one sideboy to the next and ultimately to the retiree.

The passing of the Ensign should be conducted with slow salutes; once from the receiving sideboy and once from the flag bearer. This ceremony will fit into that section of the retirement when the retiree receives their flag.

We do not know the author or authors of this work; otherwise we would gladly - and proudly - list their name(s). But after you read it I am sure you will want to call it your "own" for we all share Old Glory.

"OLD GLORY"

I AM THE FLAG OF THE UNITED STATES OF AMERICA. MY NAME IS OLD GLORY. I FLY ATOP THE WORLD'S TALLEST BUILDINGS. I STAND WATCH IN AMERICA'S HALLS OF JUSTICE. I FLY MAJESTICALLY OVER GREAT INSTITUTIONS OF LEARNING. I STAND GUARD WITH THE GREATEST MILITARY POWER IN THE WORLD. LOOK UP AND SEE ME!

I STAND FOR PEACE - HONOR - TRUTH AND JUSTICE. I STAND FOR FREEDOM. I AM CONFIDENT - I AM ARROGANT - I AM PROUD.

WHEN I AM FLOWN WITH MY FELLOW BANNERS, MY HEAD IS A LITTLE HIGHER - MY COLORS A LITTLE TRUER - I BOW TO NO ONE!

I AM RECOGNIZED ALL OVER THE WORLD. I AM WORSHIPPED - I AM LOVED AND I AM FEARED!

I HAVE FOUGHT IN EVERY BATTLE OF EVERY WAR FOR MORE THAN 200 YEARS:

GETTYSBURG, SHILO, APPOMATTOX, SAN JUAN HILL, THE TRENCHES OF FRANCE, THE ARGONNE FOREST, ANZIO, ROME, THE BEACHES OF NORMANDY, GUAM, OKINAWA, JAPAN, KOREA, VIETNAM, IN THE PERSIAN GULF AND A SCORE OF PLACES LONG FORGOTTEN, BY ALL BUT THOSE WHO WERE THERE WITH ME.... I WAS THERE!

I LED MY SOLDIERS, SAILORS, AIRMEN AND MARINES. I FOLLOWED THEM AND WATCHED OVER THEM. THEY LOVED ME.

Enclosure (13)

2 8 APR 2014

I WAS ON A SMALL HILL IN IWO JIMA, I WAS DIRTY, BATTLE-WORN AND TIRED. BUT MY SOLDIERS CHEERED ME! AND I WAS PROUD!

I HAVE BEEN SOILED, BURNED, TORN AND TRAMPLED ON THE STREETS OF COUNTRIES THAT I HAVE HELPED SET FREE. IT DOES NOT HURT - FOR I AM INVINCIBLE.

I HAVE BEEN SOILED, BURNED, TORN AND TRAMPLED ON THE STREETS OF MY OWN COUNTRY - AND WHEN IT IS BY THOSE WHOM I HAVE SERVED IN BATTLE WITH - IT HURTS.

BUT I SHALL OVERCOME - FOR I AM STRONG! I HAVE SLIPPED THE BONDS OF EARTH AND FROM MY VANTAGE POINT ON THE MOON; I STAND WATCH OVER THE UNCHARTED NEW FRONTIERS OF SPACE.

I HAVE BEEN A SILENT WITNESS TO ALL OF AMERICA'S FINEST HOURS. BUT MY FINEST HOUR COMES WHEN I AM TORN IN STRIPS TO BE USED AS BANDAGES FOR MY WOUNDED COMRADES ON THE FIELD OF BATTLE -- WHEN I FLY AT HALF MAST TO HONOR MY SOLDIERS, MY SAILORS, MY AIRMEN, MY MARINES, AND --WHEN I LIE IN THE TREMBLING ARMS OF A GRIEVING MOTHER, AT THE GRAVESIDE OF HER FALLEN SON OR DAUGHTER--

I AM PROUD. MY NAME IS "OLD GLORY" - LONG MAY I WAVE, DEAR GOD, LONG MAY I WAVE.

GOVERNOR'S REQUEST LETTER EXAMPLE

Office of the Governor
State Capitol
Address
ATTN: Press Room

Dear Sir:

I respectfully request an appreciation letter from the Governor be forwarded to the below address on the occasion of Name retirement following _____ years of service in the United States Navy on Date. Enclosed is a sample letter.

Name retirement ceremony is scheduled for Date. Please forward the letter to arrive no later than Date to allow sufficient time to frame it for the presentation at his ceremony. Any questions concerning this matter can be directed to Name, USN, Title, at Phone Number.

Request return correspondence be sent to:

Navy Recruiting District Ohio
ATTN: Command Master Chief
3990 East Broad Street
DSCC Bldg. 10, Section 13
Columbus, Ohio 43213

Encl:
(1) Sample Appreciation Letter

2 8 APR 2014

EXAMPLE

Date

Name

Navy Recruiting District Ohio
3990 East Broad Street
DSCC Bldg. 10, Section 13
Columbus, Ohio 43213

Dear Rank and Name,

On behalf of the State of _____, it is a privilege to extend my deep appreciation for your _____ years of loyal and dedicated service to the United States Navy.

Your record of conduct, performance and devotion to duty reflect your allegiance to the highest standards of the military profession.

In your years of service, you have brought proficiency and expertise to your challenging assignments and have certainly been a tremendous asset to the Navy.

May you continue to find challenge and reward in the years ahead?

Sincerely,

Name
Governor

THE WATCH

Boatswain ... Stand By To Pipe the Side.

This order has been passed on naval ships from the 1500's through today. Spanish, French, English, Dutch. Yes, every Navy in the world has used the Boatswain's call and sideboys to bring aboard or send ashore its officers, visiting officers and all visiting dignitaries.

The sideboys would haul on the ropes and raise or lower the boarding platform so officers would not have to climb the rat lines (which were hanging over the side and used by the enlisted crew) when going ashore or aboard. This honor was extended to visiting officers, dignitaries, and port officials.

It was not uncommon for the Commanding Officer of a ship to order up the Jolly Boat, a crew of eight strong backs, sideboys, and boatswain to send an old shipmate and fellow officer to his shore retirement...home ... never to sail on naval ships again.

"All hands on deck" was passed, and speeches were made about great victories, battles fought upon the open sea, raging storms weathered, and voyages to distant and strange lands with ports-of-call others only dreamed about.

28 APR 2014

Then, a fine sword, a brace of pistols, a rifle or musket, or maybe a sea chest of fine wood and bound in brass was presented to remind him of crews and ships with which he had served. The Boatswain would stand tall the sideboys, and the retiree would request permission to go ashore; he stepped to the platform and the sideboys would lower away. As the Jolly Boat pulled away, the gunner would fire a salute from the ship's main battery and the retiree sat in the stern sheets ... going ashore.

In the late 1700's, the U.S. Navy set sail with new ideas, new goals, and a desire to build traditions that would stand the test of time. The U.S. Navy led the way in providing honors for crewmen. The 1800's saw enlisted men holding retirements for enlisted men for the first time. The Captain would allow the Jolly Boat to take the enlisted retiree ashore. After the Civil War, Commanding Officers began to hold enlisted retirement ceremonies to show the crew that they, and the Navy, recognized the contributions of enlisted crewmen.

Today, our Navy has given most of the pomp and circumstance, the honors, traditions, and ceremonies back

2 8 APR 2014

to history; time does not give us the freedom to do these things from the past. Nevertheless, we still have to stop all engines, lay about smartly, and drop anchor to pay honor to one of our shipmates going ashore. We honor the years served, the guidance, the leadership, the friendship, and the expertise that this shipmate has freely given for years.

"_____, USN"...Aye mates, for many years, this man has stood the WATCH. (Ring Bell, One Strike). While some of us lay in our bunks at night, this man stood the watch. (Ring Bell, One Strike). While others of us were attending school, this sailor stood the WATCH. (Ring Bell, One Strike). And yes, even before many of us were born, this shipmate stood the watch. As our families watched storm clouds of war building on the horizons of history, this shipmate stood the watch. (Ring Bell, One Strike).

Though he saw his family ashore, often needing his guidance, he still stood the WATCH. (Ring Bell, One Strike). For ___ years he has stood the watch so that we and our fellow countrymen could sleep soundly, in safety, each night.

Today, we are here to say, "Shipmate, The Watch Stands Relieved...", relieved by those you have led, guided, and trained.

"Chief, you stand relieved ... we have the watch!!"
Boatswains... stand by to pipe the side... shipmate, going ashore.

2 8 APR 2014

This is an example of the sequence of events that should be happening during the ceremony.

Retiree's Rate and Name
Fleet Reserve Ceremony
Day/Month/Year/Time

Master of Ceremonies:
Presenter:

SEQUENCE OF EVENTS

0830: Ushers, Escorts, and Sideboys muster in _____
Quarterdeck for briefing. Stand-by to escort
visitors into the auditorium.

Master-At-Arms assists Program Director with last
minute details. Ensure reception area is readied,
awards table is set up, color guard is pre-briefed,
video is ready, bell in place, and still and video
photographers are in place.

0845: Master of Ceremonies takes position. Official party
in position for entrance. Special guests in
position for entrance.

0900: Prelude music begins.

All guests are present and seated. All doors are
closed.

Escorts seat special guests:

1. () escorts (spouse)
2. () escorts children
3. () escorts parents

0905: Prelude music terminates

0905: Fleet Reserve Ceremony Commences

2 8 APR 2014

MC: "Will the guests please rise for the arrival of the Official Party and remain standing for the parading of the Colors and the playing of our National Anthem." "Military Participants Cover"

Official Party arrives in the following order:

CG: After the Official Party is in place, "Parade the Colors"

Music: The National Anthem is played (**Military Salute**)

CG: Retire the Colors

Invocation

MC: "Would the guests please be seated." "Military Participants Cover" (Pause)

Opening Remarks:

(Example)

"Good morning, I would like welcome all of you to this special occasion marking the retirement of _____. I extend an especially warm welcome to _____, _____, _____ and _____. I know that you, more than any one of us, are vividly aware of the sacrifices that _____ has made in the service of our country, and I speak for the entire command when I say how pleased we are to have you here today".

"The Military Retirement Ceremony is a time honored tradition where we pay tribute to a shipmate and recognize years of dedicated service to our nation

2 8 APR 2014

and the freedoms we all enjoy. We are proud to share this with _____ at the end of his distinguished military career, and what we all know will be a prosperous and successful new beginning."

Perhaps hit the highlights of _____'s BIO.

"It gives me great pleasure to introduce the Guest Speaker for today's ceremony, _____."

GS: _____'s Remarks

MC: "Attention to Awards, guests please rise."

End of Tour Award

MC: Guests may be seated.

MC: Commanding Officer will now present the State of _____ Letter and Certificate of Appreciation

MC: Commanding Officer will now present the State of _____ Letter of Appreciation

MC: Commanding Officer will now present the State of _____ Letter of Appreciation

MC: _____ Present Command Plaque

MC: _____ Present MCPONs Certificate and Letter (if retiree is a Chief Petty Officer)

MC: "I'd like to introduce _____ for the purpose of presentation."

2 8 APR 2014

MC: "This Shadow Box is commemorative of a fine shipmate's Naval career. In it his Medals, Warfare Pins, Ribbons and career are safely contained to remind him of his successful service to his country.

In this Shadow box is also the United States flag. This flag had the distinction of being flown over _____, _____. It was also raised over the _____ on this date in honor of our retiring shipmate."

CPOA/FCPOA: Presents Shadow Box and flag certificates

MC: "I'd now like to introduce _____ for the purpose of presentation"

CPOA/FCPOA: Presents CPOA/FCPOA Plaque.

MC: "It gives me great pleasure to introduce _____, United States Navy."

RETIRING MEMBER: Remarks and presentation of gift(s)

MC: Reads the "Watch"
"Commanding Officer will now present the Presidential Certificate of Appreciation."

MC: Reads Certificate

_____ Presents Presidential Certificate of Appreciation

MC: Reads Fleet Reserve Certificate
Presents Fleet Reserve Certificate

MC: "Will the guests please rise for the conclusion of this morning's ceremony." "Military Participants Cover"

BOSN: "Sideboys post"

Sideboys: Take up positions

2 8 APR 2014

RETIRING MEMBER: Salutes Commanding Officer, requests permission to go Ashore

Commanding Officer: Returns salute and states "Permission Granted"

Donovan: Assumes departing position

Bell: Sailor renders appropriate departure Bells

BOSN/Sideboys: Render departing honors

BOSN: "Sideboys Out"

Escorts: Escort special guests out in same order as arrival, Family, Mother and Father

Official Party departs

Bells are sounded at the departure of Official Party as appropriate.

Official Party departs in reverse order of arrival.

MC: "Ladies and Gentlemen, this concludes this morning's ceremony. On behalf of the chief and his family, thank you very much for taking part in this time honored ceremony. You are all invited to attend a reception in honor of Name, Location."

Where Do You Want Your Flag Flown?

Points of Contact to fly flags over locations of interest.

Location	Address/Information	Phone Number
Arlington National Cemetery	ADMIN BLDG Historian Office ATTN: Tom Shurlock Arlington, VA 22211 You supply the flag, they will fly it and provide a certificate.	(703) 695-1622
Historic Ship NAUTILUS (SS N 571)	Send ensign and letter request to USS NAUTILUS PO BOX 571 Groton, CT 06349	(860) 694-3558
NAVAL SECURITY GROUP COMMAND	Send ensign and letter request to CNSG ATTN: NOOR 9800 Savage Rd Suite 6585 Fort Meade, MD 20755	(301) 617-3651
Naval Station Guantanamo Bay Cuba Northeast Gate	Send ensign and letter request to: Commanding Officer ATTN: Chief Master At Arms PSC 1005 Box 25 FPO AE 09593-0025	PRI: 011-53-99-4738 ALT: 011-53-99-4488 DSN: 723-3960 EXT 4738 or 4488
Navy Memorial	Flags flown at the memorial, along with the letter of authenticity can be purchased from the ship's store.	(202) 737-2300 Ext 731

2 8 APR 2014

U.S. Capital Honorable (Name of (202) 224-3121
 Congressman)
 U.S. House of Representatives
 Washington, D. C. 20515

USS ARIZONA Naval Station 808-474-1137
 Memorial Arizona Memorial Detachment
 Honors and Ceremonies

 Arizona Memorial Museum
 Association (808)422-
 1 Arizona Memorial Place 5664/5905
 Honolulu, HI 96818 FAX: 541-3168

 Fleet Reserve Association
 Pearl Harbor Honolulu Branch
 46
 PO Box 6067 (808) 422-2121
 Honolulu, HI 96818-0067
 (808) 473-2483

 COMSUBPAC
 Pearl Harbor, HI

USS CHIEF COMCMRON Three (512) 776-4880
 Building 100 DSN 776-4880
 1455 Ticonderroga Road
 Ingleside, TX 78362-5035
 Attn: Admin Department

The USS Chief's address is as follows:

 Commanding Officer
 USS CHIEF MCM-14
 FPO AA 34090-1934

Due to the ship's underway schedule they request you send flag requests and flags to the COMCMRON address.

CONSTITUTION Commanding Officer
 "Old USS USS CONSTITUTION
 Ironsides" Charlestown, MA 02129-1797
 Attn: Flag Coordinator

2 8 APR 2014

CONNECTICUT	Office of the Governor Hartford, CT 06106	(203)566-4840 FAX:(203)566-9677
DELAWARE	Legislative Hall Dover, DE 19901	(302)739-4101
FLORIDA	Office of the Governor The Capital Tallahassee, FL 32399-0001 POC: Sandra	(850) 488-1802 FAX:(850) 487-0801
GEORGIA	203 State Capitol Bldg Office of the Governor Atlanta, GA 30334-0900	(404)656-1776 FAX:(404)656-2612
HAWAII	State Capitol Executive Chambers Honolulu, HI 96813	(808)586-0034 FAX:(808)586-0006
IDAHO	State House Boise, ID 83720	(208)334-2100 FAX:(208)334-2175
ILLINOIS	207 State House Springfield, IL 62706	(217)782-6830 FAX:(217)524-1676
INDIANA	206 State House Indianapolis, IN 46204	(317)232-4567 FAX:(317)232-3443
IOWA	State Capitol Des Moines, IA 50314	(515)281-5211 FAX:(515)281-6611
KANSAS	State Capitol 20th FL Topeka, KS 66617	(913)296-3232 FAX:(913)296-6231
KENTUCKY	Office of the Governor Frankfort, KY 40601	(502)564-2611 FAX:(502)564-2735
LOUISIANA	Office of the Governor PO BOX 94004 Baton Rouge, LA 70804	(504)342-7015 FAX: (504) 342-8365

2 8 APR 2014

MAINE	State House STA1 Augusta, ME 04333	(207)287-3531 FAX: (207)287-1034
MARYLAND	State House ANNAPOLIS, MD 21401	(410) 974-3901 FAX: (410)974-3275
NEW MEXICO	State Capitol #417 Santa Fe, NM 87503	(505)827-3000 FAX: (505)827-3026
NEW YORK	Executive Chamber State Capitol Albany, NY 12224	(518)474-8418 FAX: (518)473-7669
NORTH CAROLINA	State Capitol Raleigh, NC 27603 POC: Joan Spencer	(919)733-2391 FAX: (919)733-5166
NORTH DAKOTA	State Capitol 600E Boulevard Bismarck, ND 58505	(701)224-2200 FAX: (701)328-2205
OHIO	Office of the Governor 77 S High St 30th Fl Columbus, OH 43266	(614)466-3555 FAX: (614)644-0951
OKLAHOMA	212 State Capitol Bldg Oklahoma City, OK 73105	(405)521-2342 FAX: (405)521-3353
OREGON	STATE CAPITOL BLDG #254 Salem, OR 97310	(503) 378-3111 FAX: (503)378-6075
PENNSYLVANIA	225 Capitol Bldg Harrisburg, PA 17120 ATTN: WA-LI	(717)787-2500 FAX: (717)783-1396
SOUTH CAROLINA	The State House PO Box 11369 Columbia, SC 29211	(803)734-9818 FAX: (803)734-1598
SOUTH DAKOTA	Executive Office State Capitol Pierre, SD 57501	(605)773-3212 FAX: (605)773-5844

2 6 APR 2014

TENNESSEE	State Capitol 7th Ave & Charlotte Nashville, TN 37243	(615)741-201 FAX: (615)741- 1416
TEXAS	State Capitol PO Box 12428 Austin, TX 78711	(512)463-2000 FAX: (512)463- 1847
UTAH	210 State Capitol Salt Lake City, UT 84114	(801)538-1000 FAX: (801)538- 1528
VERMONT	Pavillion State Office Bldg 109 State St Montpelier, VT 05609	(802)828-3333 FAX: (802)828- 3339
VIRGINIA	State Capital Richmond, VA 23219	(804)786-2211 FAX: (804)371- 6351
WASHINGTON	Office of the Governor PO BOX 40002 Olympia, WA 98504-0002	(360)753-6780 FAX: (360)753- 4110
WEST VIRGINIA	State Capitol Charleston, WV 25305	(304)558-2000 FAX: (304)342- 7025
WISCONSIN	State Capitol 115E State Capitol Madison, WI 53702	(608)266-1212 FAX: (608)267- 8983
WYOMING	State Capitol Building #124 Cheyenne, WY 82002	(307)777-7434 FAX: (307)632- 3909
AMERICAN SAMOA	Tauese P. Sunia Governor of American Samoa Governor's Office Pago Pago, Amer. Samoa 96799	(684)-633-4116
GUAM	Governor Gutierrez PO Box 2950 Agana, Guam 96910	(671)472-8931 FAX: (671) 477- GUAM

28 APR 2014

PUERTO RICO Oficina del Gobernador (787) 721-7000
 Gobierno de Puerto Rico (SwitchBoard)
 La Fortaleza
 San Juan, PR 00901

U.S. VIRGIN The Honorable Roy L. Phone: (809)
ISLANDS Schneider, M.D. 774-0001 or
 Government House 773-1404
 21-22 Kongens Gade Fax: (809)
 Charlotte Amalie 774-1361 or
 U.S. Virgin Islands 00802 778-7978