



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1800.1C

CCC

8 Jul 11

### NAVCRUITDIST PORTLAND INSTRUCTION 1800.1C

Subj: RETIREMENT CEREMONIES

Ref: (a) U.S. Navy Regulations, 1990  
(b) MILPERSMAN 1800-010

Encl: (1) Former Presidents Contact Information  
(2) National Ensign Contact Information  
(3) State Flag Contact Information  
(4) Retirement Ceremony Check Off List for Command Career Counselor  
(5) Retirement Ceremony Check Off List for Sponsor/MC  
(6) Sample Script  
(7) Retirement Ceremony Check Off List for Retiree  
(8) Sample Program  
(9) Sample Invitation

1. Purpose. To standardize the procedures for conducting retirement ceremonies as delineated in references (a) and (b) at Navy Recruiting District (NRD) Portland and to assign specific tasks, provide procedures to be followed, and to establish timelines for completion of tasks.

2. Cancellation. NAVCRUITDISTPORTLANDINST 1800.1B.

3. Background. The purpose of the retirement ceremony is to honor the retiree and their family for their many years of faithful service and sacrifice to their country. Although some retirees may not think that the command should go through the trouble of putting together a ceremony, it should be remembered that the retirement ceremony sends a powerful message to all who observe it and provides closure at the end of a career. It is meant to show that the Navy does not forget and does not take lightly the sacrifices endured during 20 or more years of service. This instruction should serve as the principal source of information for conducting retirement ceremonies at NRD Portland. Page 2 of reference (b) shall be used for all retirees who desire a retirement ceremony.

4. Responsibilities. Many personnel play a role in the successful completion of a retirement ceremony. Although not

all responsibilities can be listed in this instruction, this should serve as a template and a starting point for all actions.

a. Command Master Chief. The Command Master Chief is overall responsible for the management of retirement ceremonies at NRD Portland. All questions concerning details of this instruction should be addressed to the Command Master Chief.

b. Command Career Counselor. The Command Career Counselor is responsible for the management of all retirement ceremonies onboard NRD Portland. Responsibilities include, but are not limited to:

(1) Ordering of certificates, National Ensign and state flags using enclosures (1) through (3).

(2) Maintaining this instruction, including enclosure (4), which is provided as an administrative checklist.

(3) Coordinating with the Command Master Chief on all issues not covered by this instruction.

c. Retirement Sponsor/Master of Ceremonies (MC). This person will be designated by the retiree and should be a volunteer for this duty. Enclosure (5) is provided to be used as a checklist for the sponsor's duties, which include:

(1) Coordinate with the Command Career Counselor on all details regarding the ceremony.

(2) Speak at the ceremony and ensure the ceremony maintains an even pace.

(3) Review the script for the ceremony prior to approval by the Command Master Chief.

(4) Maintain the script for the ceremony using enclosure (6) as guidance.

(5) Obtain and assemble, if necessary, a shadow box along with the necessary items (medals, ribbons, etc).

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(6) Keep the retiree informed and, as much as possible, follow the wishes of the retiree.

d. Retiree. The retiree, although not responsible for the conduct of the ceremony itself, will play the biggest part in the ceremony. As much as possible, the ceremony will follow the wishes of the retiree. Enclosure (7) is provided as a means for the retiree to make his/her wishes known. The retiree, in addition to other duties, will be responsible for:

(1) Designating a sponsor/MC for the ceremony.

(2) Approving a program.

(3) Designating a guest speaker (if desired) and requesting their participation on your behalf. If no guest speaker is specifically desired, it is customary to have the Commanding Officer offer remarks.

(a) If retiree wishes NRD Portland to host a retirement ceremony, he/she must submit a special request chit within six months of desired ceremony date.

(b) Provide guest speaker and CO with list of assignments, biography, and any anecdotes you would like them to be aware of.

(c) Provide guest speaker and CO a list of former shipmates and their contact information for use in preparation of their remarks.

(4) Coordinating with the Command Career Counselor on specific recognitions desired. If state flags are desired by the retiree to be flown over their respective capitols, the retiree will be responsible for the cost of purchasing and mailing the requested flags.

(5) Designating ushers (if desired), and requesting their participation on your behalf.

(6) Designating number of guests.

(7) Determining if invitations are needed and how many. Coordinate with the Command Career Counselor on details for the invitations.

(8) Determining uniform for ceremony.

(9) Determining side boys and requesting their participation on your behalf.

(10) Determining if music is desired. If so, how should it be presented (i.e. tape or Navy Band).

e. Costs. There are numerous costs associated with the conduct of a retirement ceremony. As much as possible these costs should not be placed solely on the shoulders of the retiree, however, there are certain costs that are considered extravagant and shall be borne by the retiree. Following is a list of the most common costs associated with a ceremony and who will be responsible for them. If any questions arise, they should be directed to the Command Master Chief.

(1) Shadow box

(a) Officers. The wardroom will donate money for a shadow box in accordance with established By-Laws.

(b) E7 to E9 CPOs. The NRD Portland Chief Petty Officer's Association (CPOA) will donate money for a shadow box in accordance with the established CPOA By-Laws. If the shadow box can be obtained and assembled for less than the amount authorized by the By-Laws, the remaining amount will be spent at the discretion of the retiree and sponsor/MC, with the retiree having the final say.

(c) E6 and below Sailors. Money will be obtained from the Petty Officer's Association or any similar entity. In the event an association is not currently established, the required funds should be collected from all personnel in the member's paygrade so that an appropriate appreciation of the retiree's service may be presented. The maximum amount is \$200.00.

(2) Reception. The cost of the reception, if desired by the retiree, shall be borne solely by the retiree. No contributions from the NRD Portland CPOA will be authorized without prior approval from the Command Master Chief.

(3) Flags. If the retiree desires flags from the retiree's home state or the state of Oregon, the cost of the flag(s) will be borne by the retiree. If the retiree desires to have the National Ensign flown over NRD Portland the Ensign will be procured from Supply for presentation at the ceremony and no cost will be accrued. If the retiree desires to have the National Ensign flown above any other location, the Command Career Counselor will be responsible for procuring the National Ensign and mailing it to the appropriate office for flying.

(4) Programs. If the retiree desires programs, they may be obtained from the Command Career Counselor using the template in enclosure (8). The Command Career Counselor will provide an electronic copy of enclosure (8) upon request. Printing and assembly of the programs will be the responsibility of the sponsor/Master of Ceremonies (MC). If the retiree wishes to have the programs made by a professional printing agency, these costs will be borne by the retiree.

(5) Invitations. If the retiree desires invitations they may be obtained from the Command Career Counselor using the template in enclosure (9). The Command Career Counselor will print and mail the invitations. The sponsor will provide a mailing list of guests outside of command personnel to the Command Career Counselor for use in mailing of the invitations. If the retiree wishes to have the invitations made by a professional printing agency, these costs will be borne solely by the retiree.

(6) Flowers or gifts. Flowers or gifts are presented to designated members of the retiree's family in attendance at the ceremony. The ordering of these flowers will be the responsibility of the sponsor/MC. The cost of these flowers will be borne by the retiree.

(7) Miscellaneous. Any miscellaneous costs not covered by this instruction will be reviewed by the Command Master Chief on a case by case basis for payment responsibilities.

f. Script. The script for the ceremony should be prepared by Admin and approved by the retiree and the Command Master Chief using the template in enclosure (6). The Command Career Counselor will provide an electronic copy of enclosure (6) to facilitate changes to the script. As much as possible, the script should be personalized to fit the career and personality of the retiree while maintaining a sense of respect and decorum. Any questions should be referred to the Command Master Chief or Command Career Counselor in his absence.

5. Action. All retirement ceremonies conducted at NRD Portland will be in accordance with this instruction. Any questions will be directed to the Command Career Counselor in his absence.

  
S. E. STOCKING

Copy to:  
NAVCRUITDISTPORTLANDINST 5216.1T  
Lists A, B, C and D

NAVCRUITDISTPORTLANDINST 1800.1C  
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**Former Presidents Contact Information**

**George W. Bush**

Office of the Honorable G.W. Bush  
P.O. Box 259000  
Dallas, TX 75225  
Ph: 214-692-4300  
Fax: 214-692-4324

**William Clinton:**

Office of the Honorable William Jefferson Clinton  
55 W 125th Street  
New York, New York 10027  
Ph: 646-775-9132  
Fax: 646-7759105

**George Bush:**

Office of the Honorable George Bush  
10000 Memorial Drive Suite 900  
Houston, TX 77024  
Ph: 713-686-1188  
Fax: 713-683-0801

**Jimmy Carter:**

The Honorable Jimmy Carter  
The Carter Center  
Attn: Executive Office  
Atlanta, GA 30307  
Ph: 404-331-0283

Enclosure (1)

NATIONAL ENSIGN CONTACT INFORMATION

Location	Address/Information	Phone/Fax Numbers
The Alamo	P.O. BOX 2599 SAN ANTONIO, TEXAS 78299	Ph: (210) 225-1391
Battleship North Carolina (BB 55)	P.O. BOX 480 WILMINGTON, NC 28402	Email: <a href="mailto:ncbb55@battleshipnc.com">ncbb55@battleshipnc.com</a> Ph: (910) 251-5797
Display Ship BARRY (ex-DD-933)	Historic Washington Navy Yard	Ph: (202) 433-6114
Construction Battalion Center Gulfport, MS	N13/R1 4902 MARVIN SHIELDS BLVD GULFPORT, MS 39501- 5001	E-mail: <a href="mailto:hoylepd@2ncb.navy.mil">hoylepd@2ncb.navy.mil</a> Ph: (228) 871-2388 DSN: 868-2388
Historic Ship NAUTILUS (SSN 571)	Send ensign and letter request USS NAUTILUS P.O. BOX 571 GROTON, CT 06349	Ph: (860) 694-3558
Iwo Jima National Memorial	Flag must be 3'x5' or larger. Provide name, rank, and years of service.  Send ensign and letter request ATTN: FLAG DETAIL 1555 SOUTH GATE RD. ARLINGTON, VA 22214	Ph: (703) 614-2014 DSN: 224-2014
National Naval Medical Center Bethesda	NATIONAL NAVAL MEDICAL CENTER ATTN: CAREER DEVELOPMENT 8901 WISCONSIN AVENUE BETHESDA, MD 20889- 5600	POC: Asst. Career Counselor Ph: (301) 295-4611 DSN: 295-4611
Commander Naval Network Warfare Command Naval Security Group Command	Send ensign and letter request: CNSG 9800 SAVAGE RD SUITE 6585 FORT MEADE, MD 20755	Ph: (240) 373-3641 DSN: 685-3641
Naval Station Guantanamo Bay, Cuba Northeast Gate	<u>Flying Flag at Guantanamo Bay</u> (.DOC)	Access the Word document for contact information.
<b>U.S. NAVAL</b>		POC: <b>Brigade Drill Master</b> Email: <a href="mailto:tjordan@usna.edu">tjordan@usna.edu</a>

NATIONAL ENSIGN CONTACT INFORMATION

<p><b>ACADEMY (USNA)</b></p>	<p>The following information and materials are required to fly a retirement flag at the United States Naval Academy, Tecumseh Court, Bancroft Hall:</p> <ul style="list-style-type: none"><li>• One 3'X 5' (or LARGER) National Ensign</li><li>• One prepaid return envelope supplied by the requester (to return the flag and certificate via commercial carrier)</li></ul> <ol style="list-style-type: none"><li>1. Rank and full name of the person for whom the flag is to be flown and if he or she is a graduate of the USNA. Please specify how the name is to appear on the certificate.</li><li>2. Indicate if there is a specific date that the flag is to be flown.</li><li>3. Point of contact, phone number, and e-mail address.</li><li>4. Please send all of the above information and materials no later than <u>two weeks prior</u> to the date of request to the address below: BRIGADE DRILL MASTER U.S. NAVAL ACADEMY 101 BUCHANAN</li></ol>	<p>Ph: (410) 293-8850</p>
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NATIONAL ENSIGN CONTACT INFORMATION

	<p>RD BANCROFT HALL(STOP 3A) ANNAPOLIS, MD 21402</p>	
<p><b><u>U.S. NAVY MEMORIAL</u></b></p>	<p>Send ensign and letter of request including rate/rank, name, and service of the individual for whom the flag is being flown.</p> <p>U.S. NAVY MEMORIAL 701 PENNSYLVANIA AVE., NW SUITE 123 WASHINGTON, DC 20004</p> <p>Flags can be purchased from the Ship's Store. Include return envelope with return postage affixed or a check/money order made payable to "USNMF" to cover return postage.</p>	<p>Ph: (202) 737-2300 ext. 712 or 733</p>
<p><b><u>Pentagon</u></b></p>	<p><b><u>Pentagon Flag Flying (.PDF)</u></b> <b><u>Pentagon Website</u></b></p>	<p>Access the PDF or website for contact information.</p>
<p><b><u>U.S. Capitol</u></b></p>	<p>For information about flying a flag at the U.S. Capitol, click the link for either:</p> <p><b><u>The House of Representatives</u></b> Once on this site find your representative in the drop-down list "Representative Web Sites..."</p> <p><b><u>The United States Senate</u></b> Once on this site find your Senator in the names listed.</p> <p>You will find flag information for most of these sites by searching for either "flag flying" or "constituent services". If</p>	

NATIONAL ENSIGN CONTACT INFORMATION

	<p>you do not see the information you need, please contact your Representative or Senator.</p>	
<p><b><u>USS ALABAMA</u></b></p>	<p>Include: name of individual, branch of service retiring from, retirement date, and ceremony date along with flag and postage paid addressed return envelope.</p> <p>USS ALABAMA BATTLESHIP MEMORIAL PARK P.O. BOX 65 MOBILE, AL 36601</p>	<p>Ph: (251) 433-2703 FAX: (251) 433-2777</p>
<p><b><u>USS ARIZONA Memorial</u></b></p>	<p>To send a flag, have it flown, and have a certificate created (for Active Duty, Retirees, and Veteran requests only), contact:</p> <p>NAVAL STATION PEARL HARBOR ARIZONA MEMORIAL DETACHMENT 850 TICONDEROGA STREET SUITE 100 PEARL HARBOR, HI 96860-5102</p> <p>For an approx 3 week turnaround, self-addressed FedEx boxes are welcome. Please include member's Rate, Rank, Name and Occasion. 3x5 flags are standard, label flag on cotton tabling.</p>	<p>POC: <b>CS3 Zhalika Mangacop</b> Email: <b><u>ZHALIKA.MANGACOP@NAVY.MIL</u></b> Ph: (808) 472-0296</p>
<p>Naval Station Pearl Harbor Port Operations</p>	<p>Arrange to fly a flag in person.</p>	<p>Ph: (808) 473-1137</p>

NATIONAL ENSIGN CONTACT INFORMATION

<p><b><u>Arizona Memorial Museum Association</u></b></p>	<p>For non military, or civilian requests, such as to commemorate birthdays, weddings, etc.:</p> <p>ARIZONA MEMORIAL MUSEUM ASSOCIATION 1 ARIZONA MEMORIAL PLACE HONOLULU, HI 96818</p>	<p>Ph: (808) 422-2771 ext. 110 Ph: (808) 483-8608</p>
<p><b><u>Fleet Reserve Association Pearl Harbor Honolulu</u></b></p>	<p>To purchase a flag that has already been raised over the memorial:</p> <p>FLEET RESERVE ASSOCIATION PEARL HARBOR HONOLULU BRANCH 46891 VALKENBURGH HONOLULU, HI 96818-0067</p>	<p>Ph: (808) 422-2121</p>
<p><b><u>USS CHIEF (MCM 14)</u></b></p>	<p>To have a flag flown over the USS Chief, submit Rank/full name/warfare designation of member, date flag needed by, contact (including phone number, comm. and DSN) Forward all information, a flag, return address label, and return postage (do not send money) to:</p> <p>COMMAND SENIOR CHIEF USS CHIEF (MCM 14) FPO AP 96662-1934</p>	<p>POCs: <b>ITCS Larry Lynch</b> <a href="mailto:lynchl@mcm14.navy.mil">lynchl@mcm14.navy.mil</a> OR <b>QM1 Powell</b> <a href="mailto:powelln@mcm14.navy.mil">powelln@mcm14.navy.mil</a> Ph: (619) 556-4251</p>
<p><b><u>USS CONSTITUTION "Old Ironsides"</u></b></p>	<p>ATTN: FLAG COORDINATOR BLDG 5, CHARLESTOWN NAVY YARD CHARLESTOWN, MA 02129</p> <p>Please send us a flag(national ensign, jack, state flag, service flag, etc.) with the following</p>	<p>Email: <a href="mailto:Constitution.faq@navy.mil">Constitution.faq@navy.mil</a> Ph: (617) 242-2029</p>

NATIONAL ENSIGN CONTACT INFORMATION

	<p>information:</p> <p>Rank, warfare designation, full name of person receiving flag. The occasion for flying (retirement, commissioning, birthday, etc.). Date you would like flag flown (Leave blank if none). POC info and return address. No postage necessary, but a return address label would make things easier.</p>	
<b><u>USS DWIGHT D. EISENHOWER (CVN 69)</u></b>	<p>ATTN: CMC USS DWIGHT D EISENHOWER (CVN 69) FPO AE 09532-2830</p>	
USS INTREPID Air, Sea, and Space Museum	<p>INTREPID SEA AIR SPACE MUSEUM PIER 86 WEST 46<sup>TH</sup> ST &amp; 12<sup>TH</sup> AVE NEW YORK, NY 10036</p>	
USS KEY WEST (SSN 722)	<p>COMMAND CAREER COUNSELOR USS KEY WEST (SSN 722) FPO AP 96683-2402</p>	
<b><u>USS LEXINGTON Museum</u></b>	<p>P.O. BOX 23076 CORPUS CHRISTI, TX 78403-3076</p>	Ph: 1-800-LADYLEX
<b><u>USS MISSOURI (BB 63) Museum</u></b>	<p>Please see the <b><u>USS Missouri website</u></b> for instructions.</p> <p>Note: There is now a fee of \$20.35 for sending a flag to have it flown over the USS MISSOURI. Please see <b><u>website</u></b> for details.</p>	<p><b>Mr. Mike Pagano</b> Email: <a href="mailto:mikep@ussmissouri.org">mikep@ussmissouri.org</a> Ph: (808) 455-1600 Ext: 225 FAX: (808) 455-1598</p>
<b><u>USS NIMITZ (CVN 68)</u></b>	<p>ATTN: COMMAND CAREER COUNSELOR COMMANDING OFFICER USS NIMITZ (CVN 68) FPO AP 96620-2820</p>	

NATIONAL ENSIGN CONTACT INFORMATION

<b><u>USS WISCONSIN (BB 64)</u></b>	Send flag to: 1 WATERSIDE DRIVE SUITE 248 ATTN: HAMPTON ROADS MUSEUM MILITARY CEREMONY COORDINATOR NORFOLK, VA 23510- 1607	
<b><u>Women in Military Service Memorial</u></b>	DEPT. 560 WASHINGTON, D.C. 20042-0560 Located at Arlington Cemetery  Only available to Memorial members.	Ph: (703) 533-1155 Ph: 1-800-222-2294 FAX: (703) 931-4208
Historic Federal Buildings	<b><u>Historic Buildings at GSA.GOV</u></b>	
<b><u>National Monuments</u></b>		
<b><u>Battleship TEXAS State Historic Site</u></b>	Provide name of the person, organization, occasion (retirement, reenlistment, etc.), date flag should be flown (no less than 3 days from receipt of request), contact name and phone number, and return postage. BATTLESHIP TEXAS STATE HISTORIC SITE 3527 BATTLEGROUND ROAD LAPORTE, TX 77571	
<b><u>Florida Department of State</u></b>	Flags provided will be flown and returned at no charge. To purchase a flag, call for current price.	Ph: (850) 245-6600 FAX: (850) 245-6599
Vietnam	DETACHMENT COMMANDER AMERICAN EMBASSY HANOI PSC 461 BOX 400 FPO AP 96521-0002	
USS INDEPENDENCE (CV 62) & USS KITTY HAWK (CV 63)	2450 WYCOFF WAY BREMERTON WA 98314	POC: <b>Mr. Jack Greer</b> Email: <b><u>Jackie.greer@navy.mil</u></b> Ph: (360) 476-3513

NATIONAL ENSIGN CONTACT INFORMATION

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Ground Zero

Send flag and Postage Paid Return envelope to: MAYOR'S OFFICE VETERANS AFFAIRS, 346  
BROADWAY, 8 WEST, NEW YORK, NY 10013 Ph: (212) 442-9974.

STATE FLAG CONTACT INFORMATION

Location	Address/Information	Phone/Fax Numbers
Alabama	Office of the Governor State Capitol 600 Dexter Avenue Montgomery, AL 36130-2751	Phone: (334) 242-7100 Fax: (334) 242-0937
Alaska	Office of the Governor P. O. Box 110001 Juneau, AK 99811-0001	Phone: (907) 465-3500 Fax: (907) 465-3532
Arizona	Office of the Governor State Capitol 1700 West Washington Phoenix, AZ 85007	Phone: (602) 542-4331 Fax: (602) 542-1381
Arkansas	Office of the Governor State Capitol Room 250 Little Rock, AR 72201	Phone: (501) 682-2345 Fax: (501) 682-3597
California	Office of the Governor ATTN: Letter Processing Unit State Capitol Sacramento, CA 95814	Phone: (916) 445-2841 Fax: (916) 445-4633
Colorado	Office of the Governor 136 State Capitol Denver, CO 80203-1792	Phone: (303) 866-2471 Fax: (303) 866-2003
Connecticut	Office of the Governor 210 Capitol Avenue Hartford, CT 06106	Phone: (800) 406-1527
Delaware	Office of the Governor Tatnall Building William Penn Street Dover, DE 19901	Phone: (302) 744-4101 Fax: (302) 739-2775
Florida	Office of the Governor The Capitol Tallahassee, FL 32399-0001  All requests must use <b>this form</b> Accompanied by request on Command letterhead	Phone: (850) 488-2272 Fax: (850) 487-0801
Georgia	Office of the Governor 203 State Capitol Atlanta, GA 30334	Phone: (404) 656-1776 Fax: (404) 657-7332

Location	Address/Information	Phone/Fax Numbers
<b>Hawaii</b>	Office of the Governor State Capitol Executive Chambers Honolulu, HI 96813	Phone: (808) 586-0034 Fax: (808) 586-0006
<b>Idaho</b>	Office of the Governor State Capitol 700 West Jefferson 2nd floor Boise, ID 83702	Phone: (208) 334-2100 Fax: (208) 334-2175
<b>Illinois</b>	Office of the Governor State Capitol 207 Statehouse Springfield, IL 62706	Phone: (217) 782-6830 Fax: (217) 524-4049
<b>Indiana</b>	Office of the Governor 206 State House Indianapolis, IN 46204	Phone: (317) 232-4567 Fax: (317) 232-3443
<b>Iowa</b>	Office of the Governor State Capitol Des Moines, IA 50319-0001  Will accept information by phone	Phone: (515) 281-5211 Fax: (515) 281-6611
<b>Kansas</b>	Office of the Governor State Capitol Second Floor Topeka, KS 66612-1590	Phone: (785) 296-3232 Fax: (785) 296-7973
<b>Kentucky</b>	Office of the Governor State Capitol 700 Capitol Avenue Frankfort, KY 40601	Phone: (502)564-2611 Fax: (502) 564-2517
<b>Louisiana</b>	Office of the Governor P. O. Box 94004 Baton Rouge, LA 70804-9004	Phone: (225) 342-7015 Fax: (225) 342-7099
<b>Maine</b>	Office of the Governor 1 State House Station Augusta, ME 04333	Phone: (207) 287-3531 Fax: (207) 287-1034
<b>Maryland</b>	Office of the Governor State House 100 State Circle Annapolis, MD 21401	Phone: (410) 974-3901 Fax: (410) 974-3275

Location	Address/Information	Phone/Fax Numbers
<b>Massachusetts</b>	Office of the Governor State House Room 360 Boston, MA 02133  Request on Command letterhead	Phone: (617) 727-3600 Fax: (617) 727-9725
<b>Michigan</b>	Office of the Governor P. O. Box 30013 Lansing, MI 48909	Phone: (517) 373-3400 Fax: (517) 335-6863
<b>Minnesota</b>	Office of the Governor 130 State Capitol 75 Constitution Avenue St. Paul, MN 55155	Phone: (651) 296-3391 Fax: (651) 296-2089
<b>Mississippi</b>	Office of the Governor P.O. Box 139 Jackson, MS 39205	Phone: (601) 359-3150
<b>Missouri</b>	Office of the Governor Missouri Capitol Building Room 216 Jefferson City, MO 65101	Phone: (573) 751-3222 Fax: (573) 751-1495
<b>Montana</b>	Office of the Governor P.O. Box 0801 Helena, MT 59620	Phone: (406) 444-3111
<b>Nebraska</b>	Office of the Governor P.O. Box 94848 Lincoln, NE 68509-4848  Request on Command letterhead	Phone: (402) 471-2244 Fax: (402) 471-6031
<b>Nevada</b>	Office of the Governor State Capitol 101 North Carson Street Carson City, NV 89701	Phone: (775) 684-5670 Fax: (775) 684-5683
<b>New Hampshire</b>	Office of the Governor State House Room 208 Concord, NH 03301  Request on Command letterhead	Phone: (603) 271-2121 Fax: (603) 271-5686
<b>New Jersey</b>	Office of the Governor 125 West State Street P.O. Box 001 Trenton, NJ 08625	Phone: (609) 292-6000

Location	Address/Information	Phone/Fax Numbers
New Mexico	Office of the Governor State Capitol Fourth Floor Santa Fe, NM 87503	Phone: (505) 827-3000
New York	Office of the Governor State Capitol Albany, NY 12224  Request on Command letterhead	Phone: (518) 474-7516
North Carolina	Office of the Governor 20301 Mail Service Center Raleigh, NC 27699-0301  Request on Command letterhead	Phone: (919) 733-5811 Fax: (919) 715-3175
North Dakota	Office of the Governor State Capitol 600 East Boulevard Avenue Department 101 Bismarck, ND 58505-0001	Phone: (701) 328-2200 Fax: (701) 328-2205
Ohio	Office of the Governor 77 South High Street 30th Floor Columbus, OH 43215-6117	Phone: (614) 466-3555
Oklahoma	Office of the Governor State Capitol Building Suite 212 Oklahoma City, OK 73105	Phone: (405) 521-2342
Oregon	Office of the Governor 900 Court Street NE Room 254 Salem, OR 97301-4047  Request on Command letterhead	Phone: (503) 378-3111
Pennsylvania	Office of the Governor Room 225 Main Capitol Building Harrisburg, PA 17120	Phone: (717) 787-2500
Rhode Island	Office of the Governor State House Providence, RI 02903-1196	Phone: (401) 222-2080 Fax: (401) 222-8096
South Carolina	Office of the Governor P.O. Box 11829 Columbia, SC 29211-1829	Phone: (803) 734-9400 Fax: (803) 734-9413

Location	Address/Information	Phone/Fax Numbers
<b>South Dakota</b>	Office of the Governor 500 East Capitol Avenue Pierre, SD 57501	Phone: (605) 773-3212
<b>Tennessee</b>	Office of the Governor State Capitol Nashville, TN 37243-0001	Phone: (615) 741-2001 Fax: (615) 532-1353
<b>Texas</b>	Office of the Governor P.O. Box 12428 Austin , TX 78711	Phone: (512) 463-2000 Fax: (512) 463-1849
<b>Utah</b>	Office of the Governor 210 State Capitol Salt Lake City, UT 84114	Phone: (801) 538-1000
<b>Vermont</b>	Office of the Governor 109 State Street Montpelier, VT 05609	Phone: (802) 828-3333
<b>Virginia</b>	Office of the Governor State Capitol Richmond, VA 23219	Phone: (804) 786-2211 Fax: (804) 371-6351
<b>Washington</b>	Office of the Governor P.O. Box 40002 Olympia, WA 98504-0002	Phone: (360) 902-4111 Fax: (360) 753-4110
<b>West Virginia</b>	Office of the Governor State Capitol Complex Charleston, WV 25305-0370	Phone: (304) 558-2000
<b>Wisconsin</b>	Office of the Governor State Capitol P.O. Box 7863 Madison, WI 53707	Phone: (608) 266-1212 Fax: (608) 267-8983
<b>Wyoming</b>	Office of the Governor State Capitol Room 124 Cheyenne, WY 82002	Phone: (307) 777-7434

<b>Location</b>	<b>Address/Information</b>	<b>Phone/Fax Numbers</b>
<b>American Samoa</b>	Office of the Governor Executive Office Building Third Floor Pago Pago, AS 96799	Phone: (684) 633-4116 Fax: (684) 633-2269
<b>Guam</b>	Office of the Governor Executive Chamber P. O. Box 2950 Agana, GU 96932	Phone: (671)472-8931
<b>Puerto Rico</b>	Office of the Governor La Fortaleza P.O. Box 9020082 San Juan, PR 00902-0082	Phone: (787) 721-7000
<b>U.S. Virgin Islands</b>	Office of the Governor Government House, 21-22 Kongens Gade Charlotte Amalie St. Thomas, VI 00802	Phone: (340) 774-0001

Retirement Ceremony Check off list for CCC

Name: \_\_\_\_\_

Date of ceremony: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsor/MC: \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_ National Ensign on hand

\_\_\_\_\_ Retiree wishes National Ensign to be flown at special location (Y/N)

If yes where: \_\_\_\_\_ (Date mailed/RCVD Back) \_\_\_\_\_  
\_\_\_\_\_ (Date mailed/RCVD Back) \_\_\_\_\_  
\_\_\_\_\_ (Date mailed/RCVD Back) \_\_\_\_\_  
\_\_\_\_\_ (Date mailed/RCVD Back) \_\_\_\_\_

\_\_\_\_\_ Current President Certificate

\_\_\_\_\_ Presidential Certificate (GW Bush) ordered \_\_\_\_\_ Received \_\_\_\_\_

\_\_\_\_\_ Presidential Certificate (Clinton) ordered \_\_\_\_\_ Received \_\_\_\_\_

\_\_\_\_\_ Presidential Certificate (Bush) ordered \_\_\_\_\_ Received \_\_\_\_\_

\_\_\_\_\_ Presidential Certificate (Carter) ordered \_\_\_\_\_ Received \_\_\_\_\_

\_\_\_\_\_ Governor Letter of Appreciation ordered \_\_\_\_\_ Received \_\_\_\_\_ (State \_\_\_\_\_)

\_\_\_\_\_ Governor Letter of Appreciation ordered \_\_\_\_\_ Received \_\_\_\_\_ (State \_\_\_\_\_)

\_\_\_\_\_ Governor Letter of Appreciation ordered \_\_\_\_\_ Received \_\_\_\_\_ (State \_\_\_\_\_)

\_\_\_\_\_ MCPON Letter of Appreciation ordered \_\_\_\_\_ Received \_\_\_\_\_

\_\_\_\_\_ Certificates for Spouse and children

\_\_\_\_\_ Fleet Reserve certificate

\_\_\_\_\_ CO's Letter of Appreciation

\_\_\_\_\_ Speech prepared (use sample template)

\_\_\_\_\_ Speech forwarded to CMC, Sponsor, and MC of Ceremonies for review and approval

\_\_\_\_\_ Uniform designated and approved by CMC \_\_\_\_\_

\_\_\_\_\_ Program requested Y N

\_\_\_\_\_ Program ordered \_\_\_\_\_ number \_\_\_\_\_ Received \_\_\_\_\_

\_\_\_\_\_ Reception requested

\_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_ Confirmed POC \_\_\_\_\_

\_\_\_\_\_ POW note of all parties, rehearsal information

\_\_\_\_\_ Invitations coordinated with retirees

\_\_\_\_\_ Sample script provided to sponsor/MC

\_\_\_\_\_ Awards delivered to ceremony site

Retirement Ceremony Check Off List for Sponsor/MC

Name: \_\_\_\_\_ Station: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Ext: \_\_\_\_\_

Location: \_\_\_\_\_

Date Reserved: \_\_\_\_\_ POC: \_\_\_\_\_

Rehearsal Date/Time: \_\_\_\_\_

Reception Date/Time: \_\_\_\_\_

\_\_\_\_\_ Master of Ceremonies (if different) \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_ Master binder for MC at Lectern.  
Ensure script has been completed and approved 30 days prior to ceremony.

\_\_\_\_\_ Guest Speaker \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_ Chaplain yes / no Name \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_ Reception set up

\_\_\_\_\_ Reception break down

\_\_\_\_\_ Determine uniform (circle one E-1 to E-6, E-7 and above) Summer Whites, Service Dress White, Full Dress White, Working Blue, Service Dress Blue, Full Dress Blue. Swords authorized for O4 and above for Full dress uniforms

\_\_\_\_\_ Gloves for full dress uniforms yes / no

\_\_\_\_\_ Invitations ordered/made

\_\_\_\_\_ Invite list

\_\_\_\_\_ Invitations sent

\_\_\_\_\_ Plan, generate, assemble programs

\_\_\_\_\_ Site confirmed

\_\_\_\_\_ Stage set up

\_\_\_\_\_ Chairs ordered. How many \_\_\_\_\_

\_\_\_\_\_ Designate and set up VIP chairs

\_\_\_\_\_ Two lecterns (MC and Guest speaker/retiree)



**SAMPLE SCRIPT**

**SAMPLE SCRIPT**

**RETIREMENT CEREMONY  
FOR  
(SAILOR)  
UNITED STATES NAVY  
(DATE)**

1030 USHERS, ESCORTS, AND SIDEBOYS MUSTER FOR BRIEFING. STAND-  
BY TO ESCORT VISITORS INTO THE GRAY ROOM.

ENSURE RECEPTION AREA IS READIED, AWARDS TABLE IS SET UP,  
MUSIC IS READY, PHOTOGRAPHER IS READY, BELL IN PLACE.

1045 MASTER OF CEREMONIES TAKES POSITION. OFFICIAL PARTY IN  
POSITION FOR ENTRANCE. SPECIAL GUESTS IN POSITION FOR  
ENTRANCE.

1050 PRELUDE MUSIC BEGINS  
ALL GUESTS ARE PRESENT AND SEATED. ALL DOORS ARE CLOSED.  
ESCORTS SEAT SPECIAL GUESTS.

PRELIMINARY ANNOUNCEMENT: BEGINNING SOON, SILENCE CELL  
PHONES

1055 PRELUDE MUSIC TERMINATES. CHAPLAIN TAKES SEAT ON  
PLATFORM.

1100 **FLEET RESERVE CEREMONY COMMENCES**

**MC** GUESTS, PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY  
AND REMAIN STANDING FOR THE PLAYING OF THE NATIONAL  
ANTHEM FOLLOWED BY THE INVOCATION.

MILITARY PERSONNEL IN ATTENDANCE, BUT NOT PART OF THE  
OFFICIAL PARTY OR CEREMONY SHOULD REMAIN UNCOVERED.

(Official Party arrives in the following order: Retiree, Guest Speaker, CO)

(all remain standing)

(Note: Ensure music/anthems can be heard by MC. Don't  
forget the invocation.)

Enclosure (6)

MC Chaplain \_\_\_\_\_ will now deliver the invocation

Chap \_\_\_\_\_

**MC** PLEASE BE SEATED.

*Opening Remarks:*

GOOD MORNING, I WOULD LIKE TO WELCOME ALL OF YOU TO THIS SPECIAL OCCASION MARKING THE RETIREMENT OF (SAILOR). WE ARE GATHERED THIS MORNING TO WITNESS THE FINAL STAGE IN A VERY FULL AND PRODUCTIVE (--)YEAR MILITARY CAREER. WE ARE ALSO GATHERED TO SAY THANKS TO A GOOD SHIPMATE. THANKS FOR HIS MANY CONTRIBUTIONS, WHICH IN THEIR OWN UNIQUE WAY HAVE MADE OUR NAVY A STRONGER AND MORE CAPABLE FORCE IN OUR NEVER-ENDING FIGHT FOR PEACE IN THIS SOMETIMES TROUBLED WORLD. THANKS FOR HIS MANY DEDICATED HOURS AND PERSONAL INITIATIVE THAT HAVE HELPED TO MAKE NRD PORTLAND THE PROUD PROFESSIONAL ORGANIZATION IT IS TODAY. THANKS FOR BEING THE TYPE OF LEADER THAT HAS ENSURED THE NEXT GENERATION OF SAILORS/RECRUITERS ARE READY TO MEET THE CHALLENGES OF TOMORROW. JUST AS THIS IS THE END OF ONE PHASE IN HIS LIFE, IT IS THE BEGINNING OF ANOTHER. SO OUR GATHERING TODAY ALSO GIVES US THE OPPORTUNITY TO WISH HIM EVERY SUCCESS IN THE FUTURE AS HE LOOKS FORWARD TO NEW CHALLENGES AND REWARDS. I EXTEND AN ESPECIALLY WARM WELCOME TO (SPOUSE AND CHILDREN NAMES). I KNOW THAT YOU, MORE THAN ANY ONE OF US, ARE VIVIDLY AWARE OF THE SACRIFICES THAT (SAILOR) 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.

(MC reads – THE WATCH)

**MC** DURING THE DAYS OF TALL SHIPS, IT WAS NOT UNCOMMON FOR THE COMMANDING OFFICER TO ORDER UP THE JOLLY BOAT, A CREW OF 10 STRONG BACKS, SIDEBOYS, AND A BOATSWAIN TO SEND AN OLD SHIPMATE AND FELLOW OFFICER TO HIS SHORE RETIREMENT...HOME, NEVER TO SAIL IN NAVAL SHIPS AGAIN.

IN THE LATE 1700'S, THE U.S. NAVY SET SAIL WITH NEW IDEAS, NEW GOALS, AND A DESIRE TO BUILD TRADITIONS THAT WOULD LAST THROUGH THE TEST OF TIME. THE NAVY LED THE WAY WITH PROVIDING HONORS FOR CREWMAN. THE 1800'S SAW ENLISTED MEN CONDUCTING RETIREMENT CEREMONIES FOR THE FIRST TIME. THE CAPTAIN WOULD ALLOW THE JOLLY BOAT TO TAKE THE ENLISTED RETIREE ASHORE.

TODAY, OUR NAVY RECOGNIZES THE POMP AND CIRCUMSTANCE, THE HONORS, TRADITION, AND CEREMONIES FOR ALL. WE STILL "HEAVE TO," "STOP ALL ENGINES," "LAY ABOUT SMARTLY," AND "DROP ANCHOR," TO PAY TRIBUTE TO ONE OF OUR SHIPMATES GOING ASHORE.

**MC** THERE IS MORE OF THIS STORY TO FOLLOW, BUT NOW IT GIVES ME GREAT PLEASURE TO INTRODUCE THE GUEST SPEAKER FOR TODAY'S CEREMONY, (NAMES, TITLE, COMMAND/COMPANY).

(If CO is not guest speaker. MC will probably introduce CO who will make a few remarks and then introduce guest speaker. )

(Guest speaker moves to podium – delivers remarks)

(MC takes a seat)

(After speaker's remarks, CO moves to center of stage)

(MC returns to podium)

**MC** THE CO WILL NOW PRESENT (SAILOR'S) RETIREMENT AWARDS.  
(SAILOR), FRONT AND CENTER. ATTENTION TO AWARDS.

(MC reads – CO presents )

CERTIFICATE OF APPRECIATION  
FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES

(RATING)  
(SAILOR)

I EXTEND TO YOU MY PERSONAL THANKS AND THE SINCERE APPRECIATION OF OUR NATION FOR YOUR HONORABLE SERVICE. YOU HELPED TO MAINTAIN THE SECURITY OF THE UNITED STATES OF AMERICA WITH A DEVOTION TO DUTY THAT IS IN KEEPING WITH THE PROUD TRADITION OF OUR ARMED FORCES.

I HONOR YOUR SERVICE AND RESPECT THE COMMITMENT AND LOYALTY YOU DISPLAYED OVER THE YEARS.

MY BEST WISHES TO YOU FOR HAPPINESS AND SUCCESS IN THE FUTURE.

BARACK OBAMA, COMMANDER-IN-CHIEF

(MC reads – CO presents)

COMMANDER, NAVY RECRUITING DISTRICT PORTLAND  
TAKES PLEASURE IN PRESENTING THE

AWARD  
TO  
(RATING)  
(SAILOR)  
UNITED STATES NAVY

FOR SERVICES SET FORTH IN THE FOLLOWING CITATION

MERITORIOUS SERVICE WHILE SERVING AS THE ASSISTANT CHIEF RECRUITER AT NAVY RECRUITING DISTRICT PORTLAND FROM NOVEMBER 2005 TO AUGUST 2007. MASTER CHIEF ANDERS CONSISTENTLY PERFORMED HIS DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. DEMONSTRATING EXCEPTIONAL RECRUITING SKILLS AND INITIATIVE, HE IMPROVED MORALE AND BOLSTERED ACTIVE AND RESERVE COMPONENT (RC) PRODUCTION. TOOK CHARGE OF THE RC MISSION AND LED THE COMMAND TO ATTAIN GOAL. INSTRUMENTAL IN THE COMMAND ACHIEVING AN AGGREGATE 1.4 NEW CONTRACTS PER RECRUITER PER MONTH. OUTSTANDING LEADER AND MENTOR, HE COORDINATED MONTHLY TRAINING FOR THE DISTRICT CAREER RECRUITING FORCE FIRST CLASS PETTY OFFICERS TO IMPROVE THEIR STATION PRODUCTIVITY AND INCREASE THEIR CHANCES FOR ADVANCEMENT. BY HIS NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, MASTER CHIEF ANDERS REFLECTED GREAT CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

\_\_\_\_\_, REAR ADMIRAL, U.S NAVY

(MC Invites (Spouse, Children)to the stage)

(MC reads – CO presents)

CERTIFICATE OF APPRECIATION  
FROM THE UNITED STATES NAVY

TO ALL WHO SHALL SEE THE PRESENTS, GREETINGS:

THIS TO CERTIFY THAT

SPOUSE

HAS EARNED GRATEFUL APPRECIATION FOR HER UNSELFISH, FAITHFUL  
AND DEVOTED SERVICE DURING HER HUSBAND'S NAVAL CAREER. HER  
UNFAILING SUPPORT AND UNDERSTANDING HELPED TO MAKE POSSIBLE  
HER HUSBAND'S LASTING CONTRIBUTION TO THE NATION.

GIVEN THIS 30TH DAY OF

(MC reads – CO presents)

CERTIFICATE OF APPRECIATION  
FROM THE UNITED STATES NAVY

TO ALL WHO SHALL SEE THESE PRESENTS, GREETINGS:

THIS IS TO CERTIFY THAT

CHILDREN

HAS EARNED GRATEFUL APPRECIATION FOR THEIR UNSELFISH, FAITHFUL  
AND DEVOTED SERVICE DURING THEIR FATHER'S NAVAL CAREER. THEIR  
UNFAILING SUPPORT AND UNDERSTANDING HELPED TO MAKE POSSIBLE  
THEIR FATHER'S LASTING CONTRIBUTION TO THE NATION.

GIVEN THIS 30<sup>TH</sup> DAY

*MC* LADIES AND GENTLEMEN, IT GIVES ME GREAT PLEASURE TO  
PRESENT (SAILOR) UNITED STATES NAVY.

(Retiree moves to podium.)

(Retiree makes remarks) (not more than 10-15 minutes)

**MC** THANK YOU (RETIREE)

**MC** THE STORY CONTINUES 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 THE RETIREE OF CREWS AND SHIPS HE HAD SERVED WITH.

(MC reads – Designated representative presents)

(Designated representative will bring the shadow box up from the back of the room)

DESIGNATED REPRESENTATIVE WILL PRESENT (RETIREES) RETIREMENT SHADOW BOX ON BEHALF OF THE CHIEF PETTY OFFICER'S ASSOCIATION, PETTY OFFICER'S ASSOCIATION.

(RETIREE), YOUR RETIREMENT SHADOW BOX DEPICTS YOUR CAREER ACHIEVEMENTS IN THE UNITED STATES NAVY. IT INCLUDES YOUR MANY PERSONAL AWARDS, AND THE UNIFORM DEVICES INDICATING THE RANKS YOU PROGRESSED THROUGH AS YOU WORKED YOUR WAY UP THE ADVANCEMENT LADDER.

ADDITIONALLY, THE TOP PORTION IS FOR THE NATIONAL FLAG SYMBOLIC OF THE NATION YOU HAVE SO FAITHFULLY SERVED DURING YOUR TWENTY-TWO YEARS ON ACTIVE DUTY.

(Pause until shadow box is presented)

(Designated representative remains to present Flag Certificate)

CERTIFICATE OF FLAG PRESENTATION  
TO  
RETIREE

IN HONOR OF YOUR YEARS OF FAITHFUL AND HONRABLE SERVICE TO NAVY RECRUITING DISTRICT PORTLAND, AND THE UNITED STATES NAVY, THE UNITED STATES ENSIGN ACCOMPANYING THIS CERTIFICATE IS PRESENTED TO YOU. WITH THIS FLAG YOU WILL CARRY THE CHERISHED MEMORIES AN EXCITING AND FULFILLING LIFE IN THE UNITED STATES NAVY.

ON THE MORNING OF \_\_\_\_\_, THIS FLAG WAS RAISED HIGH ABOVE THE GROUND AS A REMINDER OF YOUR MANY YEARS OF DEDICATION AND SERVICES TO YOUR COUNTRY AND FLEW THROUGHOUT THE DAY ON YOUR BEHALF.

\_\_\_\_\_  
Commander, United States Navy  
Commanding Officer  
Navy Recruiting District, Portland

SIDEBOYS, ATTENTION

READY, FACE

POST

POST

(Designated representative reads – sideboys pass the flag and salute)

((Music: LOW VOLUME – BATTLE HYMN OF THE REPUBLIC))

### OLDE GLORY PRESENTATION

I AM THE FLAG OF THE UNITED STATES OF AMERICA. MY NAME IS OLDE 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 HELD A

LITTLE HIGHER - MY COLORS ARE A LITTLE TRUER

I BOW TO NO ONE!

I AM RECOGNIZED ALL OVER THE WORLD.

I AM WORSHIPPED - I AM SALUTED - I AM RESPECTED - I AM REVERED - I

AM LOVED - I AM FEARED!!

FOR MORE THAN 200 YEARS, I HAVE FOUGHT IN EVERY BATTLE OF EVERY WAR; GETTYSBURG, SHILOH, APPOMATTOX, SAN JUAN HILL, THE TRENCHES OF FRANCE, THE ARGENNE FOREST, ANZIO, ROME, THE BEACHES OF NORMANDY, THE JUNGLES OF GUAM, OKINAWA, TARAWA, KOREA, VIETNAM AND IN THE HEAT OF THE PERSIAN GULF AND A SCORE OF OTHER PLACES.

LONG FORGOTTEN BY ALL, BUT THOSE WHO WERE THERE WITH ME.

I WAS THERE.

I LED MY SAILORS AND MARINES,

I FOLLOWED THEM, I WATCH OVER THEM, THEY LOVE ME.

I WAS ON A SMALL HILL ON IWO JIMA.

I WAS DIRTY BATTLE TORN AND TIRED BUT MY SAILORS AND MARINES CHEERED ME!!!!

I WAS PROUD!

I HAVE BEEN SOILED, BURNED, TORN, AND TRAMPLED ON THE STREETS  
OF COUNTRIES THAT I HAVE HELPED TO 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 DONE BY THOSE WITH WHOM I HAVE  
SERVED IN BATTLE. IT HURTS!!!  
BUT I SHALL OVERCOME FOR I AM STRONG!!

I HAVE SLIPPED THE SURELY BOUNDS OF EARTH AND, FROM MY  
VANTAGE POINT ON THE MOON,  
I STAND WATCH OVER THE NEW FRONTIERS OF SPACE.  
I HAVE BEEN THE SILENT WITNESS TO ALL OF AMERICA'S FINEST HOURS.

BUT MY FINEST HOUR COMES WHEN I AM TORN INTO STRIPS, TO BE USED  
AS BANDAGES FOR MY WOUNDED COMRADES ON THE FIELD OF BATTLE.  
WHEN I FLY HALF MAST TO HONOR MY SAILORS AND 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 "OLDE GLORY" LONG MAY I WAVE DEAR GOD, LONG MAY I  
WAVE.

**MC** RETIREE FRONT AND CENTER

(Retiree should be facing the crowd)

**MC** CHIEF PETTY OFFICERS, RETIRED AND ACTIVE DUTY,  
ATTENTION.

THE CHIEF PETTY OFFICER COMMUNITY  
TAKES PLEASURE IN PRESENTING TO  
(RATE)  
(RETIREE)  
UNITED STATES NAVY  
THE FOLLOWING RETIREMENT CREED

YOU HAVE THIS DAY EXPERIENCED THAT WHICH COMES TO ALL OF US WHO SERVE ON ACTIVE DUTY IN "OUR NAVY." I SAY "OUR NAVY" BECAUSE YOUR DEPARTURE FROM ACTIVE DUTY IN NO WAY TERMINATES YOUR RELATIONSHIP, REGARD, OR OBLIGATION TO THE UNITED STATES NAVY AND YOUR FELLOW CHIEF PETTY OFFICERS. BY LAW AND TRADITION U.S. NAVY RETIREES ARE ALWAYS ON THE ROLLS - EVER READY TO LEND THEIR SERVICE WHEN THE NEED ARISES. THE RESPECT THAT YOU EARNED AS "THE CHIEF" WAS BASED ON THE SAME ATTRIBUTES THAT YOU WILL NOW CARRY INTO RETIREMENT. YOU SHOULD HAVE NO REGRETS AND SHOULD NOT VIEW YOUR RETIREMENT AS AN END OF AN ERA, BUT RATHER AS ORDERS TO A NEW AND CHALLENGING ASSIGNMENT, TO A FORM OF INDEPENDENT DUTY. REMEMBER WELL THAT YOU HAVE BEEN, AND WILL ALWAYS BE AN ACCEPTED MEMBER OF THE MOST EXCLUSIVE OF ALL MARITIME FRATERNITIES - THAT OF THE U.S. NAVY CHIEF PETTY OFFICERS. ACTIVE DUTY CHIEFS SALUTE YOU --

("CHIEF PETTY OFFICERS, HAND SALUTE .... READY TWO.)

RETIRED CHIEFS WELCOME YOU - - AND WE WISH YOU THE TRADITIONAL "FAIR WINDS AND FOLLOWING SEAS."

BEST REGARDS, CHIEF PETTY OFFICERS

(Retiree returns to his seat)

*MC* AND NOW, THE REST OF THE STORY

**(BOLDY)** 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, ALL NAVIES OF THE WORLD USE THE BOATSWAIN, SIDEBOYS AND CALL TO BRING ABOARD OR SEND ASHORE ALL SHIP COMPANY OFFICERS, VISITING OFFICERS, DIGNITARIES, AND VIP'S.

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 TO GET ABOARD. THIS HONOR WAS EXTENDED TO VISITING OFFICERS, DIGNITARIES AND PORT OFFICIALS.

"ALL HANDS ON DECK" WAS PASSED, 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.

*MC* TODAY OUR NAVY HAS GIVEN MOST OF THE POMP AND CIRCUMSTANCE, THE HONORS, TRADITIONS, AND CEREMONIES BACK TO HISTORY...TIME DOES NOT GIVE US THE FREEDOM TO DO THESE THINGS FROM THE PAST...BUT, WE STILL HAVE TO STOP ALL ENGINES, LAY ABOUT SMARTLY, AND DROP ANCHOR TO PAY HOMAGE TO ONE OF OUR SHIPMATES GOING ASHORE. TO HONOR THE YEARS SERVED, THE GUIDANCE, THE LEADERSHIP, THE FRIENDSHIP AND THE EXPERTISE THAT THIS SHIPMATE HAS FREELY GIVEN THESE (--) YEARS.

FOR (--) YEARS, THIS SAILOR HAS STOOD THE WATCH.

WHILE SOME OF US WERE IN OUR BUNKS AT NIGHT THIS SAILOR STOOD THE WATCH

WHILE SOME OF US WERE IN SCHOOL LEARNING OUR TRADE, THIS SHIPMATE STOOD THE WATCH

YES, EVEN BEFORE SOME OF US WERE BORN INTO THIS WORLD ... THIS SHIPMATE STOOD THE WATCH

IN THOSE YEARS WHEN THE STORM CLOUDS OF WAR WERE SEEN BREWING ON THE HORIZON OF HISTORY THIS SHIPMATE STOOD THE WATCH

MANY TIMES HE WOULD CAST AN EYE ASHORE AND SEE HIS FAMILY STANDING THERE ... NEEDING HIS GUIDANCE AND HELP...NEEDING THAT HAND TO HOLD DURING THOSE HARD TIMES ... BUT HE STILL STOOD THE WATCH

HE STOOD THE WATCH FOR [XXX] YEARS  
HE STOOD THE WATCH SO THAT WE, OUR FAMILIES, AND OUR FELLOW COUNTRYMEN COULD SLEEP SOUNDLY IN SAFETY EACH AND EVERY NIGHT KNOWING THAT A SAILOR STOOD THE WATCH

TODAY WE ARE HERE TO SAY "SHIPMATE, THE WATCH STANDS RELIEVED. RELIEVED BY THOSE YOU HAVE LED, GUIDED, AND TRAINED.

RETIREE, YOU STAND RELIEVED. WE HAVE THE WATCH.

"BOATSWAIN ... STANDBY TO PIPE THE SIDE ... SHIPMATE GOING ASHORE.

HONOR BOATSWAINS – SIDEBOYS, ATTENTION

RIGHT/LEFT FACE

POST

**MC** GUESTS PLEASE RISE AND REMAIN STANDING THROUGH THE END OF THE CEREMONY. THE CO WILL NOW PRESENT (RETIREEES) FLEET RESERVE CERTIFICATE.

(MC reads – CO presents)

FLEET RESERVE OF THE UNITED STATES NAVY

THIS IS TO CERTIFY THAT (RETIREE) WAS TRANSFERRED FROM ACTIVE DUTY TO THE FLEET RESERVE OF THE UNITED STATES NAVY ON THE 30<sup>TH</sup> DAY OF (MONTH) (YEAR) AFTER (--) YEARS OF SERVICE.

THIS CERTIFICATE IS AWARDED AS A TESTIMONIAL OF FAITHFUL AND HONORABLE SERVICE.

COMMANDER, U.S. NAVY, COMMANDING OFFICER

**MC** LADIES AND GENTLEMEN, (RETIREE) WILL NOW REPORT TO THE CO AND REQUEST PERMISSION TO GO ASHORE FOR THE LAST TIME.

(Retiree salutes CO - SIR, REQUEST PERMISSION TO GO ASHORE!)

(CO returns Salute - PERMISSION GRANTED!)

**CO** BOATSWAIN, PIPE (RETIREE) ASHORE

(Retiree moves to the head of the sideboys)

(Bellringer - Two bells are rung)

**MC** (SAILOR), UNITED STATES NAVY, DEPARTING

(Honor Boatswains – pipes Retiree Ashore)

(Retiree steps out when the honor boatswain starts piping the side.)

(CO and all sideboys salute as (Sailor) salutes and passes through the ranks. On the last note of the pipe, all drop salute in unison.)

(Retiree returns to escort Spouse, Children)

(Honor Boatswain – pipes Retiree’s family ashore)

(Anchors Aweigh is played after Retiree escorts his family out)

**MC** LADIES AND GENTLEMEN, THIS CONCLUDES THIS MORNINGS CEREMONY. ON BEHALF OF RETIREE 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 (THE RETIREE) IN THE BACK OF THE ROOM.

(After the piping ceremony, Retiree will return to shake hands and say farewell to his shipmates)

ITEMS TO PRESENT IN ORDER OF PRESENTATION:

1. PRESIDENTIAL CERTIFICATE -
2. END OF TOUR -
3. GOVERNOR'S LETTER -
4. MCPON LETTER
5. USN SPOUSE CERTIFICATE OF APPRECIATION
6. USN KID CERTIFICATES OF APPRECIATION
7. SHADOW BOX -
8. FLAG CERTIFICATE -
9. MCPON CERTIFICATE – CPO RETIREMENT CREED
10. FLEET RESERVE CERTIFICATE –

REMINDERS:

- FLAGS - POC:
- BOOM BOX WITH CASSETTE - POC:
- MUSIC CDS - POC:
- SETUP CHAIRS - POC:
- OBTAIN TWO TABLES WITH BLUE/WHITE CLOTHS FOR AWARDS - POC:
- PODIUMS WITH MICROPHONES AND TESTED - POC: (TEST DURING SETUP AND ONE HOUR PRIOR TO CEREMONY )
- PROGRAMS -- POC:
- SCRIPT -- POC:
- OBTAIN CAKE, CUTTING KNIFE, PLATES, FORKS, NAPKINS, AND TRASH - CAN. POC:
- COFFEE/WATER/PUNCH STATION: POC:
- TAGS FOR RESERVED SEATING - POC:
- (RESERVE SEATS FOR SIDEBOYS)
- PICKING UP RED CARPET, BELL, AND BULLETS - POC:

ASSIGNMENTS:

- CAKE TABLE –
- ESCORT AND SEATING –
- TAGGING RESERVED CHAIRS –
- MUSIC PERSON –
- PHOTOGRAPHER –
- BOATSWAIN/BELL RINGER –

SIDEBOYS:

- |   |   |
|---|---|
| 1 | 4 |
| 2 | 5 |
| 3 | 6 |

(FRONT - BY BULLETS)

Retirement Ceremony Check Off List for Retiree

Name: \_\_\_\_\_

Ceremony Date: \_\_\_\_\_ Fleet Reserve/Retirement Date: \_\_\_\_\_

Location: \_\_\_\_\_ Sponsor/Master of Ceremonies: \_\_\_\_\_

1. Guest speaker (provide as much information): yes/no \_\_\_\_\_  
\_\_\_\_\_

2. Special Guests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Invitations requested: yes/no number: \_\_\_\_\_

4. Program input: \_\_\_\_\_

5. Script input: \_\_\_\_\_

6. Ushers: \_\_\_\_\_

7. Sideboys Requested: yes/no (list primary and alternate)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Bell ringer: yes/no \_\_\_\_\_

9. Passing the Flag ceremony: yes/no

- \_\_\_\_\_ SN
- \_\_\_\_\_ PO3
- \_\_\_\_\_ PO2
- \_\_\_\_\_ PO1
- \_\_\_\_\_ CPO
- \_\_\_\_\_ SCPO

10. Recognition



# The Watch

For twenty years  
This Sailor has stood the watch. While some of us were in  
our bunks at night

This Sailor stood the watch.

While some of us were in school learning our trade

This shipmate stood the watch.

Yes.. even before some of us were born into this world

This shipmate stood the watch.

In those years when the storm clouds of war were seen  
brewing on the horizon of history,

This shipmate stood the watch.

Many times he would cast an eye ashore and see his family  
standing there,

Needing his guidance and help,

Needing that hand to hold during those hard times,

But he still stood the watch.

He stood the watch for twenty years.

He stood the watch so that we, our families and

Our fellow countrymen could sleep soundly in safety, Each  
and every night.

Knowing that a Sailor stood the watch

Today we are here to say

'Shipmate... the watch stands relieved.

Relieved by those You have Trained ,Guided, and Lead.

Shipmate you stand relieved.. we have the watch..."

"Boatswain...Standby to pipe the side...Shipmate's going  
Ashore.."

NRD PORTLAND

Rate (SW) Name



Retirement Ceremony

Date

# Schedule of Events

## *Going Ashore*

Avast ye swabs, lands in sight—make haste in sail for we land  
tonight and in the morn at break of day, we'll man the rails  
and gangplank way.

The Bos'ns pipe will trill and shrill—as we send a shipmate to the  
shore, there to remain forever more.

Tonight we'll crack a keg or two, gather round and drink a toast  
to you.

We'll lift our mugs away up high, for the many years that drifted  
by.

Remember throughout the many years, you sailed away amidst the  
tears of loved ones left behind, worried and hoping they'd be  
fine.

Of our shipmates too, my man, who followed you to many lands, in  
time their names and faces, will be forgotten as all those  
places.

But like the morning fog and dew, we'll endeavor to remember  
you, and when morning sun lifts the haze, and we sail again  
for many days you'll remember us as we will you, until the  
years leave only a few to recall the good old days, of sailing  
men o're the waves.

0900	Official Party arrives
0915	Invocation
0930	CO Remarks
1000	Guest Speaker remarks
1030	Presentation of awards
1100	Retiree remarks
1125	Benediction
1130	Piping over the side
1145	Official party departs
1200	Reception

## FLAG PRESENTATION

Passing of the flag symbolizes **FREEDOM** for the United  
States of America through Honor, Courage, and  
Commitment of all sailors past and present.

Ask not what your Country can do for you, but what You can do  
for your Country!



# History of Assignments

Date – Date	RTC Great Lakes
Date – Date	Wherever
Date – Date	NRD PORTLAND

# Rate(SW) Name

# Biography

NAVCRUITDISTPORTLANDINST 1800.1C  
8 Jul 11

Sample Invitation

*Commanding Officer, Navy Recruiting District Portland  
Requests the pleasure of your company at a  
Retirement Ceremony for  
(Retiree)  
on Friday, the thirtieth of November, two thousand and (year)  
at eleven o'clock, at (location)*

*Military Participants:*

*Military Guest: Summer Dress Whites*

*Civilian Guest: Appropriate Attire*

*RSVP: 15 November (year)*

*(Phone number)*

Enclosure (9)