

MILPERSMAN 1800-010

GENERAL GUIDELINES FOR CONDUCTING CEREMONY FOR RETIREMENT OR TRANSFER TO THE FLEET RESERVE

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Governing Directives	NAVPERS 15560C, Naval Military Personnel Manual DOD Financial Management Regulation SECNAVINST 5603.2D U.S. Navy Regulations, 1990
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1. **Policy**. The retirement or transfer to the Fleet Reserve of a member shall, if the member so desires, be preceded by a ceremony designed to express Navy's appreciation for the many years of faithful and honorable service the member has devoted to their country. Additionally, commanding officer (CO), commander, or officer in charge of a member's last permanent duty station shall present a United States flag (on behalf of the Secretary of the Navy) on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List.

2. **Member's Responsibility**

a. Upon notification of Navy Personnel Command (NAVPERSCOM) approved retirement or Fleet Reserve transfer date, the member may request or decline a command sponsored ceremony, or the member may host their own retirement ceremony.

b. If the command is sponsoring the retirement ceremony, the service member should understand that commands will make every reasonable effort within regulations, budgetary constraints, and practicality to provide the items requested.

c. For a command-sponsored retirement ceremony, the member shall submit a request in writing to commanding officer or commander of the parent command. The request shall be submitted

(see sample letter below) early enough to allow for adequate planning.

3. Sample Letter

From: (Member's rank/rate and name)

To: Commanding Officer/Commander, _____

Subj: REQUEST FOR RETIREMENT CEREMONY

Ref: (a) MILPERSMAN 1800-010

Encl: (1) Retirement Ceremony Guest List/Reception Guest List
(2) Biographical Information (Military awards/service summary)

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: (normally the Executive Officer)
- e. Guest of Honor/Speaker:
- f. Band service desired? (Yes/No)
- g. Honor Guard service desired? (Yes/No)
- h. Approximate number of guests:
 - (1) Military: _____ (excluding command personnel)
 - (2) 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 XX department personnel, etc.)

k. Uniform:

(1) Official Party: _____

(2) Military Guests: _____

(3) Civilian Attire: _____

l. Photographer desired? (Yes/No) Video taping? (Yes/No)

m. Chaplain (invocation/benediction) desired? (Yes/No)

n. Nominee for sideboys:

(1) _____

(2) _____ (attach list for additional names)

o. Typed or printed invitations as follows:

OPTION #1: Invitations for the ceremony mailed NLT (date).

OPTION #2: Invitations for the retirement ceremony provided 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: _____

(1) Cocktails from _____ to _____

(2) Dinner from _____ to _____

c. Location:

d. Approximate number of guests: _____

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

Very respectfully,

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

4. Command's Responsibility

a. Upon receipt of member's request for retirement or transfer to the Fleet Reserve, a command representative will determine if the member desires a retirement ceremony and assist the member in submission of the request for a ceremony.

b. Commanding officer, commander, or officer in charge of a member's last permanent duty station shall present a United States flag (on behalf of the Secretary of the Navy) on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List. Personnel eligible for presentation of a United States flag are those active duty members who have transferred or will transfer to the Retired List or Fleet Reserve on or after 1 October 1998. Commands are authorized to use OPTAR funds to procure the flags (NSN 8345-00-656-1435). The presentation of the flag will be at no cost to the member.

c. Upon receipt of member's request for a ceremony, the command will approve or disapprove. If disapproved, provide member reason for disapproval. Upon approval by the command, the retirement ceremony becomes an official command function and use of accountable funds is authorized per DOD Financial Management Regulation.

d. Command shall make every reasonable effort within the bounds of applicable regulations and budgetary constraints to provide member's request for a command-sponsored retirement ceremony. If a member does not desire a command-sponsored retirement ceremony, the member and the spouse shall receive the

appropriate retirement documents prescribed below at an informal presentation ceremony.

5. **Retirement Documents to be Issued.** The following documents will be presented to the member upon retirement or transfer to the Fleet Reserve, as appropriate:

Form Number/Name of Form	Issuance Responsibility
DD 363, Certificate of Retirement	Transmitted to the command by Navy Personnel Command (NAVPERSCOM). The command will complete the certificate.
NAVPERS 1830/3, Certificate - Fleet Reserve	Stocked in the Navy supply system, (NSN 0106-LF-983-8200) prepared at the command and signed by the commanding officer.
NAVPERS 1650/80N, Certificate of Appreciation - Spouse (Navy)	For presentation to the spouse, stocked in the Navy supply system (NSN 0106-LF-983-1700), prepared at the command and signed by the commanding officer.
NAVPERS 1650/79NR, Certificate of Appreciation - Spouse (Naval Reserve)	For presentation to the spouse, stocked in the Navy supply system (NSN 0106-LF-983-0500), prepared at the command and signed by the commanding officer.
DD 2542, Certificate of Appreciation for Service in the Armed Forces of the United States	Bearing the signature of the President, stocked in the Navy supply system (NSN 0106-LF-982-4700). The command will complete the certificate with name, rank, and military service.

6. **Letters of Appreciation.** In addition to the above certificates, the following personnel, upon retirement, shall receive standard letters of appreciation prepared by the White House Military Office and signed by the President:

- a. Naval personnel retiring with at least 30 years of military service.
- b. The Chairman and the Vice-Chairman of the Joint Chiefs of Staff (JCS) and Chiefs of Staff of the Military Services.
- c. The Master Chief Petty Officer of the Navy.
- d. Recipients of the Medal of Honor, on retirement or transferring to the Fleet Reserve.

e. Former prisoners of war (POWs), who qualify for or have been awarded the POW Medal.

7. **NAVPERSCOM (PERS-82) Responsibility.** NAVPERSCOM (PERS-82) will be responsible for mailing the Certificate of Retirement.

8. **Form Protection.** DD-2542, signed by the President as Commander in Chief, was established for extending the Nation's appreciation. The certificate is an expression of gratitude to the individual for military service and is not intended to have any legal effect on entitlement or benefits. Accordingly, a copy of the certificate or a notation that the member has received the certificate shall not be made a part of the member's military record.

9. **Preliminary Arrangements for the Ceremony.** The following actions are required to ensure a proper official ceremony:

a. Solicit member's desires in determining details of the ceremony.

b. Member will prescribe the uniform for principals and military guests.

c. Ship or station will rig for visitors, with necessary escorts, ushers, sentries, and head facilities. Reception arrangements shall be accommodated (if desired by the member) in the wardroom, CPO, and/or general mess, as appropriate. Refreshments may be provided by the member, at no expense to the government.

d. The rostrum may be equipped with a public address system and shall be decorated. Bunting, signal flags, ceremonial bullets, and other appropriate accouterments may be used.

e. Invitations and programs for the ceremony shall be typed or printed. Appropriated funds may be used to pay for invitations and printing for official retirement ceremonies. Invitations may be mailed to guests of the member as provided for in SECNAVINST 5603.2D.

f. Ships personnel, except the watch, shall be at parade quarters as space permits.

g. Use of a band and ceremonial color guard is authorized and encouraged.

h. The commander or commanding officer will meet dignitaries and senior officers at the quarterdeck. Side honors with sideboys and boatswain's mate will be rendered to senior officers. Boat gongs are not necessary when the side is tended.

i. Seating shall be arranged for guests with ushers and escorts assigned to supervise seating.

10. **Ceremony Procedures**. The executive officer of a ship, commanding officer of a flagship, or chief of staff of a flag officer normally acts as the master of ceremony (MC) using the following procedures:

Step	Action
1	Seat guests in advance.
2	Command Master Chief escorts the commander or commanding officer and the member (with spouse) to the rostrum.
3	On approach, MC orders "Ship's Company (and/or Staff), Attention."
4	If flag officer included in ceremony as guest speaker or guest of honor or as immediate superior in command (ISIC), he or she is escorted separately to ceremonial area. (See Note 1)
5	During arrival of principals, ship's company (and/or staff) will remain at attention. (See Note 2)
6	After arrival honors, if rendered, MC orders the colors paraded and MC announces the National Anthem. (See Note 3)
7	MC will introduce chaplain who gives the invocation. Military personnel in uniform remain covered.
8	MC asks guests to be seated, orders "Ship's Company (and/or Staff) Parade Rest," introduces officer to read the member's biography.
9	Once read, MC introduces guest speaker or guest of honor (or immediate superior in command (ISIC)). After speaker's remarks, MC introduces the commanding officer or commander. (If no guest speaker/guest of honor/ISIC, MC introduces the commanding officer or commander).
10	Commanding officer or commander will make any remarks and then present a United States flag (on behalf of the Secretary of the Navy), awards, and certificates to the member and the member's spouse. Citations and certificates shall be read by the MC as they are presented.
11	Gifts presented at this time. MC introduces member and the member may make remarks. (See Note 4)
12	MC will ask guests to rise and remain standing until completion of ceremony. He then introduces the chaplain who delivers the benediction. During the benediction the band may play the Navy Hymn softly.
13	Upon completion, the MC orders "Retire the Colors."
14	After colors retired, MC orders "Post sideboys" and when sideboys are in place, member will depart with spouse, if desired. Following last note to boatswain's pipe, band plays "ANCHORS AWEIGH."
15	MC announces end of ceremony, asks guests to remain in place until senior officers and distinguished guests have departed. If a reception is planned, make announcement at this time and escort guests to the reception area or quarter-deck.

NOTE 1: Guests will be asked to rise upon his or her arrival and honors, appropriate to the officer's rank, will be rendered unless these have been rendered at the quarter-deck incident to the flag officer's arrival.

NOTE 2: If the guest speaker or guest of honor or ISIC is not a flag officer and will not be receiving arrival honors (O-6 or below), he or she should be escorted to the ceremonial area with the principals.

NOTE 3: Personnel not in ranks and guests will face the national ensign if it is in sight; if not, face the music. Military personnel in ranks will not salute, but formation commanders and military guests will.

NOTE 4: Appropriate gifts for the occasion, such as shadow boxes, plaques, flower bouquets for the spouse, etc., are to be paid by separate resources and not appropriated or non-appropriated funds.

NOTE 5: Commanding officer, commander, or officer in charge of a member's last permanent duty station shall present a United States flag on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List. Commands are authorized to use OPTAR funds to procure the flags (NSN-8345-00-656-1435). The presentation of the flag will be at no cost to the member.

11. **Members Transferring.** In the case of personnel who are transferred to another activity for further transfer to the Fleet Reserve or the Retired List, the ceremony shall be conducted by the last permanent duty station and not by the activity to which transferred.

12. **Inactive Reserve Ceremony.** For ceremonies marking transfer of personnel in the inactive Naval Reserve to the Retired Reserve or the Naval Reserve Retired List, the commanding officer shall request from the Naval Reserve Personnel Center (Code 25), New Orleans, LA, an advance DD 363.
