



PSCINST 1800.1A

JAN 30 2015

PERSONNEL SERVICE CENTER INSTRUCTION 5200.1A

Subj: RETIREMENT CEREMONY PROCEDURES

Ref: (a) Financial Resource Management Manual, COMDTINST M7100.3D, Art 5.K
(b) Military Separations Manual, COMDTINST M1000.4, Art 1.C.4

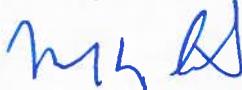
1. PURPOSE. This Instruction establishes procedures for conducting military (active duty/reserve) and civilian retirement ceremonies at Coast Guard Personnel Service Center (PSC).
2. ACTION. PSC Division and Staff Chiefs shall ensure compliance with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. PSCINST 1800.1 is cancelled.
4. DISCUSSION. Retirement ceremonies provide an occasion to honor retiring members who have served the Coast Guard and the Nation with distinction. The retiree reserves the right to choose the degree of formality for the ceremony; however, all retirees should have some form of recognition to acknowledge their long and dedicated service.
5. PROCEDURES. Division Officers and Staff Chiefs are responsible to determine what level of ceremony a retiree desires and shall appoint a project officer at least 60 – 90 days in advance of the retiree's departure from the unit. The project officer's name will be provided to the Human Resources Administration (HR&A) Staff for annotation on the roster.
 - a. Project Officers are responsible for the planning and execution of the retirement ceremony assigned. Typically, a Junior Officer or Senior Petty Officer will assist the project officer. However, the retiree must not leave the details of the ceremony up to the individual assigned. Forms of recognition to choose from are:
 - (1) Formal Recognition Ceremony. This is the highest form of recognition. It may be held in the PSC Alexander Hamilton Room (AHR) or another facility obtained by the retiring member. Generally, the Commander, PSC is the presiding official. Project officers should use enclosures (1) and (2) to assist in planning and executing the ceremony.
 - (2) Informal Retirement Ceremony. This ceremony is usually held in the AHR and involves fewer resources. Another military member can serve as the presiding official at the request of the retiree; however, Commander and/or Deputy Commander, PSC must be advised. Project officers should use enclosures (1) and (3) to assist in planning and executing the ceremony.
 - (3) Informal Recognition. This option involves the least amount of planning and lead-time. This is a brief, but professional ceremony usually held in the retiree's

workspace or the Division/Staff Chief's office. Project officers should use enclosure (1) and a modified version of enclosure (3) for informal recognition ceremony.

- b. Members are encouraged to start retirement planning early. Some important details are:
 - (1) Obtain pre-separation counseling approximately 180-days before separation using the DD Form-2648 and attend retirement or Goals, Planning, and Success (GPS) seminar.
 - (2) Complete retirement physical.
 - (3) Inform the command of type of retirement ceremony, date, and uniform preference.
 - (4) Engage in the planning and participation of all aspects of the retirement process and the retirement ceremony.
 - c. HR&A manages the retirement recognition funds. Project officers must ensure retirement recognition items meet criterion outlined in reference (a) and (b) before procurement request submission. As a guide:
 - (1) Appropriated funds may be used for an appropriate memento for professional achievement.
 - (2) Appropriated funds must not be used for refreshments, facility, or unit plaque procurement.
 - d. The duration of the ceremony shall not exceed 60 minutes in length.
 - e. The retirement of a Team Coast Guard member is an important tradition and attention to detail on everyone's part and required to ensure a smooth transition for the Coast Guard and the member.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on

Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>
9. RECORDS MANAGEMENT CONSIDERATIONS: This Instruction was thoroughly reviewed during the directives clearance process and it was determined there are no further records scheduling requirements in accordance with the Federal Records Act, 44 U.S.C. 3101, et esq., NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. None.
11. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.



M. L. AUSTIN
Commander, Personnel Service Center

Enclosure: (1) Retirement Checklist
(2) Formal Ceremony Script
(3) Informal Ceremony Script

Enclosure (1) to PSCINST 1800.1A

Retirement Ceremony Checklist					Ceremony Date:
Critical Logistics (45-60 days prior)	Mbr / Coord	Req'd / Optional	Target	Completed	Notes
CO availability for date confirmed	C/M	R			Contact Command Cadre YN
ID Master of Ceremonies	C/M	R			
ID / Invite Guest Speaker(s)	M	O			
Chaplain Arranged	M	O			
Retirement, Presidential, and Spouse Certificates ordered	C	R			Contact HR&A
Dependents Certificate of Appreciation	C	R			Contact HR&A
Award submission to HRA	C	R			Contact Awards Board Secretary
Order Shadow Box (If Applicable)	C	O			
Reserve Facility for Rehearsal	C	O			*Outside PSC at-cost to member
Reserve Facility for Ceremony*	C	R			
Reserve Facility for Reception	M	O			
Invitations and Gifts (30 days prior)					
Uniform for ceremony determined	M	R			
Invitations Prepared	M	O			
Guest List Finalized	M	O			
E-Invitations/Invitations Mailed	C	O			*Postage paid by mbr
Receiving RSVPs	C/M	O			
Retirement gift fund started	C	R			Contact HRA
Retirement gift purchased	C	R			
Logistics (15 days prior)					
Obtain Member's CG Career History/BIO	C/M	R			Contact HR&A
Commander's Remarks	C	R			Provide BIO
Flowers for spouse/gifts for loved ones	M	O			
National Ensign obtained from HRA	C	O			
Confirmed receipt of retirement button	C	R			
Shadow Box prepared	C	O			
Caterer/Menu Arranged	M	O			
Photographer Arranged	C	R			
Sound System Arranged/Available	C	R			
Set-Up/Clean-Up Crew Arranged	C	R			
Reserve Parking at outside facility	C	R			
Logistics (5 days prior)					
Script Binders Prepared	C	R			MC, CO, Retiree and Speaker
Seating/table diagram completed.	C	R			
Notify Gate Security of Visitors	C	R			
Ceremony Programs Prepared	C/M	O			
Music disk(s) obtained	C	O			
Ceremony Day					
Script Binders in place	C	R			
Groups, Details, Speaker Present	C	R			
Photographer present	C	R			
Music disk(s) in place. Sound Check	C	R			
Set-up/Take down crew present	C	O			
Ushers arranged. Program in hand.	C	O			
Gift Giver (reception) ID'd	C	O			
Shadow Box and Gifts in place	C	R			
Refreshments in place	M	O			
Optional Ceremony/Reception Items					
TISCOM Color Guard	C	O			
TISCOM 4-person Rifle Detail	C	O			
"Pass the Flag" Ceremony	C	O			For CWO - +
Inspect "Honor Platoon"	C	O			
Sideboys - "Pipe member ashore"	C	O			Cutterman Tradition
Music During and After	C/M	O			
Career Video/PPT for Reception	M	O			

Suggested Sequence of Events and Script for Formal Retirement Ceremony

MC: "Ladies and Gentlemen, welcome to _____ for today's Retirement Ceremony where we will recognize the outstanding accomplishments of _____ and his/her _____ years of service to the Nation. Please rise for the arrival of the official party, the presentation of colors, the playing of our National Anthem, and the invocation."

MC: "Honor Company, Attention"
Honor Platoon Commander (PC): "Attention – Report".

MC: "Color Guard Present the Colors"
"Hand Salute"

Band or recording: National Anthem
Salutes rendered

MC "Ready Two"

MC: "Ladies and Gentlemen, Chaplain _____ will now offer the invocation.

Chaplain: Conducts Invocation

MC: "Please be seated."

"_____ rank/name and Captain _____ will now review the Honor Company."
Retiring Member and Presiding Official proceed towards honor line.

PC: "Sir/Ma'am, the Honor Platoon is formed and ready for your inspection."

Retiring Member: "Very Well"
Martial music

Retiring member and Presiding Official troop the line. The retiring member may opt to walk through the platoon for inspection. Party will salute when passing the Honor Platoon Commander and colors. After the inspection/troop the line, the retiring member and the Presiding Official will be seated.

MC: Welcoming remarks and introduction of Presiding Official

Presiding Official: Remarks

After the remarks, the Presiding Official will escort the retiring member to the place of honor. If a spouse is present, he/she will be escorted to accompany the retiring member. Children may also accompany the retiring member. The MC will announce/read gifts and recognition in the following order:

Read and present Spouse and Children Certificates from COMDT
Flowers given to the Spouse
Read and present letter from Command
Read and present letter to CPO from MCPO-CG
Read and present award as appropriate
Read and present Retirement Certificate
Present Shadow Box (if applicable)

(Note: Above are the only presentations authorized for the formal retirement ceremony.)
Spouse and children will be escorted to their seats. Presiding Official will return to seat.

MC: Introduce retiring member to make remarks.

Retiring Member: Remarks. (These remarks should focus on the positive aspects of a career in the Coast Guard. Personal insights to help those that follow will be most welcomed.)

MC: "Ladies and Gentlemen please rise for the benediction and the departure of the official party."

Chaplain: Benediction

MC: Retire the colors.

Following the retiring of colors, the playing of Semper Paratus is appropriate. After the first verse, the retiring member will depart past the honor line rendering a salute. The Presiding Official will follow. (After the second verse of Semper Paratus)

MC: "This concludes the retirement ceremony. You are all invited to _____ to enjoy a reception hosted by _____ (retiring member). Thank you for joining us today."

PC: Dismiss the Honors Platoon.

Suggested Sequence of Events and Script for Informal Retirement Ceremony

The informal retirement ceremony provides some formality, but leaves more latitude for the retiring member and Project Officer in planning. The following is a recommended sequence of events:

MC: "Please rise for the arrival of the official party and the invocation."
Official Party: Presiding Official, Retiring Member, Chaplain, Division Officer/Branch Chief

Chaplain: Invocation

MC: Welcoming remarks and introduction of the Presiding Official

Presiding Official: Remarks

Presiding Official, Retiring Member and family (optional) file to center stage after the presiding official's remarks. Presentations are made in the following order:

Read and present Spouse and Children Certificates from COMDT
Flowers given to the Spouse
Read and present congratulations letter from Command
Read and present CPO with letter from MCPO-CG
Present recognition from Division/Branch as appropriate
Read and present award as appropriate
Read and present Retirement Certificate
Present Shadow Box (if applicable)
Spouse and children return to their seats. Presiding Official will return to seat.

MC: Introduce retiring member to make remarks.

Retiring Member: Remarks. (These remarks should focus on the positive aspects of a career in the Coast Guard. Personal insights to help those that follow will be most welcomed.)

MC: Thank Retiring Member for remarks. "Will the audience please rise for the benediction and departure of the official party." If applicable, call members forward who will be presenting any other mementos or gifts to the Retiring Member.

Chaplain: Benediction (upon completion, official party files out)

MC: "Ladies and Gentlemen, this concludes the retirement ceremony for _____ (Retiring Member). You are all invited to _____ for a reception hosted by _____ (Retiring Member). Thank you for sharing this special day with us."