



PSSUCLEVEINST 1810.1

FEB 19 2010

PERSONNEL SERVICES AND SUPPORT CLEVELAND INSTRUCTIONS 1810.1

Subj: MILITARY AND CIVILIAN RETIREMENTS

Ref: (a) COMDTINST M1000.6A, USCG PERSMAN Article 12-C-4
(b) COMDTINST M5060.12 (SERIES)
(c) ALCOAST 312/09, R 211928Z MAY 09 FM COMDT COGARD Washington DC//CG-8//

1. **PURPOSE.** This instruction provides guidance coordinating appropriate individual recognition for retiring military and civilian employees.
2. **ACTION.** All PSSU Cleveland Branch Chiefs shall ensure that the requirements of this instruction are met.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** It is a command's responsibility to ensure retiring military and civilian employees of PSSU Cleveland receive appropriate recognition upon retirement. Tradition dictates retirement from service is marked with appropriate ceremony. An integral part of any retirement ceremony is the presentation of awards, symbols of recognition and congratulatory letters marking the years of dedicated and honorable service.
5. **PROCEDURES.**
 - a. PSSU Cleveland shall observe military and civilian retirements as guided in references (a) and (b).
 - b. Upon notification of an impending retirement of a military or civilian staff member, Branch Chiefs shall forward to the Command Administrative Assistant, a report outlining the retiree's career within the Coast Guard. This information will be used to prepare a congratulatory letter from the Commanding Officer. At a minimum, items to be included in the report are:

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NON-STANDARD DISTRIBUTION: All PSSU Cleveland Staff Components and Branches, PSC (BOPS)

- (1) Number of years of active duty or civil service, as appropriate;
 - (2) All duty assignments (include dates and location). Highlights special or unique assignments.
- c. Enclosure (1) is a checklist of items needed for military and civilian retirement ceremonies. A project officer will be assigned and ensure each item on the checklist is prepared and/or ordered.
6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
 7. **FORMS.** None.
 8. **ENCLOSURE:** Checklist of items needed for a military and a civilian retirement ceremony.


JEAN A. PASCHAL

MILITARY RETIREMENT CHECKLIST

1. DHS Plaque (ordered from Bay Engraving & Design) & Gift per reference (c)
2. Certificate of Retirement & Spouse Certificate if applicable. (PPC)
3. Presidential Certificate of Appreciation (PPC)
4. Retirement Lapel Pin (PPC)
5. American Flag (Unit Funds)
6. Children's Certificates (certificate drafted locally and sent to PSC for signature)
7. Letter of Retirement requested from PSC Commander (letter drafted locally and sent to PSC for signature)
8. Letter of Retirement from PSSU Cleveland Commanding Officer (PSSUCLEVEINST 1810.1)
9. Award (if applicable)
10. Request a photographer
11. Reserve a room for the ceremony

CIVILIAN RETIREMENT CHECKLIST

1. DHS Plaque (ordered from Bay Engraving & Design) (Unit Funds)
2. Letter of Retirement requested from PSC Commander (letter drafted locally and sent to PSC for signature)
3. Presidential Letter - Letter for civilian employees who have completed 35 years of Federal service (may include both military and civilian service time).
4. Letter of Retirement from PSSU Cleveland Commanding Officer (PSSUCLEVEINST 1810.1)
5. Award (if applicable)
6. Request a photographer
7. Reserve a room for the ceremony
8. Gift (donations)

Enclosure (1)