



Commander
 United States Coast Guard
 Personnel Service Center

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PSCINST 1800.1

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1800.1

Subj: RETIREMENT CEREMONY PROCEDURES

Ref: (a) Financial Resource Management Manual, COMDTINST M7100.3D, Art. 5.K
 (b) CG Personnel Manual, COMDTINST M1000.6A, Art. 12.c.4.b

1. PURPOSE. This instruction establishes procedures for conducting military (active duty/reserve) and civilian retirement ceremonies at Coast Guard Personnel Service Center (CG PSC).
2. ACTION. CG PSC division and staff chiefs shall ensure compliance with the provisions of this instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
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 Retirement Ceremony. This is the highest form of recognition. It may be held in the CG PSC All Hands Room (AHR) or another facility obtained by the retiring member.

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NON-STANDARD DISTRIBUTION:

Generally, the Commander is the host. Project Officers should use enclosures (1) and (2) to assist in planning and executing the ceremony.

- (2) Informal Retirement Ceremony. This type of ceremony is usually held in the AHR and involves fewer resources. Generally, the Commander is the host, but another military member can substitute at the request of the retiree. Please advise Command. 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) Attend a retirement seminar and obtain pre-separation counseling approximately 180 days before separation using the DD Form 2648.
- (2) Complete a 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.

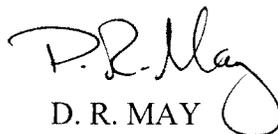
c. HR&A manages the retirement recognition funds. Project Officers must ensure retirement recognition items meet criterion outlined in references (a) and (b) before procurement request submission. As a guide:

- (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.

6. The retirement of a Team Coast Guard member is an important tradition and attention to detail on everyone's part is required to ensure a smooth transition for the Coast Guard and the member.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined not applicable.

8. FORMS/REPORTS. None.


D. R. MAY

Enclosures: (1) Retirement Checklist
(2) Formal Ceremony Script
(3) Information Ceremony Script

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			
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 SPO
Dependents Certificate of Appreciation	C	R			Contact SPO
Award submission to HRA	C	R			
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			
Invitations Mailed emailed	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 SPO
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.