



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 5060.1B
N002A
23 Mar 16

NETC STAFF INSTRUCTION 5060.1B

From: Commander, Naval Education and Training Command

Subj: RETIREMENT OR TRANSFER TO THE FLEET RESERVE CEREMONIES

Ref: (a) MILPERSMAN 1800-010

Encl: (1) Retirement Ceremony Checklist
(2) Sample Retirement Ceremony 5060 Note
(3) Retirement Information Sheet

1. Purpose. To establish the guidelines and responsibilities for appropriate ceremonies to be conducted upon transfer to the Retired List or Fleet Reserve for all military personnel attached to the Naval Education and Training Command (NETC) Staff.

2. Cancellation. NETCSTAFFINST 5060.1A.

3. Background. Reference (a) stipulates the transfer to the Retired List or Fleet Reserve concurrent with release from active duty shall, if the member desires, be preceded by an appropriate ceremony designed to express the Navy's appreciation for faithful and honorable service. Such military ceremonies have a well-recognized value and frequently provide the only opportunity to publicly acknowledge an individual's contributions. Accordingly, all military personnel being separated for retirement or transfer to the Fleet Reserve shall be given the opportunity to select one of the appropriate ceremonies listed below in paragraph 5.

4. Ceremony Coordination

a. Enlisted Personnel. Upon receipt of orders for transfer to the Retired List or Fleet Reserve, the Administrative Office shall forward a copy of those orders to the Force Master Chief (FORCM) or N7 Department Leading Chief Petty Officer (DLCPO). The FORCM or DLCPO will contact the retiree to determine their desires concerning an appropriate ceremony and will coordinate

with the retiree's DD/Special Assistant (SA) for assignment of an Action Officer (AO) for the ceremony.

b. Officer Personnel. Upon receipt of orders for transfer to the Retired List, the Administrative Office shall forward a copy of those orders to the appropriate DD/SA. The DD/SA will contact the retiree to determine their desires concerning an appropriate ceremony and will assign an AO for the ceremony.

5. Retirement Ceremonies

a. Formal Retirement Ceremony. Attendance for this ceremony is strongly encouraged for all NETC staff military personnel and is open to civilian personnel wishing to attend. The retiree may request the Commander, NETC or other appropriate official to conduct the ceremony. The conduct of the ceremony shall be in the traditional sense using enclosures (1) and (2) as guidance. The ceremony shall be conducted in an appropriate location which reflects credit upon the United States Navy.

b. Informal Retirement Ceremony. Attendance shall be held to the retiree's wishes (e.g., family, selected friends, Division members, etc.). The retiree's DD/SA will normally conduct the ceremony; however, another appropriate official can conduct if desired. The ceremony shall be conducted in an appropriate location which reflects credit upon the United States Navy.

c. No Ceremony. Although discouraged, the retiree has the option to elect no ceremony. If so elected, the retiree shall be provided all items (e.g., awards, letter of appreciation, certificates, etc.) by the command.

6. Action

a. DD/SA shall:

(1) Assign from divisional personnel, an AO to track the preparation and conduct of the retirement ceremony.

(2) Submit smooth end of tour award (if any) to the Administrative Officer (N004) for routing and approval. The ending date of the award is the last day of duty prior to the beginning of any period of separation leave. The following time

table is provided as a tool to ensure sufficient lead time is given for each award and is relative to the ceremony date vice the actual retirement date:

- (a) Legion of Merit - 90 days
- (b) Meritorious Service Medal - 30 days
- (c) Navy and Marine Corps Commendation Medal -
30 days
- (d) Navy and Marine Corps Achievement Medal -
30 days

b. Retiree shall:

(1) Provide a biography to the NETC Speech Writer (N00P) no later than two weeks prior to the ceremony date (if CNETC is speaking at the ceremony).

(2) Complete the Retirement Information Worksheet (enclosure (3) page 1) and return it to the AO within two weeks of initial receipt.

(3) Make arrangements for post ceremony reception (if desired). Ensure the AO and DLCPO, in the case of enlisted personnel, are fully informed on arrangements and any special issues regarding the reception.

c. DLCPO shall:

(1) Ensure each enlisted Sailor is afforded a proper and honorable ceremony, if desired, per reference (a).

(2) Coordinate with the enlisted Sailor's DD/SA for assignment of the AO.

d. AO shall:

(1) Be responsible for the setup, execution, and cleanup of the ceremony.

(2) Upon assignment, arrange a coordination meeting with

the retiree to discuss their desires and general issues of the ceremony conduct. After initial meeting, provide a brief update to the Chief of Staff and Flag Secretary.

(3) Complete and track all issues as outlined in enclosure (1).

(4) Ensure retiree completes enclosure (3). Once received, forward a copy of enclosure (3) page 1 to the Administrative Office for completion of appropriate letters and certificates.

(5) Coordinate with the retiree, guest speaker, and ceremony adjutant in the preparation of enclosure (2).

e. Administrative Office shall:

(1) Assist the Retiree, AO, and DLCPO administratively as required.

(2) Complete all required documents (e.g., letters of appreciation, appropriate certificates, etc.) using the information contained in enclosure (3) page 1 and forward to the AO no later than one week prior to the retiree's ceremony date or departure date if no ceremony is elected.

Note: For members not local, if CNETC signature is not desired for certificates and letters, they may be requested and generated at the local level.

f. N4 shall (if local and/or applicable):

(1) Set up the ceremony site as required (e.g., chairs, podium, flags, ship's bell, bullets, carpet, etc.).

(2) Coordinate the cleanup of the ceremony site.

(3) Submit Invitations and Program to Defense Automated Printing Service for printing.

g. The Public Affairs Officer (PAO) shall:

(1) Ensure a hometown release form is provided to each retiree and releases are made, as desired.

(2) Provide, or arrange for the provision of, photographic support for the ceremony.

(3) Submit request to Base PAO for retiree's announcement to be posted on base Marquee on day of ceremony (if applicable).

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

8. Forms. The following forms are available for download from Naval Forms Online (<https://navalforms.documentservices.dla.mil/web/public/forms>):

- a. NAVPERS 1336/6 (Special Request/Authorization)
- b. OPNAV 5511/14 (Security Termination Statement)



M. A. WHITT
Chief of Staff

RETIREMENT CEREMONY CHECKLIST

1. The below check-off list is provided to assist Division Directors/Special Assistants and Action Officers in ensuring the completion of requirements. This list is not all inclusive; it serves as a basis from which to start the planning process and track the progress.

DATE	COMP	ACTION REQUIRED	COGNIZANCE
_____		Provide Retiree copy of Retirement Orders	N004
_____		Provide Retiree copy of NETCSTAFFINST 5060.1B	N004
_____		Complete Retirement Ceremony Information Sheet	Retiree
_____		Prepare End of Tour Award (Submit to N004)	DD/SA
_____		Security Termination Form (OPNAV 5511/14)	N004
_____		Select an Action Officer	DD/SA
_____		Identify Guest Speaker	Retiree
_____		Identify Chaplain for Invocation & Benediction (If applicable)	Retiree
_____		Identify MC for ceremony	Retiree
_____		Obtain BIO from Guest Speaker	Retiree
_____		Obtain BIO from Retiree	Retiree
_____		Set ceremony date & location	Retiree
_____		Request Letter for Ceremony Facility Use	Action Officer
_____		Request Honor Guard	Action Officer
_____		Identify Bos'n/Bellringer	Action Officer

DATE COMP	ACTION REQUIRED	COGNIZANCE
_____	Identify Side Boys (Min of 4 for any ceremony)	Action Officer
_____	Obtain Bullets (Min of 4) and bell for ceremony	N4 (if applicable)
_____	Plan Reception	Retiree
_____	Photographic Coverage Arrangement Made	N00P
_____	Family Letters of Appreciation prepared and sent to CNETC for signature	N004 (N7/76)
_____	Retired Presidential Letters drafted and sent	N004 (N7/76)
_____	Prepare Retirement/Fleet Reserve Certificate	N004 (N7/76)
_____	Governor Letters drafted and sent	N004 (N7/76)
_____	Flag Certificate/Flag (Flown where Retiree desires)	Action Officer
_____	Prepare Ceremony Script	Retiree/ Action Officer
_____	Publish NETCNOTE 5060 (POA&M)	N004 (N7/76)
_____	Submit request for Marquee Display	N00P (if applicable)
_____	Retiree's Guest List	Retiree
_____	Prepare Invitations for printing	Retiree
_____	Proofed invitation sent to DAPS for printing	N4 (N7/76)
_____	Prepare Program for printing	Action Officer
_____	Proofed program sent to DAPS for printing	Action Officer

DATE COMP	ACTION REQUIRED	COGNIZANCE
_____	Mail Invitations or send e-Invites	Retiree
_____	Rough Script to MC	Action Officer
_____	Make Flower arrangements for Retirees Spouse and Family Members	Retiree
_____	Seating Chart completed	Retiree
_____	Assign Ushers to present flowers to Retiree's Spouse	Action Officer
_____	Retirement Ceremony Set-up and Practice	Participants

* * * * * RETIREMENT CEREMONY * * * * *

DATE COMP	ACTION REQUIRED	COGNIZANCE
_____	Pick up flowers for Retiree's Spouse	Action Officer
_____	Ensure cake is ready and delivered to Retirement Reception	Action Officer
_____	Award & Certificates delivered to ceremony site	Action Officer
_____	Binders for Ceremony	Action Officer
_____	Retirement Ceremony Set-up	N4 (N7/76)
_____	Ceremony Site Clean-up	N4 (N7/76)
_____	Reception Area Clean-up	N4 (N7/76)

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SAMPLE RETIREMENT CEREMONY 5060 NOTE



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

Canc: MMM YR

NETCSTAFFNOTE 5060
N004

NETC STAFF NOTICE 5060

From: Commander, Naval Education and Training Command

Subj: RETIREMENT CEREMONY FOR (*RETIREE'S NAME*), USN

Encl: (1) Schedule of Events
(2) Dais Area Diagram - National Naval Aviation Museum

1. Purpose. To provide information, outline procedures, and assign responsibilities for conducting subject ceremony.
2. Background. (*Retiree's Name*), USN, will retire effective (*Day Month Year of retirement*). A retirement ceremony will be conducted in the (*Location of ceremony*), Pensacola, FL at (*Time*) on (*Day*), (*Date (dd Month yyyy)*). All Naval Education and Training Command (NETC) staff personnel are cordially invited to attend.
3. Action. The following duties and responsibilities are assigned:
 - a. (*Action Officer Name*). Assigned as Action Officer and is responsible for the overall coordination of events.
 - b. (*MC's NAME*). Serve as Master of Ceremonies.
 - c. NETC CMC. Arrange bell ringer, Honors boatswain's mate.
 - d. First Lieutenant. Provide public address system, preposition ceremonial bullets, ship's bell, (*xx*) chairs, podium, ceremonial bunting, and display table in the (*Ceremony Location*) no later than (*Time*), (*Date (dd Month yyyy)*).

Enclosure (2)

- Site set-up and parking
- Water behind podium and at each seat on the dais
- Hand out programs (ushers)
- Place personalized programs on VIP chairs
- Place water in (*Location of pre-reception area*) for pre-reception

e. Public Affairs Officer. Provide official photography services.

f. The following personnel will serve as side boys:

4. Uniform

a. Official Party:

b. Participants:

c. Guests: Military: Uniform of the Day
Civilian: Informal attire

5. Rehearsal. A rehearsal for key participants will be held at (*Location*) at (*Time*) on (*Day*), (*Date*). Key personnel are:

Master of Ceremonies
Coordinator
Public Affairs Officer
Honors Boatswain's Mate
Lead Side Boy
Ushers (2)
Bell Ringer
Color Guard NCO

6. Action Plan - Day of Ceremony: *Date of Ceremony*. The following retirement ceremony plan of action is established:

- a. Pre-Ceremony Reception. (*Guests meeting area at ceremony location*) reserved for family members and official party thirty minutes prior to ceremony.
- b. Parking (delineate parking areas/VIP). Two VIP spaces at (*Ceremony Location*), NETC VIP signs will be placed by the First Lieutenant staff.
- c. Presiding Officer Arrival (1340)
 - (*Name of Official*)
- d. Guest Speaker Arrival (1340)
 - (*Name of Guest Speaker*)
- e. First Lieutenant:
 - Set up/break down/clean up
 - 1200 working party

I. M. SAILOR
Chief of Staff

SCHEDULE OF EVENTS

1200 SET UP CHAIRS FOR GUESTS
SET UP DAIS/BUNTING/QUARTERDECK/BULLETS
AWARDS, RECOGNITIONS ITEMS, RETIREMENT CHAIR STAGED
ON/AT THE AWARDS TABLE
PLACE PERSONALIZED PROGRAMS ON VIP SEATS

1315 SET UP WATER IN LIBRARY FOR PRE-CEREMONY RECEPTION
COLOR GUARD ARRIVES

1320 USHERS ON STATION FOR ARRIVAL OF ALL PARTICIPANTS

1330 *(RETIREE'S NAME)* AND FAMILY ARRIVE AND ARE ESCORTED TO
(LOCATION OF PRE-RECEPTION AREA)
CHAPLAIN/PASTOR *(NAME)* ARRIVES AND IS ESCORTED TO
(LOCATION OF PRE-RECEPTION AREA)
SIDEBOYS AND BOATSWAIN'S MATE ARRIVE
SEATING OF GUESTS BEGINS

1340 *(PRESIDING OFFICIAL/GUEST SPEAKER)* ARRIVE AND ARE
ESCORTED TO *(LOCATION OF PRE-RECEPTION AREA)*

1350 ESCORT FAMILY/GUESTS TO SEATS

1355(MC) COLOR GUARD, SIDEBOYS, AND BOATSWAIN'S MATE FALL IN
CHAPLAIN/PASTOR *(NAME)* TAKES HIS/HER POSITION ON THE
DAIS
SIGNAL FOR GUESTS TO TAKE THEIR SEATS

MC "LADIES AND GENTLEMEN, WE WILL BEGIN THE CEREMONY IN A
FEW MOMENTS. PLEASE TAKE YOUR SEATS AND TURN OFF ALL
CELL PHONES AND PAGERS. THANK YOU."

1400 CEREMONY BEGINS

Enclosure (2)

MC "GOOD AFTERNOON, THE (*Usually Staff of ceremony site*) AND THE NAVAL EDUCATION AND TRAINING COMMAND WELCOME YOU TO THIS SPECIAL OCCASION AS WE GATHER TO WITNESS THE CULMINATION OF A DISTINGUISHED (*# of Years*)-YEAR MILITARY CAREER. WE WANT TO EXPRESS OUR GRATITUDE TO A GOOD FRIEND AND SHIPMATE. WE THANK HIM/HER FOR HIS/HER MANY CONTRIBUTIONS, WHICH HAVE MADE OUR NAVY AND MARINE CORPS A STRONGER AND MORE CAPABLE FORCE IN THIS SOMETIMES TROUBLED WORLD. THANK YOU FOR BEING THE TYPE OF LEADER WHO HAS ENSURED THE NEXT GENERATION OF SAILORS AND MARINES IS READY TO MEET THE CHALLENGES OF TOMORROW.

(*RETIREE'S NAME*) RETIREMENT CELEBRATES THE END OF ONE PHASE IN HIS/HER LIFE. HOWEVER, IT ALSO MARKS THE BEGINNING OF ANOTHER, SO OUR GATHERING TODAY ALSO GIVES US THE OPPORTUNITY TO WISH HIM/HER AND (*FAMILY*) EVERY SUCCESS IN THE FUTURE AS THEY LOOK FORWARD TO NEW CHALLENGES AND REWARDS. WILL THE GUESTS PLEASE RISE AND REMAIN STANDING FOR THE ARRIVAL OF THE OFFICIAL PARTY, THE PRESENTATION OF COLORS, OUR NATIONAL ANTHEM, AND THE INVOCATION. MILITARY GUESTS, COVER."

BELL RINGER SOUNDS 4 BELLS (RETIREE)

MC "(*RETIREE RANK*), UNITED STATES NAVY, ARRIVING."

BOS'N RENDERS SIDE HONORS

BOS'N PIPES 2 MORE SIDEBOYS INTO POSITION

BELL RINGER SOUNDS 6 BELLS (If Military) (*Guest Speaker*)

MC "(*GUEST SPEAKER RANK*), ARRIVING."

BOS'N RENDERS SIDE HONORS

BAND PLAYS 2 RUFFLES AND FLOURISHES FOLLOWED BY ADMIRAL'S MARCH

BELL SOUNDS 6 BELLS (RADM SAILOR)
RINGER

MC "NAVAL EDUCATION AND TRAINING COMMAND, ARRIVING."

BOS'N RENDERS SIDE HONORS

BAND PLAYS 2 RUFFLES AND FLOURISHES FOLLOWED BY ADMIRAL'S
MARCH

*OFFICIAL PARTY TAKES POSITIONS ON THE STAGE PER
ENCLOSURE (2)*

MC "COLOR GUARD PARADE THE COLORS."

COLOR GUARD PARADES COLORS

MC "LADIES AND GENTLEMEN OUR NATIONAL ANTHEM."

MC "POST THE COLORS."

COLOR GUARD POSTS COLORS

MC "CHAPLAIN (*or PASTOR/FATHER if civilian*) _____
OF (*COMMAND NAME*) WILL NOW OFFER THE INVOCATION."

CHAPLAIN INVOCATION
(NAME)

MC "WILL THE GUESTS PLEASE BE SEATED. MILITARY GUESTS
UNCOVER."

MC "POST THE SIDBOYS."

SIDBOYS POST

MC "LADIES AND GENTLEMEN, *PRESIDING OFFICIAL,*
(COMMANDER/COMMANDING OFFICER), (COMMAND NAME)."

PRESIDING INTRODUCTION OF (*GUEST SPEAKER*)
OFFICIAL

GUEST REMARKS
SPEAKER

MC "LADIES AND GENTLEMEN, (*PRESIDING OFFICIAL*)"

PRESIDING REMARKS. AFTER, (*PRESIDING OFFICIAL*) WILL INVITE
OFFICIAL (*FAMILY MEMBERS*) TO THE STAGE

COMMAND ASSIST WITH PRESENTATIONS
MEMBER

RADM PRESENTATION OF LETTERS OF RECOGNITION TO (SPOUSE)
SAILOR

MC "TO ALL WHO SHALL SEE THESE PRESENTS, GREETINGS:
(*SPOUSE*), BY THE AUTHORITY VESTED IN ME, IT IS MY
PLEASURE TO EXPRESS THE GRATEFUL APPRECIATION OF THE
UNITED STATES NAVY TO YOU FOR ENDURING THE FREQUENT
AND LONG SEPARATION FROM YOUR HUSBAND/WIFE, AS HE/SHE
SERVED HIS/HER COUNTRY. THESE MONTHS, INDEED YEARS
THAT HE/SHE SPENT AWAY FROM YOU CONSTITUTE A CLEAR AND
NOBLE DEMONSTRATION OF HIS/HER LOVE FOR YOU AND
HIS/HER FAMILY. YOU SEE, HE/SHE LEFT YOU IN ORDER TO
ENSURE THAT YOU INHERITED A SAFER WORLD, A SURER
PEACE. TO THOSE WHO SAY ONE PERSON CANNOT MAKE A
DIFFERENCE, I SAY WRONG. YOUR HUSBAND/WIFE DID!
HE/SHE MADE OUR NAVY STRONGER AND KEPT OUR NATION
SAFE. WITH HIS/HER SERVICE TO THE NAVY NOW COMPLETE,
HE WILL BE ABLE TO SPEND MORE TIME WITH YOU IN THE
FUTURE. THE UNITED STATES NAVY THANKS BOTH YOU AND
YOUR HUSBAND FOR ENDURING THESE SEPARATIONS.

GIVEN THIS TH DAY OF , 2011.

SIGNED, A. B. SAILOR, REAR ADMIRAL, UNITED STATES
NAVY."

MC "(*CHILDRENS NAMES*),

ON BEHALF OD A GRATEFUL NATION AND THE US NAVY, PLEASE
ACCEPT THESE LETTERS OF APPRECIATION FOR THE
SACRIFICES YOU ENDURED WHILE YOUR FATHER/MOTHER SERVED
OUR COUNTRY.

(*FAMILY MEMBERS*), PROCEED FROM DAIS UNESCORTED.

MC "WILL THE GUESTS PLEASE RISE FOR THE PRESENTATION OF
(*RETIREE'S*) AWARD AND READING OF THE CITATION.
ATTENTION TO AWARD."

RADM PRESENTS AWARD
SAILOR

MC (*TYPE THE CITATION INFORMATION HERE*)

FOR THE PRESIDENT,

A. B. SAILOR
VICE ADMIRAL, U.S. NAVY"

MC "PLEASE BE SEATED."

MC "RADM KILKENNY WILL NOW PRESENT (*RETIREE*) WITH THE
RETIREMENT CERTIFICATE.

RADM PRESENTS RETIREMENT CERTIFICATE
SAILOR

MC CERTIFICATE OF RETIREMENT FROM THE ARMED FORCES OF THE
UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

THIS IS TO CERTIFY THAT (*RETIREE*), HAVING SERVED
FAITHFULLY AND HONORABLY WAS RETIRED FROM THE UNITED
STATES NAVY ON THE ____ *DAY OF* ____ TWO THOUSAND AND
ELEVEN.

A. B. SAILOR
VICE ADMIRAL, U.S. NAVY"

MC "(*PRESIDING OFFICIAL*) WILL NOW PRESENT (*RETIREE*) WITH
A LETTER OF RECOGNITION FROM PRESIDENT BARACK OBAMA.

RADM PRESENTS LETTER
SAILOR

MC CERTIFICATE OF APPRECIATION

FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES
OF AMERICA

I EXTEND TO YOU MY PERSONAL THANKS AND THE SINCERE
APPRECIATION OF A GRATEFUL NATION FOR YOUR
CONTRIBUTION OF HONORABLE SERVICE TO OUR COUNTRY. YOU
HAVE HELPED MAINTAIN THE SECURITY OF THE NATION DURING
A CRITICAL TIME IN ITS HISTORY WITH A DEVOTION TO DUTY
AND A SPIRIT OF SACRIFICE IN KEEPING WITH THE PROUD
TRADITIONS OF MILITARY SERVICE.

YOUR COMMITMENT AND DEDICATION HAVE BEEN AN
INSPIRATION FOR THOSE WHO WILL FOLLOW IN YOUR
FOOTSTEPS, AND FOR ALL AMERICANS WHO WILL JOIN ME
TODAY IN SALUTING YOU FOR A JOB EXTREMELY 'WELL DONE'.

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

BARACK OBAMA
COMMANDER IN CHIEF"

MC "(RETIREE) ALSO RECEIVED LETTERS OF RECOGNITION FROM
THE FOLLOWING FORMER PRESIDENTS: (*PRESIDENTS NAMES
HERE*) "

"(RETIREE) HAS RECEIVED PROCLAMATIONS FROM THE
GOVERNORS OF THE FOLLOWING STATES: _____, WHERE
HE/SHE WAS BORN; _____, WHERE HE/SHE EARNED
HIS/HER BACHELOR'S DEGREE FROM THE UNIVERSITY OF
_____; AND FLORIDA, WHERE HE/SHE AND HIS/HER
FAMILY CURRENTLY RESIDE."

(THE RETIREMENT CHAIR WILL BE PREPOSITIONED AT THE
AWARDS TABLE)

MC "IN THE LATE 1700'S, THE U.S. NAVY SET SAIL WITH NEW
IDEAS, NEW GOALS, AND A DESIRE TO BUILD TRADITIONS
THAT WOULD STAND THE TEST OF TIME. THE NAVY LED THE
WAY WITH PROVIDING HONORS FOR ITS OFFICERS AND
CREWMEN. IN THE 1800'S, NAVY MEN BEGAN HOLDING

Enclosure (2)

RETIREMENTS FOR FELLOW SAILORS, AND THE CAPTAIN WOULD ALLOW THE JOLLY BOAT TO TAKE THE RETIREE ASHORE."

MC

"A FINE SWORD,...A BRACE OF PISTOLS,...A RIFLE OR MUSKET,...OR MAYBE A SEA CHEST OF FINE WOOD AND BOUND IN BRASS WAS TRADITIONALLY PRESENTED TO RETIREES TO REMIND THEM OF THE CREWS AND SHIPS THEY HAD SERVED WITH. IN THAT TRADITION TODAY I WILL PRESENT CAPT HANNAN WITH A PERSONALIZED CHAIR ON BEHALF OF THE WARDROOM MESS."

"AS YOU JOURNEY BEYOND ACTIVE DUTY ONWARD TO NEW CHALLENGES AND OPPORTUNITIES, MAY THIS CHAIR REMIND YOU OF THE PEOPLE YOU HAVE SERVED WITH, THE PLACES YOU HAVE VISITED AROUND THE GLOBE, AND THE EXPERIECES YOU HAVE HAD, BOTH AFLOAT AND ASHORE, IN THE LAST 26 YEARS.

"IN ADDITION, YOU WILL BE RECEIVING A NATIONAL FLAG THAT WAS/WILL BE FLOWN OVER THE (*LOCATION FLAG FLOWN*) ON _____, YOUR LAST OFFICIAL DAY ON ACTIVE DUTY."

"FINALLY, (*SHADOW BOX OR COMMAND SPONSORED GIFT*)"

(IDENTIFY PERSON) PROCEEDS TO DAIS TO PRESENT THE COMMAND COINS

MC

"LADIES AND GENTLEMEN, (*RETIREE*)."

RETIREE
(NAME) REMARKS

"I WILL NOW READ MY ORDERS."

"BUPERS ORDER _____. YOUR REQUEST FOR RETIREMENT HAS BEEN APPROVED BY THE SECRETARY OF THE NAVY. YOU ARE RELIEVED FROM ACTIVE DUTY SERVICE EFFECTIVE 2400 ON 31 _____ 2011. ON 1 _____ 2011 YOU WILL BE TRANSFERRED TO THE RETIRED LIST WITH THE GRADE OF _____."

MC

"I WILL NOW READ, 'THE WATCH'."

"FROM THE EARLY 1500'S THROUGH TODAY, THIS ORDER HAS BEEN PASSED ON NAVAL SHIPS -- YES, EVERY NAVY IN THE WORLD HAS USED THE BOATSWAIN'S CALL AND SIDEBOYS TO BRING ABOARD OR SEND ASHORE ITS OFFICERS AND VISITING DIGNITARIES.

TODAY, WE HEAVE TO, STOP ALL ENGINES, LAY ABOUT SMARTLY, DROP THE ANCHOR, AND STAND BY TO PAY HONOR TO ONE OF OUR SHIPMATES TO HONOR THOSE YEARS SERVED. THE GUIDANCE, THE LEADERSHIP, THE EXPERTISE, AND ABOVE ALL, THE FRIENDSHIP THAT THIS SHIPMATE HAS GIVEN.

AYE MATES, FOR ___ YEARS THIS SAILOR STOOD THE WATCH.

WHILE SOME OF US LAY ABOUT OUR BUNKS AT NIGHT THIS SAILOR STOOD THE WATCH.

WHILE SOME OF US WERE IN SCHOOLS LEARNING OUR TRADE, THIS SAILOR STOOD THE WATCH. AND, YES, EVEN BEFORE MANY OF US WERE BORN, THIS SAILOR STOOD THE WATCH.

IN THOSE YEARS WHEN THE STORM CLOUDS OF WAR, WERE SEEN BREWING ON THE HORIZON OF HISTORY, THIS SAILOR STOOD THE WATCH. MANY TIMES HE WOULD CAST AN EYE ASHORE AND SEE HIS/HER FAMILY STANDING THERE NEEDING HIS/HER GUIDANCE AND HELP, NEEDING THAT HAND TO HOLD DURING HARD TIMES, BUT KNEW HE/SHE MUST STAY, BECAUSE HE/SHE HAD THE WATCH. FOR ___ YEARS, HE/SHE STOOD THE WATCH, SO THAT WE AND OUR FELLOW COUNTRYMEN COULD SLEEP SOUNDLY, IN SAFETY, KNOWING THAT A SAILOR STOOD THE WATCH.

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

MC "WILL THE GUESTS PLEASE RISE AND REMAIN STANDING FOR THE DEPARTURE OF (RETIREE) AND HIS/HER FAMILY. MILITARY GUESTS, COVER."

SIDEBOYS GET INTO POSITION AND PREPARE TO POST

MC "POST THE SIDEBOYS."

MC "LADIES AND GENTLEMEN, (**RETIREE**) WILL NOW REPORT TO
RADM SAILOR BEFORE GOING ASHORE FOR THE FINAL TIME."

(RETIREE) FACES RADM SAILOR, SALUTES AND STATES:

RETIREE "SIR, I REQUEST PERMISSION TO GO ASHORE FOR THE FINAL
TIME."

RADM SAILOR RETURNS SALUTE AND STATES:

RADM
SAILOR "PERMISSION GRANTED."

USHERS AS (**RETIREE**) EXITS THE STAGE, USHERS ESCORT FAMILY TO
BOTTOM OF STAIRS TO MEET HIM/HER UPON RETURN

BELL SOUNDS 4 BELLS
RINGER

MC "**(RANK)**, UNITED STATES NAVY, RETIRED, DEPARTING."

BOS'N PIPES ASHORE

RETIREE RETURNS FOR HIS/HER FAMILY

BELL SOUNDS 4 BELLS
RINGER

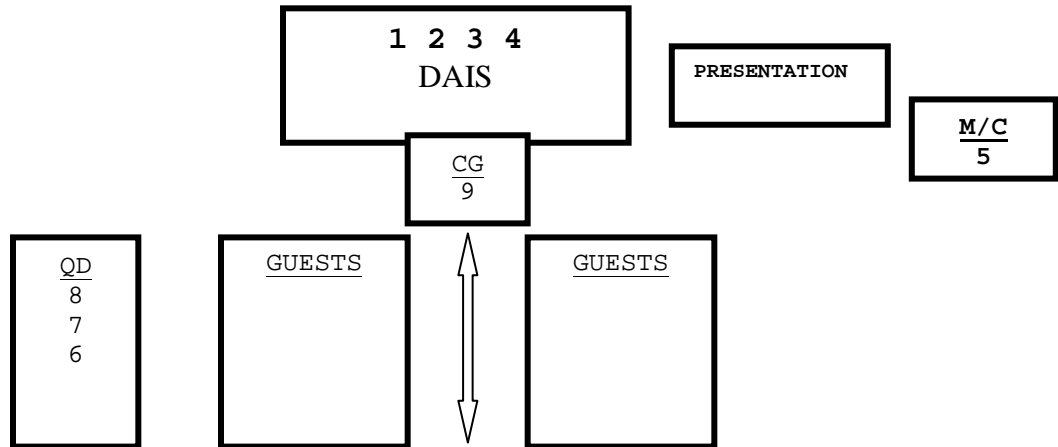
MC "NAVY FAMILY, RETIRED, DEPARTING."

BOS'N PIPES ASHORE

OFFICIAL REMAINDER OF OFFICIAL PARTY REMAINS ON THE DAIS.
PARTY

MC "LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S
CEREMONY. YOU ARE CORDIALLY INVITED TO JOIN (**RANK**)
AND MR./MRS. (**RETIREE'S LAST NAME**), THEIR FAMILY, AND
FRIENDS AT A RECEPTION IN (**LOCATION**). THANK YOU FOR
YOUR ATTENDANCE."

RETIREMENT CEREMONY AREA DIAGRAM



1. GUEST SPEAKER
2. RETIREE
3. PRESIDING OFFICIAL
4. CHAPLAIN/PASTOR
5. MC
6. SIDE BOYS
7. BELL RINGER
8. BOATSWAIN'S MATE
9. CEREMONY POSITION OF FLAG BEARERS

RETIREMENT INFORMATION SHEET

(Used to assist Action Officer)

RETIREE INFORMATION (Provide a copy of this page to N004 (Admin))

Full Name (Last, First MI) _____

Rate/Rank _____ Warfare Insignia(s) (Enlisted) _____

Department _____ Office Phone _____

Fleet Reserve/Retirement Date _____ Years of Service _____

PTDY Dates _____ Separation LV Dates _____

Ceremony Date _____ Rehearsal Date _____

Ceremony Location _____

If Outdoors (Foul Weather Location) _____

If Off-Base (Point of Contact) _____

Where do you want your Flag flown _____

Retired Presidential Letters desired from

Governor Letters desired from

Certificates of Appreciation desired for

(write name how you wish it to appear on the certificate)

(Relationship _____) (Relationship _____) (Relationship _____)

(Relationship _____) (Relationship _____) (Relationship _____)

(Relationship _____) (Relationship _____) (Relationship _____)

ACTION OFFICER (Action Officers are responsible for ensuring that all assigned tasks are on schedule and should act as the primary point of contact for all aspects of the ceremony. The Action Officer should be familiar with all aspects and contents of the retiree's ceremony request, and that all items are submitted in a timely manner)

Action Officer Name _____

Action Officer Office Phone _____

MASTER OF CEREMONIES INFORMATION

Master of Ceremonies _____

Master of Ceremonies Office Phone _____

Has Master of Ceremonies been contacted? YES NO

GUEST SPEAKER INFORMATION

Guest Speaker _____

Guest Speaker Office Phone _____

Has the Guest Speaker been contacted? YES NO

Has the Guest Speaker provided a BIO? YES NO

CEREMONY INFORMATION

Command Participation Desired YES NO
(if yes, specify extent: All Officers, CPO's, All Personnel, All Dept Personnel, etc.)

Honor Guard Desired YES NO

Chaplain Services Requested (Invocation/Benediction)

Chaplain Preferred (Name) _____

Religious Preference _____

CEREMONY INFORMATION (cont.)

Side Boy Nominations

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____ (6) _____

Photo Services Desired YES NO

UNIFORM

Official Party _____

Military Guests _____

Civilian Guests _____

Options: Summer White / Winter Blue (with ribbons)
Service Dress White / Service Dress Blue (with Ribbons)
Full Dress White / Full Dress Blue (with Medals)
(Optional) O-4 & Above, Authorized Swords with Full Dress)

IMMEDIATE FAMILY MEMBERS IN ATTENDANCE

Name (Last, First MI)	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WILL YOU BE HOSTING A RECEPTION FOLLOWING THE CEREMONY

YES NO Date _____ Time _____

Location _____

Approximate Number of Guests _____

Enclosure (3)

NETCSTAFFINST 5060.1B
23 Mar 16

ADDITIONAL COMMENTS

COMMANDS ASSIGNED TO

COMMAND	POSITION/TITLE	FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

