



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

NETCSTAFFINST 5060.1C
N002A
16 Jul 2026

NETC STAFF INSTRUCTION 5060.1C

From: Commander, Naval Education and Training Command

Subj: RETIREMENT OR TRANSFER TO THE FLEET RESERVE CEREMONIES

Ref: (a) MILPERSMAN 1800-010
(b) NETCINST 1650.3H

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 5060.1B.

3. Background. Reference (a) stipulates the transfer to the Retired List or Fleet Reserve concurrent with release from active duty will, 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 will 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 will forward a copy of those orders to the Senior Enlisted Advisor (SEA). The SEA will contact the retiree to determine their desires concerning an appropriate ceremony and will

coordinate with the retiree's division director (DD) or 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 must forward a copy of those orders to the Flag Secretary (FlagSec) and 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 staff military personnel within the NETC domain and is open to NETC civilian personnel in the area wishing to attend. The retiree may request that Commander, NETC (CNETC), or other appropriate official, conduct the ceremony. The conduct of the ceremony will be in the traditional sense, using enclosures (1) and (2) as guidance. The ceremony will be conducted in an appropriate location which reflects credit upon the United States Navy.

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

c. No Ceremony. The retiree has the option to elect no ceremony. If so elected, the retiree will coordinate with their respective DD/SA, the Administrative Office, and the Command Career Counselor (CCC), so the command can provide the retiree with all required documents to be issued upon retirement or transfer to the Fleet Reserve per reference (a) (e.g., awards, letters of appreciation, certificates, etc.).

6. Action

a. Once the Administrative Office forwards a copy of orders for transfer to the Retired List to the SEA or 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.

b. DD/SA will:

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

(2) Submit end of tour award (if any) to the Administrative Officer (N04) for routing and approval. The ending date of the award is the last day of duty prior to the beginning of any period of Skillbridge / permissive temporary duty / terminal leave. Per reference (b), the DD/SA will adhere to the following lead times prior to the retiree's ceremony date when submitting award recommendations to N04:

(a) Legion of Merit - 90 to 120 days

(b) Meritorious Service Medal - 60 days

(c) Navy and Marine Corps Commendation Medal - 60 days

(d) Navy and Marine Corps Achievement Medal - 60 days

b. Retiree will:

(1) If CNETC is speaking at the ceremony, provide a biography to the NETC Public Affairs Office (N00P) no later than two weeks prior to the ceremony date.

(2) Complete the Retirement Information Worksheet (page 1 of enclosure (3)) 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 SEA, in the case of enlisted personnel, are fully informed on arrangements and any special issues regarding the reception.

c. SEA will:

(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 will:

(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 FlagSec.

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

(4) Ensure retiree completes enclosure (3). Once received, forward a copy of page 1 of enclosure (3) to the Administrative Office at least six months in advance to allow 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 will:

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

(2) Complete all required documents (e.g., letters of appreciation, appropriate certificates, etc.) using the information contained in page 1 of enclosure (3) 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. First Lieutenant will (if local and/or applicable):

(1) In coordination with AO, set up the ceremony site as required (e.g., chairs, podium, flags, ship's bell, bullets, carpet, etc.).

(2) Coordinate with AO for the cleanup of the ceremony site.

(3) Submit invitations and the ceremony's program to Defense Logistics Agency (DLA) for printing.

g. Public Affairs Officer (PAO) will:

(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

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV

5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. 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)


C. L. TINER
Chief of Staff

RETIREMENT CEREMONY CHECKLIST

The below check-off list is provided to assist DDs, SAs, and AOs 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.	N04
_____		Provide Retiree copy of NETCSTAFFINST 5060.1C.	N04
_____		Complete Retirement Ceremony Information Sheet.	Retiree
_____		Prepare End of Tour Award (Submit to N004).	DD/SA
_____		Security Termination Form (OPNAV 5511/14).	N044
_____		Select an AO.	DD/SA
_____		Identify guest speaker.	Retiree
_____		Identify chaplain for invocation and benediction (if applicable).	Retiree
_____		Identify Master of Ceremonies (MC).	Retiree
_____		Obtain biography from guest speaker.	Retiree
_____		Obtain biography from Retiree.	Retiree
_____		Set ceremony date and location.	Retiree
_____		Request letter for ceremony facility use.	AO
_____		Request Honor Guard.	AO
_____		Identify boatswain (bos'n) and bellringer.	AO

DATE	COMP	ACTION REQUIRED	COGNIZANCE
_____		Identify side boys (minimum of four for any ceremony).	AO
_____		Obtain bullets (minimum of four for any ceremony).	N0052 (if applicable)
_____		Plan reception.	Retiree
_____		Photographic coverage arrangement made.	N00P
_____		Family Letters of Appreciation prepared and sent to CNETC for signature.	AO/Staff CCC
_____		Retired Presidential Letters drafted and sent.	AO/Staff CCC
_____		Prepare Retirement/Fleet Reserve Certificate.	AO/Staff CCC
_____		Governor Letters drafted and sent.	AO/Staff CCC
_____		Flag Certificate/Flag (flown where Retiree desires).	AO/Staff CCC
_____		Prepare ceremony script.	Retiree/AO N04
_____		Submit request for marquee display (if applicable).	N00P
_____		Retiree's guest list.	Retiree
_____		Prepare invitations for printing.	Retiree
_____		Proofed invitation sent to DLA for printing.	N00P/N4
_____		Prepare program for printing.	AO
_____		Proofed program sent to DLA for printing.	AO
_____		Mail invitations or send e-Invites.	Retiree

Enclosure (1)

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DATE	COMP	ACTION REQUIRED	COGNIZANCE
_____		Make flower arrangements for Retirees spouse and family members.	Retiree
_____		Seating chart completed.	Retiree
_____		Assign ushers to present flowers to Retiree's spouse.	AO
_____		Retirement ceremony set-up and practice.	Participants

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

DATE	COMP	ACTION REQUIRED	COGNIZANCE
_____		Pick up flowers for Retiree's spouse.	AO
_____		Ensure cake is ready and delivered to retirement reception.	AO
_____		Award and certificates delivered to ceremony site.	AO
_____		Binders for ceremony.	AO
_____		Retirement ceremony set-up.	N0052
_____		Ceremony site clean-up.	N0052
_____		Reception area clean-up.	N0052

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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)*, United States Navy, will retire effective *(DD Month YYYY of retirement)*. A retirement ceremony will be conducted in the *(location of ceremony)*, Pensacola, Florida 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. *(AO Name)*. Assigned as Action Officer and is responsible for the overall coordination of events.
 - b. *(MC Name)*. Serve as Master of Ceremonies (MC).
 - c. NETC Senior Enlisted Advisor. Arrange bell ringer, and honors bos'n mate.

Enclosure (2)

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), on day, (Date (DD Month YYYY)).

(1) Site set-up and parking.

(2) Water behind podium and at each seat on the dais.

(3) Hand out programs (ushers).

(4) Place personalized programs on very important person (VIP) chairs.

(5) Place water in (location of pre-reception area) for pre-reception.

e. Public Affairs Officer (PAO). 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:

MC
Coordinator
PAO

Enclosure (2)

Honors Boatswain's (Bos'n) Mate
Lead Side Boy
Ushers (two)
Bell Ringer
Color Guard Non-Commissioned Officer

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 30 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 (Time): (*Name of Official*)

d. Guest Speaker Arrival (Time): (*Name of Guest Speaker*)

e. First Lieutenant:

(1) Set up/break down/clean up.

(2) (Time) working party.

(*NAME*)
Chief of Staff

SCHEDULE OF EVENTS

(Time) SET UP CHAIRS FOR GUESTS.

SET UP DAIS/BUNTING/QUARTERDECK/BULLETS.

AWARDS, RECOGNITION ITEMS, RETIREMENT CHAIR
STAGED ON/AT THE AWARDS TABLE.

PLACE PERSONALIZED PROGRAMS ON VIP SEATS.

(Time) SET UP WATER IN LIBRARY FOR PRE-CEREMONY
RECEPTION.

COLOR GUARD ARRIVES.

(Time) USHERS ON STATION FOR ARRIVAL OF ALL
PARTICIPANTS.

(Time) *(RETIREE'S NAME)* AND FAMILY ARRIVE AND ARE
ESCORTED TO LOCATION OF PRE-RECEPTION AREA.

CHAPLAIN/PASTOR/PRIEST *(NAME)* ARRIVES AND IS
ESCORTED TO LOCATION OF PRE-RECEPTION AREA.

SIDEBOYS AND BOS'N MATE ARRIVE.

SEATING OF GUESTS BEGINS.

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

(Time) ESCORT FAMILY/GUESTS TO SEATS.

(Time) **MC** **"COLOR GUARD, SIDEBOYS, AND BOS'N MATE FALL
IN."**

CHAPLAIN/PASTOR/PRIEST *(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 FIVE MINUTES. PLEASE TAKE YOUR
SEATS AND MUTE ALL CELL PHONES. THANK YOU."

(Time) CEREMONY BEGINS.

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 SOUNDS FOUR BELLS (RETIREE).
RINGER

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

BOS'N RENDERS SIDE HONORS.

BOS'N PIPES TWO MORE SIDEBOYS INTO POSITION.

BELL SOUNDS SIX BELLS (IF MILITARY) (*GUEST SPEAKER*).
RINGER

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

BOS'N RENDERS SIDE HONORS.

BELL SOUNDS SIX BELLS (IF THE PRESIDING OFFICER IS
CNETC) RINGER.

MC "NAVAL EDUCATION AND TRAINING COMMAND,
ARRIVING."

BOS'N RENDERS SIDE HONORS.

BAND PLAYS TWO RUFFLES AND FLOURISHES FOLLOWED BY
ADMIRAL'S MARCH.

OFFICIAL PARTY TAKES POSITIONS ON THE STAGE
PER PAGE ____ OF THIS ENCLOSURE.

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*)
(*NAME*) OF (*COMMAND NAME*) WILL NOW OFFER THE
INVOCATION."

CHAPLAIN INVOCATION.
(*NAME*)

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

MC "POST THE SIDEBOYS."

SIDEBOYS POST.

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

PRESIDING OFFICIAL INTRODUCTION OF GUEST SPEAKER.

GUEST SPEAKER REMARKS.

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

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

COMMAND MEMBER ASSIST WITH PRESENTATIONS.

PRESIDING OFFICIAL PRESENTATION OF LETTERS OF RECOGNITION TO
SPOUSE.

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/SHE WILL BE ABLE TO SPEND MORE
TIME WITH YOU IN THE FUTURE. THE UNITED
STATES NAVY THANKS BOTH YOU AND YOUR
HUSBAND/WIFE FOR ENDURING THESE SEPARATIONS."

"GIVEN THIS ____TH/ST DAY OF _____,
2026."

"SIGNED, (FIRST/MIDDLE INITIALS, LAST NAME),
(RANK), UNITED STATES NAVY."

MC " (CHILDRENS NAMES), ON BEHALF OF A GRATEFUL
NATION AND THE U.S. 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."

PRESIDING OFFICIAL PRESENTS AWARD.

MC " (TYPE THE CITATION INFORMATION HERE) FOR
THE PRESIDENT, (FIRST/MIDDLE INITIALS, LAST
NAME) (RANK), UNITED STATES NAVY."

MC "PLEASE BE SEATED."

MC " (PRESIDING OFFICIAL) WILL NOW PRESENT
(RETIREE) WITH THE RETIREMENT CERTIFICATE."

PRESIDING OFFICIAL PRESENTS RETIREMENT CERTIFICATE.

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 TWENTY-SIX."

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

MC " (PRESIDING OFFICIAL) WILL NOW PRESENT
(RETIREE) WITH A LETTER OF RECOGNITION FROM
PRESIDENT (CURRENT PRESIDENT'S FULL NAME) ."

PRESIDING PRESENTS LETTER.
OFFICIAL

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."

" (CURRENT PRESIDENT'S NAME)
COMMANDER IN CHIEF"

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

" (RETIREE) HAS RECEIVED PROCLAMATIONS FROM

Enclosure (2)

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 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
RETIREEES TO REMIND THEM OF THE CREWS AND
SHIPS THEY HAD SERVED WITH. IN THAT
TRADITION TODAY I WILL PRESENT *(RETIREEE)* WITH
A PERSONALIZED GIFT ON BEHALF OF THE
(WARDROOM/CHIEF PETTY OFFICER MESS)."

"AS YOU JOURNEY BEYOND ACTIVE DUTY ONWARD TO
NEW CHALLENGES AND OPPORTUNITIES, MAY THIS
GIFT 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 _____."

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

IDENTIFY PROCEEDS TO DAIS TO PRESENT THE
COMMAND COINS.

Enclosure (2)

MC "LADIES AND GENTLEMEN, (RETIREE)."

RETIREE REMARKS.
(NAME)

"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 _____ 2026.
ON 1 _____ 2026 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

Enclosure (2)

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 (RETIREE) FACES RADM SAILOR, SALUTES AND STATES:

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

RADM SAILOR RADM SAILOR RETURNS SALUTE AND STATES:
"PERMISSION GRANTED."

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

BELL RINGER SOUNDS FOUR BELLS.

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

BOS'N PIPES ASHORE.

RETIREE RETURNS FOR HIS/HER FAMILY.

BELL
RINGER SOUNDS FOUR BELLS.

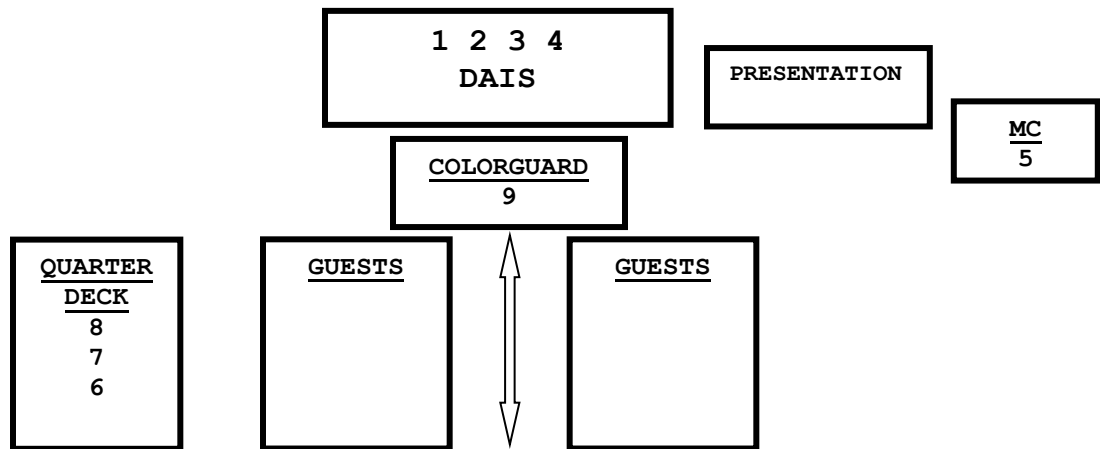
MC "NAVY FAMILY, RETIRED, DEPARTING."

BOS'N PIPES ASHORE.

OFFICIAL
PARTY REMAINDER OF OFFICIAL PARTY REMAINS ON THE
DAIS.

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. PRESIDING OFFICIAL
3. RETIREE
4. CHAPLAIN/PASTOR
5. MC
6. SIDE BOYS
7. BELL RINGER
8. BOS'N MATE
9. CEREMONY POSITION OF FLAG BEARERS

*Retiree is in the middle and the next senior person to his or her right, alternating back and forth on the dais.

RETIREMENT INFORMATION SHEET

(Used to assist AO)

RETIREE INFORMATION: Provide a copy of this page to N04 Admin.

Full Name (Last, First Middle Initial (MI))

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

Department _____ Office Phone _____

Fleet Reserve/Retirement Date _____ Years of Service _____

Permissive Temporary Duty Dates _____

Terminal Leave 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 _____

ACTION OFFICER. AOs 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 AO should be familiar with all aspects and contents of the retiree's ceremony request, and that all items are submitted in a timely manner.

AO Name _____

AO Office Phone _____

MASTER OF CEREMONIES INFORMATION:

MC _____

MC Office Phone _____

Has MC 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 biography? ____YES ____NO

CEREMONY INFORMATION:

Command Participation Desired: ____YES ____NO
(If yes, specify extent: All officers, chief petty officers, all personnel, all ____ department 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 and 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 5060.1C
16 Jul 2026

ADDITIONAL COMMENTS:

Enclosure (3)

COMMANDS ASSIGNED TO:

COMMAND	POSITION/TITLE	FROM	TO

ALL AUTHORIZED AWARDS:
(In seniority order/including service/campaign awards.)

<u>Award Name</u>	<u>Inclusive Dates</u> (For personal awards only.)