





1800  
CCC

From: Command Career Counselor  
To: Commanding Officer,

Subj: RETIREMENT/FLEET RESERVE CEREMONY

Ref: (a) SECNAVINST 5603.2D  
(b) MILPERSMAN 1800-010  
(c) MILPERSMAN 1830-040  
(d) RETIRED MILITARY ALMANAC  
(e) BUPERINST 1710.11C

Encl: (1) Retirement Ceremony Information Sheet  
(2) Retiree Biography  
(3) Guest Speaker Biography  
(4) Retirement Ceremony Coordinator Checklist  
(5) Retirement Ceremony Timeline  
(6) Stage Arrangement Options  
(7) Retirement Ceremony Script  
(8) Fleet Reserve/Retirement OPINS Feeder Form  
(9) Ceremonial Recognition List of Contacts

1. Per references (a) through (e), information is contained herein to establish command policy and procedures for retirement ceremonies and ceremonies to recognize transfer to the Fleet Reserve.

2. Fleet Reserve and retirement ceremonies should be conducted with honor to distinguish the honorable service completed by the individual being recognized. Ceremonies will be completed with the utmost professionalism, and planned well enough in advance to allow for appropriate recognition as allowed.

COMMAND CAREER COUNSELOR



1800  
CCC

## RETIREMENT CEREMONY INFORMATION SHEET

### RETIREE INFORMATION

Full Name (Last, First MI) \_\_\_\_\_

Rate/Rank \_\_\_\_\_ Warfare Designator \_\_\_\_\_

SSN \_\_\_\_\_ Department/Division \_\_\_\_\_

Office Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Ceremony Date \_\_\_\_\_

(Practice Date) \_\_\_\_\_

Ceremony Location \_\_\_\_\_

- If Outdoors (Foul Weather Location) \_\_\_\_\_
- If Off-Base (Point of Contact) \_\_\_\_\_

Fleet Reserve/Retirement Date \_\_\_\_\_

Terminal Leave/PTDY Date \_\_\_\_\_

Where would you like your Flag to be Flown \_\_\_\_\_

Where did you enter the Navy \_\_\_\_\_

Home of Record \_\_\_\_\_

**SPONSOR INFORMATION** *(Sponsors 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 sponsor should be familiar with all aspects and contents of the retiree's ceremony request, and that all items are submitted in a timely manner)*

Sponsor's Name \_\_\_\_\_

Sponsor's Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Enclosure (1)

**MASTER OF CEREMONIES INFORMATION**

Master of Ceremonies \_\_\_\_\_

MOC Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Has Master of Ceremonies been contacted?       YES       NO

**GUEST SPEAKER INFORMATION**

Guest Speaker \_\_\_\_\_

GS Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Has the Guest Speaker been contacted?       YES       NO

Has the Guest Speaker submitted a BIO?       YES       NO

**CEREMONY INFORMATION**

Command Participation Desired       YES       NO

(if yes, specify extent: All Officers, CPO's, ALL Personnel, All XX Department Personnel, etc.)

Band Service Desired       YES       NO

Honor Guard Desired       YES       NO

Chaplain Services Requested (Invocation/Benediction)       YES       NO

Chaplain Preferred (Name) \_\_\_\_\_

Religious Preference \_\_\_\_\_

Side Boy Nominations

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

Photographic Services Desired       YES       NO

Video Taping Desired (if available)       YES       NO

Enclosure (1)

**CEREMONY INFORMATION (cont.)**

**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 & Higher, Authorized Swords w/ Full Dress

**IMMEDIATE FAMILY MEMBERS IN ATTENDANCE**

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

*Are any special services required for Guests/Family Member's  
(i.e. ~ Wheel Chair Accessible, ramps, oxygen, paramedics, etc)*

YES  NO

**WILL YOU BE HOSTING A RECEPTION FOLLOWING THE CERMONY**

YES  NO

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Approximate Number of Guests \_\_\_\_\_

(I understand that all costs associated with providing and serving post ceremonial refreshments, and/or a reception, excluding the cost of invitations (up to 50), must be borne by me, and may not be paid by non-appropriated funds)

**ADDITIONAL COMMENTS**

**RETIREE BIOGRAPHICAL INFORMATION**

Fathers Name \_\_\_\_\_

If father is still alive, will they be attending?     YES     NO

Mothers Name \_\_\_\_\_

If mother is still alive, will they be attending?     YES     NO

Where were you born \_\_\_\_\_

What High School did you graduate from (& what year) \_\_\_\_\_

Where did you enter the Navy \_\_\_\_\_

Why did you enter the Navy \_\_\_\_\_

Notable Mentors or Leaders in your Life who have impacted or affected you the most

\_\_\_\_\_

Commands Assigned to

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

Awards Received

**RETIREE BIOGRAPHICAL INFORMATION (cont)**

Advancement Dates

E-1 \_\_\_\_\_ E-4 \_\_\_\_\_ E-7 \_\_\_\_\_

E-2 \_\_\_\_\_ E-5 \_\_\_\_\_ E-8 \_\_\_\_\_

E-3 \_\_\_\_\_ E-6 \_\_\_\_\_ E-9 \_\_\_\_\_

Deployments/Operations Assigned (i.e ~ MED 94, Noble Eagle, Valiant Usher, etc)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Comments

## GUEST SPEAKER BIOGRAPHICAL INFORMATION

Name \_\_\_\_\_ Rank/Rate \_\_\_\_\_

Birthplace \_\_\_\_\_

Date and place entered Military Service \_\_\_\_\_

Schools and Colleges attended (include any degrees obtained)

Commissioning Date \_\_\_\_\_

NROTC Date \_\_\_\_\_

Duty Assignments (*List all duty assignments to present date, including dates served*)

- At Sea

- Ashore

Awards (*List all awards by ranking, and number received; i.e. ~ 2 Silver Stars, etc*)

Enclosure (3)



**GUEST SPEAKER BIOGRAPHICAL INFORMATION (cont)**

Family Data

- Spouse Name (Maiden Name) \_\_\_\_\_
- Spouse Birthplace \_\_\_\_\_
- Place of Marriage \_\_\_\_\_
- Name and ages of Children  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Residence \_\_\_\_\_

Additional Comments

## RETIREMENT CEREMONY COORDINATOR CHECK-LIST

Retiree Biographical Information Sheet	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Guest Speaker Biographical Information Sheet	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
End of Tour Award (& Medal to pin for ceremony)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Flag Flown (if warranted, Certificate to Commemorate)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Band (or appropriate Ceremonial Music CD, with Audio)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Bell (and Ringer)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Bullets (minimum 4)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Shadow Box / Warchest	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Plaque (if awarded by Wardroom, CPOA, FCPOA)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Fleet Reserve Certificate	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Command Photo (signed by Commanding Officer)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Presidential Letter	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
MCPON Letter of Recognition	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Governor Letter	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Senator Letter	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
House of Representatives Letter	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Spouse Retirement Certificate ( <i>if Applicable</i> )	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Spouse Certificate of Appreciation	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Children's Certificate ( <i>if Applicable</i> )	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Additional Family Member Certificates of Appreciation	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Flowers for Spouse	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Flowers for other family members (Mother/Daughter)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Side Boys (Minimum 4 for ANY retirement, or as appropriate for Paygrade/grade/rank)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Enclosure (4)				

## **RETIREMENT CEREMONY TIME-LINE**

The Retirement Ceremony Time-Line, only serves as a guide or template of events for a retirement/Fleet Reserve ceremony. Modification of the timeline should be done as situations permit (i.e. ~ deployments, DET Operations, TAD, and Leave).

### **90 days prior to Ceremony**

Information sheet provided to retiree.

Sponsor Identified

### **75 days prior to Ceremony**

Retirement Information packet returned to Command

### **70 days prior to Ceremony**

Guest List Submitted to Chain of Command

### **60 days prior to Ceremony**

Retiree Biography

Guest Speaker Biography (photo also for Program) *(It is the responsibility of the Retiree to ensure that the Guest Speaker is identified and notified)*

Master of Ceremonies Identified

Shadow Box purchased/ordered (schedule completion NLT 10 days prior to ceremony)

- Obtain list of ALL awards held by Retiree
- Obtain list of ALL previous (& current) duty stations assigned (to include report date & detach date) for engraving of brass plates
- Purchase all items for shadow box (rank/rate insignia, special devices)
- Flag to be sent to location for flying (per retiree request)
- Inquire if retiree has any special items for inclusion of shadow box

Requests for formal recognition sent to appropriate offices (Appendix A)

- Governor's Letter
- Senator's Letter
- House of Representative Letter

Enclosure (5)

Certificates/Recognition submitted to Chain of Command for CO Signature

- DD Form 363, Certificate of Retirement
- Command Photo
- Spouse Certificate
- Children's Certificate (as applicable)
- Family Certificate (Mother, Father, Brother, Sister, as applicable)
- CO Letter ICO Retiree
- CO Letter ICO Retiree

MCPON Letter Requested

End of Tour Award Submitted & Draft FITREP/EVAL

Boatswains Mate Identified

Command Associations purchase any specific recognition as appropriate (i.e. ~ Wardroom, CPOA, First Class Petty Officer Assoc, etc)

Photographic services requested (Naval Photo Imaging, or other available services)

Navy Band services requested (if available, and being used)

**45 days prior to Ceremony**

Program Rough Draft Due

Rough Script Due

**30 days prior to Ceremony**

Program Smooth Draft Due

Smooth Script Due

Request for Chaplain

Mail Invitations

Notification for Region/Area events Naval Message

Schedule Rehearsal (s)

Enclosure (5)

## **20 days prior to Ceremony**

Verify Boatswains Mate for piping

Ensure Personnel Assignments have been completed

Shadowbox

Flowers

Usher

Escort (for Spouse/Family)

Escorts

Music (if audio from CD)

Bell Ringer

Verify receipt of Flown Flag

## **15 days prior to Ceremony**

Verify Official Party Assignments

Verify Shadow Box completion

Begin POD/POW Notices of Retirement Ceremony

## **10 days prior to Ceremony**

Flowers ordered for Spouse/Family

Verify Chaplain Availability

Verify Photographer Availability

MOC Set-Up Ceremony Book, gather awards/certificates

## **5 days prior to Ceremony**

Complete Practice Ceremony. Practice should be through FULL agenda to ensure all equipment and systems are operational.

Enclosure (5)

Field day ceremonial area

**3 days prior to Ceremony**

Second Practice Ceremony (*if necessary*)

**1 Day prior to Ceremony/Morning of Ceremony**

Clean-up Ceremonial area day prior/morning of

Check audio equipment

Pick-up Flowers for Ceremony

Verify receipt of needed items in MOC checklist

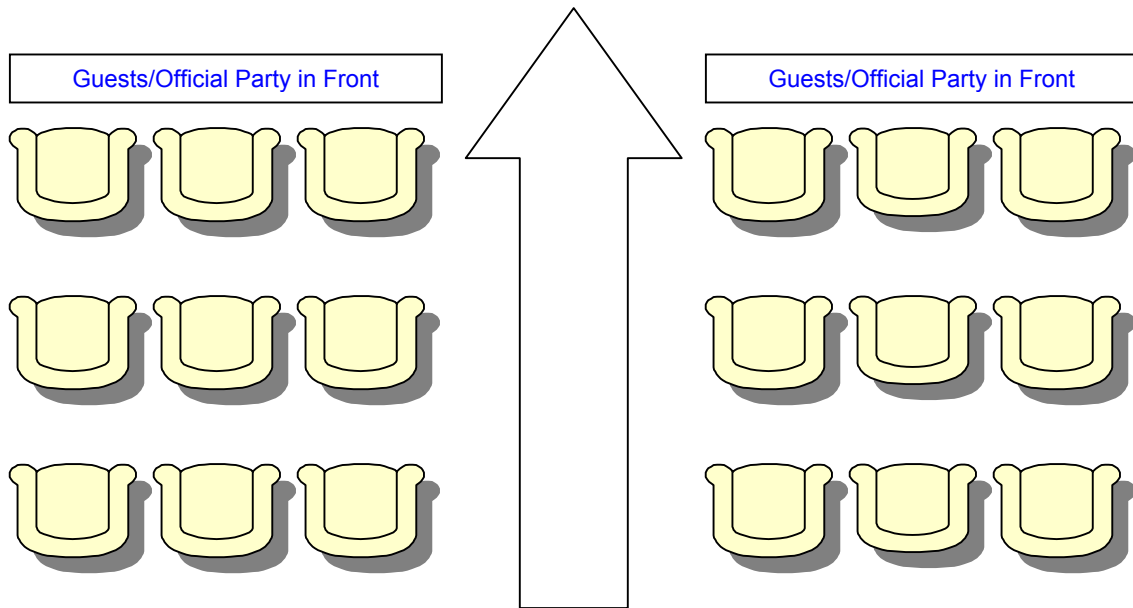
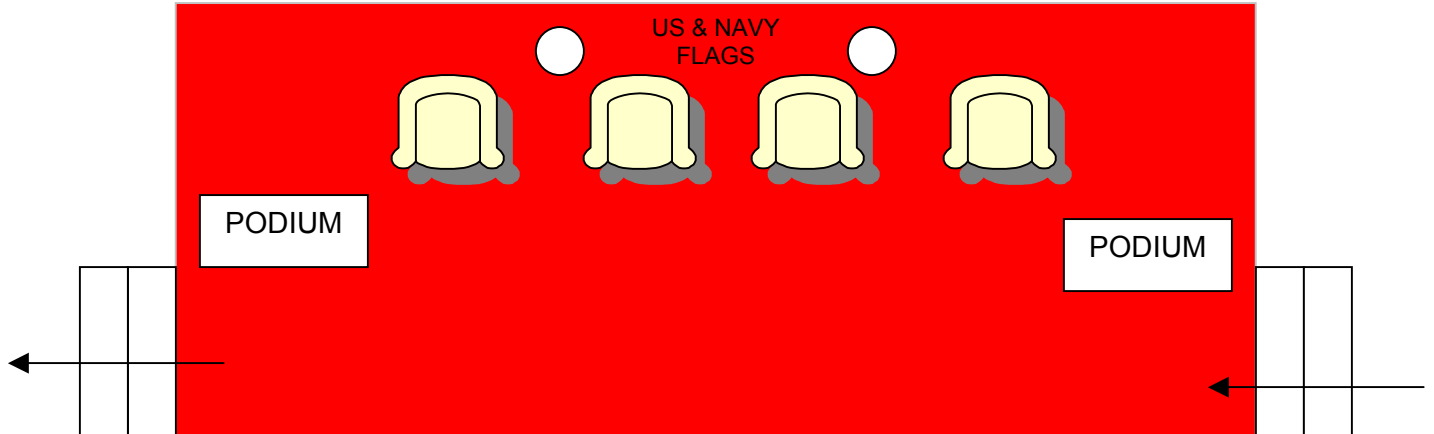
2 Pitchers Water for Podium's

**Following Ceremony**

Ensure return of all rental equipment

Return podiums, and other command equipment

## STAGE OPTION 1



### ***Stage Set-Up Option (1)***

Path set in middle of seating. Path should be minimum 8 foot clearance width.

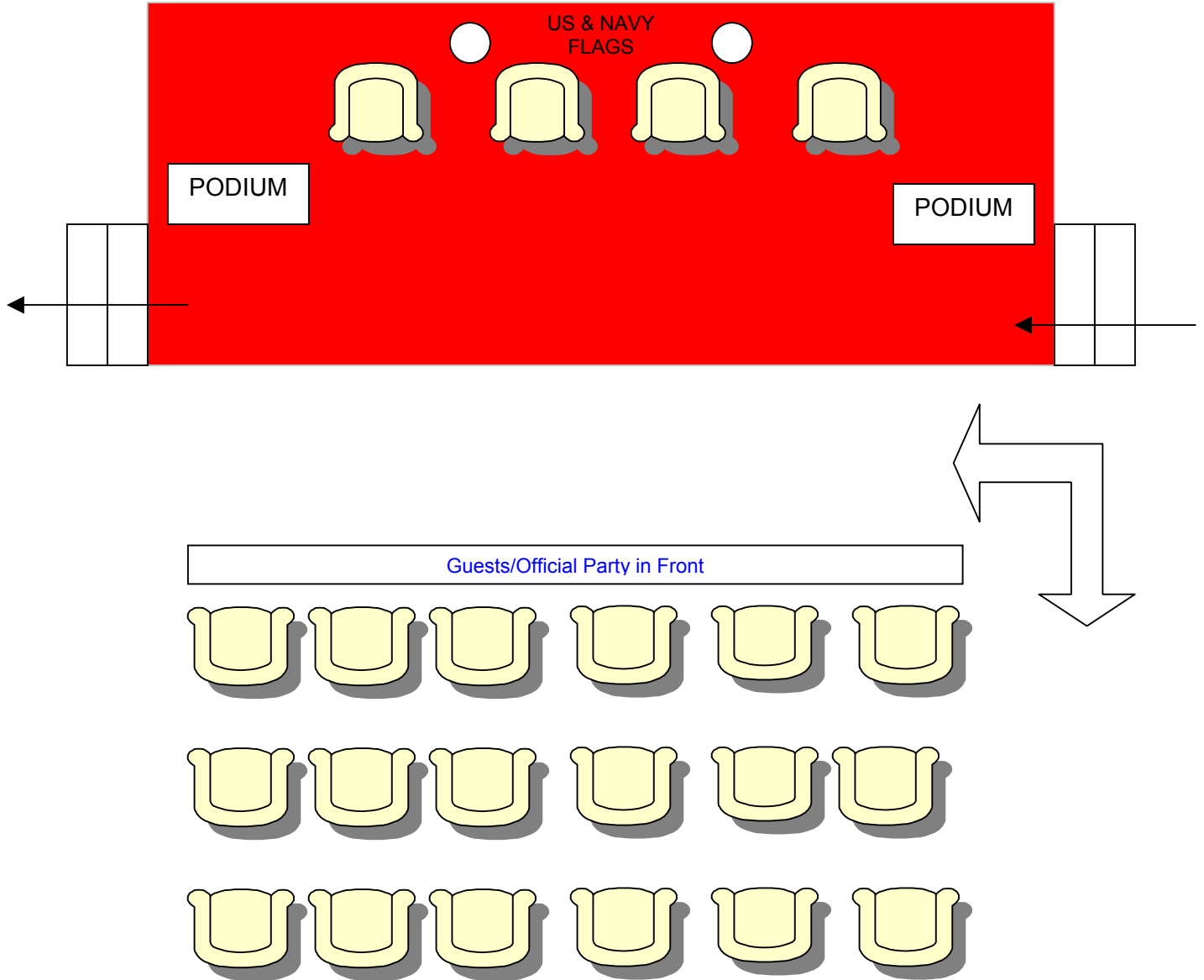
2 Podiums (MC left Podium, Guest Speaker/Retiree Right Podium)

Flags on stage behind Retiree/Official Party

Red-White-& Blue Bunting around stage (Blue to Sky)

Stairs to Right & Left of Stage (personnel enter right, exit stage left)

## STAGE OPTION 2



### **Stage Set-Up Option (2)**

Color Guard enters from R/L of audience, and exits opposite side of stage. Ensure there is minimum 8 foot clearance from chairs to front of stage.

2 Podiums (MC left Podium, Guest Speaker/Retiree Right Podium)

Flags on stage behind Retiree/Official Party

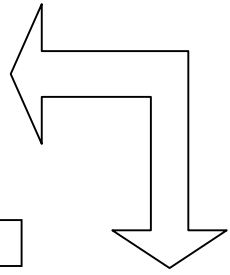
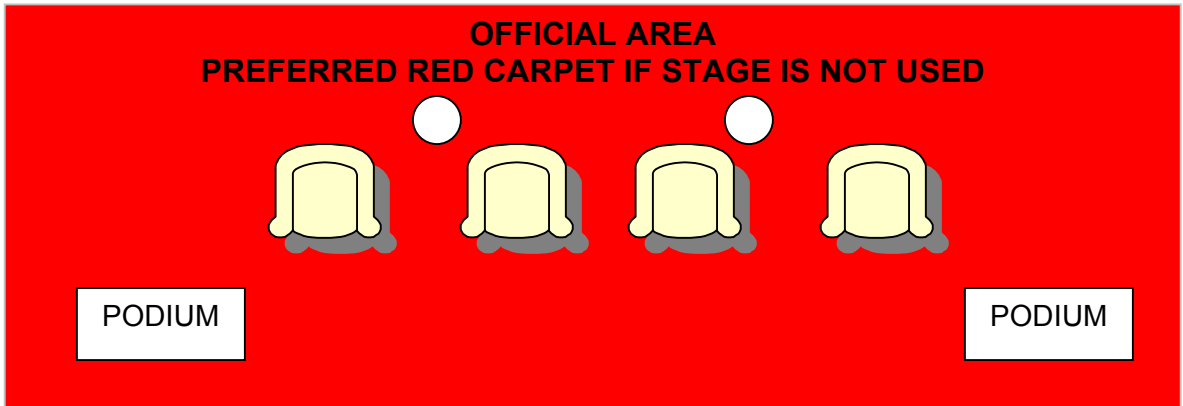
Red-White-& Blue Bunting around stage (Blue to Sky)

Stairs to Right & Left of Stage (personnel enter right, exit stage left)

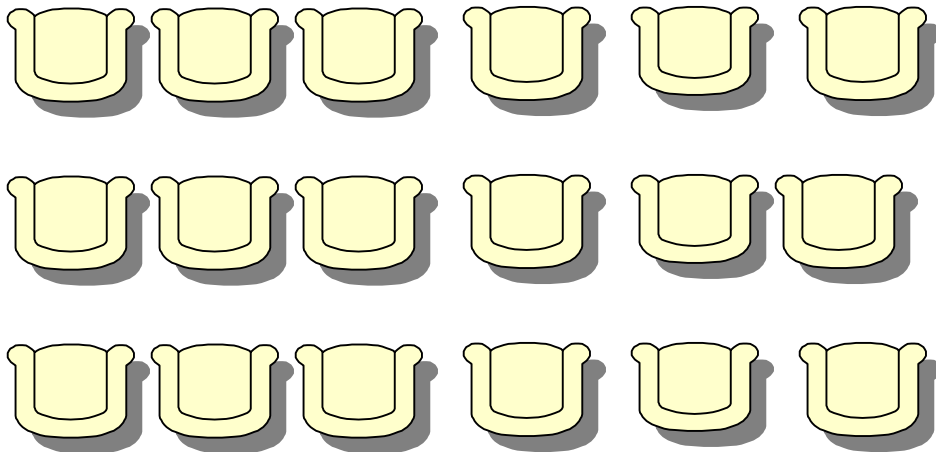
Enclosure (6)



**OFFICIAL AREA (NO STAGE OPTION)**



Guests/Official Party in Front



**Stage Set-Up Option (3)**

Color Guard enters from R/L of audience, and exits opposite side ceremonial area. Ensure there is minimum 8 foot clearance from chairs to front of ceremonial area.

2 Podiums (MC left Podium, Guest Speaker/Retiree Right Podium)

Flags at ceremonial behind Retiree/Official Party

## RETIREMENT CEREMONY SCRIPT

Master of Ceremony (MOC), Welcoming Remarks

**MOC** "Ladies and Gentlemen, Please stand for the arrival of the official party, the parading of the colors, National Anthem, and remain standing for the Invocation"

**MOC** \_\_\_\_\_ (Command) Arriving

*Bell Ringer/Boatswains Mate/Side Boys render appropriate honors*

**MOC** \_\_\_\_\_ (Guest Speaker) (GS) Arriving

*Bell Ringer/Boatswains Mate/Side Boys render appropriate honors*

**MOC** \_\_\_\_\_ (Retiree) Arriving

*Bell Ringer/Boatswains Mate/Side Boys render appropriate honors*

**MOC** "Parade the Colors"

*National Anthem (Navy Band or Alternate Music Source)*

"Retire the Colors"

**MOC** Ladies and Gentlemen, (Chaplain/Priest/Rabbi) \_\_\_\_\_ (as appropriate)

**CHAPLAIN** Invocation prayer

**MOC** "Ladies and Gentlemen, please be seated"

**MOC** "Ladies and Gentlemen, \_\_\_\_\_ Commanding Officer *(if CO will be introducing the Guest Speaker)*

**CO/MOC** Guest Speaker Introduction

**GS** Guest Speaker Remarks *(request remarks be kept to 10 minutes or less)*

**MOC** "Will Commanding Officer and \_\_\_\_\_ (Retiree) please step forward for awarding of citation"

**MOC/CO** MOC read citations, as CO presents awards:

End of Tour Award Citation

Enclosure (7)

Retirement/Fleet Reserve Certificate with Command Photo

MCPON Certificate (enlisted)

Governor Recognition

Senator Recognition

House of Representative Recognition

**MOC** “Will the Husband/Wife and family of \_\_\_\_\_ (Retiree) please join the Commanding Officer at the stage/podium

*Command Escort will accompany Retiree’s Spouse and family to the stage/podium*

**MOC/CO** MOC reads (as applicable)

Spouse Retirement Certificate

Spouse Letter of Appreciation

Children’s Letter(s) of Appreciation

Family Member(s) Letter(s) of Appreciation

*Command Escort will accompany Retiree’s Spouse and family to their seats*

**MOC** “ \_\_\_\_\_ ” (Retiree) will now be presented with a shadow box / warchest by the (Wardroom/CPO Mess/First Class Petty Officer Mess ~ as appropriate)

**MOC** “ \_\_\_\_\_ ” (Retiree) will now be presented with the United States Flag.

“Flag Presenters Post”

**MOC** *Reads “Old Glory”*

I am the flag of the United States of America. My Name is Old Glory. I fly atop the world’s tallest buildings. I stand watch in America’s Halls of Justice. I fly majestically over great institutions of higher learning. I stand guard with the greatest military power in the World. Look up and see ME!

Enclosure (7)

I stand for Peace, Honor, Truth, and Justice. I stand for Freedom. I am Confident. I am Arrogant. I am Proud.

When I am flown with my fellow banners, MY head is a little higher, MY colors a little truer, I BOW TO NO ONE!

I am recognized all over the World. I am Worshipped. I am Loved. And I am Feared.

I have fought in every battle of every war for more than 200 years.

Gettysburg, Shiloh, Appomattox, San Juan Hill, The Trenches of France, The Argonne Forest, Anzio, Rome, The Beaches of Normandy, Guam, Okinawa, Japan, Korea, Vietnam, in the Persian Gulf, and a score of places long forgotten, by all but those who were there with me . . . I WAS THERE!

I led MY Soldiers, Sailors, Airmen, and Marines. I followed them and watched over them. THEY LOVED ME!

I was on a small hill in Iwo Jima, I was dirty, battle-worn, and tired. But MY Soldiers CHEERED ME! AND I WAS PROUD!

I have been soiled, burned, torn, and trampled on the streets of countries that I have helped set free. It does not hurt – FOR I AM INVINCIBLE.

I have been soiled, burned, torn, and trampled on the streets of my own country. And when it is by those whom I have served in Battle with, IT HURTS!

But I shall Overcome, For I AM STRONG! I have slipped the bonds of Earth, and from MY vantage point on the moon, I stand watch over the uncharted new frontiers of space.

I have been a silent witness to ALL of America's finest hours. But MY finest hour, is when I am torn in strips, to be used as bandages for my wounded comrades on the field of battle, when I fly at half-mast to honor MY Soldiers, MY Sailors, MY Airmen, MY Marines, and when I lie in the trembling arms of a Grieving Mother, at the graveside of her fallen son or daughter . . .

I AM PROUD. MY NAME IS OLD GLORY. LONG MAY I WAVE, DEAR GOD, LONG MAY I WAVE.

Enclosure (7)

**MOC** "Ladies and Gentleman, \_\_\_\_\_ (Retiree)

**RETIREE REMARKS**

**MOC** The Command (Wardoom/Chief Petty Officer Association/First Class Petty Officer Association ~ as appropriate) will now present \_\_\_\_\_ (Retiree's Spouse/Daughter/Mother ~ as appropriate) with a bouquet of flowers.

*Command Representative will deliver flowers as appropriate*

**MOC** "Will the Guests please rise for the benediction"

**MOC** "Side Boys Post"

**MOC** Reads "The Watch"

Boatswain, stand by to Pipe the Side (Ring Bell)

This order has been passed on naval ships from the 1500's through today. Spanish, French, English, Dutch. Yes, every Navy in the world has used the Boatswain's Call, and Side Boys to bring aboard or send ashore, its officers, visiting officers, and all visiting dignitaries.

The Side Boys would haul on the ropes and raise or lower the boarding platform so officers would not have to climb the rat lines (which were hanging over the side for the enlisted crew) when going ashore or aboard. This honor was extended to visiting officers, dignitaries, and port officials.

It was not uncommon for the Commanding Officer of a ship to order up the Jolly Boat, a crew of eight strong backs, side boys, and boatswain to send an old shipmate and fellow officer to his shore retirement . . . home . . . never to sail on naval ships again.

"All Hands on Deck" was passed, and speeches were made about great victories, battles fought upon the open sea, raging storms weathered, and voyages to distant and strange lands with ports-of-call others only dreamed about.

Then, a fine sword, a brace of pistols, a rifle or musket, or maybe a sea chest of fine wood and bound in brass was presented to remind him of crews and ships with which he had served. The Boatswain would stand tall the side boys, and the retiree would request

Enclosure (7)

permission to go ashore; he stepped to the platform and the side boys would lower away. As the Jolly Boat pulled away, the gunner would fire a salute from the ships main battery, and the retiree sat in the stern sheets ... going ashore.

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 U. S. Navy led the way in providing honors for crewman. The 1800's saw enlisted men holding retirements for the first time. The Captain would allow the Jolly Boar to take the enlisted retired ashore. After the Civil War, the Commanding Officers began to hold enlisted retirement ceremonies to show the crew that they, and the Navy, recognized the contributions of the enlisted crewman.

Today, our Navy has given most of the pomp and circumstance, the honors, traditions, and ceremonies back to history; time does not give us the freedom to do these things from the past. Nevertheless, we still have to stop all engines, lay about smartly, and drop anchor to pay honor to one of our shipmates going ashore. We honor the years served, the guidance, the leadership, the friendship, and the expertise that this shipmate has freely given for years.

“ \_\_\_\_\_, USN” Aye mates, for many years, this man has stood the watch. While some of us lay in our bunks at night, this man has stood the watch. While others of us were attending school, this sailor stood the watch. And yes, even before many of us were born, this shipmate stood the watch. As our families storm clouds of war building on the horizons of history, this shipmate stood the watch.

Thou he saw his family ashore, often needing his guidance, he still stood the watch. For \_\_\_\_\_ years, he has stood the watch so that we and our fellow countrymen could sleep soundly, in safety, each night.

Today, we are here to say, “Shipmate, The Watch Stands Relieved”, relieved by those you have led, guided, mentored, and trained.

Boatswain ... stand by to pipe the side ... Shipmate going Ashore!

Commanding Officer and Retiree proceed to the Quarterdeck area

Retiree turns to the Commanding Officer and requests “Permission to go Ashore”

Commanding Officer returns salute and grants "Permission to go Ashore"

**BELL RINGER** "RING BELL TWICE"

**MOC** " \_\_\_\_\_ " (RETIREE), United States Navy,  
Retired, Departing

Retiree is piped over the side (through Side Boys)

Retiree returns to Spouse/Family to escort ashore (if applicable)

**MOC** " \_\_\_\_\_ " (Retired Title) and Family, Departing

Retiree escorts their family members through side boys while being piped over the side

**MOC** "Ladies and Gentlemen, this now concludes the Retirement Ceremony. On behalf of \_\_\_\_\_ (Retiree) and the entire command, I would like to thank you for attending.

*(if applicable)* "Please join \_\_\_\_\_ (Retiree) and his/her family for refreshments at \_\_\_\_\_"

## FLEET RESERVE /RETIREMENT OPINS FEEDER FORM

UNA		
SSN	Enter Members Social Security Number (no "-")	
NAME	Enter First Four (4) characters of Last Name	
FORMAN PROGRAM	M = Fleet Reserve / P = Retirement	
REQUESTING UIC	Enter your PN's UIC	
DTG	Leave Blank	
SCHED PHYSICAL	Y or N	
CO RECOMM ADV	Y or N	
OBLISERV	Y or N	
CONTACT RELIEF	Y or N	
RETIREMENT DATE	YYMMDD	
CANCEL REQ	Y or N (IF INITIAL submission leave N for NO)	
REASON	Block 49 (only required if canceling request)	

UNC		
GOOD CONDUCT	Y or N	
SUBSTANCE ABUSE CODE	Leave Blank	
DATES	Leave Blank	
MISCONDUCT HISTORY	Leave Blank	
DATES	Leave Blank	
USNR	Y or N	
SEAOs REQD TIME	Signify if the members EAOS is before the Fleet Reserve or Retirement date and the member has executed an extension Y or N	
USN	Leave Blank	
TAR	Y or N	
MAT/TWLT WAIVER	If member requires a Minimum Activity Tour (MAT) waiver or Twilight Tour (TWL) Waiver Y or N	
PRIOR SERVICE	Y or N	
HERO BENES REVIEW	Y or N	
( * ) DAYS LEAVE	Three Digit Number (060)	
( * ) DAYS PERMISSIVE TDY	Three Digit Number (020)	

(\* ) PTDY should be automatically 020 days for house/job hunting. Request it anyway even if emember doesn't want it to start with. Member may want it by the time they prepare to separate. **LEAVE/PTDY CANNOT EXCEED 100 DAYS.**

UN4		
CO COMMENTS	Only four (4) lines available for comments. First line should read CO recommends YES (RT YES) or CO recommends NO (RT NO)	

Command Career Counselor	Command	Phone

PSD Use Only	
Date Received:	

Enclosure (8)



**Points of Contact to fly flags over locations of interest**

<b>Location</b>	<b>Address/Information</b>	<b>Phone Number</b>
Arlington National Cemetery	ADMIN BLDG Historian Office ATTN: Tom Shurlock Arlington, VA 22211 You supply the flag, they will fly it and provide a certificate.	(703)695-1622
Battleship North Carolina (BB 55)	P.O. Box 480 Wilmington, NC 28402 E-mail: <a href="mailto:ncbb55@battleshipnc.com">ncbb55@battleshipnc.com</a>	(910) 251-5797
Display Ship BARRY (DD 933)	Historic Washington Navy Yard	(202) 433-6114
Construction Battalion Center Gulfport, MS	N13/R1 4902 Marvin Shields Blvd Gulfport, MS 39501-5001 E-Mail: <a href="mailto:hovlepd@2ncb.navy.mil">hovlepd@2ncb.navy.mil</a>	(228) 871-2791 DSN: 868-2791
Gettysburg National Military Park	Send Ensign and letter request: Gettysburg National Park 97 Taneytown Road Gettysburg, PA 17325 E-Mail: <a href="mailto:Julie_chavez@nps.gov">Julie_chavez@nps.gov</a>	(717) 334-1124, ext 423
	Send the flag in a shipping parcel with a brief letter stating who it is being flown for, the length of service, military branch, a point of contact, and wither a self-addressed return mailing information or return postage.	
Historic Ship NAUTILUS(SSN 571)	Send ensign and letter request to USS NAUTILUS PO BOX 571 GROTON CT 06349	(860) 694-3558
IWO JIMA National Memorial	Flag Detail 1555 South Gate Road Arlington, VA 22214	(703) 614-2014 DSN: 224-2014
	Flag MUST be 3 x 5 or larger. Provide Name, Rank, and Years of Service.	
National Naval Medical Center Bethesda	National Naval Medical Center ATTN: Career Development 8901 Wisconsin Ave Bethesda, MD 20889-5600	POC: ASST Career Counselor (301) 295-5210 DSN: 295-5210
Naval Station Pearl Harbor Port Operations	Arrange to fly a flag in person	(808) 473-1137
NAVAL SECURITY GROUP COMMAND	Send ensign and letter request to CNSG 9800 Savage Rd Suite 6585 Fort Meade, MD 20755	(240) 373-3641 DSN 685-3641
Naval Station Guantanamo Bay Cuba Northeast Gate	Send ensign and letter request to USMC Security DET PSC 1005 Box 25 FPO AE 09593	PRI: 011-53-99-4738 ALT: 011-53-99-4488 DSN: 723-3960 EXT 2642 or 3411
	Include stamped envelope with request. Please allow at least 4- 6 weeks delivery due to remote location.	
Pearl Harbor Fleet Reserve Association	Fleet Reserve Association Pearl Harbor Honolulu Branch 46891 Valkenburgh Honolulu, HI 96818-0067	(808) 422-2121

**Points of Contact to fly flags over locations of interest (cont.)**

<b>Location</b>	<b>Address/Information</b>	<b>Phone Number</b>
Pentagon	Defense Protective Service Operations Branch CMDR (RM 2E170) 9000 Defense Pentagon Washington, D. C. 20301-9000	(703) 697-1288 DSN 227-1288
	<ul style="list-style-type: none"><li>• Include name of person, organization, and occasion (retirement, reenlistment, etc) date flag should be flown (no less than 3 days from receipt of request), a contact name and phone number, and return postage.</li></ul>	
U. S. Navy Memorial	U. S. Navy Memorial 701 Pennsylvania Ave, NW Suite 123 Washington, D. C. 20004	(202) 737-2300, ext 712/731
	<ul style="list-style-type: none"><li>▪ Send ensign and letter of request including rate/rank, name, and service of the individual for whom the flag is being flown.</li></ul>	
U.S. Capital	Honorable (Name of Congressman) U.S. House of Representatives Washington, D. C. 20515	(202) 224-3121
USS ARIZONA Memorial	Naval Station Arizona Memorial Detachment Honors and Ceremonies	808-474-1137
	Arizona Memorial Museum Association 1 Arizona Memorial Place Honolulu HI 96818	(808)422-5664/5905 FAX: 541-3168
	Fleet reserve Association Pearl Harbor Honolulu Branch 46 PO Box 6067 Honolulu HI 96818-0067	(808) 422-2121
	COMSUBPAC Pearl Harbor, HI	(808) 473-2483
USS CHIEF	COMCMRON Three Building 100 1455 Ticonderoga Road Ingleside, TX 78362-5035 Attn: Admin Department	(512) 776-4880 DSN 776-4880
	The USS Chief's address is as follows:  Commanding Officer USS CHIEF MCM-14 FPO AA 34090-1934	
	Due to the ship's underway schedule they request you send flag requests and flags to the COMCMRON address.	
United States Naval Academy	Brigade Drill Master U. S. Naval Academy 101 Buchanan Road Bancroft Hall (Stop 3A) Annapolis, MD 21402	(410) 293-8850
	<ul style="list-style-type: none"><li>• Send (5' x 9'-6" or 3'6" x 6') National Ensign</li><li>• One prepaid return envelope supplied by the requester (to return flag &amp; certificate)</li><li>• The following information is also required:<ul style="list-style-type: none"><li>○ Rank and Full Name of the person for whom the flag is being flown, and if he/she is a graduate of the USNA. (Specify how it is to appear on certificate)</li></ul></li></ul>	

Enclosure (9)

**Points of Contact to fly flags over locations of interest (cont.)**

<b>Location</b>	<b>Address/Information</b>	<b>Phone Number</b>
	<ul style="list-style-type: none"><li>○ Indicate if there is a specific date that the flag is to be flown.</li><li>○ Point of contact, phone number, and/or e-mail address.</li></ul>	
USS ALABAMA	USS ALABAMA Battleship Memorial Park P.O. Box 65 Mobile AL 36601	(251) 433-2703 FAX: (251) 433-2777
USS CONSTITUTION "Old Ironsides"	Commanding Officer USS CONSTITUTION Charlestown, MA 02129-1797 Attn: Flag Coordinator	(617) 242-2543 DSN: 955-4948 or 955-4965
USS DWIGHT D. EISENHOWER (CVN-69)	USS DWIGHT D EISENHOWER (CVN-69) FPO AE 09532-2830 Attn: Command Master Chief	
USS INTREPID AIR, SEA & SPACE MUSEUM	INTREPID PIER 86 NEW YORK, NY 10036	(212)245-2533
USS KEY WEST (SSN 772)	COMMAND CAREER COUNSELOR USS KEY WEST (SSN 722) FPO AP 96683-2402	
USS LEXINGTON MUSEUM	USS LEXINGTON P.O. BOX 23076 CORPUS CHRISTI, TX 78403-3076	1-800-LADYLEX
USS NIMITZ (CVN-68)	USS NIMITZ (CVN-68) FPO AP 96620-2820 Attn: Command Career Counselor	
USS WISCONSIN	1 Waterside Drive Suite 248 Attn: Hampton Roads Museum Military Ceremony Coordinator Norfolk, VA 23510-1607	
Women in Military Service Memorial	DEPT 560 Washington D. C. 20042-0560  *only available to Memorial Members	(705) 533-1155 (800) 222-2294 FAX (703) 931-4208

**Need a Special Flag or Pennant**

Specialty Flags	U. S. Flag and Signal 129 Pennsylvania Ave PO Box 62206 Virginia Beach, VA 23462-0205	(757) 497-8947
-----------------	--	----------------

**Retirement Letter Address List**

US HOUSE OF REPRESENTATIVES	<a href="http://www.house.gov/">http://www.house.gov/</a>  Go to the House of Representative Website, to locate the representative for the Retiree, each HR office lists the requirements/contact information to have a flag flown. (some offices may charge fees for postage/flags)	
UNITED STATES SENATE	<a href="http://www.senate.gov/general/contact_information/senators_cfm.cfm">http://www.senate.gov/general/contact_information/senators_cfm.cfm</a>  Go to the US Senate website to locate the representative for the Retiree.	

## Retirement Letter Address List (cont.)

each Senate office lists the requirements/contact information to have a flag flown.  
(some offices may charge fees for postage/flags)

### Additional State Information

<b>Location</b>	<b>Address/Information</b>	<b>Phone Number</b>
ALABAMA	Alabama State Capitol 11 S Union Street Montgomery AL 36130	(334)242-7100 FAX: (334)242-4541
ALASKA	PO Box 110001 Juneau AK 99811	(907)465-3500 FAX:(907)465-3532
ARIZONA	Office of the Governor 1700 W. Washington 9th Floor Phoenix AZ 85007	(602)542-4331 FAX:(602)542-7601
ARKANSAS	State Capitol #250 Little Rock AK 72201	(501)682-2345 FAX:(501)682-1382
CALIFORNIA	1ST Floor State Capital Sacramento CA 95814	(916) 445-2841 FAX:(916) 445-4633
COLORADO	136 State Capitol Bldg Denver CO 80203	(303)866-4572 FAX:(303)866-2003
CONNECTICUT	Office of the Governor Hartford CT 06106	(203)566-4840 FAX:(203)566-9677
DELEWARE	Legislative Hall Dover DE 19901	(302)739-4101
FLORIDA	Office of the Governor The Capital Tallahassee FL 32399-0001 POC: Sandra	(850) 488-1802 FAX:(850) 487-0801
GEORGIA	203 State Capitol Bldg Office of the Governor Atlanta GA 30334-0900	(404)656-1776 FAX:(404)656-2612
HAWAII	State Capitol Executive Chambers Honolulu HI 96813	(808)586-0034 FAX:(808)586-0006
IDAHO	State House Boise ID 83720	(208)334-2100 FAX:(208)334-2175
ILLINOIS	207 State House Springfield IL 62706	(217)782-6830 FAX:(217)524-1676
INDIANA	206 State House Indianapolis IN 46204	(317)232-4567 FAX:(317)232-3443
IOWA	State Capitol Des Moines IA 50314	(515)281-5211 FAX:(515)281-6611
KANSAS	State Capitol 20th FL Topeka KS 66617	(913)296-3232 FAX:(913)296-6231
KENTUCKY	Office of the Governor Frankfort KY 40601	(502)564-2611 FAX:(502)564-2735
LOUISIANA	Office of the Governor PO BOX 94004 Baton Rouge LA 70804	(504)342-7015 FAX: (504) 342-8365

Enclosure (9)

**Additional State Information (cont.)**

<b>Location</b>	<b>Address/Information</b>	<b>Phone Number</b>
MAINE	State House STA1 Augusta ME 04333	(207)287-3531 FAX:(207)287-1034
MARYLAND	STATE HOUSE ANNAPOLIS MD 21401	(410) 974-3901 FAX: (410)974-3275
NEW MEXICO	State Capitol #417 Santa Fe NM 87503	(505)827-3000 FAX:(505)827-3026
NEW YORK	Executive Chamber State Capitol Albany NY 12224	(518)474-8418 FAX:(518)473-7669
NORTH CAROLINA	State Capitol Raleigh NC 27603 POC: Joan Spencer	(919)733-2391 FAX:(919)733-5166
NORTH DAKOTA	State Capitol 600E Boulevard Bismarck ND 58505	(701)224-2200 FAX:(701)328-2205
OHIO	Office of the Governor 77 S High St 30th Fl Columbus OH 43266	(614)466-3555 FAX:(614)644-0951
OKLAHOMA	212 State Capitol Bldg Oklahoma City OK 73105	(405)521-2342 FAX:(405)521-3353
OREGON	STATE CAPITOL BLDG #254 SALEM OR 97310	(503) 378-3111 FAX:(503)378-6075
PENNSYLVANIA	225 Capitol Bldg Harrisburg PA 17120 ATTN: WA-LI	(717)787-2500 FAX:(717)783-1396
SOUTH CAROLINA	The State House PO Box 11369 Columbia SC 29211	(803)734-9818 FAX:(803)734-1598
SOUTH DAKOTA	Executive Office State Capitol Pierre SD 57501	(605)773-3212 FAX:(605)773-5844
TENNESSEE	State Capitol 7th Ave & Charlotte Nashville TN 37243	(615)741-201 FAX: (615)741-1416
TEXAS	State Capitol PO Box 12428 Austin TX 78711	(512)463-2000 FAX:(512)463-1847
UTAH	210 State Capitol Salt Lake City UT 84114	(801)538-1000 FAX:(801)538-1528
VERMONT	Pavillion State Office Bldg 109 State St Montpelier VT 05609	(802)828-3333 FAX:(802)828-3339
VIRGINIA	State Capital Richmond VA 23219	(804)786-2211 FAX:(804)371-6351
WASHINGTON	Office of the Governor PO BOX 40002 Olympia WA 98504-0002	(360)753-6780 FAX:(360)753-4110

**Additional State Information (cont.)**

<b>Location</b>	<b>Address/Information</b>	<b>Phone Number</b>
WEST VIRGINIA	State Capitol Charleston WV 25305	(304)558-2000 FAX:(304)342-7025
WISCONSIN	State Capitol 115E State Capitol Madison WI 53702	(608)266-1212 FAX: (608)267-8983
WYOMING	State Capitol Building #124 Cheyenne WY 82002	(307)777-7434 FAX:(307)632-3909
AMERICAN SAMOA	Tauese P. Sunia Governor of American Samoa Governor's Office Pago Pago, Amer. Samoa 96799	(684)-633-4116
GUAM	Governor Gutierrez PO Box 2950 Agana Guam 96910	(671)472-8931 FAX:(671) 477-GUAM
PUERTO RICO	Oficina del Gobernador Gobierno de Puerto Rico La Fortaleza San Juan, PR 00901	(787) 721-7000 (SwitchBoard)
U.S. VIRGIN ISLANDS	The Honorable Roy L. Schneider, M.D. Government House 21-22 Kongens Gade Charlotte Amalie U.S. Virgin Islands 00802	Phone: (809) 774-0001 or 773-1404 Fax: (809) 774-1361 or 778-7978

**Presidential Certificates of Appreciation**

**William Clinton (\*)** (212) 348-8882  
Office of the Honorable William Jefferson Clinton  
55 W 125<sup>th</sup> Street  
New York, New York 10027  
FAX (212) 348-9245

(\* - Requests MUST be on Command Letterhead)

**George Bush** (713) 686-1188  
Office of the Honorable George Bush  
10000 Memorial Drive, Suite 900  
Houston, TX 77024  
FAX (713) 683-0801

**Ronald Reagan** (*President Reagan's office will not be forwarding any certificates regardless of when the request is made*)

**Jimmy Carter** (404) 331-3900  
The Honorable Jimmy Carter  
The Carter Center  
Attn: Executive Office  
Atlanta, GA 30307

**Gerald Ford** (760) 324-1763  
Office of the Honorable Gerald Ford  
P.O. Box 927  
Rancho Mirage, CA 92770  
FAX (760) 324-7289

Enclosure (9)

## The Warchest



Style No.	Dimensions	Price
4950-80	31 1/8" x 22 2/8" x 19 5/8"	



Interior Features	Exterior Features
Oak Shadow Box	Black Simulated Leather Exterior
Cedar Lined	Matching Black Hardware
Removeable Oak Tray w/ Felt Bottom	Oak Slats
Heavy Duty Piston Closures	Leather Handles
Plexiglass Dust Cover	Key Lock with Hasp

Copyright © 2003 Mercury Luggage Mfg. Co.

### Plant Locations

#### Plant Locations

4843 VICTOR ST.  
JACKSONVILLE, FL 32207  
PHONE 904-733-9595

1818 DOCK STREET  
PETERSBURG, VA 23803  
PHONE 804-733-5222

1190 ORANGE AVENUE  
CORCORAN, CA 93212  
PHONE 559-992-5925

#### Jacksonville Numbers

Phone #: 1-904-733-9595

Fax#: 1-904-733-9671

Email: [info@mercuryluggage.com](mailto:info@mercuryluggage.com)

Website: [wmatthews@mercuryluggage.com](mailto:wmatthews@mercuryluggage.com)

[mike@mercuryluggage.com](mailto:mike@mercuryluggage.com)