



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:
PERSUPPACTWESTINST 1800.2E
Code N1
21 June 2004

PERSUPPACT WEST INSTRUCTION 1800.2E

Subj: RETIREMENT CEREMONY FOR MILITARY PERSONNEL ATTACHED TO
PERSONNEL SUPPORT ACTIVITY WEST

Ref: (a) MILPERSMAN 1800-010
(b) SECNAVINST 1650.1G

Encl: (1) Retiree's Letter of Appreciation
(2) Spouse Appreciation Letter
(3) Request for Command Sponsored Retirement Ceremony
(4) Sample Schedule of Events Timeline

1. Purpose. To promulgate procedures for planning and conducting Retirement and Fleet Reserve Transfer ceremonies for Personnel Support Activity West network and staff military personnel.

2. Cancellation. PERSUPPACTSANDIEGOINST 1800.2D

3. Background. Reference (a) provides general guidelines for conducting Fleet Reserve Transfer and Retirement Ceremonies, if the member so desires. These ceremonies are designed to express the Navy's appreciation for the many years of faithful and honorable service that the member devoted to his or her country. Every effort will be taken to ensure the ceremony complies with Navy tradition and meets the member's desires. Reference (a) also provides a list of certificates and letters that are appropriate for presentation during the ceremony.

4. Action. Upon approval of retirement and Fleet Reserve Transfer dates, the Officer in Charge or Staff Department Head will interview the member to determine if a formal ceremony is desired. If a ceremony is desired then the following actions will be accomplished:

a. If recommended for an award, forward the award recommendation in the format prescribed in reference (b):

(1) Three months prior to ceremony for Navy and Marine Corps Commendation and Achievement Medals.

(2) Six months prior to ceremony for Legions of Merit or Meritorious Service Medals.

b. Prepare rough drafts of enclosures (1) and (2) and forward them to PSA Code N1 by electronic mail.

c. If member desires a formal ceremony.

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(1) The Officer in Charge and Staff Department Head will ensure member completes enclosure (3) and it is forwarded through their chain of command.

(2) Officers in Charge and Staff Department Heads will designate a Ceremony Coordinator to oversee all the details associated with the ceremony.

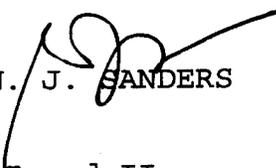
(3) The Ceremony Coordinator will:

(a) Develop a schedule of events timeline as outlined in enclosure (4).

(b) Develop a ceremony script as outlined in reference (a).

(c) Arrange for Sideboys, refreshments (appropriated funds cannot be used for these items), tables and chairs, podium, photographer, and appropriate awards.

d. If member does not desire a formal ceremony the Officer in Charge or Staff Department Head will ensure the member and spouse receive the appropriate certificates and letters and recognition at an informal presentation ceremony.


N. J. SANDERS

Distribution:
PERSUPPACTWESTINST 5216.1L, Lists I and II

RETIREE'S LETTER OF APPRECIATION

1650
Ser N00/

From: Commanding Officer, Personnel Support Activity West
To: Rank, Name

Subj: LETTER OF APPRECIATION

1. On behalf of the President, the Secretary of the Navy, the Chief of Naval Operations, the Commander U. S. Pacific Fleet, and Personnel Support Activity West, it is my pleasure to express the appreciation of a grateful nation for your patriotic contribution in service to your country.

2. During your naval career, you served at numerous duty stations, which included: (list duty stations in chronological order, the present duty station listed last).

3. Your dedication and excellent performance of duty contributed greatly to the United States Navy and your country. During your _____ years of distinguished service, you received many letters of appreciation and commendation that note your devotion to the Navy. Additionally, you earned and proudly wear the (list awards, the most senior award listed first with number of awards in parenthesis). During the last _____ months, you contributed significantly to the successful mission accomplishment of Personnel Support Activity West.

4. On occasion of your retirement (transfer to Fleet Reserve), I take great pleasure in presenting you this letter of appreciation for your outstanding service to your country and to the United States Navy. All members of the Personnel Support Activity West team join me in wishing you and your family good health, happiness, and continued success in your future endeavors.

N. J. SANDERS

Enclosure (1)

SPOUSE APPRECIATION LETTER

(Date)

Dear Mr./Mrs. _____,

On the occasion of your spouse's transfer to Fleet Reserve (retirement) with (# of years of spelled out) years service, we recognize and pay tribute to you for your efforts in making his/her career successful and rewarding. Your understanding and support made this goal achievable.

In any partnership, the efforts of one member cannot succeed without the wholehearted support of the other. Nowhere is this more true than in a military marriage. The Navy spouse is truly a remarkable person in this regard, and certainly deserves much respect and admiration.

Throughout your spouse's career you have shared many experiences. There has been the excitement of travel, meeting new friends and experiencing important worthwhile assignments. While your husband/wife devoted his/her time to the needs of the service, you devoted your attention to his/her needs and the needs of your family. Together you have made a team that contributed immeasurably to the success of the larger team... the U. S. Navy.

(First Name), I know you are justifiably proud of your husband/wife for his/her contribution to the Navy and our country. I want you to know that we are proud of him/her too, and proud of you for your role as a Navy spouse.

I am sure you both have many memories and many friendships to cherish. Remember, leaving active service does not mean leaving these friendships behind. We sincerely hope you will remain a part of the Navy family. Best wishes to you.

Sincerely,

Captain, U. S. Navy
Commanding Officer

Enclosure (2)

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From: (member's rank/rate and name)
To: Commanding Officer, Personnel Support Activity West

Subj: REQUEST FOR COMMAND SPONSORED RETIREMENT CEREMONY

Ref: (a) MILPERSMAN 1800-010
(b) PERSUPPACTWESTINST 1800.2E
(c) BUPERSINST 1710.11C

Encl: (1) Retirement Ceremony Guest List
(2) Reception Guest List
(3) Biographical Information (military awards/service summary)

1. I will transfer to the Fleet Reserve/retire on (date). I will take separation leave from (date) to (date).

2. Per references (a) and (b), I respectfully request a Command Sponsored Ceremony as follows:

a. Date:

b. Time:

c. Location:

d. Master of Ceremonies:

e. Guest of Honor/Speaker:

f. Band Service Desired? (Yes or No)

g. Honor Guard Service Desired? (Yes or No)

h. Approximate Number of Guests: (guest list/address provided as enclosure (1))

Military: (excluding command personnel)
Civilian:

i. Immediate Family Members who will attend: (include spouse, children, parents, parents-in-law, siblings, and grandparents)

Name Relationship Residence (City, State)

j. Command Participation Desired? (Yes or No)

If yes, specify extent: (e.g.; all Officers, all CPOs, all personnel, all XX Department Personnel, etc.)

k. Uniform: Official Party-
Military Guests-
Civilian Attire-

l. Photographer Service Desired? (Yes or No)
Video Taping? (Yes or No)

Enclosure (3)

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- m. Chaplain Service (Invocation/Benediction) Desired? (Yes or No)
 - n. Nominees for Sideboys:
 - o. Typed or printed invitations as follows:
 - Option #1: Invitations for the ceremony mailed NLT (date).
 - Option #2: Invitations for the ceremony provided to me NLT (date) for mailing.
 - p. Retirement Ceremony Program Desired? (Yes or No)
3. I intend to provide post ceremonial refreshments: (Yes or No)
- a. Cake? (Yes or No)
 - b. Coffee/soft drinks? (Yes or No)
4. I intend to host a reception: (Yes or No)
- a. Date:
 - b. Times: Cocktails from to
Lunch/Dinner from to
 - c. Location:
 - d. Approximate Number of Guests: (guest list provided as enclosure (2))

I understand that all costs associated with providing and serving post ceremonial refreshments and/or a reception, must be borne by me and may not be paid for with non-appropriated funds.

5. Enclosure (3) is provided for information.

Very respectfully,

(member's rank/rate,name), USN

COMMAND ENDORSEMENT

Recommendation: (Approval/Disapproval)

Signature:

Date:

(Title)

Reason for Disapproval:

SAMPLE SCHEDULE OF EVENTS TIMELINE

<u>TIME</u>	<u>RESPONSIBILITY</u>	<u>EVENT</u>
AS REQ'D	CEREMONY COORDINATOR	SET UP P.A. SYSTEM, TABLE FOR PRESENTATIONS AND (#) CHAIRS (TO BE COMPLETED NLT (TIME)), PLACE REFRESHMENTS (CAKE/PUNCH).
AS REQ'D	CEREMONY COORDINATOR	SET UP TWO TABLES, AND TWO WASTE CONTAINERS IN FRONT OF (LOCATION) (TO BE COMPLETED NLT (TIME)).
30 MIN	CEREMONY COORDINATOR	INSPECT AREA AND MICORPHONE.
15 MIN	ALL HANDS	FALL IN WITH FORMATION OFFICER.
	CAPT/OIC	MEET WITH RETIREE AND FAMILY.
10 MIN	DESIGNATED INDIVIDUAL	ESCORT FAMILY TO FRONT SEATS (LEAVE END SEAT FOR RETIREE).
1 MIN	MASTER OF CEREMONIES	"STAFF/DETACHMENT ATTENTION"
M HOUR		ARRIVAL OF OFFICIAL PARTY.
	MASTER OF CEREMONIES	ANNOUNCE ARRIVAL OF OFFICIAL PARTY AS APPROPRIATE.
		INTRODUCE THE GUEST OF HONOR/SPEAKER
	GUEST OF HONOR/ SPEAKER	MAKE REMARKS
	CO/OIC	PRESENT CERTIFICATE OF APPRECIATION TO SPOUSE.
	DESIGNATED INDIVIDUAL	IF DESIRED, PRESENT FLOWERS TO SPOUSE.
	CO/OIC	"(RETIREE) FRONT AND CENTER"
		PRESENT END OF TOUR AWARD, LETTERS OF APPRECIATION, PLAQUE, AND RETIREMENT/FLEET RESERVE CERTIFICATE.
	DESIGNATED INDIVIDUAL	PRESENT GIFT/SHADOW BOX
	RETIREE	DELIVER REMARKS
		REQUEST PERMISSION FROM THE CO/OIC TO GO ASHORE.
	CO/OIC	GRANT PERMISSION

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MASTER OF CEREMONIES	"POST THE SIDEBOYS"
DESIGNATED INDIVIDUAL	ESCORT SPOUSE TO SIDEBOYS
MASTER OF CEREMONIES	"(RETIREE) PROCEED TO THE SIDEBOYS FOR YOUR DEPARTURE."
BOSUN/SIDEBOYS GUESTS/FORMATION	RENDER HONORS TO RETIREE AND THEN TO RETIREE AND SPOUSE.
MASTER OF CEREMONIES	THIS CONCLUDES TODAY'S CEREMONY, ADD DETAILS OF RECEPTION, IF APPLICABLE.