



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 1800.1C
N00C
10 Jun 2021

COMNAVRESFORCOM INSTRUCTION 1800.1C

From: Commander, Navy Reserve Forces Command

Subj: PROCEDURES FOR REQUESTING COMMAND SPONSORED RETIREMENT CEREMONY

Ref: (a) MILPERSMAN 1800-010

Encl: (1) Retirement Ceremony Coordinator Guide
(2) Retirement Ceremony Worksheet

1. Purpose. To publish Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) staff policy for command sponsored retirement ceremony requests.

2. Cancellation. COMNAVRESFORCOMINST 1800.1B

3. Discussion. Per reference (a), the retirement or transfer to the Fleet Reserve of a member must, if the member so desires, be preceded by a ceremony designed to express the Navy's appreciation for the many years the Sailor and their family has devoted to their country.

4. Responsibilities

a. Retiree

(1) Sailors assigned who are retiring or transferring to the Fleet Reserve from COMNAVRESFORCOM may request a command sponsored ceremony. The command will consider, within regulations, budgetary constraints and practicality providing the items requested to be exercised. For the purposes of this instruction, any request for utilization of any command resources, logistics or personnel support for a retirement ceremony constitutes a request for an official command sponsored ceremony.

(2) For an official command sponsored ceremony, the member must submit a request in writing to the chief of staff (COS) via the member's chain of command no earlier than 6 months, but not later than 90 days prior to the requested ceremony date. The request will be submitted using enclosure (1) and enclosure (2).

(3) All command sponsored retirement ceremonies will include enclosure (1), which will be submitted no later than 30 days prior to the ceremony date.

(4) All requests will be routed through the chain of command via the command retirement coordinator and command master chief for COS approval.

(5) The retiring member is responsible for the cost of food, drink, family gifts and any associated reception costs.

b. Command Career Counselor (CCC). For Sailors assigned to COMNAVRESFORCOM, who are retiring or transferring to the Fleet Reserve, COMNAVRESFORCOM's command career counselor will present the following certificates and letters of appreciation as applicable:

(1) National Ensign to the member on behalf of the Secretary of the Navy.

(2) Certificate of Retirement or Transfer to the Fleet Reserve.

(3) Certificate of Appreciation for Service in the Armed Forces of the United States (DD 2542, Presidential Certificate), completed locally for Sailors retiring with less than 30 years active service. Navy Personnel Command requests this item for Sailors who are retiring with 30 or more years of active service.

(4) Lapel Button (20 or 30 years, as applicable).

(5) Letters of Appreciation for family members and or significant others.

c. Public Affairs Officer (PAO). For an official command sponsored retirement ceremony, COMNAVRESFORCOM's Public Affairs department will make every reasonable effort within regulations, budgetary constraints and practicality to provide the following items:

(1) Retirement pamphlet consisting of 4 folded pages (8 total pages), sized 8.5" x 5.5", all pages full color, maximum 100 pamphlets.

(2) Invitations: printed card stock with mailing envelopes attached, maximum of 50 printed copies, to include postage and electronic invitations.

(3) Requests for printed items must be submitted to Public Affairs department no later than 60 days prior to the date required. Include a copy of the approved retirement ceremony request when ordering printed materials.

d. Retirement Coordinator. The ceremony must follow enclosure (1) guidelines and procedures.

5. Discretionary Use of Appropriated Funds. Appropriated funds may be used to pay the travel related expenses of personnel officially participating in an official retirement ceremony, subject to regulation and command approval.

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

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on 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 automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


J. J. MOLINARI
Chief of staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://navyreserve.navy.afpims.mil/Resources/Official-Guidance/Instructions/>

COMNAVRESFORCOMINST 1800.1C
10 Jun 2021

Retirement Ceremony Coordinator Guide



Enclosure (1)

Record of Changes

Correction or Change No.	Date of Change	Date Entered	Entered By

Table of Contents

<u>Subject Area</u>	<u>Page Number</u>
Retirement Ceremony Coordinator Check List	4
Retirement Ceremony Time Line	5
Stage Option 1	9
Stage Option 2	10
Stage Option 3	11
Retirement Ceremony Script	12
Points of Contact to Fly Flags Over Locations of Interest	17
Retirement Letter Address List	20
Additional State Information	21
Presidential Certificates of Appreciation	25

Retirement Ceremony Coordinator Check-List

Retiree Biographical Information Sheet	YES	☐	NO	☐
Guest Speaker Biographical Information Sheet	YES	☐	NO	☐
End of Tour Award (with medal to pin for ceremony)	YES	☐	NO	☐
Flag Flown (if warranted, Certificate to Commemorate)	YES	☐	NO	☐
Band (or appropriate ceremonial music CD, with audio)	YES	☐	NO	☐
Bell (and Ringer)	YES	☐	NO	☐
Bullets (minimum 4)	YES	☐	NO	☐
Shadow Box / War Chest	YES	☐	NO	☐
Plaque (if awarded by Wardroom, CPOA, FCPOA)	YES	☐	NO	☐
Fleet Reserve Certificate	YES	☐	NO	☐
Command Photo (signed by Commander)	YES	☐	NO	☐
Presidential letter	YES	☐	NO	☐
MCPON Letter of Recognition	YES	☐	NO	☐
Governor Letter	YES	☐	NO	☐
Senator Letter	YES	☐	NO	☐
House of Representatives letter	YES	☐	NO	☐
Spouse Retirement Certificate (if Applicable)	YES	☐	NO	☐
Spouse Certificate of Appreciation (if Applicable)	YES	☐	NO	☐
Children's Certificate (if Applicable)	YES	☐	NO	☐
Additional Family Member Certificates of Appreciation	YES	☐	NO	☐
Flowers for spouse	YES	☐	NO	☐
Flowers for other family members (Mother/Daughter)	YES	☐	NO	☐
Side Boys (Minimum of four for any retirement, or as appropriate for paygrade, grade, and rank)	YES	☐	NO	☐

10 Jun 2021

Retirement Ceremony Time-line

1. 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, detachment operations, temporary additional duty (TAD) and leave).

a. 90 days prior to ceremony:

- (1) Information sheet provided to retiree.
- (2) Sponsor identified
- (3) Flag to be sent to location for flying (per retiree request).
- (4) Requests for formal recognition sent to appropriate offices:
 - (a) Governor's letter
 - (b) Senator's letter
 - (c) House of Representative letter
- (5) MCPON letter requested (request to COMNAVRESFORCOM career counselor)

b. 75 days prior to ceremony:

- (1) Retirement Information packet returned to command.

c. 70 days prior to ceremony:

- (1) Guest list submitted to chain of command.

d. 60 days prior to ceremony:

- (1) Retiree biography.
- (2) Guest speaker biography (photo also for program) (it is the responsibility of the retiree to ensure that the guest speaker is identified and notified).
- (3) Master of Ceremonies identified.
- (4) Shadow box purchased/ordered (schedule completion NLT 10 days prior to ceremony):
 - (a) Obtain list of all awards held by Retiree.

(b) Obtain list of all previous (and current) duty stations assigned (to include report date and detach date) for engraving of brass plates.

(c) Purchase all items for shadow box (rank/rate insignia, special devices).

(d) Inquire if retiree has any special items for inclusion of shadow box.

(6) Certificates/recognition submitted to chain of command for commanding officer (CO) signature:

(a) DD Form 363, Certificate of Retirement.

(b) Command photo.

(c) Spouse certificate (request to COMNAVRESFORCOM career counselor).

(d) Children's certificate (request to COMNAVRESFORCOM career counselor if applicable).

(e) Family certificate (mother, father, brother, sister, request to COMNAVRESFORCOM career counselor if applicable).

(f) CO letter in case of Retiree.

(7) End of Tour award and draft fitrep/evaluation submitted.

(8) Boatswains Mate identified.

(9) Command associations purchase any specific recognition as appropriate (i.e. ~ Wardroom, Chief Petty Officer Association, First Class Petty Officer Association).

(10) Photographic services requested (Navy Photo Imaging, or other available services).

(11) Navy Band services requested (if available).

e. 45 days prior to ceremony:

(1) Rough draft script due.

f. 30 days prior to ceremony:

(1) Smooth script due.

(2) Request for chaplain.

- (3) Mail invitations.
- (4) Notification for region/area events Naval message.
- (5) Schedule rehearsal(s).
- g. 20 days prior to ceremony:
 - (1) Verify Boatswains Mate for piping.
 - (2) Ensure personnel assignments have been completed.
 - (a) Shadow box
 - (b) Flowers
 - (c) Usher
 - (d) Escort (for Spouse and Family)
 - (e) Escorts
 - (f) Music (if audio from CD)
 - (g) Bell Ringer
 - (3) Verify receipt of flown flag.
- h. 15 days prior to ceremony:
 - (1) Verify Official Party assignments.
 - (2) Verify shadow box completion.
- i. 10 days prior to ceremony:
 - (1) Flowers ordered for spouse and family.
 - (2) Verify Chaplain availability.
 - (3) Verify photographer availability.
 - (4) MC Set-Up ceremony read-book, gather awards/certificates.
- j. 5 days prior to ceremony:

(1) Complete practice ceremony. Practice should be full run through of the agenda to ensure all equipment and systems are operational.

(2) Field day ceremonial area.

k. 3 days prior to ceremony:

(1) Second practice ceremony (if necessary).

l. One day prior to ceremony and morning of ceremony clean-up:

(1) Check audio equipment.

(2) Pick-up flowers for ceremony.

(3) Verify receipt of needed items in MC checklist.

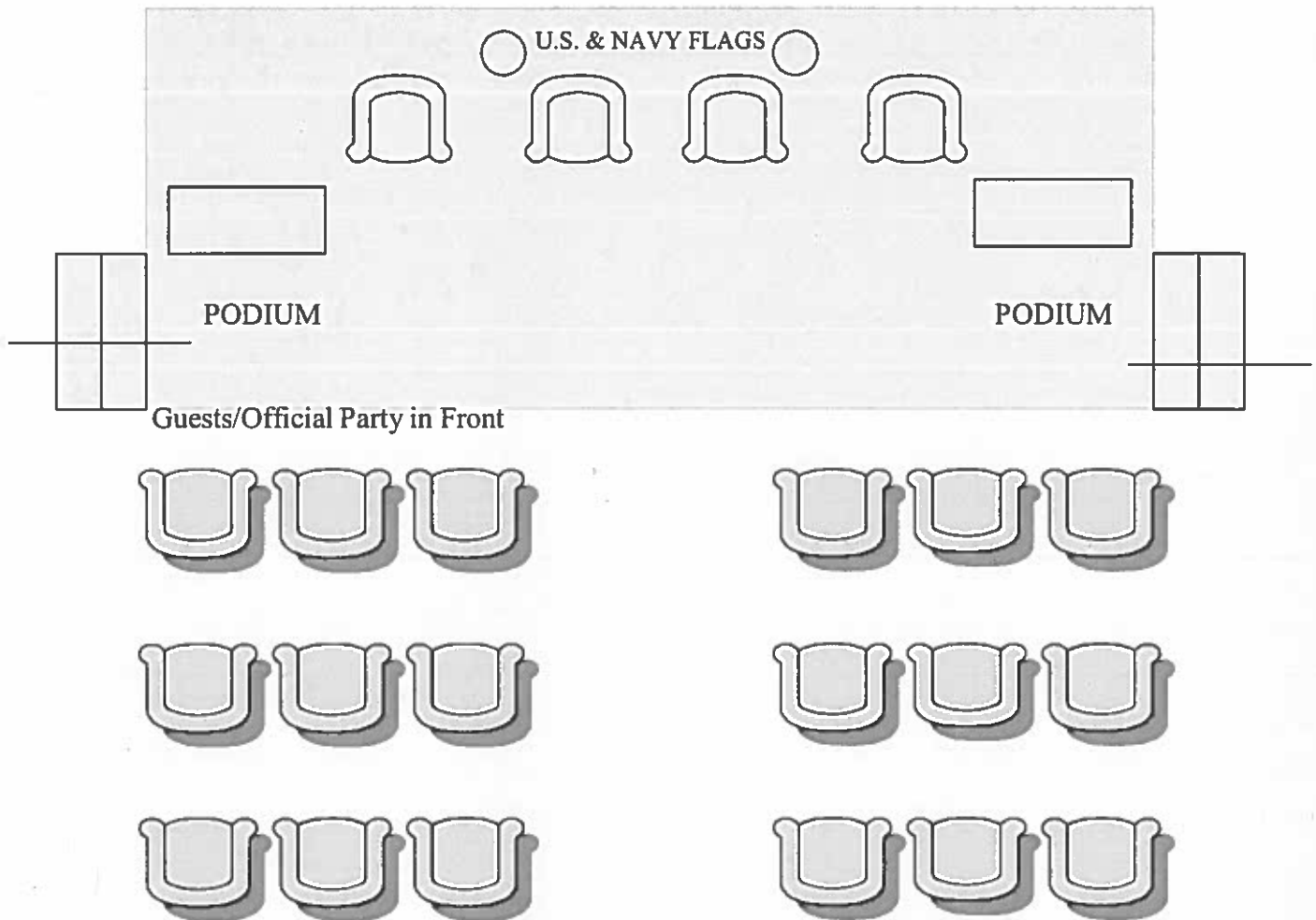
(4) 2 bottles of water for podiums.

m. Following ceremony:

(1) Ensure return of all rental equipment.

(2) Return podiums and other command equipment.

Stage Option 1



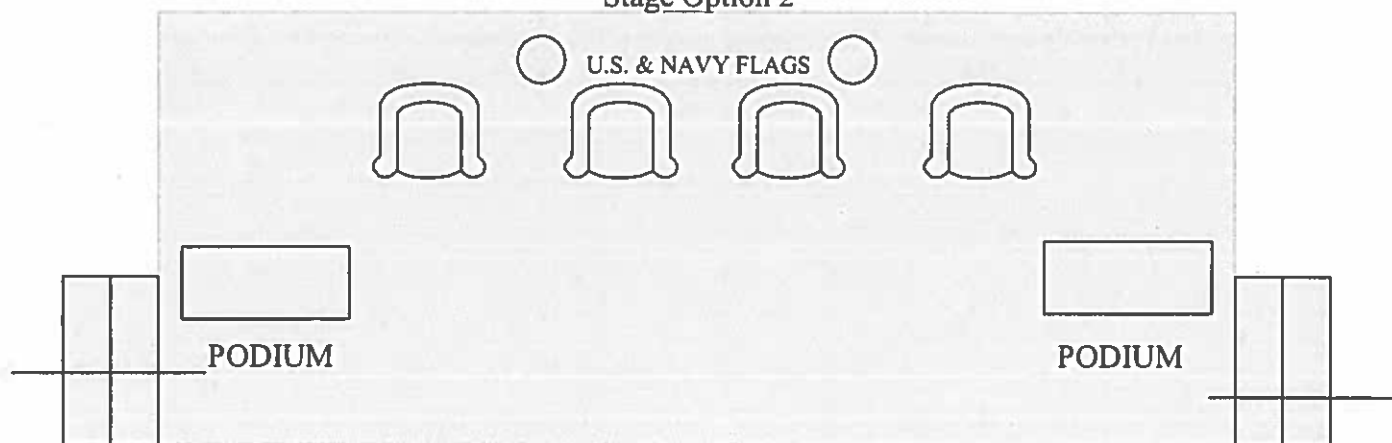
Path set in middle of seating. Path should be minimum 8 foot clearance width.

Two podiums (MC left podium, Guest Speaker/Retiree right podium).

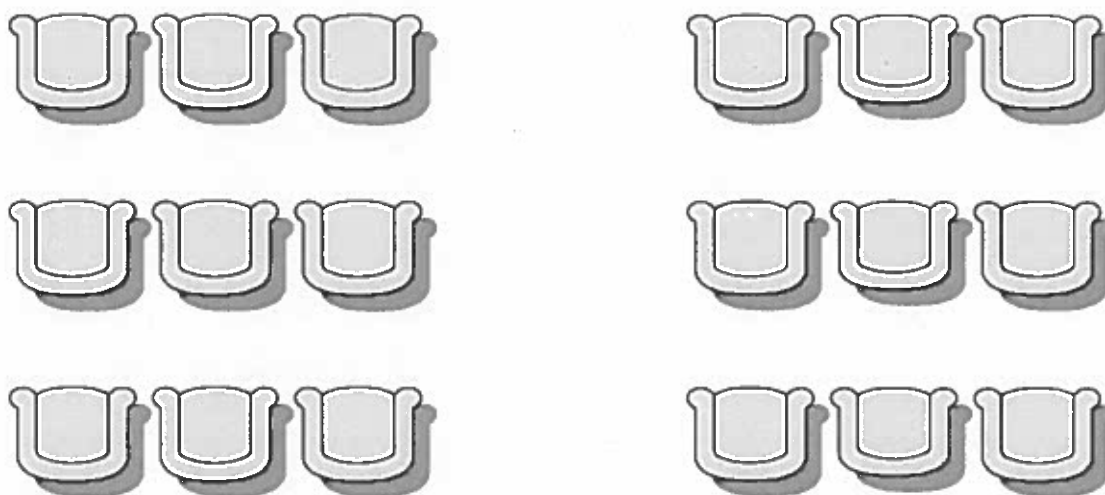
Flags on stage behind Retiree/Official Party.

Red, white and blue bunting around stage (Blue to Sky). Stairs to right and left of stage (personnel enter right, exit stage left).

Stage Option 2



Guests/Official Party in Front



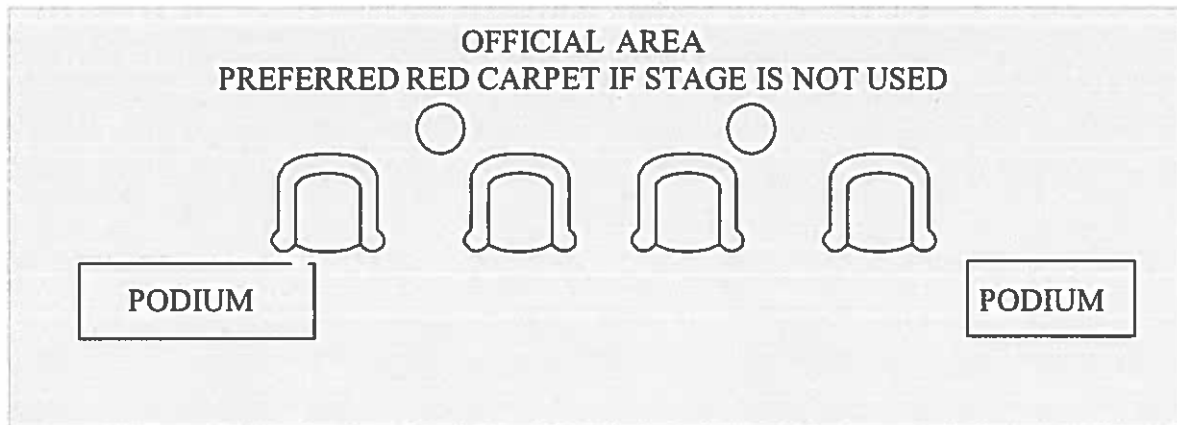
Color Guard enters from right of audience and exits opposite side of stage. Ensure there is minimum eight foot clearance from chairs to front of stage.

Two podiums (MC left podium, Guest Speaker/Retiree right podium). Flags on stage behind Retiree/Official Party.

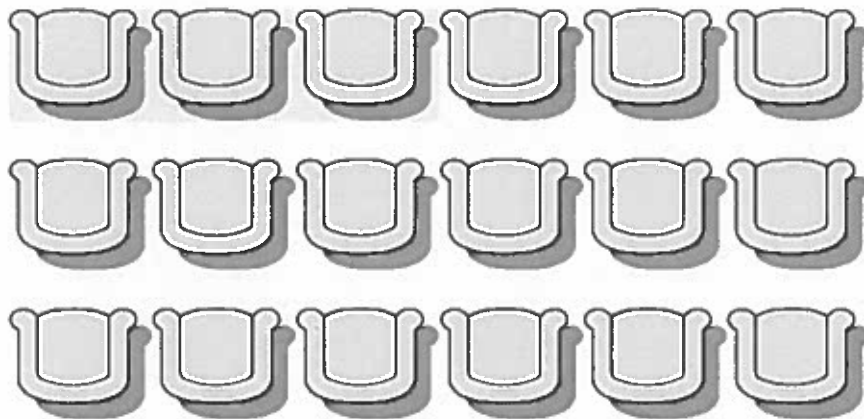
Red, white and blue bunting around stage (Blue to Sky). Stairs to right and left of stage (personnel enter right, exit stage left).

Stage Option 3

OFFICIAL AREA (NO STAGE OPTION)



Guests/Official Party in Front



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

Two podiums (MC left podium, Guest Speaker/Retiree right podium.) Flags at ceremonial behind Retiree/Official Party.

Retirement Ceremony Script

MC Welcoming Remarks.

MC "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."

MC _____ (Command) Arriving.
Bell Ringer/Boatswains Mate/Side Boys render appropriate honors.

MC _____ (Guest Speaker) (GS)
Arriving.
Bell Ringer/Boatswains Mate/Side Boys render appropriate honors.

MC _____ (Retiree) Arriving
Bell Ringer/Boatswains Mate/Side Boys render appropriate honors.

MC "Parade the Colors."
National Anthem (Navy Band or alternate music source).
"Retire the Colors."

MC Ladies and Gentlemen, (Chaplain/Priest/Rabbi) (as appropriate).

CHAPLAIN Invocation prayer.

MC "Ladies and Gentlemen, please be seated."

MC "Ladies and Gentlemen, _____ Commanding Officer (if CO will be introducing the Guest Speaker).

CO/MC Guest Speaker introduction.

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

MC "Will Commanding Officer and _____ (Retiree) please step forward for awarding of citation."

10 Jun 2021

MC/CO MC read citations, as CO presents awards: End of Tour Award Citation
Retirement/Fleet Reserve Certificate with command photo.

MCPON Certificate (enlisted)
Governor Recognition Senator
Recognition
House of Representative Recognition

MC "Will the Spouse 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.

MC/CO MC reads (as applicable)
Spouse/partner Retirement Certificate
Spouse/partner Letter of Appreciation
Child/child from partnership Letter(s) of Appreciation
Family Member(s) Letter(s) of Appreciation

Command Escort will accompany Retiree's spouse/partner and family to their
seats.

MC "_____ (Retiree) will now be presented with a
shadow box/war chest by the (Wardroom/CPOA/FCPOA as applicable).

MC "_____ (Retiree) will now be presented with the
United States Flag.

"Flag Presenters Post."

MC 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!
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 in 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 with whom I have served in Battle, 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.

MC "Ladies and Gentleman, _____ (Retiree).

RETIREE REMARKS

MC The Command (Wardroom/CPOA/FCPOA as applicable) will
now present _____ (Retiree's spouse daughter/mother as appropriate) with a
bouquet of flowers.

MC Command Representative will deliver flowers as appropriate.
"Will the guests please rise for the Benediction."

MC "Side Boys Post."

10 Jun 2021

MC

Reads "The Watch."

Boatswain, stand by to Pipe the Side a Shipmate is going ashore.

This order has been passed on naval ships from the 1500s 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 their of crews and ships with which they had served. The Boatswain would stand tall the side boys, and the retiree would request permission to go ashore; they 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 ship's main battery, and the retiree sat in the stern sheets ... going ashore.

In the late 1700s, 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 enlisted men for the first time. The Captain would allow the Jolly Boat to take the enlisted retiree 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 Sailor has stood the watch. While some of us lay in our bunks at night, this Sailor 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 watched storm clouds of war building on the horizons of history, this Sailor stood the watch.

Though, they saw their family ashore, often needing this Sailor’s guidance, they still stood the watch. For _____ years, they have 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. Boatswains 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.”

MC “_____(Retiree), United States Navy, Retired, departing.”

Retiree is piped over the side (through Side Boys).

Retiree returns to Spouse and Family to escort ashore (if applicable).

MC “Navy Family departing.”

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

MC “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 ____.”

COMNAVRESFORCOMINST 1800.1C
10 Jun 2021

Points of Contact to Fly Flags over Locations of Interest

Location	Address/Information	Phone Number
Arlington National Cemetery	ADMIN BLDG Historian Office ATTN: Tom Shurlock Arlington, VA 22211	(703)695-1622
	You supply the flag; they will fly it and provide a certificate.	
Battleship North Carolina (BB-55)	P.O. Box 480 Wilmington, NC 28402 E-mail: ncbb55@battleshipnc.com	(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: hoylepd@2ncb.navy.mil	(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: julie_chavez@nps.gov	(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 a self-addressed return mailing information or return postage.	
Historic Ship NAUTILUS(SSN-571)	USS NAUTILUS PO BOX 571 GROTON CT 06349	(860) 694-3558
	Send ensign and letter request	
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	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 Station Guantanamo Bay Cuba	USMC Security DET PSC 1005 Box 25 FPO AE 09593	PRI: 011-53-99-4738 ALT: 011-53-99-4488 DSN: 723-3960
	Send ensign and letter request. Include stamped envelope with request. Please allow at least 4- 6 weeks delivery due to remote location.	

COMNAVRESFORCOMINST 1800.1C
10 Jun 2021

Pearl Harbor Fleet Reserve Association	Fleet Reserve Association Pearl Harbor Honolulu Branch 46891 Valkenburgh Honolulu, HI 96818-0067	(808) 422-2121
Pentagon	Defense Protective Service Operations Branch CMDR(RM 2E170) 9000 Defense Pentagon Washington, DC 20301-9000	(703) 697-1288 DSN 227-1288
	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.	
U.S. Navy Memorial	U.S. Navy Memorial 701 Pennsylvania Ave, NW Suite 123 Washington, D. C. 20004	(202) 737-2300 ext 712/731
	Send ensign and letter of request including rate/rank, name, and service of the individual for whom the flag is being flown.	
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 I 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	(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.	

COMNAVRESFORCOMINST 1800.1C

10 Jun 2021

United States Naval Academy	Brigade Drill Master U. S. Naval Academy 101 Buchanan Road Bancroft Hall (Stop 3A) Annapolis, MD 21402	(410) 293-8850
	Send (5' x 9'-6" or 3'6" x 6') National Ensign. One prepaid return envelope supplied by the requester (to return flag and certificate). The following information is also required: Rank and Full Name of the person for whom the flag is being flown, and if they is a graduate of the USNA. (Specify how it is to appear on certificate)	
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	
USS INTREPID AIR, SEA & SPACE MUSEUM	Attn: Command Master Chief 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	
Women in Military Service Memorial	Military Ceremony Coordinator Norfolk, VA 23510-1607 DEPT 560 Washington D. C. 20042-0560	(705) 533-1155 (800) 222-2294 FAX (703) 931-4208
	*only available to Memorial Members	
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

<http://www.house.gov>

Go to the House of Representatives Web site, to locate the representative for the Retiree, each HR office lists the requirement/contact information to have a flag flown. (Some offices may charge fees for postage/flags).

UNITED STATES SENATE

http://www.senate.gov/general/contact_information/senators_cfm.cfm

Go to the US Senate Web site to locate the representative for the Retiree. Each Senate office lists the requirements/contact information to have a flag flown. (Some offices may charge fees for postage/flags).

COMNAVRESFORCOMINST 1800.1C
10 Jun 2021

Additional State Information

LOCATION	ADDRESS/INFORMATION	PHONE NUMBER
ALAMABA	OFFICE OF GOVERNOR STATE CAPITOL 600 DEXTER AVENUE MONTGOMERY, AL 36130-2751	PHONE: (334) 242-7100 FAX: (334) 353-0004
ALASKA	OFFICE OF GOVERNOR STATE CAPITOL P.O. BOX 110001 JUNEAU, AK 99811-0001	PHONE: (907) 465-3500 FAX: (907) 465-3532
AMERICAN SAMOA	OFFICE OF GOVERNOR EXECUTIVE OFFICE BUILDING THIRD FLOOR PAGO PAGO, AS 96799	PHONE: (011) 684-633-4116 FAX: (011) 684-633-2269
ARIZONA	OFFICE OF GOVERNOR STATE CAPITOL 1700 WEST WASHINGTON PHOENIX, AZ 85007	PHONE: (602) 542-4331 FAX: (602) 542-7601
ARKANSAS	OFFICE OF GOVERNOR STATE CAPITOL ROOM 250 LITTLE ROCK, AR 72201	PHONE: (501) 682-2345 FAX: (501) 682-1382
CALIFORNIA	OFFICE OF GOVERNOR STATE CAPITOL SUITE 1173 SACRAMENTO, CA 95814	PHONE: (916) 445-2841 FAX: (916) 558-3160
COLORADO	OFFICE OF GOVERNOR 136 STATE CAPITOL DENVER, CO 80203-1792	PHONE: (303) 866-2471 FAX: (303) 866-2003
CONNECTICUT	OFFICE OF GOVERNOR 210 CAPITOL AVENUE HARTFORD, CT 06106	PHONE: (800) 406-1527 FAX: (860) 524-7359
DELEWARE	OFFICE OF GOVERNOR LEGISLATIVE HALL DOVER, DE 19901	PHONE: (302) 744-4101 FAX: (302) 739-2775
FLORIDA	OFFICE OF GOVERNOR PL 05 THE CAPITOL 400 SOUTH MONROE ST TALLAHASSEE, FL 32399-0001	PHONE: (850) 488-7146 FAX: (850) 487-0801
GEORGIA	OFFICE OF GOVERNOR 203 STATE CAPITOL ATLANTA, GA 30334	PHONE: (404) 656-1776 FAX: (404) 657-7332
GUAM	OFFICE OF GOVERNOR EXECUTIVE CHAMBER P.O. BOX 2950 AGANA, GU 96932	PHONE: (671) 472-8931 FAX: (671) 477-4826
HAWAII	OFFICE OF GOVERNOR EXECUTIVE CHAMBERS STATE CAPITOL HONOLULU, HI 96813	PHONE: (808) 586-0034 FAX: (808) 586-0006
IDAHO	OFFICE OF GOVERNOR 700 WEST JEFFERSON SECOND FLOOR BOISE, ID 83702	PHONE: (208) 334-2100 FAX: (208) 334-2175
ILLINOIS	OFFICE OF GOVERNOR STATE CAPITOL 207 STATEHOUSE SPRINGFIELD, IL 62706	PHONE: (217) 782-0244 FAX: (217) 524-4049

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10 Jun 2021

INDIANA	OFFICE OF GOVERNOR STATE CAPITOL ROOM 206 INDIANA, IN 46204-2797	PHONE: (317) 232-4567 FAX: (515) 281-6611
IOWA	OFFICE OF GOVERNOR STATE CAPITOL DES MOINES, IA 50319-0001	PHONE: (515) 281-5211 FAX: (515) 281-6611
KANSAS	OFFICE OF GOVERNOR CAPITOL 300 SW 10 TH AVENUE, SUITE 212S TOPEKA, KS 66612-1590	PHONE: (785) 296-3232 FAX: (785) 296-7973
KENTUCKY	OFFICE OF GOVERNOR 700 CAPITOL AVE, SUITE 100 FRANKFORT, KY 40601	PHONE: (502) 564-2611 FAX: (502)-564-0437
LOUISIANA	OFFICE OF GOVERNOR P.O. BOX 94004 BATON ROUGE, LA 70804-9004	PHONE: (225) 342-7015 FAX: (225) 342-7099
MAINE	OFFICE OF GOVERNOR 1 STATE HOUSE STATION AUGUSTA, ME 04333	PHONE: (207) 287-3531 FAX: (207) 287-1034
MARYLAND	OFFICE OF GOVERNOR STATE HOUSE 100 STATE CIRCLE ANNAPOLIS, MD 21401	PHONE: (410) 974-3901 FAX: (410) 974-3275
MASSACHUSETTS	OFFICE OF GOVERNOR STATE HOUSE OFFICE OF THE GOVERNOR, RM 360 BOSTON, MA 02133	PHONE: (617) 725-4005 FAX: (617) 727-9725
MICHIGAN	OFFICE OF GOVERNOR P.O. BOX 30013 LANSING, MI 48909	PHONE: (517) 373-3400 FAX: (517) 335-6863
MINNESOTA	OFFICE OF GOVERNOR 130 STATE CAPITOL 75 REV. DR. MARTIN LUTHER KING, JR. BLVD ST. PAUL, MN 55155	PHONE: (651) 201-3400 FAX: (651) 797-1850
MISSISSIPPI	OFFICE OF GOVERNOR P.O. BOX 139 JACKSON, MS 39205	PHONE: (601) 359-3150 FAX: (601) 359-3741
MISSOURI	OFFICE OF GOVERNOR CAPITOL BUILDING RM 216, P.O. BOX 720 JEFFERSON CITY, MO 65102	PHONE: (573) 751-3222 FAX: (573) 526-3291
MONTANA	OFFICE OF GOVERNOR STATE CAPITOL HELENA, MT 59620-0801	PHONE: (406) 444-3111 FAX: (406) 444-5529
NEBRASKA	OFFICE OF GOVERNOR P.O. BOX 94848 LINCOLN, NE 68509-4848	PHONE: (402) 471-2244 FAX: (402) 471-6031
NEVADA	OFFICE OF GOVERNOR CAPITOL BUILDING 101 N. CARSON ST CARSON CITY, NV 89701	PHONE: (775) 684-5670 FAX: (775) 684-5683
NEW HAMPSHIRE	OFFICE OF GOVERNOR OFFICE OF THE GOVERNOR 107 NORTH MAIN STREET, RM 208 CONCORD, NH 03301	PHONE: (603) 271-2121 FAX: (603) 271-7640

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10 Jun 2021

NEW JERSEY	OFFICE OF GOVERNOR THE STATE HOUSE TRENTON, NJ 08625	PHONE: (609) 292-6000 FAX: (609) 292-3454
NEW MEXICO	OFFICE OF GOVERNOR STATE CAPITOL FOURTH FLOOR SANTA FE, NM 87501	PHONE: (505) 476-2200 FAX: (505) 476-2226
NEW YORK	OFFICE OF GOVERNOR STATE CAPITOL ALBANY, NY 12224	PHONE: (518) 474-8390
NORTH CAROLINA	OFFICE OF GOVERNOR OFFICE OF THE GOVERNOR 20301 MAIL SERVICE CENTER RALEIGH, NC 27699-0301	PHONE: (919) 814-2000 FAX: (919) 733-2120
NORTH DAKOTA	OFFICE OF GOVERNOR DEPT 101 600 E. BOULEVARD AVE BISMARCK, ND 58505-0001	PHONE: (701) 328-2200 FAX: (701) 328-2205
NORTHERN MARIANA ISLANDS	OFFICE OF GOVERNOR CALLER BOX 10007 SAIPAN, NP 96950	PHONE: (670) 664-2280 FAX: (670) 664-2211
OHIO	OFFICE OF GOVERNOR 30 TH FLOOR 77 SOUTH HIGH STREET COLUMBUS, OH 43215	PHONE: (610) 466-3555 FAX: (614) 466-9354
OKLAHOMA	OFFICE OF GOVERNOR CAPITOL BUILDING 2300 LINCOLN BLVD, RM 212 OKLAHOMA CITY, OK 73105	PHONE: (405) 521-2342 FAX: (405) 521-3353
OREGON	OFFICE OF GOVERNOR STATE CAPITOL 900 COURT ST. NE SUITE, 254 SALEM, OR 97301	PHONE: (503) 378-4582 FAX: (503) 378-8970
PENNSYLVANIA	OFFICE OF GOVERNOR ROOM 225 MAIN CAPITOL BUILDING HARRISBURG, PA 17120	PHONE: (717) 787-2500 FAX: (717) 772-8284
PUERTO RICO	OFFICE OF GOVERNOR LA FORTALEZA P.O. BOX 9020082 SAN JUAN, PR 00902-0082	PHONE: (787) 721-7000 FAX: (787) 721-7000
RHODE ISLAND	OFFICE OF GOVERNOR STATE HOUSE PROVIDENCE, RI 02903	PHONE: (401) 222-2080 FAX: (401) 222-8096
SOUTH CAROLINA	OFFICE OF GOVERNOR 1205 PENDLETON STREET COLUMBIA, SC 29201	PHONE: (803) 734-2100 FAX: (803) 734-5167
SOUTH DAKOTA	OFFICE OF GOVERNOR 500 EAST CAPITOL AVENUE PIERRE, SD 57501	PHONE: (605) 773-3212 FAX: (605) 773-4711
TENNESSEE	OFFICE OF GOVERNOR TENNESSEE STATE CAPITOL NASHVILLE, TN 37243-0001	PHONE: (615) 741-2001 FAX: (615) 532-9711

COMNAVRESFORCOMINST 1800.1C

10 Jun 2021

TEXAS	OFFICE OF GOVERNOR P.O. BOX 12428 AUSTIN, TX 78711	PHONE: (512) 463-2000 FAX: (512) 463-5571
UTAH	OFFICE OF GOVERNOR UTAH STATE CAPITOL SUITE 200 SALT LAKE CITY, UT 84114	PHONE: (801) 538-1000 FAX: (801) 538-1557
VERMONT	OFFICE OF GOVERNOR 109 STATE STREET PAVILION OFFICE BUILDING MONTPELIER, VT 05609	PHONE: (802) 828-3333 FAX: (802) 828-3339
VIRGIN ISLANDS	OFFICE OF GOVERNOR GOVERNMENT HOUSE, 21-22 KONGENS GADE ST. THOMAS, VI 00802	PHONE: (340) 774-0001 FAX: (340) 693-4374
VIRGINIA	OFFICE OF GOVERNOR STATE CAPITOL THIRD FLOOR RICHMOND, VA 23219	PHONE: (804) 786-2211 FAX: (804) 371-6351
WASHINGTON	OFFICE OF GOVERNOR OFFICE OF THE GOVERNOR P.O. BOX 40002 OLYMPIA, WA 98504-0002	PHONE: (360) 902-4111 FAX: (360) 753-4110
WEST VIRGINIA	OFFICE OF GOVERNOR 1900 KANAWHA ST CHARLESTON, WV 25305	PHONE: (304) 558-2000
WISCONSIN	OFFICE OF GOVERNOR 115 EAST STATE CAPITOL MADISON, WI 53707	PHONE: (608) 266-1212 FAX: (608) 267-8983
WYOMING	OFFICE OF GOVERNOR STATE CAPITOL BUILDING ROOM 124 CHEYENNE, WY 82002	PHONE: (307) 777-7434 FAX: (307) 632-3909

10 Jun 2021

Presidential Certificates of Appreciation

PRESIDENT DONALD J. TUMP	THE HONORABLE DONALD J. TRUMP WEBSITE: HTTPS://WWW.45OFFICE.COM/
PRESIDENT BARACK OBAMA	THE HONORABLE BARACK OBAMA THE OFFICE OF BARACK AND MICHELLE OBAMA P.O. BOX 91000 WASHINGTON, DC 20066
PRESIDENT GEORGE W. BUSH	THE HONORABLE GEORGE W. BUSH P.O. BOX 259000 DALLAS TX 75225-9000 PHONE: (214) 890-9943 EMAIL: INFO@GEORGEWBUSHLIBRARY.COM
PREISIDENT BILL CLINTON	THE HONORABLE WILLIAM J. CLINTON 55 WEST 125 TH STREET, 14 TH FLOOR NEW YORK NY 10027 PHONE: (212) 348-8882 FAX: (212) 348-9245
PRESIDENT GEORGE BUSH	THE HONORABLE GEORGE BUSH P.O. BOX 79798 HOUSTON TX 77279-9798 PHONE: (713) 686-1188

COMNAVRESFORCOMINST 1800.1C
10 Jun 2021

PRESIDENT JIMMY CARTER	THE HONORABLE JIMMY CARTER THE CARTER CENTER 453 FREEDOM PARKWAY NE ATLANTA GA 30307 PHONE: (404) 331-3900
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SUPPORTING DIRECTIVE: COMNAVRESFORCOMINST 1800.1C

RETIREMENT CEREMONY WORKSHEET

PRIVACY ACT STATEMENT: Authority to request this information is contained in 10 U.S.C. Chapter 1005. Purpose of the information is to process member's retirement ceremony request. Upon approval the information entered will be used to process a member's individual retirement ceremony. Completion of this form is mandatory; failure to provide requested information may result in a failure to process request.

PERSONAL DATA

Name (Last, First, Middle):		Designator:	Grade/Rate:
Active Duty Service Date:	Retirement Date:		Terminal Leave Date:
Location of Birth:		Date of Birth	
High School:		Graduation Year:	
Higher Education:			
Home of Record:		Where Did You Enter The Navy:	
Current Address:			
Street Number	City	State	Zip Code
Office Phone Number:		Home Phone Number:	

CAREER DATA

History of Assignments

Command	Location	From	End

Schools And Colleges Attended (Include Any Degrees Obtained)

Advancement Dates:

E-1:	E-2:	E-3:	E-4:
E-5:	E-6:	E-7:	E-8:
E-9:	CWO2:	CWO3:	CWO4:
CWO5:	O1:	O2:	O3:
O4:	O5:	O6:	O7:
O8:	O9:	O10:	

Notable Mentors:

CEREMONY INFORMATION

Ceremony Location:		Reception? Yes No	Reception Location:
Foul Weather Location:		All costs associated with providing and serving post ceremonial refreshments, and/or a reception excluding the cost of invitations (up to 50), must be paid by retiree and may not be paid by non-appropriated funds.	
Uniforms:	Official Party:	Military Guest:	Civilian Guest:
Options: Summer Whites/Winter Blues (with ribbons); Service Dress Whites/Service Dress Blues (with ribbons); Full Dress Whites/Full Dress Blues (with Medals) (optional) O-4 and Higher, Authorized Swords w/ Full Dress.			
Rehearsal Date(s):		Point of Contact's Name and Phone Number:	
Retirement Officer:	Special Services For Family Members/ Guests (I.E. Wheel Chair Accessible Ramps, Oxygen, Paramedics, Etc.):		Special Request:
Command Participation Desired: Yes No	Band Desired: Yes No		Honor Guard Desired: Yes No
Chaplain Services Desired: Yes No	Chaplain Preferred:		Religious Preference:
Photographer: Yes No	Videographer: Yes No		
Provide the Name of the Official?	Governor Letter/State: Yes No	Presidential Letter: Yes No	MCPON Letter: Yes No

Enclosure (2)

RETIREMENT CEREMONY cont.**Side boy Nominations**

Master Of Ceremonies (MOC) Information

NAME (Last, First, MI)	Has the MOC been contacted: Yes No
Work Number:	Residence Number:

Guest Speaker (GS) Information

Name (Last, First, MI)	Has the GS been contacted: Yes No
Work Phone Number:	Residence Phone Number:
Birthplace:	Date and Place Entered Service:
Commissioning Date:	NROTC Date:

FAMILY INFORMATION:

Father's Name:	Attending? Yes No	Mother's Name:	Attending? Yes No
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Spouse Name (Maiden):	Spouse Birthplace:	Place Of Marriage:
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Children:

Name	Age:

Immediate Family Members In Attendance:	Relationship:	Age:

SIGNATURES

Retiree Signature:	Date:
Sponsor Signature:	Date:
Sponsors are responsible for ensuring that all required tasks are completed, and that all items are submitted in a timely manner	
CCC Signature:	Date:
CMC Signature:	
Chief of Staff Signature:	Date: