



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
850 TICONDEROGA ST STE 100  
PEARL HARBOR HI 96860-5102

JBPHHINST 1800.1  
JB00  
17 Oct 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1800.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: RETIREMENT CEREMONIES

Ref: (a) MILPERSMAN 1800-010  
(b) OPNAVINST 1710.7A  
(c) CINCPACFLT/CINCLANTFLTINST 1650.10  
(d) SECNAVINST 5603.2D  
(e) SECNAVINST 5724.3A

Encl: (1) Request for Command Sponsored Retirement Ceremony  
(2) Sample Schedule of Events

1. Purpose. To provide procedures to conduct retirement ceremonies for Naval organizations within Joint Base Pearl Harbor-Hickam (JBPHH) officers and enlisted personnel.

2. Cancellation. NAVSTAPEARLINST 1800.1

3. General. Per reference (a), the decision to conduct a retirement ceremony rests entirely with the retiree. The retiree may request a command sponsored retirement ceremony or may elect to host a ceremony himself/herself. The use of accountable funds in support of the retirement ceremony (printing, postage, transportation, etc.) is authorized only if the sponsored retirement ceremony is approved. If the request for a command sponsored retirement ceremony is approved the procedures discussed in this instruction shall serve as a guide only. Reference (b), provides guidance on social usage and protocol for formal and informal activities including the retirement ceremony. References (c) through (e) provide instructions applicable to various elements of the retirement ceremony. The retiree may, within the bounds of good taste and practicality, choose to omit or modify certain elements outlined in this instruction and reference (a) to his/her personal liking. A sponsor shall be assigned who will work closely with the retiree to plan and organize his/her retirement ceremony. The command shall make every reasonable effort within the bounds of applicable regulations and budgetary constraints to provide the retiree's requests.



4. Procedures

a. Requests for transfer to the Fleet Reserve/Retired List shall be made to cognizant authority via the Chain of Command.

b. Upon notification of a request for transfer to the Fleet Reserve/Retired list, the Chief Staff Officer (CSO) in the case of an officer retiree, or the Command Master Chief in the case of an enlisted retiree, shall interview the retiree to determine his/her desire for a retirement ceremony per reference (a) and shall assign a retirement sponsor.

c. In the event a ceremony is not desired, the sponsor will prepare a command plaque and such other regalia as may be appropriate, for an informal presentation to the retiree prior to his/her departure on separation leave or transfer to the Fleet Reserve/Retired List.

d. In the event a retirement ceremony is desired, either command sponsored or hosted by the retiree, the sponsor shall act as the central point of contact for all matters concerning planning, organizing and executing the retirement ceremony. The sponsor shall have a duty to continually monitor and, if necessary, prompt cognizant personnel to ensure all tasks are completed in a timely manner. The sponsor shall review this instruction and references (a) through (e) and shall seek assistance and guidance from the CSO/Command Master Chief as necessary in the performance of his/her duties.

e. If a command sponsored retirement ceremony is desired the sponsor shall provide a copy of the Request for Command Sponsored Retirement Ceremony, enclosure (1), to the retiree no less than four months prior to the retiree's requested date of transfer or separation leave commencement date, whichever is earlier, and shall assist the retiree to complete enclosure (1) and in planning the retirement ceremony.

f. The retiree shall submit the request for command sponsored retirement ceremony, including the retirement ceremony guest list, reception guest list and Military Awards/Service Summary to the Administrative Officer no less than three months prior to the date requested for the ceremony. Approval authority for a retirement ceremony rests with either the CSO or Joint Base Commander (JBC). Disapproved authority lies with the JBC.



g. In all cases spouses of married retirees shall receive recognition by receipt of a Letter of Appreciation per reference (a). Leis and flower bouquets for the spouse/family members are the responsibility of the retiree.

h. Reception and post ceremony refreshments (i.e., cake, coffee, soft drinks, etc.) are hosted and are the responsibility of (i.e., paid for by) the retiree. Annex D of reference (b) provides guidelines for planning a reception. The sponsor may assist the retiree in planning and organizing refreshments and/or a reception at a time and place chosen by the retiree.

#### 5. Action

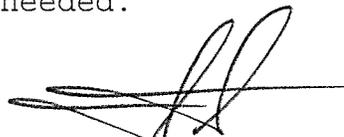
a. Following approval of a request for command sponsored retirement ceremony and when directed by the CSO, the sponsor shall generate and submit a Plan of Action and Milestone (POA&M) for the CSO's approval. See enclosures (1) and (2).

b. The JBC's Secretary shall schedule an out brief between the retiree and the JBC.

c. The Department Head shall ensure the retiree participates in the Transition Assistance Program offered by the Family Service Center and Personnel Support Detachment, Pearl Harbor.

d. A Home Town News Release, if desired by the retiree, shall be prepared per reference (e).

e. Secretarial assistance (i.e., word processing, typing, etc.) shall be available to the retiree and sponsor through the Administration Office as needed.



J. W. JAMES

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Electronic only, via  
<https://g2.cnmc.navy.mil/TSCNRH/JOINTBASEPEARLHARBOR-HICKAMHI/J00/Directives/Private/default.aspx>



MEMORANDUM

From: Retiree  
To: Chief Staff Officer  
Via: (1) Department Head  
(2) CMC

Subj: REQUEST FOR COMMAND SPONSORED RETIREMENT CEREMONY

Ref: (a) NAVSTAPEARLINST 1800.1A

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/Retired List on \_\_\_\_\_.

2. I will take separation leave from \_\_\_\_\_ to \_\_\_\_\_. Per reference (a), I respectfully request a Command Sponsored Retirement Ceremony as follows:

- a. Date: \_\_\_\_\_
- b. Time: \_\_\_\_\_
- c. Location: \_\_\_\_\_
- d. Master of Ceremonies: \_\_\_\_\_
- e. Guest of Honor/Speaker \_\_\_\_\_
- f. Band Service desired? Yes \_\_\_\_\_ / No \_\_\_\_\_
- g. Honor Guard Service desired? Yes \_\_\_\_\_ / No \_\_\_\_\_
- h. Command Vehicle and Driver? Yes \_\_\_\_\_ / No \_\_\_\_\_

Itinerary as follows:

From	Departure Time	To	Arrival Time
_____ (Residence/Hotel)	_____	_____ (Ceremony Location)	_____

Enclosure (1)



\_\_\_\_\_  
(Ceremony Location) \_\_\_\_\_ (Reception) \_\_\_\_\_  
  
\_\_\_\_\_  
(Reception Location) \_\_\_\_\_ (Party Location) \_\_\_\_\_  
  
\_\_\_\_\_  
(Party Location) \_\_\_\_\_ (Residence/Hotel) \_\_\_\_\_

i. Approximate number of guests: (Guest List/Address provided as enclosure (1))

Military: \_\_\_\_\_ (Excluding NAVSTA personnel)

Civilian: \_\_\_\_\_

j. Immediate family members who will attend.

(Include spouse, children, parents, parents-in-law, siblings, and grandparents)

Name	Relationship	Residence (City, State)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

k. Command participation desired? Yes \_\_\_\_\_ / No \_\_\_\_\_

If yes, specify extent; (i.e., All NAVSTA officers, All NAVSTA CPO's, All NAVSTA Personnel, All NAVSTA Department Personnel, etc.).

l. Uniform: Official Party - \_\_\_\_\_  
Staff/Military Guests - \_\_\_\_\_

m. Photographer Service desired? Yes \_\_\_\_\_ / No \_\_\_\_\_

Video Taping? Yes \_\_\_\_\_ / No \_\_\_\_\_



n. Chaplain Service (Invocation/Benediction desired?)

Yes \_\_\_\_\_ / No \_\_\_\_\_

o. Nominees for Sideboys:

(1) \_\_\_\_\_ (4) \_\_\_\_\_

(2) \_\_\_\_\_ (5) \_\_\_\_\_

(3) \_\_\_\_\_ (6) \_\_\_\_\_

p. Typed/printed invitations as follows:

Option #1: Invitations for the Retirement Ceremony  
mailed NLT \_\_\_\_\_.

Option #2: Invitations for the Retirement ceremony  
provided to me NLT \_\_\_\_\_ for mailing.

q. Retirement Ceremony Program desired? Yes \_\_\_\_\_ / No \_\_\_\_\_

3. I will provide post ceremonial refreshments as follows:

a. Cake? Yes \_\_\_\_\_ / No \_\_\_\_\_

b. Coffee/Soft drinks? Yes \_\_\_\_\_ / No \_\_\_\_\_

4. I will host a reception as follows:

a. Date: \_\_\_\_\_

b. Time: Cocktails From: \_\_\_\_\_ to \_\_\_\_\_

Dinner/Supper From: \_\_\_\_\_ to \_\_\_\_\_

c. Location: \_\_\_\_\_

d. Approximate Number of Guests: \_\_\_\_\_

e. Reception Guest List provided as enclosure (2).



I understand that all cost associated with providing and serving post ceremonial refreshment and/or a reception must be borne by me or may be paid for from non-appropriated funds.

5. Biographical Information is included as enclosure (3).

\_\_\_\_\_  
(Retiree's rank/name USN

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COMMAND ENDORSEMENT

Recommendation: Approval / Disapproval

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Head)

Reason for recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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APPROVED / DISAPPROVED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chief Staff Officer)

Reason for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SAMPLE  
SCHEDULE OF EVENTS

0900           Microphones tested

0915           Ensure photographer is notified/picked up. Color  
Guard arrives/sets up.

0930           Guests arrive and are seated.

0950           Retiree and family arrive and are seated.  
Chaplain is seated.

Master of       \*Calls personnel to ATTENTION\*  
Ceremony

Master of       WELCOME TO THE RETIREMENT CEREMONY FOR (RETIREE).  
Ceremony       THE GUESTS PLEASE RISE FOR THE PARADING OF THE  
                  COLORS AND REMAIN STANDING UNTIL THE INVOCATION IS  
                  COMPLETED AND THE COLORS ARE POSTED.

                  \*National Anthem Played\*

Master of       Post The Colors  
Ceremony

Master of       The Invocation Will Be Delivered By (CHAPLAIN).  
Ceremony

Chaplain       \*Invocation\*

                  Will The Guest Be Seated

                  Good morning Ladies and Gentlemen and welcome to  
                  The Arizona Memorial Visitor's Center. Today we  
                  have the distinct honor of retiring one our own.  
                  (RETIREE'S) long and impressive career started 32  
                  years ago. It is my privilege to introduce our  
                  Guest Speaker.

Guest Speaker Speech

Master of       At the end of Guest Speaker's speech, Master of  
Ceremony       Ceremony return to the podium. Calls Retiree and  
                  spouse to podium.



Master of Ceremony	Reads As Guest	1. Presents Certificate
	Speaker Presents	2. Presents Letter Of Appreciation
		3. Presents Flowers
Guest Speaker Reads Certificate of Appreciation to Retiree's wife.		
*Retiree's wife takes her seat *		
Master of Ceremony	Presents Shadow Box to Retiree and reads presentation on Shadow Box and describes contents. Takes plaques/certificates from retiree.	
Master of Ceremony	The Shadow Box and certificates will be on display at the reception for all to see.	
LADIES AND GENTLEMEN (RETIREE)		
Retiree	Speech	
Master of Ceremony	LADIES AND GENTLEMEN, PLEASE RISE FOR THE BENEDICTION	
Chaplain	*Benediction*	
Master of Ceremony	RETIRE THE COLORS	
Master of Ceremony	SIDE BOYS POST	
Retiree	REQUEST PERMISSION TO GO ASHORE	
Officer	VERY WELL	
Master of Ceremony	RETIREE, UNITED STATES NAVY DEPARTING.	
Bos'n	Sounds Bos'n Pipe	



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Master of  
Ceremony

LADIES AND GENTLEMEN, THIS CONCLUDES OUR CEREMONY.  
EVERYONE IS INVITED FOR A RECEPTION AT (PLACE)  
CLUB AT (TIME) THIS AFTERNOON. THANK YOU FOR YOUR  
ATTENDANCE.

\*Anchors Aweigh Is Played\*

