MEMORANDUM

From: __________________________ (Retiree)
To: Career Information Office, Retirement Clerk

Subj: FLEET RESERVE/RETIREMENT CEREMONY PACKAGE

1. I am requesting a retirement ceremony.

2. I understand that the Fleet Reserve/Retirement Ceremony Package must be completed and returned to the Command Career Counselor's Officer no later than 60 days prior to the ceremony date.

3. The following information is provided:
   a. Date/Time: __________________________
   b. Location: __________________________
   c. Uniform for Participants: __________________________
   d. Sponsor: __________________________
   e. Presenter of Awards: __________________________
   f. Guest Speaker: __________________________
   g. Master of Ceremony: __________________________
   h. Sideboys (if applicable):
      Name/Rate: __________________________
      __________________________
      __________________________
   i. Ceremonial Boatswain's Mate: ________

Enclosure (1)
Subj: FLEET RESERVE/RETIREMENT CEREMONY PACKAGE

j. Flag Passing Detail (if applicable, retiree must provide flag):

Name/Rank:

____________________
____________________
____________________
____________________
____________________

k. Names of guests and their relationship (including relationships for family members and rate/rank of active duty and retired military):

____________________
____________________
____________________
____________________

l. Chaplain's Name (if desired):

m. List of duty stations, including dates and duties. Spell out command titles. No short titles (i.e., NNSY, NRMD). Include additional information on separate sheet:

____________________
____________________
____________________
____________________
____________________
____________________

n. Personal Awards (medals and ribbons, in order):

- Meritorious Service Medal (___ awards)
- Joint Service Commendation Medal (___ awards)
- Navy and Marine Corps Commendation Medal (___ awards)
Subject: FLEET RESERVE/RETIREMENT CEREMONY PACKAGE

- Joint Service Achievement Medal (___ awards)
- Navy and Marine Corps Achievement Medal (___ awards)
- Joint Meritorious Unit Award
- Navy Unit Commendation
- Meritorious Unit Commendation
- Navy E Ribbon (___ awards)
- Navy and Marine Corps Good Conduct Medal (___ awards)
- Navy Expeditionary Medal
- National Defense Service Medal
- Armed Forces Expeditionary Medal
- Vietnam Service Medal
- Southwest Asia Service Medal
- Armed Forces Service Medal
- Humanitarian Service Medal
- Sea Service Deployment Ribbon (___ awards)
- Navy and Marine Corps Overseas Service Ribbon
- Kuwait Liberation Medal
- Saudi Arabia Liberation Medal
- Other awards:

4. I understand that photography services will be provided by the command. However, I am required to schedule desired photographic services through the Public Affairs Office (PAO).

5. I further understand that flowers for my spouse/family members, reception and/or shadow box, will be provided by me at my expense.

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6. I have been informed that I must provide my biography to the guest speaker at least two weeks prior to the scheduled ceremony.

Signature of Retiree
NORFOLK NAVAL SHIPYARD

Retirement Certificates

Date of Ceremony: ______________________

Date to Pick Up Certificates & Plaques: ______________________

Forwarding Address: ______________________

Terminal Leave: ______________________ (Dates)

House Hunting/Job Hunting: ______________________ (Dates)

Fleet Reserve Date: ______________________

Work Phone Number: ______________________

Terminal Leave Phone Number: ______________________

<table>
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<tr>
<th>Last</th>
<th>First</th>
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Letters of Appreciation (i.e. spouse, children, parents) List name and relation to service member.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I certify these are the correct certificates, plaques, and dates that I am requesting.

Member signature: ______________________

Signature upon pickup: ______________________

NAME (Last, First, Middle)  SSN  BRANCH AND CLASS  USN

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