

MEMORANDUM

Date: _____

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/Rate/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)

Subj: 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.

Subj: FLEET RESERVE/RETIREMENT CEREMONY PACKAGE

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

ADMINISTRATIVE REMARKS
NAVPERS 1070/613
S/N 0106-LF-010-6991

E-32

SHIP OR STATION

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: _____

Last	First	MI	Rate	Designation
------	-------	----	------	-------------

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