

## Instructions

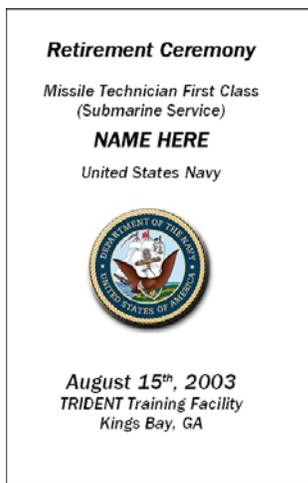
1. Let your command know you are ready to retire at least a year early.
2. Inform the Command Career Counselor (CCC) also a year early. He has to do some paperwork, send off a message, and get you in TAP class.
3. Select a sponsor or retirement coordinator (or both). This will be the individual(s) that should do all the leg work for you. For example, selecting young strong men to move tables and bring the beer at your retirement ceremony. Also your coordinator or sponsor will answer to the Chief of the Boat (COB) or Executive Officer (XO) regarding details and the timeline for getting things completed on schedule.
4. You may also want to get a one year subscription to G.I. Jobs magazine. There is a lot of good information in their magazine about your transition to the civilian world.

## Ceremony Program/Bulletin

Here is a sample Retirement program/bulletin to provide you with inspiration. But you can change it anyway you like. It is YOUR ceremony.

The program/bulletin is designed to be printed on the front and back of two pages and folded. Print the pages and fold them to see what I mean.

Your Command Career Counselor probably has samples also.



Sample Front Page (p. 1)



Sample Last Page  
List of Duty Assignments  
(p. 8)

# Instructions

**SEQUENCE OF EVENTS**

Welcome  
 Arrival of the Official Party  
 Presentation of Colors  
 The National Anthem  
 Invocation  
 Retire the Colors  
 Opening Remarks by MTC (SS) Brown  
 Guest Speaker, Cd: John Doe  
 Presentation of Awards and Mentions  
 Reading of the "Wife's Watch"  
 Family Appreciation Letters  
 Remarks by MT1 (SS) Joel S. Barber  
 Benediction  
 Reading of "The Watch"  
 Presentation of Fleet Reserve Certificate  
 "Request Permission to Go Ashore"  
 Paying Ours Ceremony

Sequence of Events (p. 2)

**OFFICIAL PARTY**

*Retiring Officer and Guest Speaker*  
 Commander John Doe

*Invocation/Benediction*  
 MT1 (SS) Juuzuan DeLoney

*Retiree*  
 MT1 (SS) Joel S. Barber

**PARTICIPANTS**

*Master of Ceremony*  
 MTC (SS) Lance Brown

<i>Sideboys</i> MT1 (SS) Murphy MT2 (SS) Daigle MT2 (SS) Wood MT1 (SS) Eyed	<i>Honor Guard</i> MT2 (SS) Edwards MT2 (SS) Ponton MT2 (SS) Morry MT1 (SS) Hart
<i>Ushers</i> MT1 (SS) Harris MT1 (SS) Duke	<i>Readings</i> MT1 (SS) Scoggins MT1 (SS) Babbe
<i>Boatswain</i> BMS John Doe	<i>Awards Bearer</i> MT2 Miller
<i>Bell Boyer</i> MT1 (SS) Katherman	<i>Refreshments</i> MT1 (SS) Doolap

List of Participants (p. 3)

**The Submariner**

*Only a submariner realizes to what great extent an entire ship depends on him as an individual. To a landsman this is not understandable, and sometimes it is even difficult for us to comprehend, but it is so!*

*A submarine at sea is a different world in herself, and in consideration of the protracted and distant operations of submarines, the Navy must place responsibility and trust in the hands of those who take such trips to sea.*

*In each submarine there are men who, in the hour of emergency or peril at sea, can turn to each other. The men are ultimately responsible to themselves and each other for all aspects of operation of their submarine. They are the crew. They are the ship.*

*This is perhaps the most difficult and demanding assignment in the Navy. There is not an instant during his tour as a submariner that he can escape the grasp of responsibility. His privileges in view of his obligations are almost ludicrously small; nevertheless, it is the spur which has given the Navy its greatest mariners - the men of the Submarine Service.*

*It is a duty that most richly deserves the proud and time-honored title of... Submariner.*

A poem to be read (p. 4)

**Awards**

Navy/Marine Corps Commendation Medal	2 Awards
Navy/Marine Corps Achievement Medal	6 Awards
Navy Unit Commendation	1 Award
Mentioned in Action Commendation	1 Award
Battle Efficiency "E" Ribbon	1 Award
Good Conduct Medal	6 Awards
National Defense Service Medal	2 Awards
Humanitarian Service Medal	1 Award
Outstanding Volunteer Service Medal	1 Award
Sea Service Deployment Ribbon	6 Awards
Expert Rifleman Medal	1 Award
Expert Pistol Shot Medal	1 Award
Ballistic Missile Submarine Patrol Pin	15 Patrols

*Additionally, he is entitled to wear the Submarine Service Warfare Insignia*



Awards received (p. 5)

**The Watch**

*For twenty-two years... this sailor has stood the watch*

*While some of us were in our bunks at night  
this sailor stood the watch*

*While some of us were in school learning our trade  
this shipmate stood the watch*

*Yes, even before some of us were born into this world  
this shipmate stood the watch*

*In those years when the storm clouds of war were seen brewing  
on the horizon of history  
this shipmate stood the watch*

*Many times he would cast an eye ashore and see his family standing there... needing his guidance and help... needing that hand to hold during those hard times... but he still stood the watch*

*He stood the watch for twenty-two years.  
He stood the watch so that we, our families, and our fellow countrymen could sleep soundly in safety each and every night knowing that a sailor stood the watch*

*Today we respectfully gather here to say,  
"Shipmate, the watch stands relieved.  
Believed by those you have led, guided, and trained.  
Shipmate, you stand relieved.  
We have the watch."*

More poems

(p. 6)

**[The Wife's Watch**

*While her Sailor answered the call from the sea,  
she stood on the shore fighting down the fear  
that he would not return.*

*In his absence, she has had to deal with car repairs,  
home maintenance, financial worries,  
children's injuries and illness.*

*All these and more she has taken in stride  
so that her sailor could proudly  
serve our nation.*

*Today the Sideboys are posted and the Boatswain stands  
ready to pipe. And as she has for so many years,  
a sailor's wife stands waiting on the shore.*

*Soon the pipe will sound and her sailor will come ashore  
for the last time... his watch stands relieved...  
so, does hers.*

*We gratefully honor her courage and steadfastness  
and offer our best to the both of them  
for the new life they now begin.*

(p. 7)

## Instructions

### Retirement Ceremony Script For

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**NAME HERE**

**United States Navy**

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**DATE**

0900 - 0930 Ushers, Escorts, and Sideboys muster. Ensure auditorium and reception area are ready. (Awards table is set up, music is ready, photographer is ready, bell in place, seats reserved for Retiree's Family, Boatswain, Sideboys, Bell ringer, Ushers, and Readers, & seats on stage for Official Party and MC)

0940 Escorts stand-by to escort visitors into the auditorium.

0955 Master of Ceremonies takes position. Official party in position for entrance. Special guests in position for entrance.

1000 All guests are present and seated. Escorts seat special guests. All doors are closed.

### Ceremony Commences

*Sideboys* Take Position

**MC** "Good morning ladies and gentlemen. Today the men and women of \_\_\_\_\_ pay special tribute to \_\_\_\_\_ upon his retirement following twenty\_\_\_\_ years of active duty in the United States Navy.

Will the guests please rise for the arrival of the official party and remain standing for the playing of the National Anthem followed by the Invocation."

## Instructions

(If CO is in attendance)

*Bell Ringer* Four Bells

**MC** " \_\_\_\_\_, ARRIVING"

*Sideboys* Hand salute as CO passes through

**MC** "Commence retirement ceremony. Petty Officer, sound two bells."

*Bell Ringer* Two Bells

(Official party arrives)

*Sideboys* Hand salute each member of the Official Party

**MC** "Commander, United States Navy, Arriving"

**MC** "First Class Petty Officer, United States Navy, Arriving"

**MC** "Second Class Petty Officer, United States Navy, Arriving"

**MC** "Honor guard, post the colors."

*Honor Guard* Post the Colors

*Music* National Anthem

**MC** "Petty Officer \_\_\_\_\_ will now offer the invocation."

**(Invocation)**

**MC** "Honor guard, retire the colors."

## Instructions

(When the honor guard has left, begin opening remarks)

**MC** “Please be seated.”

(Audience sits)

**MC** “Good morning, I would like to welcome all of you to this special occasion marking the retirement of \_\_\_\_\_.

We are gathered this morning to witness the final stage in a very full and productive \_\_\_\_ year military career.

We are also gathered to say thanks to a good shipmate.

Thanks for his many contributions, which in their own unique way have made our navy a stronger and more capable force in our never-ending fight for peace in this sometimes-troubled world.

Thanks for his many dedicated hours and personal initiative that have helped to make \_\_\_\_\_ (Command Name) the proud professional organization it is today. Thanks for being the type of leader that has ensured the next generation of \_\_\_\_\_ (Rate) are ready to meet the challenges of tomorrow.

Just as this is the end of one phase in his life, it is the beginning of another. So our gathering today also gives us the opportunity to wish him every success in the future as he looks forward to new challenges and rewards.

## Instructions

I extend an especially warm welcome to \_\_\_\_\_'s wife,  
(*Look at family*) \_\_\_\_\_, and his children.

I know that you, more than any one of us, are vividly aware of the  
sacrifices that \_\_\_\_\_ has made in the service of our country, and  
I speak for the entire command when I say how pleased we are to have  
(*Look at Retiree*) you here today.”

**MC** “It gives me great pleasure to introduce the guest speaker for today’s  
ceremony, Commander \_\_\_\_\_,”

(MC takes his seat)

(CDR moves to podium)

*Commander* Special Remarks

(CDR moves to center of stage)

(MC returns to podium)

**MC** “Commander \_\_\_\_ will now present \_\_\_\_\_’s retirement  
awards. \_\_\_\_\_, front and center. Attention to orders.”

(**MC** reads awards – CDR \_\_\_\_ presents awards to Retiree)

(Photocopy awards and place after this page)

## Instructions

**MC** “Petty Officer \_\_\_\_\_ will now present \_\_\_\_\_’s  
Shadow Box.”

(CDR takes his seat)

(shadow box brought to the stage)

**MC** “Petty Officer \_\_\_\_\_ will now read the poem entitled "The Wife’s Watch"

**MC** “Commander \_\_\_\_\_ will now present \_\_\_\_\_’s Family with Letters of  
Appreciation. \_\_\_\_\_, Please escort (Wife’s Name) and Children to the  
stage.”

(**MC** reads awards – CD presents awards to Family)

(Photocopy awards and place after this page)

## Instructions

For Spouse: (Long)

Today, on the occasion of your husband's retirement from active duty, it is a distinct honor and pleasure for me to extend to you the grateful appreciation of the President of the United States and the Secretary of the Navy for your faithful and dedicated service to your country during your husband's long and illustrious career. All too often the Navy wife is called upon to shoulder heavy family responsibilities alone for lengthy periods of time while your husband is deployed. Let me just say to you now that we are equally as proud of you and your efforts as we are of your husband and his efforts.

Today, we witness the retirement from active duty of your husband. We also witness, in a sense, your retirement from actively supporting your husband's Naval career. We are assured, however, that you will continue to support him as he commences a new career.

On behalf of the entire Navy, I thank you very much for being one of the world's most special ladies, the "Navy Spouse."

I wish you the very best of luck, health, and happiness in all of your future endeavors.

## Instructions

For Child:

Today after completing over twenty two years of active Naval Service, your father has ended an honorable and faithful service to his country and his efforts are sincerely appreciated.

Such a rich and rewarding career reflects a strong commitment to the principles of freedom and democracy and the belief that they must be upheld at any cost. That type of total commitment is not possible without the full support of the entire family.

Although you may have never had to carry out a military order or deploy into hostile waters, your loyalty and steadfast support of your father's career can rightly be viewed as service to your country. That loyalty and dedication were significant courses of strength for your father during arduous duty, and exemplified the highest traditions of patriotism.

On behalf of the Department of the Navy and the officers and crew of \_\_\_\_\_(YOUR COMMAND), and \_\_\_\_\_(LOCATION).

I extend to you a sincere thanks and express our appreciation for a job "Well Done"!

## Instructions

**MC** “ \_\_\_\_\_, Please escort \_\_\_\_\_(Wife’s Name) and child(ren) back to their seats.” *(It is best to name the children by their names)*

**MC** “Ladies and gentlemen, it gives me great pleasure to present (Retiree)\_\_\_\_\_, United States Navy.”

(Retiree moves to podium, **MC** takes a seat)

### **Retiree Remarks**

**Mc** “Thank you (Retiree Name)\_\_\_\_\_”

Now you now end the ceremony or have other pieces like a Flag Folding Ceremony, Benediction, Etc...