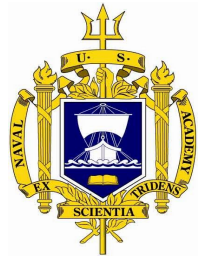




Retirement Checklist



Congratulations on your upcoming retirement! The Office of Special Events at the United States Naval Academy coordinates dozens of retirement ceremonies for Alumni and military currently stationed at USNA each month. We will be happy to provide you with assistance in venue selection, time deconfliction, as well as many other coordination items. However, a successful ceremony will require a significant amount of legwork by the Retirement Ceremony Sponsor that you select. This checklist is a compilation of lessons learned from previous ceremonies and is meant to help you and your sponsor through the planning process. Please do not hesitate to contact the Special Events Staff with any questions or concerns.

Eligibility: Only USNA Alumni (regardless of duty station) and active duty military *currently* stationed at USNA are eligible to retire at the Naval Academy. If eligible, a standard retirement ceremony setup will be provided from the Superintendent's cost center. Additional ceremony setup requests and retirement receptions will be the responsibility of the prospective retiree.

The Naval Academy does not conduct change of command ceremonies even if the change of command ceremony is in conjunction with a retirement ceremony!

The information provided in this checklist covers most of what you will need to plan for and successfully carry out your retirement ceremony here at USNA. You are not constrained by this checklist, for it is only a guideline and is designed to help you with your planning. Please do not hesitate to contact the Special Events Staff at USNA if you have any questions or concerns.

Please read the checklist in its entirety.

Scheduling. Contact LT Cate Sheerin (410-293-1543 / sheerin@usna.edu) in the Office of Special Events to schedule and reserve a location for your retirement ceremony.

Retirement ceremonies are conducted in Memorial Hall and Dahlgren Class of '53 Reception Area. Other facilities may be approved on a case-by-case basis by the Superintendent through the Office of Special Events.

Retirement ceremonies are conducted at USNA during normal working hours Monday through Friday, at 1000-1100 or 1400-1500.

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Memorial Hall

Food and beverages are not permitted in Memorial Hall or in the adjoining rotunda.

Memorial Hall has a strict “no cover” policy. However, the current Commandant has approved covers for the official party only. Covered Ceremonies (where guests are also covered) are not authorized.

*****Memorial Hall – 280 guests maximum*****

Setup. *Contact LT Cate Sheerin (410-293-1543 / sheerin@usna.edu) to arrange for your retirement setup (i.e. tables, chairs, podiums, sound systems, etc.). This should be done one month prior to the ceremony. The order for the retirement setup MUST be in two weeks prior to the ceremony. A setup order requested later than that cannot be guaranteed.*

VIP/Family Room. *The Commandant’s conference room may be reserved as a holding area prior to your ceremony by contacting Mrs. Arlene Rustmann (410-293-7002 / rustmann@usna.edu). Because of the high demand, the conference room can only be reserved for the hour PRIOR to your ceremony. Unless other arrangements are made, all items shall be removed as you depart the conference room for the ceremony. The Commandant’s staff is not responsible for personal items left in the conference room and the conference room shall be returned to its prior state of cleanliness. The Commandant’s conference room does not provide coffee and water service.*

It is suggested that retiring member provide a few bottles of water and a box of tissues for the conference room and podiums.

Handicapped Access. *Memorial Hall is handicapped accessible, but it requires to be escorted through secure portions of Bancroft Hall. If any of your guests require the elevator, please inform the Office of Special Events so that an escort will be available.*

Red Carpet and Bullets. *A red carpet and bullets are available for ceremonial use in Memorial Hall. Contact LT Cate Sheerin (410-293-1543 / sheerin@usna.edu) for further details.*

Facility Limitations. *Memorial Hall does not have air conditioning. In the spring and summer months, Memorial Hall can be extremely hot even with the windows open and the fan running. It is recommended that you bring water and encourage your guests to dress light.*

Clean Up. The Superintendent is providing the venue at no cost to you. Please ensure Memorial Hall is cleaned up prior to departing for your reception (i.e. no trash or programs on the deck). There are no trash cans provided in Memorial Hall.



Photos of a Standard Memorial Hall Retirement Setup (without riser)



Photos of a Standard Memorial Hall Retirement Setup (with riser)

Dahlgren Hall – Class of '53 Deck

******Class of '53 Deck – 250 guests maximum******

Setup. Contact LT Cate Sheerin (410-293-1543 / sheerin@usna.edu) to arrange for your retirement setup (i.e. tables, chairs, podiums, sound systems, etc.). This should be done one month prior to the ceremony. The order for the retirement setup **MUST** be in two weeks prior to the ceremony. A setup order requested later than that cannot be guaranteed.

VIP/Family Room. The Fremd Conference Room may be reserved as a holding area prior to your ceremony by contacting LT Cate Sheerin (410-293-1543 / sheerin@usna.edu). The Dahlgren Hall staff is not responsible for personal items left in the conference room and the conference room shall be returned to its prior state of cleanliness. The Fremd Conference Room does **not** provide coffee and water service.

It is suggested that retiring member provide a few bottles of water and a box of tissues for the conference room and podiums.

Handicapped Access. The Class of '53 Deck is technically handicapped accessible from Tecumseh Court, but Dahlgren Hall is not a handicapped friendly venue. The second deck restrooms do not have a handicapped stalls, and the building does not have an elevator.

Clean Up. The Superintendent is providing the venue at no cost to you. Please ensure Dahlgren Hall is cleaned up prior to departing for your reception (i.e. no trash or programs on the deck).



Photos from a Standard Dahlgren Hall Retirement Ceremony Setup

Mahan Hall

Mahan Hall is a Midshipmen designated area. Special permission is required to hold a ceremony in the Mahan Hall Auditorium. Please contact the Office of Special Events for further details.

*****Mahan Hall Auditorium – 800 Seats (500 seats/300 seats in the balcony)*****

Setup. *Contact LT Cate Sheerin (410-293-1543 / sheerin@usna.edu) to arrange for your retirement setup (i.e. tables, podiums, sound systems, etc.). This should be done one month prior to the ceremony. The order for the retirement setup MUST be in two weeks prior to the ceremony. A setup order requested later than that cannot be guaranteed.*

VIP/Family Room. *There are several conference rooms that may be available around Mahan Hall, but Midshipmen activity obviously takes precedence. Depending on the time of year and other activities on the Yard, a VIP/Family Room may not be feasible. Contact the Office of Special Events (LT Cate Sheerin (410-293-1543 / sheerin@usna.edu) to place a request for a VIP/Family Room.*

It is suggested that retiring member provide a few bottles of water and a box of tissues for the conference room and podiums.

Handicapped Access. *Mahan Hall is handicapped accessible*

Clean Up. *The Superintendent is providing the venue at no cost to you. Please ensure Mahan Hall is cleaned up prior to departing for your reception (i.e. no trash or programs on the deck).*



Photo of a Retirement Ceremony in Mahan Hall

Reception

Location. USNA conducts retirement receptions in two locations: Dahlgren Hall – Class of '53 Deck and in the Naval Academy Club. Other facilities may be approved on a case-by-case basis by the Superintendent through the Office of Special Events.

- To schedule Dahlgren Hall – Class of '53 Deck
LT Cate Sheerin (410-293-1543 / sheerin@usna.edu)
- To schedule the Naval Academy Club
Ms. Maggie Rogers (410-293-2899 / mrogers@usna.edu)

Catering. The Naval Academy Club (Naval Academy Business Service Division (NABSD)) has first right of refusal for all catered events at the Naval Academy. NABSD will provide outside preferred caterer's list if they are unable to cater your event. For catering availability, pricing, and fees please contact Ms. Maggie Rogers (410-293-2899 / mrogers@usna.edu).

Exception. The only exception is if the prospective retiree is holding the retirement reception on the Dahlgren Hall – Class of '53 Deck; the prospective retiree may provide cake and punch only (all other foods must be catered through NABSD). In this case, the prospective retiree must also provide plates, cups, etc. and is responsible for clean up after the reception (to include trash removal). A \$50.00 clean up fee will be charged for the reception, this is for carpet cleaning. Contact Ms. Victoria Lopez-Rivas (410-293-5269/ lopezriv@usna.edu) for further details.



Photos of a Standard Dahlgren Hall Retirement Reception Setup

Additional USNA Resources

USNA Band. The USNA Band may be scheduled to perform during your retirement ceremony at no cost. The USNA Band is NOT authorized to perform at retirement receptions. You may bring in outside musicians or vocalists to perform at your ceremony, but the USNA Band will not perform with the outside musicians or vocalists. To schedule, please contact USNA Band Operation, MUCS Nix (410-293-1257 / bandops@usna.edu).

Color Guard. There are several color guard details in the area that may be scheduled for your ceremony:

- **USNA Medical Color Guard**
PO2 David S. Yi (410-293-7901 / david.s.yi.mil@mail.mil)
- **NNMC Bethesda Color Guard**
LSC Omar Johnson (301-295-4976 / omar.s.johnson.mil@health.mil)
- **NSGA Ft. Meade Ceremonial Guard/Color Guard**
Duty Petty Officer (301-677-0409)
- **Washington D.C. Ceremonial Guard/Color Guard**
Mr. Franklin Lamberth (202-433-6543 / franklin.lamberth@navy.mil)

Chaplain. The Naval Academy has multiple permanently stationed Protestant Chaplains, two Catholic Chaplains, and a Rabbi. You may request a USNA Chaplain to deliver the Invocation and Benediction at your ceremony by contacting the USNA Chaplains Office Secretary, Mr. Johnny Thomas (410-293-1100 / jthomas@usna.edu).

Boatswain's Mate/Bell Ringer. Depending on the time of year and the summer schedule, USNA Waterfront Readiness Operations may have Boatswain's Mates available for piping and a bell ringer. They can also provide a bell for your ceremony. To see availability and schedule, contact Waterfront Readiness Operations Office (410-293-9164) or BMC (SW) Eduardo Hurtadolarios (410-293-9192 / hurtadol@usna.edu). If USNA Waterfront Readiness Operations is unable to support, NSGA Ft. Meade Ceremonial Guard (301-677-0409) has a limited number of Boatswain's Mates that may be able to support.

Flag Flown in Tecumseh Court. *To have a flag flown in Tecumseh Court at Bancroft Hall contact the Brigade Drill Master, GySgt Beth Abbott (410-293-8850 / babbott@usna.edu). Prospective retirees may request a specific date to have the flag flown (i.e. Commissioning, Anniversaries, Birthdays, etc.). Personnel must supply a (3'x5' or 5'x8') flag to USNA. IAW MILPERSMAN 1800-010, your parent command shall provide you with retirement flag. Unless USNA is your current command, we do not provide flags.*

The following information and materials are required to fly a retirement flag at the United States Naval Academy, Tecumseh Court, Bancroft Hall:

- One 3'X 5' (or LARGER) National Ensign
 - One prepaid return envelope supplied by the requester (to return the flag and certificate via commercial carrier)
1. Rank and full name of the person for whom the flag is to be flown and if he or she is a graduate of the USNA. **Please specify how the name is to appear on the certificate.**
 2. Indicate if there is a specific date that the flag is to be flown.
 3. Point of contact, phone number, and e-mail address.
 4. Please send all of the above information and materials no later than two weeks prior to the date of request to the address below:

BRIGADE DRILL MASTER
U.S. NAVAL ACADEMY
101 BUCHANAN RD
BANCROFT HALL(STOP 3A)
ANNAPOLIS, MD 21402

*You can find other installations to fly your flag at the following website:
<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/FLTRES>
*Below is an example of a letter to ensure we have the correct information for the certificate. It does not need to be formal or on a letter head, a simple word document with the pertinent information suffices. Please ensure a point of contact information is included, so I have a way to communicate with you if need be. Below is an example.
Thank You GySgt Abbott, Beth E.

Brigade Drill master
27 May 2015
U.S. Naval Academy
101 Buchanan Road
Bancroft Hall (STOP 3A)
Annapolis, MD 21402

27 May 2017

Gunnery Sergeant Abbott,

My Name is (INSERT NAME) and I am a Navy civilian and a retired Senior Chief, working on a joint program in San Diego, California. My old XO (CAPT INSERT NAME) is retiring soon and he was or was not a graduate of the Naval Academy (INSERT YEAR GRADUATED).

I would like to have the enclosed National Ensign flown at the Naval Academy in honor of his retirement from active duty after 24 years of service. His retirement ceremony is aboard the USS Midway on/about 01 July, 2015.

If possible, I request that the National Ensign be flown on June 25, 2015. That is (CAPT INSERT NAME) birthday/ day he commissioned/ etc...

His full name is (INSERT NAME).

I request a certificate be included if possible, to commemorate the flying of the flag. Please have the certificate read (CAPT INSERT NAME, U.S. NAVY/USMC).

I have enclosed a self-addressed envelope for return mailing with postage paid/

You may contact me at POC@DOMAIN.COM or my cell/work XXX-XXX-XXXX

I appreciate your help,

"GO MARINES/NAVY, BEAT EVERYONE"

INSERT NAME and SIGN ABOVE IT

Parking and Access

All guests 18 years of age or older must present a government issued photo ID (i.e. driver's license, state ID) to drive or walk onto the Naval Academy.

Access Passes. *Retirements are authorized eight (8) access passes for vehicles with drivers that do not have the proper DOD credentials (i.e. CAC/DOD card). Additional access passes maybe granted on a case by case basis (i.e. multiple handicapped guests). Access passes grant civilian vehicles access onto the Naval Academy but do not guarantee parking. To request USNA access passes, provide driver's name and driver's cell phone number to LT Cate Sheerin (410-293-1543 / sheerin@usna.edu) seven (7) business days prior to your retirement ceremony.*

You may arrange to pick up the access passes prior to your ceremony and distribute them to your guests or your guests may pick up their access passes at the Gate 1 Pass and ID Office (Monday – Friday 0600-1600, closed Saturday, Sunday, and Holidays). Passes are not allowed to be left at the gates for guests to pick up. USNA does not authorize access lists for retirements; individual vehicles must have an access pass.

As of 01 July 2013, USNA has eliminated DOD decals. Anyone with a locally prepared USNA ID Card or a DOD credential, including military retirees and dependents will not be required to have a decal or to get a temporary access pass to drive onto the installation.

Bus Access. *For large retirements, you may want to rent a bus to transport guests onto the Naval Academy. There are no provisions for bus parking onboard USNA. Buses may park at the Navy Marine Corps Stadium (contact Pinnacle Parking at jpurdy@pinnacleparking.com or visit www.pinnacleparking.com for details). Buses must enter via Gate 8 only, drop off/pick up passengers, and immediately exit via Gate 8. **No later than THREE (3) weeks prior to the ceremony**, contact LT Cate Sheerin (410-293-1543 / sheerin@usna.edu) for information on the bus company vetting process.*

No taxi company is allowed to drive onto USNA!

Reserved Parking. *Retirements are authorized eight (8) reserved parking spots for immediate family and guests to include Flag officers, General officers, and/or other VIPs. Additional reserved parking may be granted on a case by case basis (i.e. multiple handicapped guests or several Flag officers and SESs). The parking will typically be reserved in Fullam Court (in between Dahlgren Hall and the Buchanan House) for ceremonies in Memorial Hall or Dahlgren Hall. You may request for the reserved parking to be in another area. You may request to reserve the parking by name (i.e. Reserved for Admiral Smith) or a general reservation (i.e. Reserved for CAPT Smith's Retirement). Contact the Office of Special Events five (5) days prior with your request to ensure the parking is reserved.*

Morning retirement parking spots are usually reserved from 0900-1200, and afternoon retirement parking spots are usually reserved from 1300-1700. If you are scheduled for a morning retirement, please make sure your vehicles are moved in time so the next retirement ceremony can setup.

Additional USNA Parking. *All DOD decaled vehicles and vehicles with access passes without any reserved parking are required to find parking on a first come, first serve basis. USNA is a parking challenged facility. Depending on other events occurring at USNA the day of your retirement, parking may be extremely difficult to find.*

Annapolis Parking. *Additional parking may be reserved in advance at parking garages in downtown Annapolis.*

- *Gott's Court Garage (410-263-9749)*
- *Hillman Garage (410-263-9583)*

Navy and Marine Corps Memorial Stadium Parking. *You may choose to run a bus or shuttle from the stadium to the retirement location (see bus access above). There is a \$5/vehicle (\$10/truck) fee to park at the stadium. Entry and exit is through Gate 5 (Taylor Ave) only. No overnight parking is permitted. Special arrangements for group or special event payment can be made through Pinnacle Parking. You must make arrangements by contacting Pinnacle Parking (jpurdy@pinnacleparking.com) or by calling the stadium parking booth (410-263-7151). You may also visit their web site (www.pinnacleparking.com) for more information.*

Timeline

Three + months in advance

- ☐ **Reserve a Location for your Retirement Ceremony** by contacting the Office of Special Events.
- ☐ **Reserve a VIP/Family Room** by contacting the respective POC for your retirement ceremony location.
- ☐ **Reserve a Location for your Retirement Reception** by contacting the Office of Special Events (for Dahlgren Hall –Class of '53 Deck) or NABSD (for the Naval Academy Club).
- ☐ **Schedule a Rehearsal Time** (optional) by contacting the Office of Special Events. The setup will most likely not be in place, but you may be able to use your retirement ceremony location for a walk-through/talk-through.
- ☐ **Identify a Sponsor/Action Officer**, to help you with your retirement ceremony planning, preferably someone at your current command that you communicate with often and easily.
- ☐ **Draft Award** – at least 3 months in advance.
- ☐ **Schedule Band.**
- ☐ **Identify Sideboys.**
- ☐ **Secure a Color Guard.**
- ☐ **Identify a Boatswain's Mate to Pipe/Bell Ringer.**
- ☐ **Identify a Chaplain.**
- ☐ **Draft script for Retirement.** Contact Special Events for examples.
- ☐ **Design, Draft, and Order Ceremony Program.** Contact Special Events for examples.
- ☐ **Determine Uniform/Dress for Official Party.**
- ☐ **Determine Uniform/Dress for Guests.**
- ☐ **Identify a Master of Ceremony**

- ☐ **Identify a Guest Speaker**
- ☐ **Secure Catering for the Reception.**
- ☐ **Make BOQ Reservation** at the Navy Gateway Inn and Suites.
-For O-6 and below / 410-293-3906
-For O-7 and above / 410-293-1500

Two months in advance

- ☐ **Contact Parent Command Officer Personnel** with correct spelling of wife/husband and children's names for Certificates of Appreciation.
- ☐ **Contact Parent Command Officer Personnel for Retirement and Family Certificates.**
- ☐ **Identify Ushers and/or Escorts to Direct VIPs and Guests** from the parking location to the Retirement Ceremony, and then to the Reception.
- ☐ **Identify Ushers** for the ceremony itself for seating.
- ☐ **Mail Invitations.** Contact Special Events for examples.
- ☐ **Have a flag flown in Tecumseh Court (if desired)**

One month in advance

- ☐ **Contact the Office of Special Events to go over set up requirements**
LT Cate Sheerin (410-293-1543 / sheerin@usna.edu)
- ☐ **Order Flowers** or appropriate gifts for spouse, children and other family members.
- ☐ **Order/Make a Shadow box (if desired).**

Five Days in advance

- ☐ **Email VIP List to the Office of Special Events.** VIPs are defined as O-7 and above and the civilian equivalent (SESS)
- ☐ **Email Access Information to the Office of Special Events.**
- ☐ **Email Reserved Parking Information to the Office of Special Events.**

Frequently Asked Questions

Does USNA fall under Naval District Washington? If so, am I required to abide by their retirement ceremony instruction?

USNA is its own entity, but we do occasionally fall under NDW instructions. In regards to NDWINST 5060.1 (Guidance on Conducting Changes of Command/Office and Retirement Ceremonies in Naval District Washington), it is a good resource but you are not required to abide by the instruction for ceremonies conducted at USNA.

Can I use Midshipmen for ushers or sideboys at my retirement ceremony?

No, USNA does not provide/allow Midshipmen to be assigned duty for retirement ceremonies. The only exception to this rule is if you personally know a Midshipmen (i.e. nephew/niece, son/daughter, you are an Officer Representative for a club or sport). In this case, the Midshipmen can participate on a volunteer basis only and as long as it does not interfere with their day to day USNA obligations.

What is the difference between the Class of '53 Deck and the Perot Deck?

They are one in the same. Ross Perot has requested that we refrain from calling it the "Perot Deck" because he donated the funds in honor of his class.

Can the USNA Protocol Office review my retirement invitations, script, and program prior to my ceremony?

Only USNA Faculty and Staff may contact the USNA Protocol Office for their review of invitations, scripts, and programs.

Does USNA have the 50 state flags that I can use for my retirement?

No, USNA does not have state flags that can be used for your ceremony. Our only state flags are on permanent display in Dahlgren Hall and up to the Heart Room in Mahan Hall.

Does the USNA Band/the boatswain's mates accept tips?

No, tips are not expected nor authorized. They do, however, accept challenge coins.

I understand that the USNA Band will not perform with the outside musicians or vocalists, but I would like my niece to sing the National Anthem. Is the USNA Band still authorized to perform for the rest of the ceremony?

Yes, the USNA Band will still perform at a ceremony that an outside vocalist is performing at, but the vocalist will sing the National Anthem acapella or without musical accompaniment by the USNA Band.

Does USNA have a photography service that I can utilize for my ceremony?

No, the USNA photo lab and the Public Affairs Office will not provide photography services for retirements.

Can I bring a professional photographer onto the Naval Academy for my retirement?

Yes, but the photographs taken must be for the sole purpose of your retirement (i.e. they can't come onto the Yard, take photos of Memorial Hall, and turn around and sell them).

I have several elderly guests coming to my ceremony. Does USNA have wheelchairs that I can borrow?

No, Brigade Medical has a wheelchair that is for emergencies only and cannot loan it out. The Visitor Center also has a wheelchair, but it is only used for elderly guests that are on paid tours of the Naval Academy.

Other References

MILPERSMAN 1800-010 (9 Apr 2012) – General Guidelines for Conducting Ceremony for Retirement or Transfer to the Fleet Reserve.

NDWINST 5060.1 (13 May 2013) – Guidance on Conducting Changes of Command/Office and Retirement Ceremonies in Naval District Washington

www.npc.navy.mil/CareerInfo/Retirement

www.goatlocker.org