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Personnel — General
RETIREMENT CEREMONIES

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is an administrative revision to this regulation. The portions affected are listed in the summary of change.

Summary. This regulation prescribes the policy and procedures for retirement ceremonies conducted on the installation and the guidance for obtaining approval to not walk the stage for a retirement ceremony.

Applicability. This regulation applies to all Department of the Army individuals assigned to or attached to the United States Army Maneuver Support Center of Excellence (MSCoE).

Proponent and exception authority. The proponent of this regulation is the Directorate of Human Resources (DHR).

Supplementation. Supplementation of this regulation is prohibited without prior approval by Headquarters, MSCoE.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Directorate of Human Resource (IMNE-LNW-HR), 140 Replacement Avenue, Suite 2107, Fort Leonard Wood, MO 65473.

Distribution. This publication is available in electronic media only and is published on the FLW Web site.

*This publication is a reinstatement of FLW Reg 600-18, 19 July 1982; however, the numbering reflects the current Army regulation.

Summary of Changes

Personnel — General RETIREMENT CEREMONIES

This summary of changes dated 24 August 2010—

- Reinstates a rescinded Fort Leonard Wood regulation, and updates the numbering system to be in line with the Army Regulation 600-8-7.
- Provides the approval authority and procedures for allowing Colonels and CSMs to be excused from walking the stage for retirement ceremonies.
- Provides the timeline for submitting retirement awards to the Office of the Secretary of the General Staff.

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1. Purpose

To prescribe procedures and assign responsibilities for giving appropriate recognition to military and civilian personnel on the occasion of their retirement from active federal service.

2. References

Referenced and related publications are listed in appendix A.

3. Explanation of acronyms, abbreviations, and special terms

Acronyms, abbreviations, and special terms used in this regulation are explained in the glossary.

4. General

a. Participation in the installation retirement ceremony affords the unit, the installation and a grateful Army an opportunity to demonstrate their sincere appreciation for dedicated service to the nation. Military personnel retiring with 20 or more years of active federal service will be honored with a formal command retreat/retirement ceremony. Civilians are authorized to participate in the installation retirement ceremony if they so desire.

(1) Military. Participation in the installation retirement ceremony is mandatory unless a bona fide emergency arises. The approval authority for an exception (as noted in paragraph (a) and (b) below) to this regulation is the Commanding General (CG). Requests to be excused will be made on a FLW Form 1416 (Staffing Paper) through the individual's chain of command to the CG. A copy of the approved request will be provided to the Retirement Services Office, Military Personnel Division (MPD), DHR.

(a) Officer Exception (O-6 only): Retiring major subordinate command/ directorate colonels are authorized to have an awards ceremony (which will include the retirement awards/presentation items for them and their spouses) immediately prior to their change of command/directorate ceremony; they are, therefore, excused from walking the stage.

(b) Enlisted Exception (E-9 Command Sergeant Major [CSM] only): Retiring CSMs are authorized to have an awards ceremony (which will include the retirement awards/presentation items for them and their spouses) immediately prior to their change of responsibility ceremony; they are, therefore, excused from walking the stage.

(2) Civilians retiring from federal service may choose to participate in the installation retirement ceremony.

b. According to AR 600-8-7, Soldiers will be provided the opportunity to participate in an appropriate retirement ceremony as determined by the commander with that, the installation retirement ceremonies will tentatively be conducted bimonthly on the second Thursday of the month with retirement presentations made in accordance with AR 635-10.

c. It is the responsibility of the individual retiring to ensure that the retirement ceremony in which they are to participate is not in conflict with other personal commitments, such as job interviews, transition permissive temporary duty (PTDY), and transition leave. Individuals may be recalled from leave if they have not participated in an installation retirement ceremony prior to the departure.

5. Responsibilities

a. Commanders/directors of retiring personnel will—

(1) Ensure that personnel within their command attend an installation retirement ceremony.

(2) Ensure that an appropriate retirement award is submitted. Retirement awards will be submitted through the chain of command and appropriate school commandant to the Office of the Secretary of the General Staff (OSGS) in a timely manner. The timeline for retirement awards are as follows:

(a) Army Commendation Medals (ARCOMs) and Meritorious Service Medals (MSMs) will be submitted to reach the OSGS 45 days prior to the presentation date.

(b) Legion of Merit (LM) awards will be submitted to reach the OSGS 90 days prior to the presentation date. Any LM award that reaches the OSGS less than 75 days prior to the presentation date will include a letter of lateness, which is required by higher headquarters in order to process. The letter of lateness will be signed by the Garrison Commander, 4th Maneuver Enhancement Brigade Commander, or appropriate Training Brigade Commander.

(c) Distinguished Service Medal (DSM) awards will be submitted to reach the OSGS 120 days prior to the presentation date. A letter of lateness will be required for awards that reach the OSGS less than 100 days prior to the presentation date will include a letter of lateness, which is required by higher headquarters in order to process. Letter of lateness will be signed by the appropriate commander as stated above in paragraph 5a(2)(b).

b. The DHR will—

(1) Prepare a retirement packet for each retiring Soldier containing the presentation items required by AR 635-10. Packets for individuals excused from participating in the retirement ceremony will be furnished to the individual.

(2) Provide the Directorate of Plans, Training, and Mobilization (DPTM), Operations, with the list of retirees and all presentation materials for the ceremony.

c. The G3/DPTM will—

(1) Schedule and post on the Master Activities Calendar (MAC) the bi-monthly retirement dates for the installation retirement ceremonies.

(2) Coordinate with the command group leadership in order to ensure they are present for the retirement ceremony.

(3) Provide assistance and advice on the retirement ceremony process (for example, room/field layout, ceremony agenda, and narration). All retirement ceremonies will take place in MSCoE Lincoln Hall Auditorium.

d. The Public Affairs Office (PAO) will give appropriate publicity to all retirement ceremonies.

6. Retirement of personnel from other commands

This command may be requested or directed to conduct appropriate ceremonies for personnel retiring from other military installation and activities. Procedures as outlined above will be followed except that the retirement award will not be initiated by this command.

Appendix A References and forms

A-1. Required references.

a. AR 600-8-7, Retirement Services Program. Cited in Summary of Changes and paragraph 4b

b. AR 635-10, Processing Personnel for Separation. Cited in paragraphs 4b and 5b.

A-2. Related reference.

a. AR 600-8-22, Military Awards.

b. Memorandum, HQ MSCoE, ATZT-CS, subject: Memorandum of Instruction (MOI) for Battalion- and Higher-Level Change of Command or Change of Responsibility Ceremonies

c. OPORD 10-60, Bi-Monthly Retirement Ceremony.

d. Combined Arms Command and Fort Leavenworth Pam 600-8-22, Military Awards.

A-3. Reference form. FLW Form 1416, Staffing Paper.

Glossary

AR
Army regulation

ARCOM
Army Commendation Medal

CAC
United States Army Combined Arms Command

CG
commanding general

CSM
command sergeant major

DA
Department of the Army

DHR
Directorate of Human Resources

DPTM
Directorate of Plans, Training, and Mobilization

DSM
Distinguished Service Medal

FLW
Fort Leonard Wood

LM
Legion of Merit

MSCoE
United States Army Maneuver Support Center
of Excellence

MSM
Meritorious Service Medal

OPORD
operations order

OSGS
Office of the Secretary of the General Staff

PAO
Public Affairs Office

PTDY
permissive temporary duty