

MILPERSMAN 1800-010

GENERAL GUIDELINES FOR CONDUCTING CEREMONY FOR RETIREMENT OR TRANSFER TO THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-482)	Phone:	DSN	882-3246
			COM	(901) 874-3246
			FAX	882-2762

References	(a) DOD 7000.14-R, Department of Defense Financial Management Regulation (b) SECNAVINST 5603.2D
-------------------	--

1. **Policy**. The retirement or transfer to the Fleet Reserve of a member shall, if the member so desires, be preceded by a ceremony designed to express Navy's appreciation for the many years of faithful and honorable service the member has devoted to their country. Additionally, commanding officer (CO), commander, or officer in charge (OIC) of a member's last permanent duty station shall present a United States (U.S.) flag (on behalf of the Secretary of the Navy (SECNAV)) on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List.

2. **Member's Responsibility**

a. Upon notification of Navy Personnel Command (NAVPERSCOM) approved retirement or Fleet Reserve transfer date, the member may request or decline a command-sponsored ceremony, or the member may host their own retirement ceremony.

b. If the command is sponsoring the retirement ceremony, the servicemember should understand that commands will make every reasonable effort within regulations, budgetary constraints, and practicality to provide the items requested.

c. For a command-sponsored retirement ceremony, the member shall submit a request in writing to CO or commander of the parent command. The request shall be submitted (see sample letter below) early enough to allow for adequate planning.

3. Sample Letter (Use proper letter format.)

From: (Member's rank/rate and name)
To: Commanding Officer/Commander, _____
Subj: REQUEST FOR RETIREMENT CEREMONY
Ref: (a) MILPERSMAN 1800-010
Encl: (1) Retirement Ceremony Guest List/Reception Guest List
(2) Biographical Information (Military awards/service summary)

1. I will transfer to the Fleet Reserve/Retired List on _____ . Under the guidelines of reference (a), I respectfully request a command-sponsored retirement ceremony as follows:

- a. Date:
- b. Time:
- c. Location:
- d. Master of Ceremonies: (normally the Executive Officer)
- e. Guest of Honor/Speaker:
- f. Band service desired? (Yes/No)
- g. Honor Guard service desired? (Yes/No)
- h. Approximate number of guests:
 - (1) Military: _____ (excluding command personnel)
 - (2) Civilian: _____
- i. Immediate family members who will attend: (include name, relationship, residence (city, state))
- j. Command participation desired? (Yes/No) If Yes, specify extent: (e.g., all officers, all chief petty officers (CPOs), all personnel, all XX department personnel, etc.)
- k. Uniform:
 - (1) Official Party: _____
 - (2) Military Guests: _____

(3) Civilian Attire: _____

l. Photographer desired? (Yes/No) Video taping? (Yes/No)

m. Chaplain (invocation/benediction) desired? (Yes/No)

n. Nominee for sideboys:

(1) _____

(2) _____ (attach list for additional names)

o. Typed or printed invitations as follows:

OPTION #1: Invitations for the ceremony mailed NLT (date).

OPTION #2: Invitations for the retirement ceremony provided to me NLT (date) for mailing.

p. Retirement ceremony program desired? (Yes/No)

2. I intend to provide post ceremonial refreshments: (Yes/No)

a. Cake? (Yes/No)

b. Coffee/soft drinks? (Yes/No)

3. I intend to host a reception: (Yes/No)

a. Date: _____

b. Times: _____

(1) Cocktails from _____ to _____

(2) Dinner from _____ to _____

c. Location:

d. Approximate number of guests: _____

4. I understand that all costs associated with providing and serving post ceremonial refreshments and/or a reception, including cost of invitations and postage for the reception, must be borne by me and may not be paid for from appropriated or non-appropriated funds.

Very respectfully,
(Member's rank/rate, name), USN

4. **Command's Responsibility**

a. Upon receipt of member's request for retirement or transfer to the Fleet Reserve, a command representative will determine if the member desires a retirement ceremony and assist the member in submission of the request for a ceremony.

b. CO, commander, or OIC of a member's last permanent duty station shall present a U.S. flag (on behalf of SECNAV) on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List. Personnel eligible for presentation of a U.S. flag are those active duty members who have transferred or will transfer to the Retired List or Fleet Reserve on or after 1 October 1998. Commands are authorized to use Operating Target (OPTAR) funds to procure the flags (NSN 8345-00-656-1435). The presentation of the flag will be at no cost to the member.

c. Upon receipt of member's request for a ceremony, the command will approve or disapprove. If disapproved, provide member reason for disapproval. Upon approval by the command, the retirement ceremony becomes an official command function and use of accountable funds is authorized per reference (a).

d. Command shall make every reasonable effort within the bounds of applicable regulations and budgetary constraints to provide member's request for a command-sponsored retirement ceremony. If a member does not desire a command-sponsored retirement ceremony, the member and the spouse shall receive the appropriate retirement documents prescribed below at an informal presentation ceremony.

5. **Retirement Documents to be Issued**. The following documents will be presented to the member upon retirement or transfer to the Fleet Reserve, as appropriate:

Form Number/Name of Form	Issuance Responsibility
DD 363 (Rev. 9-01), Certificate of Retirement	Transmitted to the command by NAVPERSCOM. The command will complete the certificate.
NAVPERS 1830/3 (Rev. 10-99), Retirement Fleet Reserve Certificate	Stocked in the Navy supply system, (NSN 0106-LF-983-8200) prepared at the command and signed by the CO.
NAVPERS 1650/80N (Rev. 4-00), Certificate of Appreciation (Spouse Retirement) (USN)	For presentation to the spouse, stocked in the Navy supply system (NSN 0106-LF-983-1700), prepared at the command and signed by the CO.
NAVPERS 1650/79NR (REV. 4-00), Certificate of Appreciation (Spouse Retirement) (USNR)	For presentation to the spouse, stocked in the Navy supply system (NSN 0106-LF-983-0500), prepared at the command and signed by the CO.
DD 2542, (Rev. 5-01), Certificate of Appreciation for Service in the Armed Forces of the United States	Bearing the signature of the President, stocked in the Navy supply system (NSN 0106-LF-982-4700). The command will complete the certificate with name, rank, and military service.

6. **Letters of Appreciation.** In addition to the above certificates, the following personnel, upon retirement, shall receive standard letters of appreciation prepared by the White House Military Office and signed by the President. Certificates must be requested 6 months prior to the member's retirement date:

- a. Naval personnel retiring with at least 30 years of active military service.
- b. The Chairman and the Vice-Chairman of the Joint Chiefs of Staff (JCS) and Chiefs of Staff of the Military Services.
- c. The Master Chief Petty Officer of the Navy.
- d. Recipients of the Medal of Honor, on retirement or transferring to the Fleet Reserve.
- e. Former prisoners of war (POWs), who qualify for or have been awarded the POW Medal.

7. **NAVPERSCOM, Retirements Branch (PERS-482) Responsibility.** NAVPERSCOM (PERS-482) will be responsible for mailing the Certificate of Retirement for officer retirements and 30-year enlisted retirements.

8. **Form Protection.** DD-2542, signed by the President as Commander in Chief, was established for extending the nation's

appreciation. The certificate is an expression of gratitude to the individual for military service and is not intended to have any legal effect on entitlement or benefits. Accordingly, a copy of the certificate or a notation that the member has received the certificate shall not be made a part of the member's military record.

9. **Preliminary Arrangements for the Ceremony.** The following actions are required to ensure a proper official ceremony:

a. Solicit member's desires in determining details of the ceremony.

b. Member will prescribe the uniform for principals and military guests.

c. Ship or station will rig for visitors, with necessary escorts, ushers, sentries, and head facilities. Reception arrangements shall be accommodated (if desired by the member) in the wardroom, CPO, and/or general mess, as appropriate. Refreshments may be provided by the member, at no expense to the government.

d. The rostrum may be equipped with a public address system and shall be decorated. Bunting, signal flags, ceremonial bullets, and other appropriate accouterments may be used.

e. Invitations and programs for the ceremony shall be typed or printed. Appropriated funds may be used to pay for invitations and printing for official retirement ceremonies. Invitations may be mailed to guests of the member as provided in reference (b).

f. Ships personnel, except the watch, shall be at parade quarters as space permits.

g. Use of a band and ceremonial color guard is authorized and encouraged.

h. The commander or CO will meet dignitaries and senior officers at the quarterdeck. Side honors with sideboys and boatswain's mate will be rendered to senior officers. Boat gongs are not necessary when the side is tended.

i. Seating shall be arranged for guests with ushers and escorts assigned to supervise seating.

10. **Ceremony Procedures**. The executive officer (EO) of a ship, CO of a flagship, or chief of staff of a flag officer normally acts as the master of ceremony (MC) using the following procedures:

Step	Action
1	Seat guests in advance.
2	Command Master Chief escorts the commander or CO and the member (with spouse) to the rostrum.
3	On approach, MC orders "Ship's Company (and/or Staff), Attention."
4	If flag officer included in ceremony as guest speaker or guest of honor or as immediate superior in command (ISIC), he or she is escorted separately to ceremonial area. (See Note 1.)
5	During arrival of principals, ship's company (and/or staff) will remain at attention. (See Note 2.)
6	After arrival honors, if rendered, MC orders the colors paraded and MC announces the National Anthem. (See Note 3.)
7	MC will introduce chaplain who gives the invocation. Military personnel in uniform remain covered.
8	MC asks guests to be seated, orders "Ship's Company (and/or Staff) Parade Rest," introduces officer to read the member's biography.
9	Once read, MC introduces guest speaker or guest of honor (or ISIC). After speaker's remarks, MC introduces the CO or commander. (If no guest speaker/guest of honor/ISIC, MC introduces the CO or commander).
10	CO or commander will make any remarks and then present a U.S. flag (on behalf of SECNAV), awards, and certificates to the member and the member's spouse. Citations and certificates shall be read by the MC as they are presented. (See Note 4.)
11	Gifts presented at this time. MC introduces member and the member may make remarks. (See Note 5.)
12	MC will ask guests to rise and remain standing until completion of ceremony. He then introduces the chaplain who delivers the benediction. During the benediction the band may play the Navy Hymn softly.
13	Upon completion, the MC orders "Retire the Colors."
14	After colors retired, MC orders "Post sideboys" and when sideboys are in place, member will depart with spouse, if desired. Following last note to boatswain's pipe, band plays "ANCHORS AWEIGH."
15	MC announces end of ceremony, asks guests to remain in place until senior officers and distinguished guests have departed. If a reception is planned, make announcement at this time and escort guests to the reception area or quarter-deck.

NOTE 1: Guests will be asked to rise upon his or her arrival and honors, appropriate to the officer's rank, will be rendered unless these have been rendered at the quarter-deck incident to the flag officer's arrival.

NOTE 2: If the guest speaker or guest of honor or ISIC is not a flag officer and will not be receiving arrival honors (O-6 or below), he or she should be escorted to the ceremonial area with the principals.

NOTE 3: Personnel not in ranks and guests will face the national ensign if it is in sight; if not, face the music. Military personnel in ranks will not salute, but formation commanders and military guests will.

NOTE 4: CO, commander, or OIC of a member's last permanent duty station shall present a U.S. flag on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List. Commands are authorized to use OPTAR funds to procure the flags (NSN 8345-00-656-1435). The presentation of the flag will be at no cost to the member.

NOTE 5: Appropriate gifts for the occasion, such as shadow boxes, plaques, flower bouquets for the spouse, etc., are to be paid by separate resources and not appropriated or non-appropriated funds.

11. **Members Transferring.** In the case of personnel who are transferred to another activity for further transfer to the Fleet Reserve or the Retired List, the ceremony shall be conducted by the last permanent duty station and not by the activity to which transferred.

12. **Inactive Reserve Ceremony.** For ceremonies marking transfer of personnel in the inactive Navy Reserve to the Retired Reserve or the Navy Reserve Retired List, the CO shall request from the Navy Reserve Personnel Center (NAVRESPERS-CEN) (Code 25), New Orleans, LA, an advance DD 363.

MILPERSMAN 1800-020

EFFECTIVE DATE OF RETIREMENT, ISSUANCE OF RETIREMENT ORDERS AND AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-82)	Phone :	DSN	882-3245
			COM	(901) 874-3245
			FAX	882-2622
	NRPC (N221)	Phone :	DSN	678-5535
			COM	(504) 678-5535
			FAX	678-5470

1. Statutory Requirements

a. The effective date of officer or enlisted retirement is normally the first day of the month. Transfers to the Fleet Reserve are effective on the last day of the month.

b. EXCEPTION: Retirements, as a result of disability, are effective on the date approved by the Secretary of the Navy.

c. Retirement orders and authorizations for personnel on inactive duty are issued by:

**Commanding Officer
Naval Reserve Personnel Center (N221)
4400 Dauphine Street
New Orleans, LA 70149-7800**

**COMM (504) 678-5535
DSN 678-5535
FAX (504) 678-5470**

2. Types of Orders Effective Dates, and When Issued. The following table outlines the types of orders, effective retirement date and when orders issued:

Type of Retirement Orders	Effective Date of Retirement	When Retirement Orders Issued
Voluntary	1 st day of the month.	3-6 months in advance of scheduled retirement date or as soon as practical following approval.
Involuntary	1 st day of the month.	6-9 months in advance of scheduled retirement date.
Disability <ul style="list-style-type: none"> • Permanent • Temporary 	The date on which Secretary of the Navy (SECNAV) approved retirement or on any date specified by SECNAV up to and including the 1 st day of the following month.	As soon as practical following SECNAV's approval.
Fleet Reserve Transfers	Last day of the month.	Authorization issued 3-6 months in advance of scheduled Fleet Reserve transfers. Command issues orders.
Fleet Reservist placed on the Retired List due to physical disability.	The date on which the SECNAV approves retirement or on any date specified by SECNAV up to and including the 1 st day of the following month.	As early as practical following SECNAV's approval.

MILPERSMAN 1800-030

RETIRED PERSONNEL SERVICE RECORD AND GENERAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-62)	Phone:	DSN	882-4307
			COM	(901) 874-4307
		TOLL FREE WITHIN U.S.	(800)	255-8950
			FAX	882-2611

Governing Directive	NAVPERS 15886, "Shift Colors"
--------------------------------	-------------------------------

1. Upon Retirement

a. Upon retirement, Navy Personnel Command (NAVPERSCOM) will hold the official service record of retired members and members of the Fleet Reserve for approximately 6 months. The member's official service record will then be forwarded to National Personnel Records Center (NPRC), St. Louis, MO. Member's field service records will be forwarded to NPRC via:

Naval Reserve Personnel Center
New Orleans, LA 70149

b. Thereafter, the service record and all other documents connected with active duty military service are retained by:

National Personnel Records Center
Attn: NAVY
9700 Page Avenue
St. Louis, MO 63132

2. Retired Pay and Entitlements

a. Questions concerning retired pay should be addressed to:

Defense Finance and Accounting Service
...Cleveland Center
Directorate for Retired Pay (Code FR)
P.O. Box 99191
Cleveland, OH 44199-2055

b. Retirees must ensure that Defense Finance and Accounting Service (DFAS) has their current

- (1) correspondence address, and
- (2) check deposit address.

c. Questions relating to entitlement of benefits through Department of Veterans Affairs or Social Security Administration should be directed to local offices of those agencies. Other inquiries should be directed to:

Naval Reserve Personnel Center (Code 41)
4400 Dauphine Street
New Orleans, LA 70149

3. Shift Colors

a. NAVPERS 15886, "Shift Colors," the newspaper for Navy retirees is published quarterly by NAVPERSCOM, Public Affairs Office (PERS-05), with the assistance of the Retired Activities Branch (PERS-622) to

- (1) inform retired members of rights, privileges, benefits and recent legislation affecting them;
- (2) to promote good will on the part of retired members;
- (3) to foster better public relations; and
- (4) to aid in promoting the Navy's reenlistment and recruiting programs.

b. The mailing list for "Shift Colors" is obtained from DFAS-CL, DFAS-DE, and Naval Reserve Personnel Center. Distribution is made to officer and enlisted members permanently retired, placed on the Temporary Disability Retired List, transferred to the Fleet Reserve, Gray Area Reservists, and to their widows(ers).

MILPERSMAN 1800-040

PLACEMENT ON RETIRED LIST AND RESPONSIBILITY OF THE RETIREE

Responsible Office	NAVPERSCOM (PERS-82)	Phone:	DSN	882-3245
			COM (901)	874-3245
			FAX	882-2622

References	10 U.S.C. 564, 1263, 1293, 1305, and 6151
-------------------	---

1. **Policy.** Transfer to the Retired List of the Navy is a permanent change of status and may only be changed by resignation or discharge approved by Secretary of the Navy (SECNAV).

2. **Retiree's Responsibility.** Retired members are subject to the orders and regulations of SECNAV. Retirees' responsibilities consist of:

a. May be ordered to active duty in time of war or national emergency at the discretion of SECNAV.

b. Upon written consent/request, may be ordered to active duty at other times, but not solely for the purpose of receiving hospitalization or medical treatment.

c. If not on active duty, must keep

**Defense Finance and Accounting Service
Directorate for Retired Pay (Code FR)
PO Box 99191
Cleveland, OH 44199-2055**

informed of their address. This may be done by writing to the above address or calling toll free 1-(800) 321-1080.

d. While on inactive duty, permitted to use their military titles in connection with commercial enterprises. They shall not use their military titles in connection with public appearances overseas unless authorized to do so by the proper overseas commander.

3. **Authorized Retirement Grade**. Normally, an officer is retired in the grade in which serving at the time of retirement, however, the following rules apply:

a. If previously served satisfactorily, as determined by SECNAV, in a higher grade, under a temporary appointment, the officer will be advanced to that grade on the Retired List under authority contained in 10 U.S.C. 6151 providing such advancement will not result in less retired pay.

b. Permanent warrant officers who have never served in the grade of ensign or above, and who are retired under the provisions of either 10 U.S.C. 564, 1263, 1293, or 1305 will be retired in their permanent warrant grade held on the day before the date of their retirement, or in any higher warrant officer grade in which they served on active duty satisfactorily for at least 31 days, as determined by SECNAV.

c. Temporary warrant officer who holds permanent enlisted status, who has never served in the grade of ensign or above, and who retires under 10 U.S.C. 1293, will be retired in the highest temporary warrant officer grade in which they served on active duty satisfactorily for at least 31 days, as determined by SECNAV.

d. An enlisted member who has not previously served under a temporary appointment in a warrant or commissioned grade will be retired in the enlisted pay grade in which serving at the time of retirement.

MILPERSMAN 1800-050

MATERIALS AVAILABLE TO ASSIST MEMBERS SCHEDULED FOR RETIREMENT OR TRANSFER TO THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-62)	Phone:	DSN	882-4307
			COM	(901) 874-4307
		TOLL FREE WITHIN U.S.	(800)	255-8950
			FAX	882-2611

Governing Directive	NAVPERS 15617B, The Uniformed Services Survivor Benefit Plan NAVSO P-1778, Reference Guide to Post-Government Service Employment Activities of Naval Personnel
--------------------------------	---

1. **Pre-retirement Counseling.** Materials described below are to be used by:

- a. Personnel Officers,
- b. Administrative Officers, and
- c. others responsible for pre-retirement counseling to assist members scheduled for retirement or transfer to the Fleet Reserve. These materials are not distributed by Chief of Naval Personnel directly to members scheduled for retirement or transfer to the Fleet Reserve.

2. **Commanding Officers (COs)**

a. COs are responsible for making the below described materials available to retiring personnel. Copies of the Retired Military Almanac and NAVPERS 15617B may be ordered in sufficient quantity to permit one copy for each member scheduled for retirement or transfer to the Fleet Reserve.

b. Other materials are not available in such quantity and should be requisitioned by ships and stations only in amounts needed to have copies readily accessible for use in

- (1) personnel offices,
- (2) administrative offices,

(3) libraries, or

(4) other convenient central locations.

3. **Retired Military Almanac**

a. The Retired Military Almanac is a comprehensive handbook which contains answers to most of the questions that arise after retirement or transfer to the Fleet Reserve. Included is detailed information concerning:

(1) retirees,

(2) their service records,

(3) pay records,

(4) medical care,

(5) use of base facilities, and

(6) other rights, benefits, privileges, and restrictions.

b. Also covered are benefits administered by Department of Veterans Affairs, Social Security Administration, and other governmental agencies, as well as information concerning assistance available to retired personnel through private organizations such as the Navy/Marine Corps Relief Society and the American Red Cross. A copy of this publication is provided to career personnel prior to retirement. After retirement, current editions may be purchased from:

Retired Military Almanac
P.O. Box 4144
Falls Church, VA 22044

c. Ships and stations may order copies through the Defense Distribution Depot, Susquehanna, PA, using NPFC P-2002D, Unabridged Navy Index of Publications and Forms.

4. **Survivor Benefit Plan (SBP)**. All members must be counseled about the SBP and receive a copy of NAVPERS 15617B (Stock Number 0500-LP-210-3600). In situations in which the retiring member and the member's spouse are geographically separated, a copy of

this publication should be mailed to the member's spouse no later than 60 days prior to the member's retirement.

5. **Post Government Employment.**

a. NAVSO P-1778, Reference Guide to Post-Government Service Employment Activities of Naval Personnel includes a compilation and discussion of the more pertinent statutes, rulings, decisions, opinions, and regulations concerning the

- (1) Dual Compensation Act of 1964,
- (2) so-called "Conflict of Interest Laws,"
- (3) miscellaneous criminal restrictions, and
- (4) restrictions on foreign employment.

b. This pamphlet is not available in large quantities. Copies may be obtained by writing to:

Department of the Navy
Office of the Judge Advocate General
200 Stovall Street
Alexandria, VA 22332-2400

MILPERSMAN 1800-060

AUTHORIZATION OF NAVAL RESERVE RETIREMENT POINT CREDIT FOR INSTRUCTION RECEIVED IN CONNECTION WITH PROFESSIONAL CONVENTIONS OR SIMILAR MEETINGS

Responsible Office	NAVPERSCOM (PERS-91)	Phone:	DSN	882-4481
			COM	(901) 874-4481
			FAX	882-2909

Governing Directive	BUPERSINST 1001.39D, Chapter 20
----------------------------	---------------------------------

1. **Policy**. Commander, Naval Reserve Force (COMNAVRESFOR) is authorized to grant retirement point credit for attendance of naval reservists as professional or trade conventions, seminars, symposia, or similar meetings when members meet the requirements promulgated herein.

2. **Applicability**. Retirement point credit is authorized for inactive duty naval reservists who are Selected Reservists, Individual Ready Reservists, or Standby Reserve-Active (USNR-S1) members.

3. **Procedures**

a. A request from a naval reservist and/or the meeting sponsor shall be submitted together with a copy of the agenda or proposed agenda to the appropriate Naval Reserve program sponsor. A request for credit by an individual naval reservist shall be submitted directly to COMNAVRESFOR.

b. Upon determination by the Naval Reserve program sponsor that the meeting conforms to the policy set forth above and retirement point credit should be allowed for attendance by authorized members of the Naval Reserve, a request from that sponsor shall be submitted to COMNAVRESFOR for consideration.

c. Retirement point credit shall be granted to a naval reservist only when

(1) the meeting is of at least 3 hours' duration and is sponsored, supervised, and conducted by one or more of the military departments, or designated by the Navy Department as being of such military value that the instruction received would enhance the reservist's professional development and broaden their qualifications for duties to which they may be expected to be assigned upon mobilization, or the qualifications of those whose work they may supervise.

(2) inactive duty retirement point credit for attendance has been previously approved, without exception, by COMNAVRESFOR.

(3) the reservist registers with a designated monitor representing the Navy Department, or, in the absence of such monitor, is authorized to and does certify his or her own attendance.

(4) the reservist's participation is without remuneration, other than the pay to which he or she may be entitled as a member of a Naval Reserve program.

d. After completion of the convention/seminar, members attached to a unit will report retirement point credit through the Reserve Standard Training Administration Readiness Support System. A maximum of five points may be entered during the member's anniversary year.

e. Members not attached to a unit will certify attendance to Naval Reserve Personnel Center (Code N21) via Commander, Naval Air Reserve Force/Commander, Naval Surface Reserve Force, as appropriate.

MILPERSMAN 1800-070

BENEFITS OF THE ARMED FORCES RETIREMENT HOME (UNITED STATES NAVAL HOME AND UNITED STATES SOLDIERS' AND AIRMEN'S HOME)

Responsible Office	NAVPERSCOM (PERS-62)	Phone:	DSN	882-4307
			COM	(901) 874-4307
		TOLL FREE WITHIN U.S.	(800)	255-8950
			FAX	882-2611

Governing Directive	37 U.S.C. 310
----------------------------	---------------

1. **Eligible Members.** Former members of the United States Navy or Marine Corps, and those of the United States Coast Guard who have served in that organization while it operated as a part of the Navy, at least one-half of whose service was not active commissioned service (other than as a warrant officer or limited duty officer) may be admitted to and receive the benefits of the **Armed Forces Retirement Home (United States Naval Home (USNH))** or **United States Soldiers' and Airmen's Home (USSAH)** by authority of Title XV, Public Law 101-510, if eligible under one of the following additional criteria:

a. Persons who are 60 years of age or older, and were discharged or released from service in the Armed Forces under honorable conditions after 20 or more years of active service.

b. Persons who are determined under rules prescribed by the Armed Forces Retirement Home Board to be incapable of earning a livelihood because of a service-connected disability incurred in the line of duty in the Armed Forces.

c. Persons who served in a war theater during a time of war declared by Congress or were eligible for hostile fire special pay under 37 U.S.C. 310, were discharged or released from service in the Armed Forces under honorable conditions, and are determined under rules prescribed by the Armed Forces Retirement Home Board to be incapable of earning a livelihood because of injuries, disease, or disability.

d. Persons who served in a women's component of the Armed Forces before the enactment of the Women's Armed Services Integration Act of 1948, and are determined under rules prescribed by the Armed Forces Retirement Home Board to be eligible for admission because of compelling personal circumstances.

2. **Ineligible Members**. A person described in the eligible members section who has been convicted of a felony or is not free of drug, alcohol, or psychiatric problems shall be ineligible to become a member of the Armed Forces Retirement Home.

3. **Admission**

a. Admission to the Armed Forces Retirement Home within the priority categories established by Public Law 101-510 is contingent upon the availability of staff, resources, and facilities, to include living quarters suited to any limitations of the applicant. As part of the process of application, prospective residents will be required to produce evidence of their total service, retired pay, pensions or other income, and a certificate from a medical officer setting forth the nature of their disability and the fact that they are not able to support themselves by manual labor.

b. Applications for the **USNH** shall be obtained from and submitted to:

Director, United States Naval Home
1800 Beach Drive
Gulfport, MS 39507

c. Applications for the **USSAH** can be obtained from and submitted to:

Admissions Office
United States Soldiers' and Airmen's Home
Washington, DC 20317

d. When there is not sufficient room to accommodate all eligible applicants for admission, preference for admission shall be given according to a priority system established by the Armed Forces Retirement Home Board of Trustees.

4. **Readmission**. If discharged from the Armed Forces Retirement Home for cause, a resident may seek readmission after a 2-year waiting period. All such requests will be presented to the Admissions Board for consideration. The readmission must be approved by the Director. Residents who elect to leave the Armed Forces Retirement Home and are in good standing may seek readmission after a 1-year waiting period. All such requests will be presented to the Admission Board for consideration.