United States Naval Academy Retirement Guide

(Updated Oct 2026)

UNITED STATES NAVAL ACADEMY

RETIREMENT CEREMONY
PLANNER QUICK REFERENCE

Office of Superintendent Operations | Updated October 2026

ELIGIBILITY

- USNA Alumni (regardless of duty station) and military service members currently stationed at USNA are eligible to retire at the Naval Academy.
- A standard retirement ceremony setup is provided from the Superintendent's cost center. Additional setup requests and all costs associated with retirement receptions are the responsibility of the prospective retiree.

CEREMONY SCHEDULE

DAYS	TIME SLOTS	PRIMARY VENUE
Monday – Friday *No weekends or federal holidays*	**1000 – 1130** or **1400 – 1530** *Includes 1 hour rehearsal prior to the ceremony*	**Memorial Hall** (200-person capacity) **Class of '53 Deck** (200-person capacity) **Volgenau Auditorium** (500 Ground Level / 297 Balcony) *Considered on a case-by-case basis*

PLANNING TIMELINE

TIMEFRAME	KEY ACTIONS
3 – 6 Months Prior	• Request tentative date and venue (not a confirmed reservation) • Designate a retirement planner (single point of contact)
90 Days Prior	• Identify presiding officer, guest speaker, and master of ceremonies • Request optional ceremonial support (band, chaplain, color guard, etc.) • Begin planning reception, scripts, invitations, and programs
30 Days Prior	• Finalize expected guest count and standard setup requirements • Identify accessibility requirements
20 Days Prior	• Submit completed DD Form 5512 package for installation access to Superintendent Operations (to meet 15-day VCC deadline)
14 Days Prior	• Submit VIP and reserved parking requests • Confirm all ceremonial participants and script
7 Days Prior	• Reconfirm venue, rehearsal time, audio/visual needs, and final guest count • Brief ushers and escorts on parking, guest arrival, and seating procedures
Day of Ceremony	• Conduct rehearsal • Execute ceremony within 90-minute window • Remove all personal items and return venue to original condition

WHO IS RESPONSIBLE?

SUPERINTENDENT OPERATIONS WILL PROVIDE:	RETIREE / PARENT COMMAND WILL PROVIDE:
• Venue scheduling and deconfliction • Standard ceremony setup • Reserved parking coordination • Facilitate access to available Academy support resources	• Retirement planner and master of ceremonies • Ceremony script and programs • Band, chaplain, color guard, sideboys (coordinated with providers) • Guest access submissions (with USNA coordination) • Reception, catering, and vendors • Rehearsal and ceremony execution

IMPORTANT RESTRICTIONS

- No weekend or federal holiday ceremonies.
- A tentative reservation does not guarantee venue availability.
- Ceremonies are limited to the 90-minute window.
- The Naval Academy does not conduct change of command ceremonies (even if in conjunction with a retirement).
- Food and beverages are not permitted in ceremony venues (except water).
- Official travel is not authorized for retirement attendance.
- All installation access requirements apply.
- Read the complete Retirement Guide for full details, requirements, and procedures.

KEY CONTACTS AND RESOURCES

Superintendent Operations Office (Retirements Group)
retirements-group@usna.edu

Retirement Ceremony Information
https://www.usna.edu/SpecialEvents/RetirementCeremonies.php

USNA Installation Access Information
https://www.usna.edu/Visit/BaseAccess.php

Congratulations on your upcoming retirement!

The Office of Superintendent Operations (formerly Special Events) at the United States Naval Academy coordinates retirement ceremonies for eligible Alumni, as well as any military service member currently stationed at USNA. We will be happy to provide you with assistance in venue selection and reservation, time deconfliction, contact information to plan a post-ceremony reception, as well as many other coordination items. However, a successful ceremony will require a significant amount of legwork by the person(s) you designate to be your retirement planner(s). This guide is a compilation of lessons learned from previous ceremonies and is meant to help you and your retirement planner through the planning process. Please do not hesitate to contact the Superintendent Operations Staff with any questions or concerns.

Eligibility:

Only USNA Alumni (regardless of duty station) and military service members 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 all costs associated with retirement receptions will be the responsibility of the prospective retiree.

Superintendent Operations is responsible for venue scheduling, operational deconfliction, coordination of standard ceremony setup, and facilitating access to available Academy support resources.

Superintendent Operations is not responsible for planning, organizing, staffing, funding, or executing individual retirement ceremonies. These responsibilities remain with the retiree, their designated retirement planner, and their parent command.

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 guide covers most of what you will need to plan for and successfully carry out your retirement ceremony here at USNA. Please do not hesitate to contact the Superintendent Operations Staff if you have any questions or concerns.

https://www.usna.edu/SpecialEvents/RetirementCeremonies.php

PLEASE READ THIS GUIDE IN ITS ENTIRETY

Scheduling:

To make inquiries, place a hold on a retirement venue, or receive further information pertaining to retirement, contact the Superintendent Operations Office via (retirements-group@usna.edu). In the request email, be sure to identify the prospective retiree's name and rank, eligibility criteria, and retirement planner (one single person).

Ceremony Times:

The Naval Academy offers 2 retirement timeslots **EVERY NORMAL WORK DAY**. Retirements will not be scheduled on weekends or Federal Holidays due to the severe limitations of support entities (USNA Band, Bos'n, Color Guard, etc.).

Retirement ceremonies are limited to the designated 90-minute reservation windows (1000–1130 or 1400–1530). All ceremonial activities must conclude within the assigned window to allow for venue turnover and subsequent Academy operations. Retirement planners are responsible for developing and rehearsing a ceremony script that adheres to this timeline. Requests for additional time must be coordinated with and approved by the Superintendent Operations Office in advance.

Venues:

Memorial Hall is the primary venue for all retirement ceremonies.

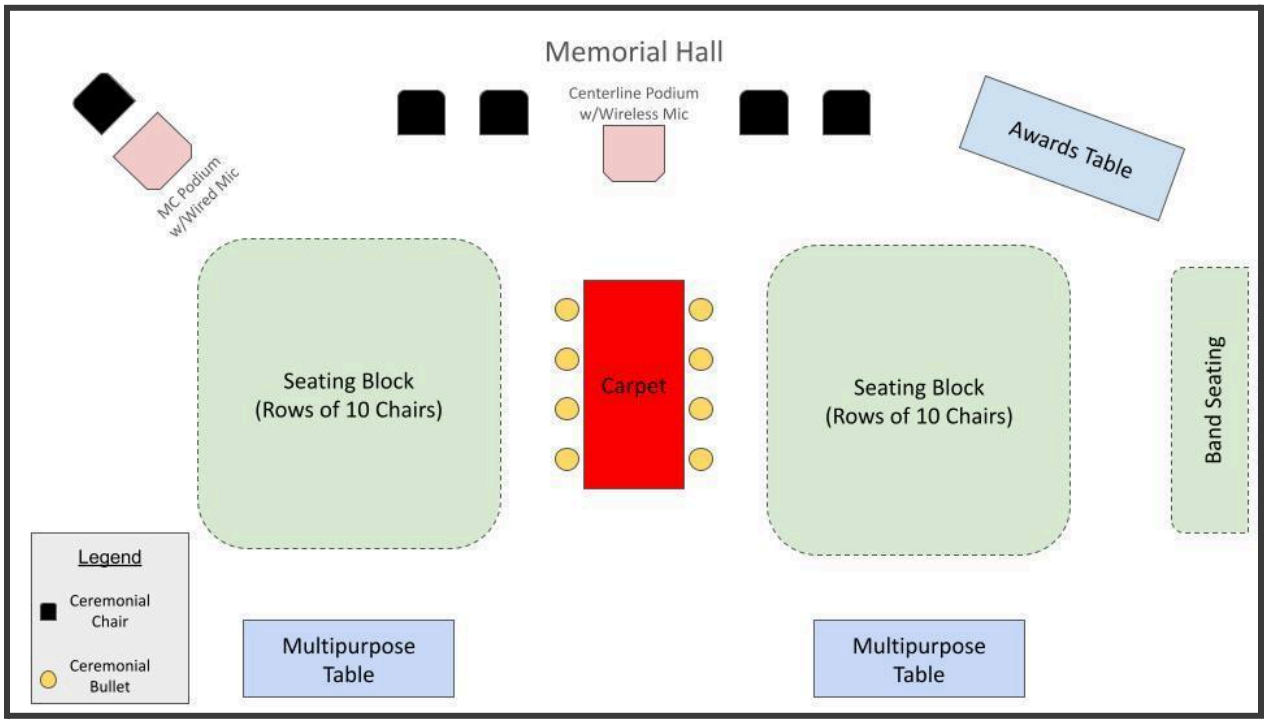
The Class of '53 Deck in Dahlgren Hall and the Volgenau Auditorium in Mahan Hall will only be considered on a case-by-case basis.

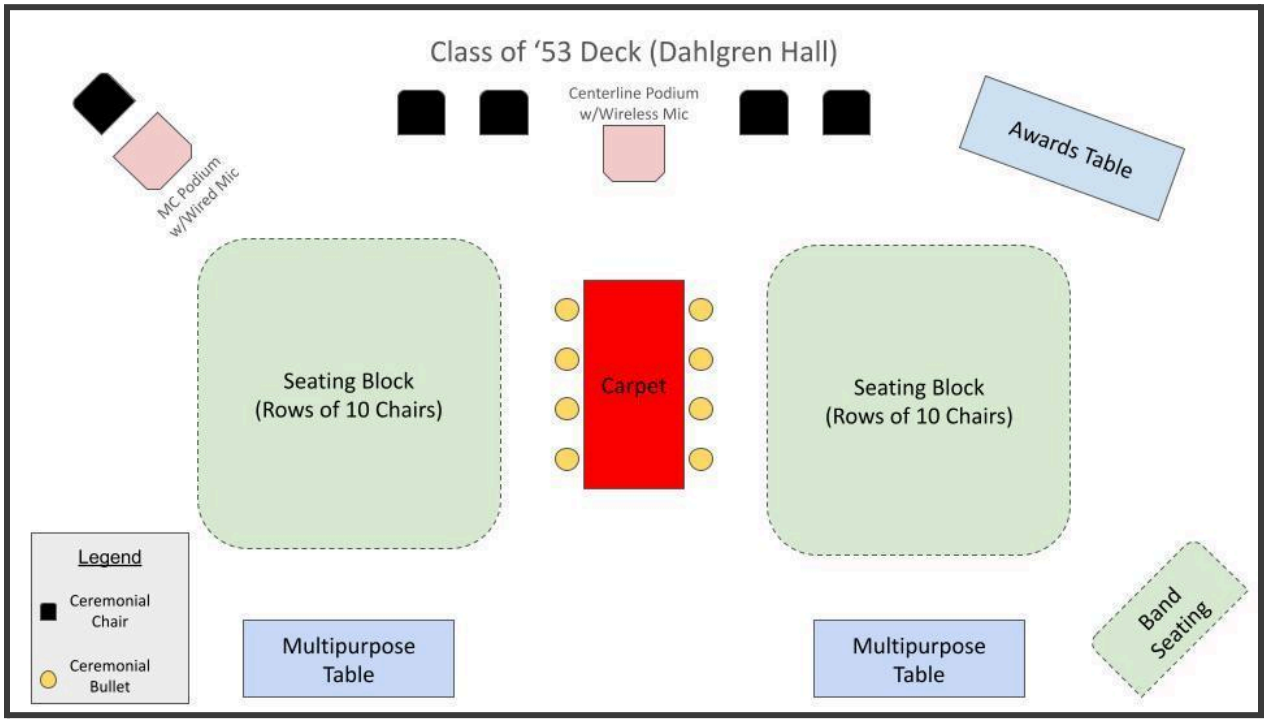
Setup:

A **standard setup** is provided by USNA and is fully funded by the Office of the Superintendent. The details of your setup should be coordinated with the Superintendent Operations Office **no later than one month before your ceremony**. The internal work order for a retirement setup MUST be submitted by USNA two weeks prior to the ceremony, therefore, a setup order requested later than that cannot be guaranteed.

The standard setup includes (diagrams on following page):

- Two Podiums (each with one microphone and speaker)
- Guest chairs (number determined by guest count)
- Official Party chairs
- Three tables with cloth – for awards, gifts, covers, water, etc.
- Ceremonial Bullets
- Centerline carpet


Memorial Hall
Centerline Podium
w/Wireless Mic
MC Podium
w/Wired Mic
Awards Table
Seating Block
(Rows of 10 Chairs)
Carpet
Seating Block
(Rows of 10 Chairs)
Band Seating
Legend
Ceremonial
Chair
Ceremonial
Bullet
Multipurpose
Table
Multipurpose
Table


Class of '53 Deck (Dahlgren Hall)
Centerline Podium
w/Wireless Mic
MC Podium
w/Wired Mic
Awards Table
Seating Block
(Rows of 10 Chairs)
Carpet
Seating Block
(Rows of 10 Chairs)
Band
Seating
Legend
Ceremonial
Chair
Ceremonial
Bullet
Multipurpose
Table
Multipurpose
Table

Capacities:

Memorial Hall	200
Class of ’53 Deck	200
Volgenau Auditorium (Mahan Hall)	500 (Ground Level) / 297 (Balcony)

Accessibility:

Memorial Hall. Memorial Hall is accessible. However, guests requiring elevator access will not be able to enter Memorial Hall via the Bancroft Rotunda. Instead, they must be escorted under the T-Court steps into Smoke Hall from the left entrance and assisted into the elevator. This will take them directly into Memorial Hall. These spaces require USNA CAC enabled access. Retirement planners must notify the Superintendent Operations Office of any anticipated accessibility requirements no later than **30 days prior to the ceremony**. Memorial Hall has limited elevator access, and the Class of '53 Deck in Dahlgren Hall is not fully accessible. Although every effort will be made to accommodate guests with mobility limitations, accessible routes and elevators cannot be guaranteed. Depending on individual requirements and facility availability, an alternate venue may be necessary. Guests requiring wheelchairs or other personal mobility assistance must provide their own equipment. **Note: The elevator is often in a state of repair.**

Class of ’53 Deck (Dahlgren Hall). The Class of ’53 Deck is technically accessible from T-Court, but Dahlgren Hall is not an accessible venue. The second deck restrooms do not have accessible stalls, and the building does not have an elevator.

Volgenau Auditorium (Mahan Hall). Volgenau Auditorium is fully accessible.

VIP/Family Staging Areas:

Memorial Hall. Flag and General Officers may reserve the Commandant’s Conference Room for use as a holding area prior to their ceremony. For all others, the use of Smoke Hall is available for reservation as a holding and staging area. Please contact the Superintendent Operations Office via (retirements-group@usna.edu) **at least 30 days before your ceremony date** to inquire about reservations. Because of high demand and staff usage, the conference room and Smoke Hall 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.

Class of '53 Deck. You may request the use of the Fremd Conference Room, adjacent to the '53 Deck for use as a staging room. Please make this request no later than **30 days before your ceremony date** through the Superintendent Operations Office. 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.

Volgenau Auditorium. Volgenau Auditorium does not have a designated staging or holding area.

Parking and Yard Access:

All non-DoD guests over the age of 18 without a CAC will require a REAL ID Compliant Driver's License to drive or walk onto the Naval Academy.

Installation Access for Non-DoD Guests: All non-CAC holding attendees must apply for DBIDS no later than 15 days prior to the ceremony as follows:

1) Access the DBIDS pre-enrollment portal **HERE**

2) Each person requiring access must complete the pre-enrollment form. Click "GET STARTED" and fill out all fields exactly as written on your government-issued ID.

- Your *Primary Identifier* is your SSN, ITIN, or Certificate of Naturalization.
- Your *Secondary Identifier* is your Driver's License, Passport, or State ID.
- Your Sponsor name and contact are: Gregory Mendenhall, Mendenha@usna.edu, 410-293-1545

3) When you reach the Confirmation Page containing an alphanumeric code and QR code, take a screenshot of this page or print a physical copy before exiting.

4) The retirement coordinator must provide the assisting Superintendent Operations staff member with a list of names, citizenships, and DBIDS confirmation codes. If there are any foreign nationals, they must include their passport country origin, passport number, and passport expiration date.

5) The assisting Superintendent Operations staff member will pick up the printed DBIDS passes once approved, and distribute them to the retirement coordinator.

No taxi or ride share (Uber, Lyft, etc.) company is allowed to drive-on to the Naval Academy

Reserved Parking. You are authorized **10 reserved parking spots** for immediate family and guests to include Flag Officers, General Officers, and/or other VIPs. Parking may be reserved in Fullam Court (in between Dahlgren Hall and Farragut House), on Blake Rd. (in front of the

Chapel), or on Calvert Rd. (adjacent to Farragut House) for ceremonies in Memorial Hall or Dahlgren Hall. You may request to designate each parking spot by name or request a general reservation for all spots (i.e. CAPT Smith Retirement). Contact the Superintendent Operations Office **no later than 14 days prior** with your request to ensure the parking is reserved.

Morning retirement parking spots are reserved from 0700-1200, and afternoon retirement parking spots are reserved from 1200-1700. Please make sure your vehicles are moved before the expiration of your parking reservation.

***General Parking*.** All guests without reserved parking are required to find parking on a first come, first serve basis. Guests are strongly encouraged to use the upper deck of the parking garage across from Alumni Hall. Parking on the Yard is extremely limited. Depending on other events occurring at USNA the day of your retirement, parking may be difficult to find.

Ceremony Food & Drink:

In all venues, food and drink are prohibited, with the exception of water. It is highly recommended, especially during summer months, that the retiring party acquire an adequate amount of bottled water to distribute to guests.

Reception Planning:

The Superintendent Operations Office does not coordinate retirement receptions. These events must be planned by the retiring party and are not funded by the Office of the Superintendent. If you would like to hold a reception on the Yard, you must contact the Naval Academy Business Services Division (NABSD) which has the first right of refusal for any catered events held at the Naval Academy. For information regarding venue/catering availability, pricing, and fees, please contact NABSD Catering (410-293-2610 / catering@usna.edu).

Responsibilities of the Retiree/Retirement Planner:

It is important to remember that retirement ceremonies (especially Navy ceremonies) are not well defined in any official instruction. Therefore, they can be altered to accommodate the wishes and preferences of the retiree.

The primary source of supporting services for a retiree is the Command from which they are retiring.

The resources outlined in the following pages are secondary resources that can be requested based on availability, but are not a part of the standard services provided by the Naval Academy. Since retirement ceremonies are not an official ceremony, supporting services and personnel can only be utilized on a voluntary basis. For this reason, Midshipmen cannot be utilized as

Sideboys, Color Guard members, etc. unless they volunteer for the ceremony and it does not interfere with their official duties.

The retirement planner is responsible for supervising all aspects of ceremony execution, including the rehearsal, ceremonial personnel, guest arrival and seating, official party coordination, script execution, and post-ceremony cleanup. All audio requirements, presentations, and ceremonial support should be verified by the retirement planner before guests arrive. Superintendent Operations will coordinate the standard venue setup but will not provide a Master of Ceremonies, ushers, escorts, or personnel to execute the ceremony. All personal items, decorations, programs, and other materials must be removed promptly following the ceremony.

Responsibility Matrix

Important: The Superintendent Operations Office is a coordinating agency, not the executing organization for individual retirement ceremonies. All ceremonial personnel, scripts, programs, presentations, personal items, and additional support requirements are the responsibility of the retiree and their designated retirement planner unless otherwise expressly approved.

RETIREMENT CEREMONY RESPONSIBILITIES

Item	Responsible party
Venue scheduling and deconfliction	Superintendent Operations
Standard ceremony setup	Superintendent Operations
Retirement planner and MC	Retiree/parent command
Ceremony script and programs	Retiree/parent command
Band, chaplain, color guard, sideboys	Retiree/parent command, coordinated with providers
Guest access submissions	Retiree/planner, with USNA coordination
Reserved parking coordination	Superintendent Operations
Reception, catering, vendors	Retiree/planner
Rehearsal and ceremony execution	Retiree/planner

Primary Point of Contact: Each retiree must designate one Retirement Planner or Action Officer to serve as the primary point of contact with the Superintendent Operations Office. All scheduling requests, setup requirements, guest access submissions, parking requests, and ceremony-related coordination should be consolidated through this single individual. This process ensures accurate information, timely coordination, and continuity throughout the planning process.

Supporting Services (as available)

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. If the Naval Academy Band is available, their support will include performance of the National Anthem at your ceremony. Please note that the Band will not be able to support afternoon ceremonies that occur on the day of a Formal Parade. To submit a Band request, please fill out the form posted on the retirement website to USNA Band Operations (bandops@usna.edu).

Color Guard:

Color Guard services are a completely optional portion of a retirement ceremony. Within all our retirement venues, there are posted National Ensigns. Honors can be rendered to the posted National Ensign without the services of a color guard. The primary source of color guard services should be the retiree's current Command.

In limited cases, the following Commands may have availability to perform color guard services:

Naval District Washington (NDW) Ceremonial Guard. The NDW Ceremonial Guard can be requested if so desired. Please note that their schedule is quite extensive and their availability is limited. The listed phone number (202-433-0050) will take you to Ceremonial Guard Quarterdeck.

Boatswain's Mate/Bell Ringer: Similar to Color Guard services, the retiree's Command is the primary source for providing a Boatswain's Mate/Bell Ringer for piping services and the rendering of honors. There are bells that are permanently located in Memorial and Dahlgren Halls that can be used for your ceremony. 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. To inquire about availability, please contact Waterfront Readiness Operations (naw_ops_sked-group@usna.edu). When available and booked, Boatswain's Mates typically arrive 15 minutes prior to the start of the ceremony.

Chaplain:

The Naval Academy has multiple permanently stationed Chaplains. You may request a USNA Chaplain to deliver the Invocation and Benediction at your ceremony by contacting the USNA Chaplain's Support (chaplainrequest-group@usna.edu).

Flag Flown in T-Court:

To have a flag flown in T-Court at Bancroft Hall, contact the Brigade Drill Master, GySgt Arguello (410-293-8630 / carguell@usna.edu). Prospective retirees may request a specific date to have the flag flown (i.e. Commissioning, Anniversaries, Birthdays, etc.).

Personnel requesting a flag flown over Bancroft Hall **must** provide their own National Ensign in a size approved by the Brigade Drill Master. The parent command is responsible for providing the retirement flag, as applicable. All required materials, including the flag, certificate information, and prepaid return packaging, must be received by the Brigade Drill Master **no later than two weeks before the requested date**. Requests are subject to operational and scheduling availability.

The following information and materials are required to fly a retirement flag at the United States Naval Academy:

- 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)
- 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
- Indicate if there is a specific date that the flag is to be flown
- Point of contact, phone number, and e-mail address

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
01 BUCHANAN RD BANCROFT HALL (STOP 3A)
ANNAPOLIS, MD 21402

Frequently Asked Questions

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. As detailed earlier, the only exception to this rule is if you personally know a Midshipman (i.e. son/daughter, nephew/niece, 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.

Does the USNA Band/Boatswain's Mates accept tips?

No. Tips are neither 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 someone in my ceremony 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, unless the Superintendent is the guest speaker.

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

Yes. Please use the link below, listing NABSD Approved Business Partners, to select and directly engage a photographer for this very special event. Only these partners, in the photography and other categories, are authorized to provide services on the USNA.

(https://www.usnabsd.com/administration/approved-business-partners)

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

No. Guests requiring wheelchairs or other personal mobility assistance must provide their own equipment. If a guest requires use of an elevator, retirement planners must notify the Superintendent Operations Office of any anticipated accessibility requirements **no later than 30 days prior to the ceremony**. Memorial Hall has limited elevator access, and the Class of '53

Deck in Dahlgren Hall is not fully accessible. Although every effort will be made to accommodate guests with mobility limitations, accessible routes and elevators cannot be guaranteed. Depending on individual requirements and facility availability, an alternate venue may be necessary.

Is official travel authorized for the attendance of a retirement ceremony?

No. As retirement ceremonies are considered a personal event, official or funded travel is not justified.

Since covers are not to be worn in Memorial Hall, does that mean that salutes can't be rendered during honors such as piping aboard or ashore?

No. During appropriate times during your ceremony, the appropriate personnel should wear covers to render and accept appropriate honors. This would include piping aboard/ashore, the arrival of the official party, the playing of the National Anthem, and the reading of orders (i.e. requesting to go ashore). However, all guests should remain uncovered during the entire ceremony.

Does the Naval Academy have service or Flag/General Officer flags that can be posted?

No. You are welcome to post these flags if you would like, however, you or your Command must provide them, along with their necessary stands.

Can I livestream my event?

Yes. Please feel free to livestream or record your event at your leisure. While Wi-Fi is not available in our venues, there is adequate cellular coverage for livestreaming.

Can I play music or via Bluetooth on the provided sound system?

Yes. If you plan on using a Bluetooth device, please let the Superintendent Operations Office know and we will ensure the proper equipment is provided. Plan to arrive early to set up and test your Bluetooth connection at least 30 minutes prior to the ceremony.

Is there air conditioning in Memorial Hall?

No.

How many Ushers do I need?

In general, between 2 and 4 Ushers are more than sufficient.

Does the Naval Academy have the capability of printing/generating ceremony programs?

No. This is a responsibility of the retiring party.

Is there a specific uniform requirement for holding a retirement ceremony at the Naval Academy?

No. It is your day and your ceremony. You get to choose what uniform to retire in. If that happens to be a working uniform or if it's summertime and you'd rather wear a winter uniform, that is completely up to you (IAW Uniform Regulations).

I am a USNA graduate but currently serve in a different branch, can I hold my ceremony here?

Absolutely! You completely meet the eligibility requirements and we'd be happy to host your ceremony.

Will USNA provide seating labels for assigned seating?

No. If the retiree desires to label chairs for specific people, that is the retiree's responsibility. We do, however, request that these labels not be attached to chairs with any sort of sticky adhesive. Velcro backing is preferred and effective.

In terms of seating placement, what is the correct protocol for guest seating assignments?

When standing at the centerline podium and facing the crowd, designated family members should be seated in the block to your left. Any invited VIPs or FO/GO should be seated in the block to your right.

How about official party seating, where should the retiree sit? Presiding Officer? Etc.?

When standing in the center aisle and facing the centerline podium (crowd's perspective), the retiree should sit in the inboard-most chair to the right of the podium. The Presiding Officer should sit next to the retiree, directly outboard. On the opposite side, any other members of the official party should sit in precedence of seniority, with the most senior member closest to the podium.

Am I responsible for setting up or tearing down any of the provided equipment?

No. Our team will ensure that the venue is set-up in accordance with the standard funded setup and in-line with your guest numbers. We will also perform all tear-down of the equipment. All we ask is that you take away and clean up any items that you brought into the venue. As we normally have follow-on ceremonies, it is imperative that items such as programs, name cards, plastic bottles, and any other waste items are removed.

Best Practices/Items to Note

- Most people desire a retirement ceremony on a Friday. While this is ideal, if you are open to another day during the week, there is almost always availability.
- There are “Retirement Seasons” at the Naval Academy, where we see influxes of reservations. These are the Spring into Summer months (April-June) and Summer into Fall months (August-Early November). Availability is limited during these times.
- Tentative reservations may be requested up to one year in advance. However, firm reservations will generally not be confirmed until three to six months prior to the requested ceremony date, following review of the Academy's Master Schedule. A tentative reservation does not guarantee venue availability. Retirees are strongly encouraged not to finalize invitations, travel arrangements, or vendor commitments until receiving written confirmation from the Superintendent Operations Office. All reservations remain subject to Academy operational requirements.
- As reiterated many times before in this guide, the supporting services at USNA (in particular the Color Guards and Boatswain’s Mates) should not be your primary source for such services. These are collateral duties (with the exception of the USNA Band) for these Sailors and their official duties are the priority. If they can support, they will.
- Bottled water is an absolute necessity, especially in the Summer months. Memorial Hall can reach temperatures of up to 80 degrees at times and there is no air conditioning. If this is a point of concern for you or your guests, we recommend considering a different season for your ceremony.
- Ensure that any paper awards or certificates have some sort of folder or encasement to be presented in. It looks awkward to hand someone a plain sheet of paper.
- Our team will do our best to be present in the hour directly before your ceremony. If there are accessibility requirements or other issues that arise, we will assist and/or find a way to get to a solution.
- It is imperative that you have some sort of rehearsal before your ceremony. We have seen the result of ceremonies where a rehearsal was not made a priority and the results spoke for themselves. In most cases, we have the venues set up in the afternoon the day prior to a ceremony (this is not always the case, but if you request it, we can most likely make it happen). This gives you another window of opportunity to rehearse if you are able to make use of it.
- The Naval Academy is host to numerous ceremonies and events that can occasionally be scheduled at very short notice. If a high profile event suddenly conflicts with your

ceremony, we will inform you immediately and do our best to either reschedule you for the same day in another location, or on a day that is satisfactory to you.

General Planning Timeline

3 - 6 Months in Advance:

- Coordinate time and venue for your ceremony with the the Superintendent Operations Office via retirements-group@usna.edu

3 Months in Advance:

- Identify a Retirement Planner/Action Officer, preferably someone at your current command
- Reserve a VIP/Family Staging Area for your venue (if desired)
- Coordinate your retirement reception
- Draft End of Tour Award
- Identify a Master of Ceremonies
- Identify a Guest Speaker
- Request Band (if desired)
- Secure a Color Guard (if desired)
- Identify a Boatswain's Mate to Pipe and Bell Ringer
- Identify a Chaplain
- Identify Sideboys
- Draft script for Retirement
- Determine Uniform/Dress for Official Party
- Determine Uniform/Dress for Guests
- Design, Draft, and Order Ceremony Program

2 Months in Advance:

- Obtain Certificates of Appreciation (Contact Parent Command Officer Personnel)
- Obtain Retirement and Family Certificates (Contact Parent Command Officer Personnel)
- Identify Ushers and/or Escorts to direct guests from the parking location to the ceremony, to their seats, and then to the reception
- Mail Invitations
- Request a flag flown in T-Court (if desired)

1 Month in Advance:

- Contact the Superintendent Operations Office to coordinate guest numbers for setup request, parking and access, and any other special requests
- Order Flowers or appropriate gifts for spouse, children and other family members
- Order/Make a Shadow box (if desired)

14 Days in Advance

- Email VIP List to the Superintendent Operations Office. VIPs are defined as O-7 and above and civilian equivalent (SES)
- Email Reserved Parking Information to the Superintendent Operations Office

7 Days Prior to Ceremony:

- Confirm all ceremonial participants, including the Presiding Officer, Master of Ceremonies, Chaplain, Band, Color Guard, and Boatswain's Mate, as applicable
- Finalize and distribute the ceremony script and sequence of events
- Confirm guest count, seating arrangements, and any special accessibility requirements
- Confirm reserved parking assignments and installation access approvals
- Verify rehearsal time, venue availability, and audio/visual requirements
- Brief ushers and escorts on parking, guest arrival, and seating procedures

Day of Ceremony:

- Conduct a rehearsal with all available ceremonial participants
- Verify audio equipment and any approved music or presentation requirements
- Position ushers and escorts before guest arrival
- Ensure the official party and guest speaker are briefed on the ceremony sequence
- Confirm all ceremonial materials, awards, certificates, and gifts are staged
- Begin and conclude the ceremony within the assigned reservation window
- Remove all personal items, decorations, programs, and trash immediately following the ceremony
- Ensure the venue and any reserved staging spaces are returned to their original condition