



Retirement Checklist



Congratulations on your upcoming retirement! The Office of 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, post-ceremony reception options 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 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.

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. Please do not hesitate to contact the Special Events Staff if you have any questions or concerns.

Please read the checklist in its entirety.

Scheduling. Contact the Office of Special Events (retirements-group@usna.edu) to schedule and reserve a location for your retirement ceremony.

Venues. Memorial Hall is the primary venue for retirement and personal ceremonies. Dahlgren Class of '53 Reception Area and Mahan Auditorium may be approved on a case-by-case basis by the Office of Special Events.

Times. To allow for deconfliction with the Brigade of Midshipmen daily battle rhythm, ceremonies are typically scheduled during normal working hours Monday through Friday, at 1000-1100 or 1400-1500 with time allotted for a rehearsal one hour prior to the start of the ceremony. This does not include Federal Holidays.

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Venues

Memorial Hall (Primary)

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

Memorial Hall has a strict “no cover” policy. The exception is for arrival of the Official Party where only the Official Party will be covered.

Covered Ceremonies (where guests are also covered) are not authorized.

*****280 guests maximum*****

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 can be arranged.

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. 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

Dahlgren Hall – Class of '53 Deck (Case-by-Case Availability)

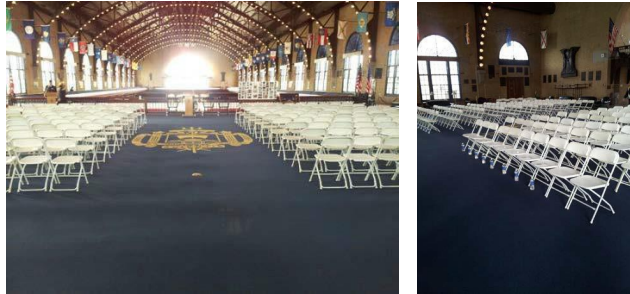
The '53 Deck is an alternate venue location due to heavy usage of Dahlgren Hall by the Brigade of Midshipmen. Usage will be determined on a case-by-case basis.

*****200 guests maximum*****

VIP/Family Room. The Fremd Conference Room may be reserved as a holding area prior to your ceremony. 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.

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. Please ensure Dahlgren Hall is cleaned up prior to departing for your reception (i.e. no trash or programs on the deck).



Mahan Hall (Case-by-Case Availability)

Mahan Hall is a Midshipmen designated area. Special permission is required to hold a ceremony in the Mahan Hall Auditorium.

*****800 Seats*****

(500 seats ground level / 300 seats in the balcony)

Handicapped Access. Mahan Hall is handicapped accessible

Clean Up. Please ensure Mahan Hall is cleaned up prior to departing for your reception (i.e. no trash or programs on the deck).



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 the Office of Special Events (retirements-group@usna.edu)
- To schedule the Naval Academy Club Naval Academy Business Services Division Catering (410-293-2610 / catering@usna.edu)

Catering. The Naval Academy Club (Naval Academy Business Services Division (NABSD)) has first right of refusal for all catered events at the Naval Academy. There are no self-catering reception options. NABSD will provide outside preferred caterer's list if they are unable to cater your event. For catering availability, pricing, and fees please contact NABSD Catering (410-293-2610 / catering@usna.edu).



Photos of a Standard Dahlgren Hall Retirement Reception Setup

USNA Resources

Setup. Standard setup requirements are provided by USNA. Contact the Office of Special Events (retirements-group@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.

Standard setup includes:

- 2 Podiums
- Audio with 2 microphones
- Guest chairs
- Official party chairs
- 2 tables with cloths - one stage left + one near the entrance
- Bullets
- Carpet

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. Send the form posted on the retirement website to USNA Band Operations (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
 - HM2 Hernandez (410-293-1237 / antonio.hernandez210.mil@mail.mil)
 - HM3 Yan (yanling.huang.mil@mail.mil)
- NSGA Ft. Meade Ceremonial Guard/Color Guard Duty Petty Officer (240-636-9659)
- NNMC Bethesda Color Guard Duty
 - LSC Omar Johnson (301-295-4976 / omar.s.johnson.mil@health.mil)
- 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, Chaplain Curtis Dwyer (410-293-1100 / cdwyer@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 BM2 (SW) Yardley and BM2 Cyprain at the Waterfront Readiness Operations Office (410-293-9164) or yardley@usna.edu / cyprian@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, SSgt Karen Ballesteros (410-293-8104 / kballest@usna.edu). Prospective retirees may request a specific date to have the flag flown (i.e. Commissioning, Anniversaries, Birthdays, etc.). Personnel must supply a (NSN 8345-00-656-1435, 3.5' x 6.65') 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)
- 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

*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.

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

DD/MMM/YR

Gunnery Sergeant,

My Name is (INSERT NAME) and I am a Navy / Civilian / Retired Senior Chief, working on a joint program in San Diego, California. My old XO (CAPT INSERT NAME) is retiring soon and he was 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...

I request a certificate be included if possible, to commemorate the flying of the flag. Please have the certificate read (CAPT INSERT FULL 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 NAVY, BEAT ARMY”

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.

Vehicle Access. USNA provides special ceremony access specifically for retirement ceremonies. In order to satisfy the ceremony access requirements, a military personnel provided by the retiree will need to be stationed at Gate 1 with the requested access list to assist the gate guard in vetting the drivers. Due to limited manning, USNA is unable to provide the extra vetting personnel.

No taxi or ride share company is allowed to drive onto USNA!

Reserved Parking. Retirements are authorized ten (10) 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), Blake Rd., or Buchanan Rd. for ceremonies in Memorial Hall or Dahlgren Hall. 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 (retirements-group@usna.edu) seven (7) business 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 guests in un-designated parking areas 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, when available, for undesignated parking. 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); 25 Calvert St, Annapolis, MD 21401
- Hillman Garage (410-263-9583); 150 Gorman St, Annapolis, MD 21401

Timeline

Three+ months in advance

Submit "Request for Retirement Ceremony" memorandum to the Office of Special Events

Reserve a Location for your Retirement Ceremony See venue section.

Reserve a VIP/Family Room See venue section.

Reserve a Location for your Retirement Reception See reception section.

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. Office of Special Events can provide venue specific scripts as templates.

Design, Draft, and Order Ceremony Program. Retiree's responsibility (individual or command)

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. (catering@usna.edu)

Make BOQ Reservation

- Navy Gateway - 410-293-3096
- Navy Lodge - 410-757-7900

Two months in advance

Certificates of Appreciation Contact Parent Command Officer Personnel with correct spelling of wife/husband and children's names

Retirement and Family Certificates Contact Parent Command Officer Personnel

Identify Ushers and/or Escorts to Direct VIPs and Guests from the parking location to the Retirement Ceremony, and then to the Reception.

Identify Personnel for Access Assistance A designated military representative must be present at the gate to assist USNA gate guards with verifying the access list for non-credentialed guests. See Parking and Access Section.

Identify Ushers for the ceremony itself for seating.

Mail Invitations.

Request a flag flown in Tecumseh Court (if desired)

One Month in Advance

Contact the Office of Special Events to go over set up requirements. retirements-group@usna.edu

- Number of guests in attendance
- Number of members in the official party
- Audio, bullets + carpet, and podiums are part of the standard setup.

Order Flowers or appropriate gifts for spouse, children and other family members.

Order/Make a Shadow box (if desired).

Seven Days in Advance

NLT 72 hrs prior to event

Email VIP List to the Office of Special Events. VIPs are defined as 0-7 and above and civilian equivalent (SEs). retirements-group@usna.edu

Email Access Information to the Office of Special Events. retirements-group@usna.edu

Email Reserved Parking Information to the Office of Special Events. retirements-group@usna.edu

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

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. The only exception to this rule is if you personally know a Midshipmen (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.

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

They are one in the same.

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

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

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, 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 complex.

<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?

Unfortunately, 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.