

MILITARY RETIREMENT/FLEET RESERVE CHECKLIST

RETIREE NAME	CEREMONY LOCATION	CEREMONY DATE	CEREMONY TIME

TASK	RESPONSIBLE PARTY	DATE COMPLETED
1. Retirement Instruction Provided to Retiree	CCC	
2. Transition Assistance Program Seminar (TAP) Date Scheduled: _____ Date Complete: _____ DD 2648 Complete: _____ <i>Note: TAP is mandated by law and should be attended within 120 days of retirement/separation. This seminar can be attended more than once</i>	Retiree CCC	
3. DD Form 2656, Survivors Benefit Plan <i>Note: This form must be completed no later than 45 days prior to retirement date.</i>	Retiree CCC	
4. Retiree's Forwarding Address: _____ _____ _____	Retiree	
5. Retirement FITREP submitted via the Chain of Command <i>Note: Closeout FITREPs are optional based on the retiree's desires.</i>	Retiree/ Supervisor	
6. Public Works Checklist completed for set-up/take-down of stage/flags/sound system/parking & directional signs. This form should be turned in to Public Works not less than 60 days in advance of the ceremony. <i>Note: The Public Works Social Functions and Ceremonies Form can be found on the NAVAIR Military Support Services Homepage.</i>	RCC	

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<p>7. Ceremony Desired Date: _____ Time: _____ Location: _____ Alternate Location: _____ Date Location Reserved: _____</p> <p><i>Note: Ceremonies will have a better attendance if not held on a compressed workday Friday.</i></p>	Retiree RCC	
<p>8. Retirement rehearsal Desired Date: _____ Time: _____ Location: _____</p> <p><i>Note: Normally two working days prior to the ceremony.</i></p>	Retiree RCC	
<p>9. Presiding Officer Requested - YES/NO (<i>circle one</i>) Name/Rank/Command: _____ Date confirmed: _____</p>	Retiree	
<p>10. Presiding Officer's draft speech provided to the RCC (Normally two weeks prior to the ceremony)</p>	Retiree	
<p>11. Master of Ceremonies requested - YES/NO (<i>circle one</i>) Name/Rank/Command: _____ Date confirmed: _____</p>	Retiree	
<p>12. Guest Speaker requested - YES/NO (<i>circle one</i>) Name/Rank/Command: _____ Date confirmed: _____</p>	Retiree	
<p>13. Military formation desired - YES/NO (<i>circle one</i>) If yes -- Command Master Chief must be notified</p>	Retiree	
<p>14. Boatswain's Mate requested Does retiree have a specific Boatswain's Mate he/she would like? YES/NO If yes, name & command _____ Date confirmed: _____</p>	RCC Retiree	

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<p>15. Side Boys requested: <i>(Minimum of eight sideboys -- retiree must identify all eight and two alternates):</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Alternates:</p> <p>_____</p> <p>_____</p>	Retiree	
<p>16. Escorts requested:</p> <p><i>Note: There should be an escort for each immediate family member. Escorts will meet family upon arrival, seat them, and escort to and from podium for any awards/presentations.</i></p>	Retiree	
<p>17. Chaplain requested:</p> <p>Name/Rank: _____</p> <p>Date confirmed: _____</p> <p>Church: _____</p>	Retiree	
<p>18. Color Guard requested:</p> <p>Date confirmed: _____</p> <p><i>Note: Due to high demand for Color Guard services, they must be requested no later than eight weeks in advance of ceremony.</i></p>	RCC	
<p>19. Approximate number of guests expected: _____</p> <p>VIPs/Official guest's names: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	Retiree	
<p>20. Ceremonial uniform</p> <p>Participants: _____</p> <p>Military Guests: _____</p>	Retiree	
<p>21. Retiree briefed on responsibility to arrange access for non-military guests at Main Gate. (72 hour notice is required)</p>	RCC	

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<p>22. Typed chronological list of duty stations and a listing of all ribbons, medals, and breast insignia authorized for wear by the retiree, provided to RCC and shadow box coordinator</p> <p><i>Note: Information will be used in construction of shadow box and award citation.</i></p>	Retiree	
<p>23. Flag Request: Location: _____ Date requested mailed: _____</p> <p><i>Note: Utilize "Ceremonial Flag" section of NAVAIR Military Support Services Homepage. Flags should be requested at least 90 days in advance. If retiree does not desire a flag to be flown over a specific location, a flag may be obtained from the NAVAIR Command Master Chief at 301-757-7985.</i></p>	Retiree RCC	
<p>24. Post-Ceremony Reception: Location: _____ Time: _____ Who is invited: _____</p> <p><i>Note: Reception arrangements and expenses are the responsibility of the retiree. Information is provided to the RCC to ensure proper announcement is made at close of the ceremony.</i></p>	Retiree RCC	
<p>25. Is the retiree a member of: NAVAIR CPOA YES/NO NAS CPOA YES/NO</p> <p><i>Note: If retiree is not a member of either CPOA, skip to item number 28.</i></p>	RCC	
<p>26. NAVAIR plaque ordered through NAVAIR CPOA Mess Caterer Date order confirmed: _____</p>	RCC	
<p>27. NAS Plaque and Shadow Box ordered through NAS CPOA Mess Caterer Date "duty station list" provided: _____ Date "medals/ribbons/insignia list" provided: _____ Date order confirmed: _____</p>	RCC	
<p>28. Flowers for spouse/significant other ordered from CPOA treasurer.</p> <p><i>Note: CPOA members skip to item number 29.</i></p>	RCC	

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<p>29. Non-CPOA Members</p> <ul style="list-style-type: none"> ◆ The Retirement Ceremony Coordinator (RCC) must inform retirees who are not members of the CPOA that there is not a fund to provide plaques and shadow boxes available for their use. The CPOA can put RCCs in touch with individuals that manufacturer shadow boxes locally. RCCs can also contact MWR Customized Creations for plaques. It is suggested that a collection be taken from the personnel in the retiree’s department/division to cover the cost or it must be borne by the retiree. ◆ Retirees are responsible for the ordering of flower arrangement for significant others, payment, pick-up, and delivery of the arrangements to the ceremony. 	RCC Retiree	
<p>30. 90 days in advance. Chain of command submit award nomination draft with disk to the Flag Secretariat. RCC must pick up smooth award from the Flag Office in Building 2272 for presentation.</p>	Chain of Command RCC	
<p>31. Spouse Certificate of Appreciation request from NAVAIR Military Personnel (Building 1489) Spouses full name: _____ Date and individual from whom requested: _____</p> <p><i>Note: RCC must pick up from Military Personnel not earlier than 5 working days prior to the ceremony.</i></p>	RCC	
<p>32. Fleet Reserve Certificate requested from NAVAIR Military Personnel (Building 1489) Date and individual from whom requested: _____</p> <p><i>Note: RCC must pick up from Military Personnel not earlier than 5 working days prior to the ceremony.</i></p>	RCC	
<p>33. Presidential Appreciation Certificate requested from NAVAIR Military Personnel (Building 1489). Date and individual from whom requested: _____</p> <p><i>Note: RCC must pick up from Military Personnel not earlier than 5 working days prior to the ceremony.</i></p>	RCC	
<p>34. Retirement Creed Ordered (CPO’s only) Select one: Single Anchor _____ Double Anchor: _____ Anchor/Chain _____</p>	RCC	

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35. NAVAIR/NAS POW notes submitted. NAVAIR date/to whom submitted: _____ NAS date/to whom submitted: _____	RCC	
36. NAVAIR Web Page announcement submitted. Date/to whom submitted: _____	RCC	
37. NAS Photo Lab requested. YES/NO Date and name of individual at photo lab making confirmation: _____	RCC	
38. All original certificates and citations framed or in presentation folders no later than 5 days prior to ceremony.	RCC	
39. Retirement ceremony script completed and copies delivered to Presiding Officer and Master of Ceremonies. One additional copy held for PW Music Coordinator.	RCC	