



DEPARTMENT OF THE NAVY  
COMMANDER  
TRAINING AIR WING FIVE  
7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

COMTRAWINGFIVEINST 5060.1A IN REPLY REFER TO  
Code N1  
10 Apr 12

COMTRAWING FIVE INSTRUCTION 5060.1A

Subj: CEREMONIES FOR PERSONNEL BEING TRANSFERRED TO THE FLEET  
RESERVE/RETIRED LIST

Ref: (a) MILPERSMAN 1800-010

Encl: (1) Retirement Ceremony Order of Events (Officer and Enlisted)  
(2) Certificate of Retirement  
(3) Fleet Reserve Certificate  
(4) Presidential Certificate of Appreciation  
(5) National Ensign Citation  
(6) Letter of Appreciation (Military Member)  
(7) Fleet Reserve/Retirement Questionnaire  
(8) Retirement of Fleet Reserve Ceremony Arrangements  
(9) Certificate of Appreciation (Spouse)  
(10) Certificate of Appreciation (Parents)  
(11) Certificate of Appreciation (Children)  
(12) Check Off List for Sponsor

1. Purpose. To standardize procedure on board Training Air Wing (TRAWING) FIVE for Fleet Reserve/Retirement ceremonies and to prescribe items considered appropriate for presentation at the ceremonies.

2. Cancellation. COMTRAWINGFIVEINST 5060.1

3. Information

a. Per reference (a), TRAWING FIVE is committed to appropriately honoring and recognizing those personnel transferring to the Fleet Reserve or Retired List and to maintaining the traditions of the military. Recognition will be in keeping with the individual's personal desires. Maximum command participation is encouraged.

b. The retirement ceremony will be conducted per enclosure (1). A reception may follow if the retiree so desires. Appropriate photographic coverage will be provided.

4. Action. Retirement/Fleet Reserve ceremonies require advance planning and coordination. The following actions provide general guidance for ceremonies and receptions and may be modified as necessary to fit the specific circumstances and individual desires of the retiree.

a. Commanding Officer or Designated Presiding Officer

(1) At retiree's request, serve as Presiding Officer at retiree's retirement ceremony.

(2) Present the retiree with award (if applicable), certificate of retirement (enclosure (2)) and pin or fleet reserve certificate (enclosure (3)) and pin; presidential certificate of appreciation (enclosure (4)); national ensign citation (enclosure (5)); letter of appreciation for service member (enclosure (6)); and shadowbox containing the United States ensign.

b. Master of Ceremonies (MC) as designated by retiree

(1) At the request of the retirees, serve as the primary assistant to the Presiding Officer.

(2) Receive binder of all certificates from the sponsor 15 days prior to ceremony for preparation purposes.

(3) Act as narrator for the retirement ceremony.

c. Administrative Officer

(1) Serve as assistant to the Presiding Officer during ceremonies for military members transferring to the Fleet Reserve or Retiring.

(2) When required, assist in resolving any problems, which may interfere with a person's transfer to the Fleet Reserve. Actions may require internal or external command coordination.

(3) Determine if retiree desires a ceremony and reception between 90 and 120 days before retirement ceremony date, utilizing enclosures (7) and (8). Provide a copy of these enclosures to the department sponsor coordinator.

(4) Ensure that the Department Sponsor Coordinator is given a copy of this instruction.

(5) Act as residential expert in assisting the sponsor with any required guidance.

(6) Ensure photographs are provided to retiree.

(7) Obtain a U.S. Flag to be used in construction of shadow box for retiree. If flag is to be flown locally, prepare a flag presentation certificate (flag may be flown elsewhere, and presented with the appropriate certificate from the location, time permitting).

(8) Prepare enclosure (2) through (5) and enclosures (9) through (11) at least 30 days before the ceremony.

(9) Arrange photographic coverage of retirement and reception.

(10) Provide news releases to the Whiting Tower and Fleet Home Town News Center after ceremony photos are printed.

(11) Notify the Commodore, Chief Staff Officer, and PAO of impending retirements.

(12) Prepare enclosure (6) at least 30 days before the ceremony.

(13) Ensure input for COMTRAWINGFIVENOTE 5060 is received from Department Sponsor Coordinator for preparation and distribution at least 45 days before the ceremony.

(14) Submit Marquee request (Main and back gate entrance).

(15) Ensure Department Sponsor Coordinator has been appointed for ceremony.

(16) If servicemember does not request a formal ceremony then ensure, at a minimum, enclosures (2) through (6) are presented to the servicemember in a closed-door ceremony.

(17) Remain informed of all actions required, completed, and pending. Assist with those actions, as required.

(18) Ensure appropriate award recommendation is submitted, if applicable, for presentation at the ceremony. Award recommendations will be submitted per the below schedule:

(a) Chief of Naval Air Training Letter of Commendation, Navy and Marine Corps Commendation Medal Award recommendation, or Navy and Marine Corps Achievement Medal Award recommendation - 30 days prior to member's last work day.

(b) Meritorious Service Medal recommendation - 90 days prior to member's last workday.

(19) Transfer evaluations or fitness reports are not necessary unless the reporting senior wishes to make the final performance period a matter of record.

(20) Ensure maximum attendance by departmental personnel for each ceremony to properly recognize and give appropriate respect to the individual retiring or transferring to the Fleet Reserve.

(21) Obtain Honors Boatswain's Mate at least 30 days prior to the ceremony.

d. Service Member

(1) Schedule appointment with Administrative Officer to fill out enclosures (7) and (8).

(2) Ensure all concerned are notified of any changes to the request to retire/transfer to Fleet Reserve.

(3) Service member is responsible for providing his/her own flowers, programs, cake, refreshments, and reception.

e. Department Sponsor Coordinator

(1) With Bureau of Naval Personnel approval for transfer to the Fleet Reserve/Retirement List, or within four months of the requested approval date, complete enclosure (12) to determine the intent and specific requests of the service member.

(2) Contact the retiree and complete any portions of enclosures (7) and (8) that were undecided at the time of Administrative Officer interview. Coordinate ceremony action items with appropriate personnel.

(3) Verify all actions have been completed and arrangements confirmed at least two weeks before the ceremony.

(4) Ensure retirement notice is prepared and submitted to Admin Office at least 45 days before the ceremony.

(5) Keep the Department Head advised of all progress and problems related to the Retirement/Fleet Reserve transfer request.

(6) Obtain the names of the guest speaker (if other than Commodore) and other participants, i.e., side boys, bell ringer, usher, etc.

(7) Ensure shadow box is prepared. Obtain the flag and certificate from the Administrative Officer.

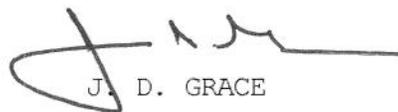
(8) If retiree desires a reception, provide assistance as required.

(9) Arrange working party to set up ceremony and reception areas one hour before the ceremony (as required).

(10) Arrange and supervise working party in the set up, breakdown, and clean-up of ceremony and reception areas (as required).

(11) Brief side boys and ushers one day prior to the ceremony.

5. Forms. Retirement of Fleet Reserve ceremony arrangements may be made through the Admin Office.

  
J. D. GRACE

Distribution:  
COMTRAWINGFIVEINST 5216.1S  
List II (a-k)

## RETIREMENT CEREMONY ORDER OF EVENTS

## OFFICER AND ENLISTED

(DATE)

TIME	RETIREE	MEET WITH COM IN OFFICE
	SIDE BOYS AND BOATSWAIN'S MATE	MUSTER AT CEREMONY LOCATION
	RETIREMENT PARTY	DEPART FOR CEREMONY
	MC	TAKE PLACE AT PODIUM
	MC	"LADIES AND GENTLEMEN, PLEASE RISE AND REMAIN STANDING FOR THE ARRIVAL OF THE OFFICIAL PARTY, THE NATIONAL ANTHEM, AND INVOCATION."
	COMO, RETIREE, AND FAMILY	ARRIVE (ARRIVAL HONORS IF REQUIRED)
	MC	"PARADE THE COLORS." "NATIONAL ANTHEM." "RETIRE THE COLORS."
	CHAPLAIN	INVOCATION
	MC	"GUESTS PLEASE BE SEATED." MAKE WELCOMING REMARKS, INTRODUCE COMO
	COMO	MAKE REMARKS ABOUT SPOUSE
	MC	"(SPOUSE) PLEASE COME FORWARD." (ESCORTED BY DESIGNATED USHER)
	COMO	PRESENT CERTIFICATE OF APPRECIATION AND FLOWERS
	ESCORT	RETURN SPOUSE TO SEAT
	COMO	MAKE REMARKS ABOUT RETIREE MAKE PRESENTATIONS TO RETIREE
	(MC CALLS MILITARY GUEST TO ATTENTION FOR AWARD PRESENTATION)	- AWARD (IF APPLICABLE) - RETIREMENT LETTER - CERTIFICATE OF APPRECIATION FROM PRESIDENT - LETTER OF APPRECIATION - SHADOWBOX

- FLAG CERTIFICATE
- RETIREMENT CERTIFICATE AND PIN (OFFICER)
- FLEET RESERVE/RETIREMENT CERTIFICATE AND PIN (ENLISTED)

COMO INTRODUCE RETIREE

RETIREE MAKE REMARKS

MC "BOATSWAIN, MUSTER THE SIDE BOYS, AND STAND BY TO PIPE (RETIREE) OVER THE SIDE."

BOATSWAIN "SIDE BOYS, FALL IN."

BELL RINGER TAKE POSITION

RETIREE SALUTE COMMODORE, "REQUEST PERMISSION TO GO ASHORE."

COMO RETURN SALUTE, "PERMISSION GRANDTED."

MC "LADIES AND GENTLEMEN, PLEASE RISE AND REMAIN COVERED WHILE WE OBSERVE THE TRADITIONAL HONORS OF PIPING (REITREE) OVER THE SIDE."

CHAPLAIN BENEDICTION

RETIREE TAKE POSITION AT SIDE BOYS. WAIT FOR MC TO ANNOUNCE DEPARTURE.

BELL RINGER STRIKE \_\_\_\_\_ BELLS \*(SEE TABLE 1)

MC "(RANK/RATE, USN/USMC), RETIRED, DEPARTING."

RETIREE SALUTE WHILE BEING PIPED OVER SIDE. RETURNS AND IS PIPED OVER AGAIN WITH SPOUSE.

MC "THAT CONCLUDES OUR CEREMONY. YOU ARE INVITED TO ATTEND THE RECEPTION (LOCATION)."

Paygrade	# of Bells	# of Sideboys
LCDR and below	2	6
CAPT and CDR	4	6

Table 1





of the  
**United States Navy**  
This is to certify that  
**Master Chief Personnelman**  
**(Surface Warfare)**

was transferred from active duty to the Fleet Reserve of the United States Navy on the 31st day of August 2002 after 21 years of service. This certificate is awarded as a Testimonial of Faithful and Honorable Service.

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*Captain, United States Navy*  
Commander, Training Air Wing FIVE

# CERTIFICATE OF APPRECIATION

FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES OF AMERICA

*I extend to you my personal thanks and the sincere appreciation of a grateful nation for your contribution of honorable service to our country. You have helped maintain the security of the nation during a critical time in its history with a devotion to duty and a spirit of sacrifice in keeping with the proud traditions of military service.*

*Your commitment and dedication have been an inspiration for those who will follow in your footsteps, and for all Americans who join me today in saluting you for a job extremely "well done."*

*My best wishes to you for happiness and success in the future.*



Commander in Chief





**The Flag**  
of the  
**United States of America**  
**Presented to**

On behalf of your shipmates, including those who have made the supreme sacrifice, we wish to present to you the United States National Ensign, the flag under which you have so proudly served and so honorably defended. This flag was flown aboard Naval Air Station Whiting Field, Milton, Florida the 10<sup>th</sup> day of April the year of our Lord Two Thousand Two.

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CAPT, USN  
COMMODORE

## LETTER OF APPRECIATION (MILITARY MEMBER)

1650  
Code 10  
(date)

From: Commander, Training Air Wing FIVE  
To: (Name)

Subj: LETTER OF APPRECIATION

1. Today marks for you the culmination of a distinguished and full career with the United States Navy spanning (#) years of service. Not only has your experience been regarding and your travels varied, but you have served with great distinction in many challenging assignments prior to reporting to Training Air Wing FIVE (date).

2. Your impressive career has been highlighted by a variety of assignments. These include:

List Commands	Dates of service
Recruit Training Command, Orlando, FL	Aug 1965-Oct 1965
USS PASSUMPSIC (AO-107)	Oct 1965-Feb 1969

3. You have been awarded (awards).

List in order of seniority	
Navy Achievement Medal	(with ____ bronze/silver stars)
Good Conduct Medal	(____ Awards)
National Defense Service Medal	(with ____ bronze/silver stars)

4. During your career you have influenced and guided many people. When facing their own challenges in the fleet, these same men and women whom you have inspired will draw upon the knowledge and insight of your example. You may be assured of a contribution to the Navy, which will be felt long after your retirement. I sincerely appreciate your outstanding service to country, the U.S. Navy, and Training Air Wing FIVE. As you embark on yet another adventure, I wish you "Fair Wings and Following Seas" and much success in the future.

(COMMODORE)

## FLEET RESERVE/RETIREMENT QUESTIONNAIRE

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Name (First, MI, Last)	SSN	Dept	Rate
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To be completed by AO with Member

1. Official date of transfer to the Fleet Reserve or Retirement Date: \_\_\_/\_\_\_/\_\_\_

2. Formal request sent out by PSD on: \_\_\_/\_\_\_/\_\_\_

3. Rating Detailer: A/V\_\_\_-\_\_\_ COMM \_\_(\_\_\_)\_\_\_-\_\_\_

4. PERS (273): A/V\_\_\_-\_\_\_ COMM \_\_(\_\_\_)\_\_\_-\_\_\_

5. Scheduled TAP date: \_\_\_/\_\_\_/\_\_\_

6. Requested Separation Leave: \_\_\_\_\_

7. Requested Permissive TAD: \_\_\_\_\_

8. Do you desire a ceremony: \_\_\_/\_\_\_/\_\_\_

a. If yes, date of ceremony: \_\_\_/\_\_\_/\_\_\_

b. If no, why? \_\_\_\_\_

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9. Type of ceremony: \_\_\_\_\_

a. Formal (Museum setting, Chaplain, Color Guard, Band Sideboys, etc...)

b. Semi-Formal (Classroom setting, Sideboys, relaxed atmosphere)

c. Informal (No Sideboys, Chaplain or Guest Speaker. Just Commodore/Department Head, guests and service member being presented certificates)

d. Closed door (minimum required)

NOTE: At a minimum service member will be presented all certificates and LOA's by the department head in a closed-door setting.

10. Uniform: \_\_\_\_\_

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11. Location of ceremony: \_\_\_\_\_

12. Special guest(s) or VIP(s) you plan to invite: \_\_\_\_\_

13. Estimated number of guests: \_\_\_\_\_  
\_\_\_\_\_

14. Specific request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Requested Sponsor is: \_\_\_\_\_

16. I have reviewed COMTRAWINGFIVEINST 5060.1 and was provided information and assistance for my transfer to the Fleet Reserve/Retirement list as requested, WITH THE FOLLOWING SPECIFIC EXCEPTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Members signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

RETIREMENT OR FLEET RESERVE CEREMONY ARRANGEMENTS

RETIREE: PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO COMMAND ADMINISTRATIVE OFFICER.

RETIREE INFORMATION

NAME: \_\_\_\_\_ RATE: \_\_\_\_\_  
SSN: \_\_\_\_\_  
DIVISION: \_\_\_\_\_  
OFFICE TEL NO.: \_\_\_\_\_ HOME: \_\_\_\_\_  
RET/FLTRES DATE: \_\_\_\_\_ RETIREMENT LEAVE DATES: \_\_\_\_\_  
LEAVE ADDRESS: \_\_\_\_\_  
LEAVE TEL NO.: \_\_\_\_\_  
SPOUSE'S NAME: \_\_\_\_\_

CEREMONY ARRANGEMENTS:

DATE/TIME/LOCATION: \_\_\_\_\_  
OFFICER PERFORMING CEREMONY: \_\_\_\_\_  
WHERE FLAG IS TO BE FLOWN: \_\_\_\_\_  
COLOR GUARD IF DESIRED: \_\_\_\_\_  
BOATSWAIN'S MATE: \_\_\_\_\_  
BELL RINGER: \_\_\_\_\_  
USHERS: \_\_\_\_\_  
SIDE BOYS: \_\_\_\_\_  
\_\_\_\_\_  
GUEST SPEAKER: (IF OTHER THAN COMO) \_\_\_\_\_  
UNIFORM: \_\_\_\_\_  
RECEPTION LOCATION (IF TO BE HELD AT COMMAND): \_\_\_\_\_

CERTIFICATE OF APPRECIATION  
from  
THE UNITED STATES NAVY



To all who shall  
see these presents, greetings:

To

By the authority vested in me, it is my pleasure to express the grateful appreciation of the United States Navy, to you, for your unselfish, faithful, and dedicated assistance during the naval service of your husband/wife. Your unfailing support and understanding have helped immeasurably to make possible your husband's decision to continue a naval career.

Given this 17<sup>th</sup> day of May 2002.

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CAPTAIN, U.S. NAVY

CERTIFICATE OF APPRECIATION  
from  
THE UNITED STATES NAVY



*To all who shall see  
these presents, greetings:*

*To*

*By the authority vested in me, it is my pleasure to express the grateful appreciation of the United States Navy, to you, for your unselfish, faithful, and dedicated assistance during the naval service of your father/mother. Your unfailing support and understanding have helped immeasurably to make possible your father's successful naval career. Given this 17<sup>th</sup> day of May 2002.*

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CAPTAIN, U.S. NAVY

CERTIFICATE OF APPRECIATION  
from  
THE UNITED STATES NAVY



*To all who shall  
see these presents, greetings:*

*To*

*By the authority vested in me, it is my pleasure to express  
the grateful appreciation of the United States Navy, to you,  
for your unselfish, faithful, and dedicated assistance during  
the naval service of your son/daughter. Your unfailing support and  
understanding have helped immeasurably to make possible  
your son's decision to continue a naval career.*

*Given this 4th day of February 2000.*

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**CAPTAIN, U.S. NAVY**

**CHECK OFF LIST FOR SPONSOR**

Date desired for Ceremony is:

**COMPLETE BETWEEN 120 AND 90 DAYS PRIOR**

- Appoint Side Boys \_\_\_\_\_
- Location of Reception \_\_\_\_\_
- Notify Department \_\_\_\_\_
- Submit Award(s) Recommendation \_\_\_\_\_
- Arrange to Fly National Ensign \_\_\_\_\_
- Number of Guests \_\_\_\_\_
- Uniform and Dress \_\_\_\_\_
- Reserve Ceremonial/Reception Area \_\_\_\_\_
- Invitations (Order) (Command pays for up to 75) \_\_\_\_\_
- Invite for Guest Speaker/Presiding Officer \_\_\_\_\_
- Invite for Platform Guests/Master of Ceremony \_\_\_\_\_

**COMPETE BETWEEN 90 AND 60 DAYS PRIOR**

- Invitation (Mail) \_\_\_\_\_
- Order Shadowbox \_\_\_\_\_
- Plan Ceremony Programs (Member pays for programs) \_\_\_\_\_

**COMPETE BETWEEN 60 AND 45 DAYS PRIOR**

- Submit 5060 Note \_\_\_\_\_
- Plaque \_\_\_\_\_
- Request for Boatswain's Mate \_\_\_\_\_
- Request for Photographer \_\_\_\_\_
- Request for Chaplain \_\_\_\_\_
- Request for Color Guard \_\_\_\_\_
- Request for Sound System \_\_\_\_\_
- Request for Reception Area \_\_\_\_\_
- Request for Band \_\_\_\_\_
- Request for Podium(s) \_\_\_\_\_
- Request for PAO \_\_\_\_\_
- Request for Refreshments (member pays for refreshments) \_\_\_\_\_
- Request for Cake (member pays for cake) \_\_\_\_\_
- Request for Tables and VIP Chairs \_\_\_\_\_
- Request for Chairs for Guests \_\_\_\_\_
- Appoint Side Boys \_\_\_\_\_
- Arrange Transportation \_\_\_\_\_
- Arrange Parking \_\_\_\_\_
- Service member Prepare Speech \_\_\_\_\_

**COMPLETE BETWEEN 45 AND 30 DAYS**

- Set-up Medical Appointment \_\_\_\_\_
- Set-up Dental Appointment \_\_\_\_\_
- Confirm Guest Speaker \_\_\_\_\_
- Confirm Platform Guests \_\_\_\_\_
- National Ensign Citation (Enclosure (6)) \_\_\_\_\_
- Appreciation of Service of SVCM (Enclosure (7)) \_\_\_\_\_

Certificates for spouse, parents, and children  
 (Enclosures (10), (11), and (12)) \_\_\_\_\_  
 Fleet Reserve/Retirement Certificate (Enclosure (3)  
 and (4)) \_\_\_\_\_  
 Presidential Certificate of Appreciation (Enclosure (5)) \_\_\_\_\_  
 Finalize Ceremony Programs and Order \_\_\_\_\_

**COMPLETE 30 DAYS PRIOR**

Confirm Guest List(s) \_\_\_\_\_  
 Confirm Side Boys \_\_\_\_\_  
 Confirm Honor Division \_\_\_\_\_  
 Confirm Boatswain's Mate \_\_\_\_\_  
 Confirm Band \_\_\_\_\_  
 Confirm Color Guard \_\_\_\_\_  
 Confirm Participants IAW 5060 Note \_\_\_\_\_  
 Shadowbox \_\_\_\_\_  
 Plaque(s) \_\_\_\_\_  
 CPO Retirement Creed Plaque \_\_\_\_\_

**COMPLETE 10 DAYS PRIOR**

Binder of Certificates to the M/C \_\_\_\_\_  
 Verify Biographical information in Admin Officer \_\_\_\_\_  
 Ensure (Enclosure (9)) is complete and distributed \_\_\_\_\_

**COMPLETE 3 DAYS PRIOR**

Check Out COMO \_\_\_\_\_  
 Check Out CSO \_\_\_\_\_  
 Complete Physical \_\_\_\_\_  
 Sign Fitness Report/Evaluation \_\_\_\_\_

**DAY BEFORE**

Rehearsal \_\_\_\_\_  
 Flowers (member pays for flowers) \_\_\_\_\_  
 All Awards in Folders/Frames, etc. \_\_\_\_\_  
 Cake \_\_\_\_\_  
 Refreshments \_\_\_\_\_

**DAY OF CEREMONY**

Follow Schedule of Events \_\_\_\_\_  
 Set-up IAW Formation and Seating Arrangements \_\_\_\_\_  
 Check Sound System \_\_\_\_\_

**FINAL CHECK OFF**

Band	_____
Color Guard	_____
Photographer	_____
Boatswain's Mate	_____
Side Boys	_____
Refreshments	_____
Cake	_____
Shadow Box	_____
Plaque	_____
Flowers	_____
Appreciation of Service of SVCM	_____
Certificates for spouse, parents, and children	_____
National Ensign Citation	_____
Fleet Reserve/Retirement Certificate	_____
Fleet Reserve/Retirement Pin	_____
Presidential Certificate of Appreciation	_____
CPO Retirement Creed (if applicable)	_____
Escorts	_____
Chaplain	_____