

At a Crossroad – How to Prepare for Retirement and a Formal Ceremony

CDR Mark McKinnon, DHSc, PA-C
CDR Cheryl Lynn Fajardo, MPH

Presentation for HS-PAC

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"Protecting, Promoting, and Advancing the Health and Safety of the Nation"

Agenda

How to Prepare Yourself Prior to Separating the USPHS CC

- Separation and Retirement Process Overview
- Formal Retirement Ceremony



CDR McKinnon

Separation and Retirement Process Overview

Separations Points of Contact

- Separations Counselors
 - CDR Mark McKinnon
 - LCDR Monique Bailey
- Statements of Service
 - CDR Mark McKinnon
- Retention over 30 Years Boards
 - LCDR Monique Bailey
- Travel and Transportation
 - LT Andrew Okolo
- Retired Pay
 - United States Coast Guard

Separations Counseling

Upon consideration of Retirement, reach out and set up a **Pre-retirement counseling session** with one of the Separations Counselors

Submission of Retirement Package

Retirement Memorandum:

- Submit 90 DAYS prior to date of retirement
- Requested date of retirement, reasons for retirement, PHS No, Pay Grade, and Signature
- Routed via Supervisor, Through Agency Liaison, to DCCPR Retirement and Separations Coordinator

Completion of required forms:

- [PHS-1373](#), [PHS-6355](#) , [PHS-6363](#),
- [DD2807-1](#), [DD2808](#), [CG-4700](#),
- Home Selection/Location, Leave Record



CDR Fajardo

Formal
Retirement Ceremony
Process and Overview

Plans Process

- Identify the overall planner
 - Develops program script
 - Ensure date, time, location of event
- Identify the flag detail planner
- Identify color guard for support
- Administrative functions
 - Development of program
 - Save the date
 - Venue
 - Budget
 - Uniform of day
 - Catering
 - Flying of flag
 - Securing letters of appreciation
 - Decoration of venue
 - Coordinate with security
 - Coordinate parking facilities
 - Rehearsals as required

Logistics / Resources

Logistics

- Audio/Visual
 - Equipment
 - Check/Test
 - CD or Thumb-drive containing ceremony songs
- Coordinate manpower
 - 40+
- Securing of flags and stands for flag detail
- Transportation

Reception Location

Onsite:

- PHS Facility

Offsite:

- Hotel Banquet room
- National Park
- Other Federal Agency Facility
- State Facility

Uniform

Decide on the Uniform for the Event:

- Service Dress White with Ribbons
- Full Dress White (Medals, Gloves, Cover)
- Full Dress Blue (Medals, Gloves)
- O-4 & Higher, Authorized Swords with Full Dress



- * **Retiree's choice of uniform based on season**
- * **Determine pants or skirts for female officers**

Manpower

Guest Speaker

- Assure Guest Speakers have ample time to attend the event
- Ensure they are aware of their role and what participation is requested
- Plan for an alternate
- Provide program script for their awareness



Master of Ceremonies

- Solicit ONE volunteer minimum six months prior to retirement
- Usually equal in rank to retiree or can be a designated friend
- Obtain contact information



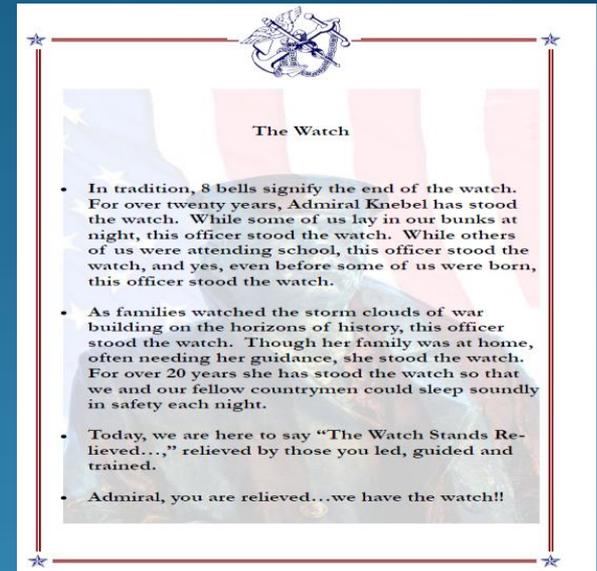
Readings

Reading of the Watch

- Solicit ONE volunteer minimum six months prior to retirement
- Obtain contact information

Reading of Old Glory

- Solicit volunteers minimum six months prior to retirement
- Number of volunteers depends on the rank the retiree
- Obtain contact information
- Music:
 - America the Beautiful



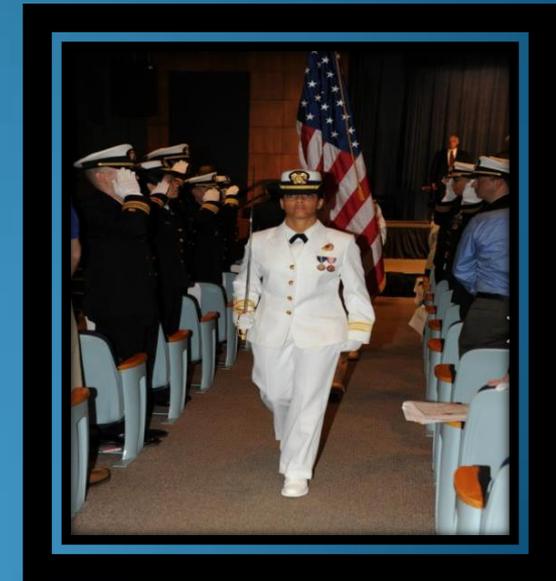
Manpower cont.

Color Guard

- Complete request for color guard
- Submit request for color guard minimum six months prior to retirement
- Songs:
 - National Anthem
 - PHS March
 - America the Beautiful

Side-Boys

- Solicit volunteers minimum six months prior to retirement
- Minimum of Four maximum of Six
 - Depending on rank highest ranking member of officiating party
- Obtain contact information



Manpower cont.

Ushers

- Solicit volunteers minimum six months prior to retirement
- Three to Five volunteers
- Duties:
 - Hand out programs
 - Assist with seating assignments
 - etc.
- Obtain contact information

Escorts

- Solicit volunteers minimum six months prior to retirement
- Three to Five volunteers
- Duties:
 - Meet family members prior to ceremony
 - Escort family members to and from seats
 - Present certificates during ceremony
 - Each escort has a specific principle assigned
- Obtain contact information

Ringling of the Bell/Shadow Box

Ringling of the Bell

- Solicit ONE volunteer minimum six months prior to retirement
- Obtain contact information

Shadow Box

- Solicit volunteer to present shadow box
- Request flag flying minimum ONE year prior to retirement date
- Determine where desire flag to be flown
- Can be funded by:
 - Department
 - Association
 - Fellow Officers
 - Retiree



Letters of Appreciation

Retiree Letters of Appreciation

- Request ONE year prior to date of retirement
 - Commander in Chief
 - 30+ years (Retiree)
 - Prior Presidents
 - Senators
 - State Representatives
 - Governor
 - HHS Secretary

Family Letters of Appreciation

- Request THREE months prior to date of retirement
- Retiree identifies family member(s) for recognition
- Flowers can be presented in lieu of certificates

Opening/Closing Events

Piping Officer Aboard/Ashore

- Solicit boatswain's mate for piping
- Solicit volunteers for side boys
 - Min FOUR max SIX, depending on rank of highest member of officiating party
- Solicit SIX months prior to date of retirement date
- Obtain contact information

Cake Cutting

- Participants
 - Highest ranking member present
 - Lowest ranking member present
 - Retiree



Links/Resources

Publication: US PHS Officer's Guide, "Leadership, Protocol, & Service Standards", Pgs. 63-69, Second Edition

Factsheet: Retirement Ceremony Package and Checklist

Process: How to Request Flag over the US Capitol

Sample: Reception Place Logistics

Templates: Event Save the Date,
Event Program, Event Program Script

Template: Letter of Appreciation

Multi-Media Video: Formal Retirement Ceremony

*** Links and Resources are currently under development will be located on the HS-PAC Website**



Questions

HS-PAC Ad hoc Retirement Subcommittee

- CDR Mark F. McKinnon, Mark.McKinnon@hhs.gov
- CDR Cheryl Lynn Fajardo, Cheryl.Fajardo@hhs.gov
- LCDR Renee Pleasanton, RPleasanton@bop.gov
 - LCDR Erin Grasso, hhd7@cdc.gov