ADMIN RETIREMENT/FLEET RESERVE CEREMONY CHECK LIST

Name _____ Rank/Rate _____ Yrs of Srvc _____

Directorate/Department _____ Date/Time of Ceremony _____

Retirement Date: _____ Terminal Lv Date: _____

Place of Ceremony _____

Person/Code and Date Notified for Action _____

Action Items	Date Initiated	Date Completed
Order Invitations		
Order Flag and Certificate		
Program _____ #_____		
* Request Band		
* Request Chaplain		
* Request Photographer		
* Marquee Request		
* Shadow Box		
* Flowers (If Applicable)		
Publish Notice (5060)		
Letter of Service		
Certificate from President		
Certificate from Former President(s)		
MCPON Letter (If Applicable)		
Retirement Certificate/Fleet Reserve Certificate		
Discharge Certificate (If Applicable)		
Certificate from Hometown		
Governors		
Mayors		
Letter for Spouse		
Spouse Name _____	Military Spouse (Yes/No)? _____	
Certificate of Appreciation for Spouse		
Children(s) certificate		

Children's Names

* RETIREMENT SPONSOR ITEMS