



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5065

IN REPLY REFER TO

NAVFACINST 1800.1B

04 FEB 2003

NAVFAC INSTRUCTION 1800.1B

From: Commander, Naval Facilities Engineering Command

Subj: RETIREMENT CEREMONIES AT THE SEABEE MEMORIAL

Ref: (a) NAVCOMPT Form 2276A

1. Purpose. To establish policy and procedures regarding retirement ceremonies at the Seabee Memorial for military personnel assigned to Headquarters, Naval Facilities Engineering Command, and Civil Engineer Corps (CEC) officers or Occupational Field 13 enlisted personnel (Seabees) in the Naval District Washington.

2. Cancellation. NAVFACINST 1800.1A is superseded and canceled.

3. Policy. Retiring military personnel assigned to the Naval District Washington shall have the option of a ceremony at the Seabee Memorial.

4. Procedures. The retirement coordinator, as designated by the retiree, shall:

a. Submit an application to the National Park Service for a use permit no earlier than 12 months or no later than 48 hours before the desired retirement date.

b. Coordinate the sound system, lectern, chairs, and dais with the Public Works Center, Washington (Code 500A).

c. When PWC replies with a funding request, provide information to AHS for preparation of reference (a).

d. If a chaplain is required, coordinate with Naval District Washington (NDW) Chaplains Office (202-433-3753).

e. If a color guard is required, coordinate with NDW ceremonial office (202-433-4690).

f. Coordinate with retiree the preparation of a script including the retiree's biography and programs for distribution at the ceremony; assemble a notebook containing the script, award citations, and letters of commendation.

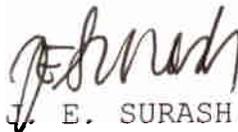
g. Coordinate with the retiree the invitations of personal guests to the ceremony. Remind the retiree to invite side boys.

h. Make arrangements for a flag box and Command plaque.

i. Arrange the formal announcement of the retirement and reception including foul weather plans.

j. If the retiring member is an active duty CEC officer, the retirement letter from the Chief; letter and certificate to the spouse; and Chief of Civil Engineers plaque will be coordinated by NAVFAC (Code SRD).

5. Action. When a military member retires, it is the last official act of their career. As such, it is imperative that close liaison is maintained between the retiree, the retirement coordinator, and the staff of the Commander, Naval Facilities Engineering Command. Accordingly, addressees shall follow these policies and procedures.



J. E. SURASH

Director of Seabee Readiness

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