

Sequence of Events

RETIREMENT CEREMONY ICO [REDACTED]

TIME [REDACTED]

Location [REDACTED]

UNIFORM : [REDACTED]

Commented [TM1]: RANK/ NAME OF RETIREE

Commented [TM2]: DATE OF CEREMONY

Commented [TM3]: XXXX

Commented [TM4]: INSTALLATION, CITY, STATE

Commented [TM5]: UNIFORM

Band: PRE-CEREMONY MUSIC STARTS (15MIN PRIOR).

NARRATOR: LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS AND SILENCE ALL ELECTRONIC DEVICES. THE CEREMONY WILL BEGAN MOMENTARILY.

RO: THE REVIEWING OFFICER WILL BE AT HIS RESPECTIVE SEAT 5 MINUTES PRIOR.

NARRATOR: "GOOD MORNING, LADIES AND GENTLEMEN, ON BEHALF OF THE COMMANDING OFFICER [REDACTED], WELCOME TO TODAY'S RETIREMENT CEREMONY IN WHICH [REDACTED] WILL BE RETIRING FROM ACTIVE DUTY AFTER [REDACTED] YEARS OF HONORABLE AND FAITHFUL SERVICE."

Commented [TM6]: COMAND / UNIT NAME

Commented [TM7]: RANK/NAME OF CO

Commented [TM8]: RANK/NAME OF RETIREE

Commented [TM9]: NUMBER OF YEARS

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR THE INVOCATION BEING OFFERED BY CHAPLAIN, [REDACTED], UNITED STATES NAVY."

Commented [TM10]: RANK/NAME CHAPLAIN

CHAPLAIN: OFFERS THE INVOCATION.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."

NARRATOR: THE COMMANDER OF TROOPS FOR TODAYS CEROMONY IS [REDACTED].

Commented [TM11]: RANK/ NAME OF COT

COT: THE COMMANDER OF TROOPS (COT) WILL POSITION HIMSELF, "BATTALION, ATTENTION." THE COT THEN COMMANDS "PRESENT, ARMS."

COLOR GUARD: THE COLOR GUARD WILL EXECUTE CARRY COLORS UPON THE COMMAND OF THE COLOR SERGEANT. RIFLE BEARERS WILL PRESENT ARMS

COT: THE COT ABOUT FACES.

Enclosure (1)

NARRATOR: "NOW ENTERING THE REVIEWING AREA IS THE REVIEWING OFFICER FOR TODAY'S CEREMONY
_____, OF
_____"

RO OFF: TAKES HIS POSITION IN THE REVIEWING AREA.

COT: WHEN THE REVIEWING OFFICER IS IN POSITION THE COT SALUTES "GOOD AFTERNOON, SIR".

RO: SALUTE AND REPORT "GOOD AFTERNOON. POST."

COT: ABOUT FACES TOWARDS TROOPS AND COMMANDS "ORDER, ARMS". COT EXECUTES AN ABOUT FACE TOWARDS THE REVIEWING AREA.

COLOR GUARD: THE COLOR GUARD WILL REMAIN AT CARRY COLORS, RIFLE BEARERS WILL CO BACK TO RIGHT SHOULDER, LEFT SHOULDER ARMS

COT: "MARINE TO BE DECORATED, RETIRED, AND ALL COLORS, CENTER, MARCH" ON THE COMMAND "MARCH": THE COT EXECUTES "TO THE REAR" AND MARCHES TO A POINT, 10 PACES IN FRONT OF THE COLOR GUARD, HALTS, SALUTES, AND EXECUTES AN ABOUT FACE. COT WILL TURN HEAD TO RIGHT AND COMMAND, "FORWARD, MARCH."

BAND: PLAYS "GRAND OLD FLAG" AFTER FORWARD MARCH

COT: THE COT AND COLOR GUARD MARCH FORWARD TOWARDS THE REVIEWING AREA. COT COMMANDS "DETAIL, HALT" APPROXIMATELY 10 PACES IN FRONT OF THE REVIEWING OFFICER. COLOR GUARD REMAINS AT THE CARRY. BAND STOPS PLAYING "GRAND OLD FLAG".

RETIREE: ONCE THE COT AND COLOR GUARD ARE IN PLACE, RETIREE WILL MARCH OUT AND POSITION HIMSELF 4 PACES BEHIND THE COT AND SAY, "UP!"

COT: SALUTE AND REPORT; "SIR, MARINE TO BE DECORATED, RETIRED AND ALL COLORS ARE PRESENT."

Commented [TM12]: RANK/NAME OF REVIEWING OFFICER

Commented [TM13]: COMMAND / UNIT OF REVIEWING OFFICER

RO: SALUTE AND COMMAND "PRESENT THE COMMAND."
COT CUTS THE SALUTE AND STEPS OFF TO HIS
RIGHT AS IN MARCHING, SALUTING THE COLORS AS
HE PASSES, AND MOVES TO A POSITION BEHIND
THE COLOR GUARD, FACING THE LINE OF TROOPS.

COT: COMMANDS "PRESENT, ARMS." UNIT AND COLOR
GUARD EXECUTES AND COT ABOUT FACES THE
REVIEWING AREA AND SALUTES WHEN HONORS
PLAYS.

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR HONORS
TO OUR NATIONAL COLORS."

BAND: PLAYS NATIONAL ANTHEM. ON THE FIRST NOTE OF
THE "NATIONAL ANTHEM" THE RO AND RETIREE
WILL SALUTE AND ORGANIZATIONAL COLOR BEARER
WILL PRESENT COLORS.

COLOR GUARD: ON THE LAST NOTE OF THE "NATIONAL ANTHEM"
THE ORGANIZATIONAL COLOR BEARER RETURNS TO
THE CARRY POSITION. THE RETIREE AND CO
TERMINATE THEIR SALUTE.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."

COT: COT ABOUT FACES THE LINE OF TROOPS AND
COMMANDS "ORDER, ARMS." UNIT EXECUTES AND
COT ABOUT FACES THE REVIEWING AREA.

COLOR GUARD: THE RIFLE BEARERS WILL GO BACK TO RIGHT
SHOULDER, LEFT SHOULDER ARMS. THE COLOR
GUARD WILL GO TO ORDER COLORS.

SEA: THE SENIOR ENLISTED LEADER WILL JOIN THE RO
LEFT AND ABREAST WITH THE AWARD AND
CERTIFICATES.

NARRATOR: READS THE AWARD CITATION AND WAIT FOR THE CO
TO ATTACH THE MEDAL OVER THE LEFT BREAST
POCKET:

NARRATOR: READ CERTIFICATE OF RETIREMENT

“UNITED STATES MARINE CORPS

_____ WAS
TRANSFERRED THIS DATE FROM THE U.S. MARINE CORPS TO THE
FLEET MARINE CORPS RESERVE AFTER _____ YEARS OF
HONORABLE AND FAITHFUL SERVICE THE
_____.

SIGNED _____,
UNITED STATES MARINE CORPS, COMMANDANT OF THE MARINE
CORPS”.

COT: ABOUT FACES LINE OF TROOPS AND COMMANDS
“BATTALION PARADE REST”. COT ABOUT FACES THE
REVIEWING AREA.

NARRATOR ONCE COT FACES ABOUT, READ LETTER FROM THE
COMMANDER IN CHIEF, COMMANDANT OF THE MARINE
CORPS, AND SERGEANT MAJOR OF THE MARINE
CORPS

NARRATOR: READ CERTIFICATE OF APPRECIATION

“CONGRATULATIONS AS YOU RETIRE FROM THE UNITED STATES ARMED
FORCES. THANK YOU FOR YOUR CONTRIBUTIONS TO THE SAFETY AND
SECURITY OF AMERICA. AS YOU OPEN THIS NEXT CHAPTER IN YOUR
LIFE, I HOPE THAT YOU FEEL TREMENDOUS PRIDE IN YOUR SERVICE
TO OUR NATION AND THAT YOU CONTINUE TO FIND WAYS TO INVEST
IN YOUR COMMUNITY AND OUR COUNTRY. _____ AND
I SEND OUR BEST WISHES FOR CONTINUED SUCCESS IN ALL YOUR
FUTURE ENDEAVORS. MAY GOD BLESS YOU, AND MAY GOD CONTINUE
TO BLESS OUR GREAT NATION.

SIGNED, _____, .

NARRATOR: READ LETTER FROM THE COMMANDANT

“DEAR _____,

THE MARINE CORPS HAS BEEN YOUR OCCUPATION AND FAMILY FOR
MANY YEARS PAST, AND I AM CERTAIN THE MEMORIES, INTERESTS,
AND THE FUTURE OF THE CORPS WILL REMAIN WITH YOU FOREVER.
MANY DESIRE TO OBTAIN YOUR ACCOMPLISHED GOALS, BUT FEW CAN
COMPARE TO YOU. YOU HAVE CLEARLY DEMONSTRATED THE
EXCEPTIONAL CONTRIBUTIONS WE SEEK OF OUR SENIOR MARINES. WE
ARE PROUD, AS YOU MUST BE, OF YOUR SUCCESSFUL CAREER.

Enclosure (1)

Commented [TM14]: RANK/NAME OF RETIREE

Commented [TM15]: YEARS OF SERVICE #

Commented [TM16]: DAY(TH) OF MONTH, YEAR

Commented [TM17]: COMMANDANTS NAME

Commented [TM18]: FIRST LADY’S FIRST NAME ONLY

Commented [TM19]: NAME OF PRESIDENT

Commented [TM20]: RANK / NAME OF RETIREE

AS A TEACHER TO YOUNG MARINES, A SOURCE OF WISE COUNSEL,
AND AS AN EXAMPLE OF THOSE SOLDIERLY VIRTUES WE SO ADMIRE,
YOU HAVE MADE A MARK ON THE CORPS THAT WILL REMAIN LONG
AFTER YOU HAVE LEFT OUR ACTIVE RANKS. THERE ARE MANY YOUNG
MARINES YOU HAVE INFLUENCED WHO WILL CARRY ON IN THE SAME
FINE TRADITION THAT HAS ALWAYS CHARACTERIZED THE UNITED
STATES MARINE CORPS.

YOU HAVE MY BEST WISHES FOR GOOD HEALTH AND CONTINUED
SUCCESS IN THE YEARS AHEAD.

SEMPER FIDELIS

SIGNED, _____,
U.S. MARINE CORPS, COMMANDANT OF THE MARINE CORPS".

Commented [TM21]: COMMANDANT'S NAME

NARRATOR: READ LETTER FROM THE SERGEANT MAJOR OF THE
MARINE CORPS.

"DEAR _____,

Commented [TM22]: RANK/NAME OF RETIREE

CONGRATULATIONS ON YOUR RETIREMENT! I WANT TO EXPRESS MY
HEARTFELT THANKS FOR YOUR MANY YEARS OF DEVOTED SERVICE TO
OUR COUNTRY AND CORPS. YOU HAVE MADE TREMENDOUS
CONTRIBUTIONS AND SACRIFICES THROUGHOUT YOUR MARINE CORPS
CAREER, ENDURING THROUGH EVERY CHALLENGE AND PERSISTING
TO THE END.

OUR CORPS HAS NEVER BEEN ABOUT EQUIPMENT OR ACCOLADES, BUT
RATHER THE WARFIGHTING SPIRIT THAT LIVES DEEP IN OUR
MARINES. YOUR SPIRIT WILL NOW LIVE ON IN THOSE YOU HAVE
MENTORED, LED, AND TAUGHT. THOUGH YOU ARE HANGING YOUR
UNIFORM UP FOR THE LAST TIME, OUR CLOTH WILL ALWAYS HAVE
YOUR THREADS RUNNING THROUGH IT.

AS YOU ENTER THIS NEW CHAPTER OF LIFE, TAKE PRIDE IN ALL
YOUR ACCOMPLISHMENTS. YOUR PROFESSIONALISM HAS SET THE
STANDARD OF EXCELLENCE FOR YOUR FUTURE MARINES WHO WILL
CARRY ON THE LEGACY OF THE CORPS.

MY WIFE AND I WISH YOU CONTINUED SUCCESS IN ALL YOUR FUTURE
ENDEAVORS. REMEMBER TO STAY CONNECTED, AS OUR COLLECTIVE
LEGACY DEPENDS ON IT.

SEMPER FIDELIS

Enclosure (1)

SIGNED, [REDACTED],
SERGEANT MAJOR OF THE MARINE CORPS".

Commented [TM23]: RANK/NAME OF SMC

Commented [TM24R23]: NUMBER OF SGTMAJ,(I.E. 20TH)

NARRATOR: "LADIES AND GENTLEMEN, NOW JOINING

[REDACTED]
IS HIS [REDACTED],
[REDACTED], AND
[REDACTED].

Commented [TM25]: RANK/NAME OF RETIREE

Commented [TM26]: SPOUSE TITLE: WIFE OR HUSBAND

Commented [TM27]: FIRST NAME OF SPOUSE

Commented [TM28]: OTHER JOINEES: FAMILY,
PARENTS, CHILDREN ETC

Commented [TM29]: FIRST NAMES OF CHILDREN,
FRIENDS

ESCORT: ESCORT FAMILY LEFT AND RETRIEVES THE BINDERS
FROM RETIREE AND RETURN TO REVIEWING AREA.

NARRATOR: READS WIFE CERTIFICATE OF APPRECIATION.

"UNITED STATES MARINE CORPS, CERTIFICATE OF APPRECIATION,

THE [REDACTED],
[REDACTED] TAKES PLEASEURE IN
COMMENDING [REDACTED] FOR
UNSELFISH, FAITHFUL AND DEVOTED SERVICE DURING YOUR
[REDACTED] TOUR AS THE
[REDACTED], AND THROUGHOUT
THEIR MARINE CORPS CAREER. THE MARINE CORPS APPRECIATES
THAT YOUR DEVOTION HAS OFTEN TIMES BEEN PROVIDED WITH
HARDSHIP AND SACRIFICE AND THAT YOUR UNFAILING SUPPORT AND
UNDERSTANDING HAS MADE YOUR [REDACTED]
LASTING CONTRIBUTIONS TO THE COUNTRY AND THE CORPS
POSSIBLE. YOU PLAYED A CRITICAL ROLE IN MAINTAINING YOUR
FAMILY'S STRENGTH AND UNITY THROUGHOUT THE YEARS. YOUR
SUPPORT, PATIENCE AND UNDERSTANDING WERE IN KEEPING WITH
THE HIGHEST TRADITIONS OF THE UNITED STATES MARINE CORPS.
PLEASE ACCEPT MY SINCERE THANKS ON BEHALF OF THE MARINES
AND SAILORS OF [REDACTED].
I BID YOU "FAIR WINDS AND FOLLOWING SEAS.

Commented [TM30]: BILLET: CO OR CG

Commented [TM31]: COMMAND/ UNIT NAME

Commented [TM32]: SPOUSE FIRST & LAST NAME

Commented [TM33]: HUSBAND'S OR WIFE'S

Commented [TM34]: BILLET/ MOS OF RETIREE

Commented [TM35]: COMMAND/ UNIT NAME

Commented [TM36]: HUSBAND OR WIFE'S

Commented [TM37]: COMMAND/ UNIT NAME

GIVEN THIS [REDACTED],

Commented [TM38]: DAY(TH) OF MONTH, YEAR

SIGNED: [REDACTED], U. S.
MARINE CORPS, COMMANDING."

Commented [TM39]: RANK/NAME OF CO

NARRATOR: READ CHILDRENS LETTERS OF APPRECIATION.

"UNITED STATES MARINE CORPS, CERTIFICATE OF APPRECIATION,
PRESENTED TO [REDACTED].

Commented [TM40]: CHILDREN'S FIRST NAME END
WITH LAST NAME

Enclosure (1)

IN GRATEFUL APPRECIATION OF YOUR UNSELFISH, FAITHFUL AND DEVOTED SUPPORT OF YOUR _____ MILITARY CAREER. WE FULLY REALIZE THAT YOUR PERSEVERENCE AND UNDERSTANDING WERE NOT PROVIDED WITHOUT HARDSHIPS AND SACRIFICE DURING YOUR _____ TOURS OF DUTY. YOUR UNFAILING SUPPORT AND UNDERSTANDING HELPED MAKE POSSIBLE YOUR _____ LASTING CONTRIBUTION TO THE UNITED STATES MARINE CORPS AND THIS COMMAND.

Commented [TM41]: FATHER OR MOTHER'S

Commented [TM42]: FATHER OR MOTHER'S

Commented [TM43]: FATHER OR MOTHER'S

GIVEN THIS _____,

Commented [TM44]: DAY(TH) OF MONTH, YEAR

SIGNED: _____, U. S. MARINE CORPS, COMMANDING."

Commented [TM45]: RANK/NAME OF CO

NOTE: AFTER THE CERTIFICATES ARE PRESENTED, REVIEWING OFFICER AND SENIOR ENLISTED RETURN TO THE REVIEWING AREA AND THE RETIREE ESCORTS HIS FAMILY BACK TO THEIR SEAT.

NARRATOR: "LADIES AND GENTLEMEN THE REVIEWING OFFICER _____."

Commented [TM46]: RANK / NAME REVIEWING OFFICER

ESCORT: PRESENTS THE RO WITH A MICROPHONE.

RO: MAKES HIS REMARKS, INTRODUCES THE RETIREE AND HANDS THE MICROPHONE TO THE RETIREE.

RETIREE: MAKES REMARKS, THEN TAKES HIS SEAT.

NARRATOR: FLOWERS AND GIFTS ARE NOW BEING PRESENTED TO _____ FAMILY.

Commented [TM47]: RANK/ NAME OF RETIREE

NARRATOR: "LADIES AND GENTLEMEN, PLEASE RISE FOR THE RETIRING OF THE COLORS AND THE PLAYING OF ANCHORS AWEIGH AND THE MARINES' HYMN. FOR ALL MARINES PRESENT, PLEASE JOIN US IN SIGNING THE FIRST VERSE OF THE HYMN.

COT: ABOUT FACES THE LINE OF TROOPS AND COMMANDS "BATTALION, ATTENTION." THEN ABOUT FACES THE REVIEWING AREA AND COMMANDS "POST THE COLORS".

COLOR GUARD: EXECUTES CARRY COLORS AND COUNTER MARCH/ MARCHES TO THE LINE OF TROOPS AND EXECUTES A COUNTER MARCH.

Enclosure (1)

COT: AS THE COLOR GUARD EXECUTES THE FIRST
COUNTER MARCH, THE COT STEPS OFF TO HIS
RIGHT AS IN MARCHING, SALUTING THE COLORS AS
HE PASSES, AND MOVES TO HIS ORIGINAL
POSITION 10 PACES IN FRONT OF THE REVIEWING
OFFICER FACING THE REVIEWING AREA.

RO: TAKES HIS POSITION IN THE REVIEWING AREA
WITH THE RETIREE.

BAND: PLAYS ANCHORS AWEIGH AND MARINES HYMM.

COT: "GOOD AFTERNOON SIR, THIS CONCLUDES THE
CEREMONY".

RO: "DISMISS THE COMMAND".

COT: COT ABOUT FACES AND COMMANDS "FIRST
SERGEANTS, TAKE CHARGE AND CARRY OUT THE
PLAN OF THE DAY."

PLT SGTS: "AYE SIR". 1STSGTS SALUTE, FACE ABOUT, AND
COMMAND "FALL OUT."

UNITS: UNITS RIGHT FACE AND STEP OFF SMARTLY UNTIL
THEY HAVE CLEARED THE PARADE FIELD.

NARRATOR: "LADIES AND GENTLEMEN THIS CONCLUDES TODAY'S
RETIREMENT CEREMONY. PLEASE TAKE YOUR SEATS
FOR THE PRESENTATION OF OLD GLORY AND THE
WATCH.

NARRATOR: READ OLD GLORY:
AUDIO PLAY "AMERICA THE BEAUTIFUL"

I AM THE FLAG OF THE UNITED STATES OF AMERICA.
MY NAME IS "OLD GLORY". I FLY ATOP THE WORLD'S TALLEST
BUILDINGS. I STAND WATCH IN AMERICA'S HALLS OF JUSTICE. I
FLY MAJESTICALLY OVER INSTITUTIONS OF LEARNING. I STAND
GUARD WITH THE GREATEST MILITARY POWER IN THE WORLD. LOOK
UP AND SEE ME.

I STAND FOR PEACE, HONOR, TRUTH AND JUSTICE.

I STAND FOR FREEDOM. I AM CONFIDENT. I AM ARROGANT.

I AM PROUD.

(LCPL AND CPL EXCHANGE FLAG)

Enclosure (1)

WHEN I AM FLOWN WITH MY FELLOW BANNERS, MY HEAD IS A LITTLE
HIGHER, MY COLORS A LITTLE TRUER. I BOW TO NO ONE! I AM
RECOGNIZED ALL OVER THE WORLD. I AM WORSHIPPED -- I AM
SALUTED. I AM LOVED -- I AM REVERED.
I AM RESPECTED -- AND I AM FEARED.

(CPL AND SGT EXCHANGE FLAG)

I HAVE FOUGHT IN EVERY BATTLE OF EVERY WAR
FOR MORE THAN 200 YEARS. I WAS FLOWN AT VALLEY FORGE,
GETTYSBURG, SHILOH AND APPOMATTOX. I WAS THERE AT SAN JUAN
HILL, THE TRENCHES OF FRANCE, IN THE ARGONNE FOREST, ANZIO,
ROME AND THE BEACHES OF NORMANDY, GUAM, OKINAWA, KOREA, AND
VIETNAM.

I WAS THERE. I LED MY MARINES. I WAS DIRTY, BATTLE-WORN AND
TIRE, BUT MY MARINES CHEERED ME ON AND I WAS PROUD.

(SGT AND SSGT EXCHANGE FLAG)

I HAVE BEEN BURNED, TORN AND TRAMPLED ON IN THE STREETS OF
COUNTRIES I HAVE HELPED SET FREE. IT DOES NOT HURT, FOR I
AM INVINCIBLE.

I HAVE BEEN SOILED, BURNED, TORN AND TRAMPLED ON IN THE
STREETS OF MY OWN COUNTRY. AND WHEN IT'S BY THOSE WHOM I'VE
SERVED IN BATTLE -- IT HURTS. BUT I SHALL OVERCOME -- FOR I
AM STRONG.

(SSGT AND GYSGT EXCHANGE FLAG)

I HAVE SLIPPED THE BONDS OF EARTH AND STOOD WATCH OVER THE
UNCHARTED FRONTIERS OF SPACE FROM MY VANTAGE POINT ON THE
MOON. I HAVE BEEN A SILENT WITNESS TO ALL OF AMERICA'S
FINEST HOURS. BUT MY FINEST HOURS ARE YET TO COME.

(GYSGT AND MSGT EXCHANGE FLAGS)

WHEN I AM TORN INTO STRIPS AND USED AS BANDAGES
FOR MY WOUNDED COMRADES ON THE BATTLEFIELD, WHEN I AM FLOWN
AT HALF-MAST TO HONOR MY MARINES, OR WHEN I LIE IN THE
TREMBLING ARMS OF A GRIEVING PARENT AT THE GRAVE SITE OF
THEIR FALLEN SON OR DAUGHTER, I AM PROUD.

MY NAME IS "OLD GLORY".
LONG MAY I WAVE. DEAR GOD,
LONG MAY I WAVE.

NARRATOR: READ FLAG CERTIFICATE

"IT IS A UNIVERSAL CUSTOM TO DISPLAY THE FLAG OF THE UNITED
STATES OF AMERICA FROM SUNRISE TO SUNSET ON BUILDINGS AND

RA:

RE

NO²

MGY

NAI

Commented [TM51]: RANK/ NAME OF RETIREE