



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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QUANTICO, VIRGINIA 22134-5001

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27 Jul 16

Commander's Policy Letter 2-16

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico
To: Distribution List

Subj: MILITARY RETIREMENT CEREMONIES

1. Situation. To publish guidance for retiring military personnel assigned to commands or tenant activities located aboard Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ).

2. Cancellation. Commander's Policy Letter 2-13.

3. Mission. Retiring personnel assigned to commands or tenant activities aboard MCINCR-MCBQ will be provided an appropriate retirement ceremony based upon available resources.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. Marines assigned to commands or tenant activities will be afforded the opportunity for an appropriate retirement ceremony aboard MCINCR-MCBQ. Due to the large number of military retirements each year, there are limitations on the support that can be provided and support will be based on the seniority of the retiree and the availability of resources.

(2) Concept of Operations

(a) Senior Personnel. Senior personnel are those in the grades of O-6 or above, CW05, and E-9. Every effort will be made to provide a full honors retirement ceremony at the time, date, and location requested. Full honors include support from the band, color guard, sound, printed programs, photographer and/or videographer, and a chaplain. Full honors do not include personnel for a formation or parade.

(b) Other Personnel. All other military personnel may be provided limited ceremonial support on an as-available basis. This support may include a small ensemble from the band,

b. Subordinate Element Missions

(1) Assistant Chief of Staff, G-3 will coordinate support to military retirements in accordance with this directive.

(2) Retiring Personnel will request support for retirement ceremonies in accordance with this policy.

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c. Coordinating Instructions

(1) The utilization of MCINCR-MCBQ common areas such as Lejeune Field must be scheduled through the G-3, Current Operations Division, MCINCR-MCBQ.

(2) Retirement ceremonies will not be scheduled outside when temperatures are expected to exceed 89 degrees or less than 50 degrees. The time limit for retirement ceremonies should not exceed 45 minutes.

5. Administration and Logistics

a. All requests to obtain support for a senior person's retirement ceremony will be submitted to the G-3, Operations Chief.

b. All other personnel should contact the Quantico Marine Corps Band and the Combat Visual Information Center (CVIC) for musical and audiovisual support.

c. All requests must be received no later than 30 days before the scheduled retirement ceremony.

6. Command and Signal

a. Command

(1) G-3, Operations Chief can be contacted at 703-784-4957.

(2) The Quantico Marine Corps Band can be contacted at 703-784-3939.

(3) CVIC can be contacted at 703-784-3218.

b. Signal. This Order is effective the date signed.

7/28/2016

X CB Edwards

Signed by: EDWARDS.CHRISTOPHER.BRYAN.1180097720

C. B. EDWARDS
Acting

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