



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO VA 22134 5001

IN REPLY REFER TO:  
5110  
B 010

FEB 25 2021

Commander's Policy Letter 1-21

From: Commander  
To: Distribution List

Subj: MILITARY AND CIVILIAN RETIREMENT CEREMONIES

Ref: (a) MCINCR-MCBQO 12450.2  
(b) MCINCR-MCBQO 1710.5A  
(c) MCO 5060.20

1. Situation. To publish guidance for retiring 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 1-19.

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

4. Execution

a. Commander's Intent. Marines and Civilians 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 retirements each year, and the high operational tempo associated with supporting agencies, there are limitations to the support that can be provided. All military or civilian personnel who are eligible for retirement may request support from base agencies. When multiple and overlapping retirement ceremony support requests are submitted, support priority will go first to senior personnel (as defined below). In all cases, availability of resources will be considered regardless of rank of the requesting retiree.

b. Concept of Operations

(1) Senior Personnel. Senior military personnel are those in the grades of O-6 or above, CW05, and E-9. Senior civilian personnel are those in the grade of GS-15 or above, and those with at least 20 years of civilian service. In accordance with the guidelines stipulated in Coordinating Instructions, every effort will be made to provide a full honors retirement ceremony for senior personnel at the time, date, and location requested. Full honors may include support from the band, color guard, sound, printed programs, photographer and/or videographer, name displayed on the installation's marquee, and a chaplain. Full honors do not

Subj: MILITARY AND CIVILIAN RETIREMENT CEREMONIES

include personnel for a formation or parade. In cases of conflicts, senior military personnel will receive priority.

(2) Retirement eligibility. All military personnel who are eligible for retirement (not including TERA) and civilian personnel at M&RA +10 years may request retirement ceremony support.

c. Subordinate Element Missions

(1) Appropriate MCINCR-MCBQ staff and agencies will coordinate support to retirement ceremonies in accordance with this directive.

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

d. Coordinating Instructions

(1) The utilization of MCINCR-MCBQ common areas must be scheduled separately. Common areas available include, but are not limited to, the following:

(a) Lejeune Field (senior personnel only. Must be approved by Chief of Staff, MCINCR-MCBQ. Coordinate via the Assistant Chief of Staff, G-3, MCINCR-MCBQ).

(b) Small ceremony in front of Lejeune Hall flagpole (Coordinate via the Assistant Chief of Staff, G-3, MCINCR-MCBQ).

(c) National Museum of the Marine Corps (coordinate with NMMC).

(d) Harry Lee Hall (coordinate with MCCS)

(e) Base Chapel (coordinate with MCINCR-MCBQ Chaplain's Office).

(f) The Clubs at Quantico (coordinate through MCCS).

(g) Little Hall (coordinate through MCCS).

(h) Warner Hall (must be coordinated through Marine Corps University).

(2) Available support:

(a) Marquee: Available for O-6 and E-9 only. Coordinate via MCCS.

(b) Chairs/flyers/tents: Available to senior personnel only and dependent on availability of resources. Coordinate via MCCS.

(c) Band support: Available to senior personnel only and dependent on availability of resources. Coordinate via the Quantico band.

Subj: MILITARY AND CIVILIAN RETIREMENT CEREMONIES

(d) Photo/video support: Available for request by all retirees, resource dependent, senior personnel have priority. Coordinate via COMSTRAT.

(e) Printed programs support: Available for request by all retirees, resource dependent, senior personnel have priority. Coordinate via COMMSTRAT.

(f) Chaplain: Available for request by all retirees, resource, dependent, senior personnel have priority. Coordinate via MCINCR-MCBQ Chaplain Office.

(g) Color Guard: military only. Available for request by all retirees, resource dependent, senior personnel have priority. Coordinate via the Assistant Chief of Staff, G-3 Current Operations.

(h) Narrator and Retiring Official: Not available. Pending retirees will need to coordinate these on their own.

(i) Ceremony Planning. Not available. Pending retirees will need to plan the event on their own.

(3) MCINCR-MCBQ and Security Battalion will not normally provide troops for retirement ceremony formations, parades, escorts, working parties, ushers, etc. Approval to do so resides with the Commanding Officer, Security Battalion. Tenant commands and activities may provide organic troops for retirement functions at the discretion of those commands' Commanding Generals or Commanding Officers.

(4) Retirement ceremonies will not be scheduled outside when temperatures are expected to exceed 89 degrees or are less than 40 degrees. The time limit for ceremonies should not exceed one hour.

(5) Requesting personnel, regardless of rank, are highly encouraged to submit their requests with as much advanced notice as possible. Requests received less than 30 days prior to the scheduled ceremony will not like be supportable.

(6) MCINCR-MCBQ does not provide flags for retirement ceremonies. However, retirees may provide a flag to the Base Staff at Lejeune Hall and request that it be flown for one day. MCINCR-MCBQ will fly the flag, fold it and return it to the retiree with a certificate authenticating that the flag was flown on the given date. Point of contact for this support is the MCINCR-MCBQ Adjutant at 703-784-2106.

5. Administration and Logistics. It is the responsibility of the retiring personnel to coordinate with respective sections for support.

6. Command and Signal

a. MCINCR-MCBQ G-3, Current Operations can be contacted at 703-784-3420/4957.

Subj: MILITARY AND CIVILIAN RETIREMENT CEREMONIES

b. The Quantico Marine Corps Band can be contacted at 703-784-2939/3939.

c. COMSTRAT can be contacted at 703-784-3218/3255/4201.

d. MCCS can be contacted at 703-784-3006/3007.

e. MCINCR-MCBQ Chaplain's Office can be contacted at 703-784-2518/5106.

f. This policy letter is effective the date signed.

  
W. C. BENTLEY III