

Section M-2 Retirement Ceremony Checklist

1. The retirement ceremony is of great significance to the Airman, so commanders or designated representatives must actively prepare for the ceremony. To help prevent error or oversight that might offend the retiree, their family or friends, those designated to arrange the ceremony should use the following checklist or obtain assistance from the local protocol office.

ITEM	ACTION
1	<i>Determine Type of Ceremony Desired (Formal or Informal).</i> If formal, the commander or designated representative schedules the ceremony and notifies the Airman. Schedule an informal ceremony if the Airman prefers one.
2	<i>Determine Status of Award Recommendations.</i> Ensure all award elements, certificates; letters, medals and the retirement certificate are available. See Section M-1 when a change of President, CSAF, or CMSAF has occurred. Present the following: a. DD Form 363AF, Certificate of Retirement b. United States Flag. NOTE: Appropriated local Base O&M funds are authorized for procurement of these flags at no cost to the Airman. 10 USC §9251 authorizes the presentation of a US flag for all retiring Airmen c. Air Force Retired Lapel Button d. DD Form 2542, Certificate of Appreciation for Service in the Armed Forces of the United States e. If appropriate, the Presidential Letter of Appreciation f. Any awards, decoration, honors, or letters of appreciation g. If appropriate, the AF Form 1344, Certificate of Appreciation (for the spouse of the retiring Airman)
3	<i>Schedule Ceremony.</i> Place the ceremony date and time on the commander's calendar, and provide details i.e., awards to be presented, guests who will be present etc. Announce the ceremony in advance so friends and associates can arrange to attend.
4	<i>Script/Remarks.</i> Prepare autobiographical remarks for the commander to use.
5	<i>Location.</i> Reserve a room or suitable location for the ceremony. Determine the number of personal guests, their names, relationship to the retiree and arrange seating.
6	<i>Proctor.</i> Designate a proctor to read, from prepared notes (not from the order), a summary of the pertinent information shown on the retirement order, and the citation accompanying any award presentations.
7	<i>Elements.</i> Designate one person to bring all elements to the ceremony.
8	<i>Photographer.</i> Arrange for a photographer.