



OFFICE OF THE  
BRIGADE COMMANDER

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
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MEMORANDUM FOR ALL MEMBERS OF THE USUHS BRIGADE

SUBJECT: Retirement Ceremonies Policy Memorandum

Retirement ceremonies provide special recognition for a career spent in uniformed service. Conducting these ceremonies requires a considerable planning effort between the individual, their USU department and the Brigade.

The Brigade staff will conduct the actual retirement ceremony for military members assigned to USU. This means that Departments/Divisions may arrange, through the Military Personnel Office, military retirement ceremonies that reflect the traditions of the member's respective branch of service.

The Brigade will arrange for the staging and conduct of an appropriate ceremony. This will ensure maximum opportunities for USU staff, faculty, and student participation with the least impact upon the University's mission. The retiring member's Department (and the member, where appropriate) will remain responsible for assigning a point of contact within their respective area; writing and submitting award recommendations; purchasing and bringing any gifts and/or mementos; and for coordinating, conducting and paying for any reception.

To ensure the Brigade's ability to properly support a first-class ceremony, a six week advance notification is requested. Questions concerning retirement ceremonies should be directed to HM1(FMF) Sylvia McBee, Brigade Adjutant, 295-3423.

TANIS M. BATSEL STEWART  
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Brigade Commander