



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

CASCOM POLICY 21-33

ATCL-CG (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command and Fort Lee Policy Letter – Retirement and Recognition Ceremonies

1. Purpose. To standardize retirement and recognition ceremonies.
2. Applicability. This policy applies to all military personnel, O-6 and below, assigned or attached to CASCOM or Fort Lee, Virginia.
3. Policy.
 - a. All retiring military personnel, O-6 and below, will participate in the Installation Retirement Ceremony. This ceremony is optional and highly encouraged for civilian personnel.
 - b. Soldiers may sponsor their own retirement ceremony, however the following planning considerations apply:
 - (1) Ceremony will not be in lieu of the Installation Retirement Ceremony.
 - (2) Ceremonies are limited to one officiator to present all awards to Soldiers and Family present.
 - (3) Band, Color Guard, and/or Salute Battery will not be resourced for individual ceremonies.
 - c. No ceremony of any kind (including, but not limited to: retirement ceremonies, Hail and Farewells, social events, recognitions, and promotions) will be conducted before or during duty hours (0900-1700), with the exception that ceremonies may be conducted during lunchtime. Ceremonies must not last longer than one and a half hours.
4. Exception to policy requests will be accepted in memorandum format. All exception to policy requests will be routed through CASCOM SGS for CG approval at least six months prior to proposed ceremony date.
5. This policy is in effect until superseded or rescinded.

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6. Point of contact for this memorandum is the CASCOM Operations Officer at usarmy.lee.tradoc.mbx.lee-scoe-g3-mailbox@mail.mil or (804)765-7465.

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Major General, U.S. Army
Commanding

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