



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
102 3RD AVENUE, BLDG 39, SUITE 2
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MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Selection of Reviewing Officials for Monthly Department of the Army Retirement Ceremonies conducted by USAMDW – Memorandum #20

1. REFERENCES.

- a. Army Regulation 600-25 (Salutes, Honors, and Visits of Courtesy).
- b. Army Training Circular 3-21.5 (Drill and Ceremonies).
- c. USAMDW Regulation 1-8 (Parades and Reviews).

2. PURPOSE. To provide guidance to U.S. Army Military District of Washington (USAMDW) personnel on the Selection Process for the Ceremonial Reviewing Officials participating in the monthly Department of the Army Retirement Ceremony co-hosted by the Commanding General and the Command Sergeant Major, USAMDW.

3. APPLICABILITY. These procedures are applicable to all servicemembers and civilian employees assigned to and/or under the operational control of JFHQ-NCR/USAMDW and all Army Soldiers participating in USAMDW's monthly Department of the Army retirement ceremony for Colonels (O6) and below.

4. POLICY. The Ceremonies and Special Events Office (CSEO) will identify and prepare the officer and enlisted Soldiers who will serve as the ceremonial reviewing officials for the USAMDW monthly retirement ceremony. The officer identified as the reviewing official will be the highest ranking officer by date of rank. The enlisted reviewing official will be senior in rank and position. An exception to the above listed criteria will be incorporated for USAMDW participants. Any USAMDW officer participating in the ceremony will become the reviewing official if they are senior in rank, regardless of time-in-grade. Any USAMDW enlisted Soldier participating in the ceremony will become the reviewing official if they are senior in rank and position, regardless time-of-grade.

5. SCOPE. Retirement Ceremonies are a long standing military tradition which the USAMDW continues by conducting a monthly retirement ceremony on behalf of the Chief of Staff Army for all retiring Army Soldiers. Since the ceremony is open to Soldiers worldwide many who choose to participate are very senior in grade, this procedure allows for the ceremonial recognition of USAMDW retirees who have supported the commander.

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6. COMMAND RESPONSIBILITIES. The USAMDW Chief of Staff will serve as the adjudicator for exceptions.

7. INDIVIDUAL RESPONSIBILITIES. Individual Soldiers who are retiring and wish to participate in the USAMDW retirement ceremony must complete the Retirement Data Sheet found on the USAMDW website ([http://mdwhome.mdw.army.mil/event\(s\)-support/army-retirement-ceremonies](http://mdwhome.mdw.army.mil/event(s)-support/army-retirement-ceremonies)).

8. PROPONENT. The USAMDW CSEO Office is the proponent for this policy letter. The point of contact is the USAMDW Chief, Ceremonies and Special Events Office, (202) 685-4937.



BRADLEY A. BECKER
Major General, US Army
Commanding

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