



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

ATCL-CG

CASCOM POLICY 18-13
6 AUGUST 2018

MEMORANDUM FOR SEE DISTRIBUTION

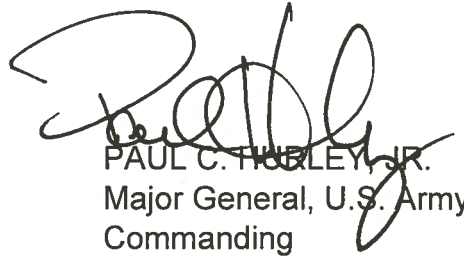
SUBJECT: CASCOM and Fort Lee Retirement and Recognition Ceremonies

1. Purpose. To Standardize Retirement and Recognition Ceremonies.
2. Applicability. This policy applies to all Military Personnel, O-6 and below assigned to 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 ceremony, however the following planning considerations apply:
 - (1) Ceremony will not be in Lieu of Installation Retirement Ceremony.
 - (2) No retirement ceremony will be conducted prior to 0900, during duty hours of 0900-1700 except lunchtime. Ceremony must not last longer than one and a half hour. This will be accomplished over a normal lunch period.
 - (3) Ceremonies are limited to one officiator to present all awards to Soldiers and Family present.
 - (4) Band, Color Guard, and/or Salute Battery will not be resourced for individual ceremonies.
 - c. All other ceremonies, i.e. Hails and Farewells, social events, recognitions, and promotions must adhere to the same guidance stated above (3.b.2.).
4. Exception to policy requests will be accepted in Memorandum format. All Exception to policy requests will be routed through the CASCOM SGS for CG approval, at least six months prior to proposed ceremony date.

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



PAUL C. FURLEY, JR.
Major General, U.S. Army
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