



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503

ATZR-CS

MEMORANDUM FOR DISTRIBUTION

12 Sept 2022

SUBJECT: Chief of Staff Policy Memorandum #2, Installation Retirement Ceremony Guidelines

1. The purpose of this policy is to set guidelines and expectations for the US Army Fires Center of Excellence and Fort Sill (USAFCoEFS) retirement ceremony. This ceremony is an important event for so many tremendous Teammates that have given many years of dedicated service to our Army and nation – it is important that we do this, and do it right. This policy establishes shared understanding with all parties, both staff and retirees, to ensure that this ceremony is properly conducted and maximized to the fullest extent possible.

2. Roles and Responsibilities – USAFCoEFS Departments and Staff: Provide for a goal of 20-25 retirees per ceremony, maintaining an atmosphere that is both individually sentimental and dignified throughout. While striving for this goal, we reserve the right to adjust the ceremony or add additional ceremonies in order to maintain that level of dignity for all retirees and their Family members. Final judgement will be made by the USAFCoEFS Chief of Staff, based on the recommendation of Retirement Services.

3. Roles and Responsibilities – Units:

a. Provide all completed award certificates to the USAFCoEFS SGS NLT 30 days prior to the ceremony. While USAFCoEFS will make every effort to accommodate, failure to do so could result in the retiree being rescheduled for a later ceremony date. Retirees must have an award to participate in the ceremony. This award must be commensurate with their level of service and will not be downgraded to meet time thresholds. Please contact the USAFCoEFS SGS if assistance is needed expediting an award.

b. Cancellations. Unforeseen circumstances may occur, and retirees may have to cancel from attending a scheduled ceremony. This is understandable and USAFCoEFS departments and staff will make every effort to accommodate retirees and their Family members. However, once a retiree has cancelled from a particular ceremony, they will not be re-added to that or any other ceremony within 14 days of the ceremony date without Chief of Staff approval.

4. The point of contact for this memorandum is the Fires Center of Excellence and Fort Sill Secretary to the General Staff, at (580) 558-0599.

DANIEL D. BLACKMON
Colonel, GS
Chief of Staff

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