



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

February 25, 2010

## INSPECTOR GENERAL INSTRUCTION 1300.1

### MILITARY DETACHMENT

#### FOREWORD

This Instruction establishes the effective and efficient management of the Department of Defense Office of Inspector General Military Detachment. It prescribes policies, procedures, standards, formats, and guidelines, and assigns responsibilities for the operation of the Military Detachment.

The proponent for this Instruction is the Office of Inspector General, Senior Military Officer. This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson  
Assistant Inspector General  
for Administration and Management

16 Appendices

**MILITARY DETACHMENT**

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## CHAPTER 1 GENERAL

**A. Purpose.** The purpose of the Military Detachment is to provide the Department of Defense Office of Inspector General (DoD OIG) with representative military members from each service who possess the requisite training and expertise necessary to effectively advise and assist the IG in the performance of the agency's mission.

**B. References.** See Appendix A.

**C. Definitions.** See Appendix B.

**D. Acronyms.** See Appendix C.

**E. Applicability.** This Instruction applies to the Office of Inspector General and the Department of Defense Inspector General Components, hereafter referred to collectively as the OIG Components.

**F. Responsibilities**

1. The **Principal Deputy Inspector General (PDIG)** shall:

a. Ensure fair and consistent application of this Instruction in compliance with governing laws, rules, and regulations.

b. Assign, with guidance from the Senior Military Officer, military members throughout the OIG in accordance with (IAW) the member's specialty and the agency's priorities.

c. Designate the Senior Military Officer (SMO) and Senior Service Representatives (SSRs). (See Appendices D and E.)

2. The **Senior Military Officer** shall:

a. Ensure compliance with directives and policy described herein.

b. Annually review and revise this instruction as necessary.

## CHAPTER 2 MILITARY DETACHMENT RESPONSIBILITIES

### A. Mission

1. To provide overall service-specific expertise and perspective in support of the OIG requirements.

2. To assist assigned military members with administrative in/out-processing requirements, and to represent them as necessary in requesting other assistance internal and external to the OIG.

3. To advise and assist the OIG civilian leadership and supervisors on matters concerning military service specific requirements, such as processing performance evaluations and award recommendations, managing new arrival sponsorship program, managing billet requirements, military core specialty training, transfers, and retirements.

4. To provide a regularly scheduled forum to discuss military issues and to apprise assigned military members of issues pertaining to their service within the OIG and the National Capital Region (NCR).

5. To coordinate and provide pertinent military professional development training, continuing specialty education and esprit de corps opportunities.

### B. Senior Military Officer. The senior ranking military officer shall:

1. Serve as the principal advisor on military matters to the OIG leadership;

2. Act as the liaison between the PDIG and the SSRs for service specific issues;

3. Provide administrative oversight of assigned military members;

4. Function as the OIG focal point for such issues as officer utilization, military training, career development, and recognition programs;

5. Serve as focal point for training and utilization of military members in support of IGDINST 6055.1-1, *Occupant Emergency Plan*, reference (a);

6. Oversee all military performance evaluations and awards;

7. Ensures the SSR formally reviews all military evaluations and awards maintaining the standard IAW the respective service regulations;

8. Plan and convene Military Professional Development events;

9. Plan periodic Staff Rides; and
10. Serve in this position for the duration of their assignment or until otherwise relieved.

**C. Senior Service Representative.** The designated SSR, normally the senior military member from each service, shall:

1. Support the SMO;
2. Mentor and monitor career development for service branch specific members assigned to the OIG;
3. Review and ensure compliance IAW the respective service regulations all service performance reports, promotion recommendations, and award recommendations;
4. Provide service perspective to the OIG leadership, managers, and civilian employees;
5. Serve as the focal point for military matters pertaining to their respective service; and
6. Serve in the position for the duration of their assignment or until otherwise relieved.

**D. Senior Service Representative Meetings.** The SMO shall convene monthly SSR meetings. Attendees shall include the SSRs, a Human Capital Advisory Services (HCAS) representative, a Military Detachment Administrative Section representative, and other invited guests. The purpose of the meeting is to address topics of relevance to the military detachment.

**E. Human Capital Advisory Services.** The HCAS shall assign personnel as Military Liaison Officer (MLO), responsible for matters related to the military detachment to include coordination with the Washington Headquarters Services (WHS), Services, and Reserve Components. Coordination with external organizations regarding military member issues shall be accomplished through the HCAS with the assistance of the SMO and SSRs. This includes the processing of all performance evaluations, awards, replacement requisitions, and any other matters pertaining to military member actions.

**F. Office of the Comptroller.** The Office of the Comptroller shall report official military end strength, by service category, service specialty, and rank to the Office of the Secretary of Defense (OSD) and service points of contact annually. These numbers are transmitted with the annual President's Budget submission. The OIG shall document all military billet requirements and ensure those requirements are transmitted to OSD during the biennial Program Objective Memorandum submitted in the August timeframe.

**G. Uniform Policy.** Duty uniform for all military members shall be as prescribed in reference (b) for each service. The WHS and the OSD Executive Secretariat guidance require the wearing of military uniforms while on duty. In certain instances outside of the DoD, the

wearing of civilian clothing is authorized when the military uniform would be inappropriate. If a military assignment requires the wearing of civilian clothes more than 50 percent of duty hours, approval for such must be granted per service regulations.

**H. Leave and Liberty Policy.** Leave/Liberty shall be granted consistent with service published guidelines and reference (c). Requests shall be processed through service channels IAW their specific regulations.

1. Army. Leave requests shall be initiated by the service member using DA Form 31, *Request and Authority for Leave*, processed through the appropriate supervisor for approval recommendation, and provided to the HCAS for submittal to the Army WHS Service desk (Pentagon Room 5E565), (703) 695-2621, for approval and assignment of control number.

2. Navy/Marine Corps. Leave form NAVCOMPT FORM 3065, *Leave Request/Authorization*, and NAVMC 3, *Leave Authorization (Officer and Enlisted)*, shall be submitted to the division chief or senior military OIG representative for signature. After receiving leave approval from the division chief, the leave form should be scanned as a PDF document and e-mailed to the WHS Navy and Marine Corps Desk. Fifteen days prior to the leave date, the WHS Navy and Marine Corps Desk shall assign a leave control number and e-mail the authorized leave form to the service member. The authorized leave form with a leave control number should be retained by the service member while on leave. When leave is completed, e-mail a scanned copy of the completed leave form to the WHS Navy and Marine Corps Desk with the actual leave dates taken completed in blocks 27 and 28 of the leave form. The Marine Corps WHS Service desk contact is DSN: 225-5430, COMM: (703) 695-5430, FAX: (703) 697-8861, (Pentagon Room 5E565).

3. Air Force. Leave requests shall be processed through the Air Force automated leave system, LeaveWeb, via Bolling AFB <https://leave.bolling.af.mil/leaveweb/LeaveWeb.aspx>. The LeaveWeb system shall require the military member's supervisor's name, rank, phone and e-mail so that requests can be forwarded for approval. A LeaveWeb account must be established with Bolling AFB through the Air Force Service Desk at the WHS, (703) 697-5272.

## **I. Training**

1. Military members assigned to the OIG are encouraged to participate in available training opportunities contingent upon mission requirements as determined by supervisors and individual needs. Military members will establish, with guidance from their supervisor, an Individual Development Plan (IDP) in order to comply with OIG norms.

2. There are three types of training to consider:

a. Project Development. Training that pertains to specific tasks or responsibilities associated with the military member's OIG position.

b. Organizational Development. This training includes training pertinent to the OIG, such as New Employee Orientation, Teammate, Defense Automated Management Information System (DAMIS), and IG Schools.

c. Personal Development. This is broad in nature and relates to training that builds skill sets needed for the overall betterment of the military member, such as a writing course or investigative skills course.

3. Payment for this training should be included as part of the Component annual training plan and shall have the supervisor or Component Head approval before execution. The Comptroller shall approve the funding for all training.

**J. Military Specialty Education.** Military members assigned to the OIG shall make every effort to remain engaged in their respective core specialty through formal training, conferences, symposiums, etc., contingent upon mission requirements/funding as determined by supervisors. All military members assigned are expected to participate in OIG level Military Professional Development events. Similarly, all members are encouraged to pursue completion of Joint Professional Military Education available locally or online.

**K. Military Reserve/Guard Issues**

1. Permanently Assigned Reserve/Guard Military. Military billets assigned to the OIG by the OSD shall be administered consistent with service regulations. Supervisors of assigned Reserve/Guard members shall assign work assignments and manage drill dates. Reserve/Guard members shall coordinate scheduled drill dates with the supervisor, MLO, and Administrative Section and provide copies of military orders to the MLO.

2. Supplemental Assigned Reserve/Guard Military. Requirements for supplemental Reserve/Guard support to the OIG shall be approved on an individual basis regarding mission requirements by the IG or designated representative. Close coordination with the Comptroller is required to fund supplemental Reserve/Guard assignments.

**L. Fitness/Performance Reports**

1. The SSRs are responsible for ensuring that the OIG fitness/performance reports meet all service requirements for timeliness, content, and quality. The senior raters for officers in grades O-5 and below shall be the military member's respective Deputy Inspector General (DIG). The senior rater for officers in the grade of O-6 and above shall be the PDIG. Case by case exceptions are authorized via coordination with the SSR and the SMO.

2. Raters of military members shall coordinate fitness/performance reports with the respective SSR prior to obtaining signatures for additional and senior raters. The SSRs shall provide feedback to the rater in a timely manner. The WHS forwards a notice of report due to the HCAS 45 days prior to report closeout. The WHS considers a fitness/performance report on time if submitted no later than 30 days after the closeout date. The OIG objective is for each fitness/performance report to be submitted to WHS within their prescribed standard.



**M. Sponsor Program.** The OIG shall establish and maintain an effective military sponsor program designed to minimize relocation problems and optimize reception process for the military members and their families. This requires involvement at all levels of the chain of command to provide personalized attention to the new military member, both prior to and after arrival. The OIG sponsor can help manage a smooth transition of the new military member into the OIG organization.

1. The SMO shall assign a military sponsor by email to each inbound military member within 10 days of receipt of notification of assignment. Component assignment, service, and rank shall be considered when designating a sponsor.

2. The DIG for the inbound military member shall prepare a personal welcome letter to each transferee to be included in the welcome package, Appendix H.

3. The Sponsor shall:

a. Make initial contact with the new military member by telephone and/or e-mail as soon as possible.

b. Write a personal letter, Appendix I, to the new military member within 10 days to ensure that any issues or questions of the new military member are addressed. The letter should not be delayed for any reason. This letter is in addition to the DIG welcome letter. If there are still issues, follow up may be accomplished by any appropriate means.

c. Ensure that the new military member receives information about the area well in advance of the move.

d. Assist the new military member and their family upon arrival at the new duty station, including temporary lodging reservations and local area orientation.

e. If the new military member is assigned a different directorate/division than the sponsor, the sponsor shall find the most appropriate point of contact (POC) within the gaining directorate/division.

**N. In-Processing.** When military members are initially assigned to the OIG, their immediate supervisor shall ensure their sponsor escorts the military member to the MLO to receive IG Form 1300.1-1, *Military Personnel In-Processing Checklist*, Appendix F, welcome booklet, the OIG Officer Handbook and this Instruction. Although ultimately it is the responsibility of the military member to complete IG Form 1300.1-1, the sponsor should ensure its expeditious and accurate completion. The new military member shall complete and return IG Form 1300.1-1 to the HCAS.

1. Indoctrination. Supervisors should remain flexible in allowing new military members time to settle their family and acquaint themselves with their new environment and responsibilities before commencing official duties, if necessary. All new military members shall attend and/or complete:

a. Orientation

- (1) Supervisor Orientation
- (2) Intranet Orientation
- (3) Individual Development Plan (IDP)

b. Mandatory Training

- (1) Refer to OIG Intranet for updated mandatory training requirements.  
[https://intra.dodig.mil/a\\_m/TE/mandatory.html](https://intra.dodig.mil/a_m/TE/mandatory.html)
- (2) New Employee Orientation (3 days)
- (3) Domestic/Foreign Travel Briefing (as required) <https://atlevel1.dtic.mil/at/>
- (4) Standards of Conduct - Submit SF 450 (Confidential Financial Disclosure Report) (as required)
- (5) Workplace Harassment (HR0151) – IGEL on-line course
- (6) NO FEAR ACT – IGEL on-line course
- (7) Prevention of Sexual Harassment Training (Supervisory) (as required)
- (8) Pentagon Force Protection Agency (PFPA) Training
- (9) Emergency Escape Mask Training
- (10) Fire Drill Evacuation Procedures
- (11) One or more of the following:
  - (a) Army Inspector General Course (3 weeks);
  - (b) U.S. Air Force Eagle Look Course (1 week); and/or,
  - (c) Joint Inspector General Course (1 week)

(12) Defense Automated Management Information System (DAMIS) Training (as required)

(13) TeamMate Training (3 days) (as required)

c. Issue Items

(1) Quality Standards for Federal Offices of Inspector General (as appropriate)

(2) Principles and Standards for Offices of Inspector General (as appropriate)

(3) Quality Standards for Audit/Inspections/Investigations (as appropriate)

(4) Government Travel Card (transfer or issue as required)

(5) Emergency Escape Mask (real and training versions)

(6) Personal Care Kit “The Ark”

(7) Credentials (as appropriate)

(8) The OSD Welfare and Recreation Association Card

(9) Business Cards (introduce process for procurement)

2. The OSD Identification Badge. The WHS shall issue one full size and one miniature OSD Badge to all service members during in-processing, when they are assigned on a permanent basis to the OIG IAW reference (d).

a. Upon completion of 1 year of satisfactory duty, active duty military members (including a reserve component officer serving on a statutory tour, or enlisted member serving under Title 10 U.S.C.) are entitled to permanent possession of the OSD Badge. If the military member does not complete a full year, the badges shall be returned to the WHS.

b. Reserve members who are assigned to the OIG are entitled to permanent possession of the OSD Badge if they have been assigned to an individual mobilization augmentee position for 2 years of satisfactory duty and performed at least 24 days of active duty for training in the position. If the reserve member does not complete the full time requirement, the badges shall be returned to the WHS.

c. A certificate of eligibility shall be prepared by the WHS and constitutes the authority for purchase and permanent issue of the OSD Badge. Military members shall ensure this action is processed in a timely manner.

**O. Out-Processing.** Military members shall inform their chain of command at the earliest opportunity of their intention to transfer or retire. When the military member prepares to transfer from the OIG, he/she shall complete IG Form 1300.1-2, *Military Personnel Out-Processing Checklist*, Appendix G, from the MLO. Out-processing should start no later than 10 workdays prior to departure, however, should not be initiated too early to detract from official duties.

**P. Military Decorations/Awards.** Recommendation for a Defense (Joint) military decoration is evaluated on the merits of the justification submitted. The justification shall be specific, factual, and provide concrete examples of exactly what the service member did, how well he/she did it, and what the impact or benefits were and how he/she significantly exceeded expected performance of duty. All recommendations for Defense decorations shall be submitted IAW references (b) and (d).

1. The OIG coordination guidance/samples can be found in Appendices J through O.
2. The OIG guidance/samples for retirement ceremonies can be found in Appendices P and Q.

**Q. Physical Fitness Training.** Military members shall maintain a personal physical fitness program consistent with their respective service regulations: Army, Marine Corps, Navy, or Air Force. Military regulations outline the physical fitness testing procedures and standards to which each military member is held accountable.

1. Testing is scheduled and conducted by each service through WHS IAW service regulations. If not personally contacted by their service representative at the WHS for testing, it is the member's responsibility to establish contact and schedule testing. Results shall be reported to the WHS.

- a. Army testing is conducted every Wednesday morning at 6:00 a.m. at 401 Carpenter Road, Room 150, Fort Myer, Virginia, (703) 696-3476, to include height and weight measurements.

- b. Navy testing must be completed with an individual trained in CPR present. The test should be proctored by a person familiar with Navy physical fitness testing standards and reporting is on the honor system. Navy members should contact their Navy representative at WHS.

- c. Marine Corps testing is conducted quarterly by a certified Marine proctor. Marines should contact their service representative at WHS.

- d. Air Force testing must be conducted by an individual assigned to the OIG who has been trained and certified as an Air Force Physical Training Leader or WHS designated fitness center representative.

2. Military members are allowed either 60 minutes per day or 90 minutes three times per week of duty time for physical fitness activity. Military members should coordinate this activity with their supervisors. Supervisors shall support service members on this policy to the extent that it does not jeopardize the mission.

**R. Military Ceremonies.** Military ceremony protocol shall be followed per specific service customs and regulations and the honoree's desires. Appendix P is a generic checklist for project officers planning ceremonies and should be tailored to the specific needs of the event.

1. Retirement. Upon notification of a pending retirement, the military member's assigned Component shall assign a POC to plan the ceremony and order appropriate retirement certificates, flags, shadow box, and other gifts. There is no OIG level funding available for these types of ceremonies and coordinating POC should take this into consideration. Retirement planning checklists and sample ceremony scripts are found in Appendix Q.

2. Promotion. Military promotion ceremonies shall be conducted IAW service specific regulations and the desires of the military member. Promotion specific information regarding the Oath of Office and promotion narrative are found in Appendix R.

**S. Staff Rides.** The Senior Military Officer schedules Staff Rides to promote interface between the OIG military and civilian leadership, and to foster exposure and instruction in leadership skills, military education, and camaraderie. The U.S. Army Center of Military History may, as available, conduct the Staff Rides. Staff Rides are open to all OIG employees.

**T. Telework.** Military members are authorized to telework per reference (f). Supervisors must adhere to the requirements of reference (f) and related DoD telework policies to ensure complete compliance with this process.

### CHAPTER 3 MILITARY DETACHMENT ADMINISTRATIVE SECTION

#### A. Purpose

1. To facilitate the Military Detachment operation and assist military members assigned to the OIG in administrative matters including in-processing and out-processing, pay issues, training, awards, country clearances, passports, and military ceremonies.

2. To provide policy guidance for the administration and utilization of military members assigned to the Office of Inspector General IAW reference (e).

**B. Establishment.** Section 6(a)(7) of reference (e) the Inspector General Act of 1978, as amended, authorizes the IG to "select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office." It is the policy of the OIG to carry out the letter and spirit of the IG's duties and responsibilities under Section 6(a)(7) with regard not only to assigned civilian personnel but also to all military members assigned or detailed to the OIG. Section 2(2) of the Inspector General Act of 1978, as amended, requires the IG "to provide leadership and coordination and recommend policies for activities designed to promote economy, efficiency, and effectiveness in the administration of the programs and operations of the department, which includes the OIG." In order to administer efficiently the activities involving military members within the OIG, the SMO shall provide administrative oversight for all assigned military members, with guidance from the PDIG and Chief of Staff (COS), and in coordination with the SSR(s), DIGs, other Assistant Inspectors General (AIGs), the Director, HCAS and the Chief Human Capital Officer. Military member assignments shall be based on validated manpower authorizations. Administrative actions on all military members shall be staffed through the military member's chain of command, respective SSR and the SMO before passing to the HCAS for final processing. The SMO shall provide quality control and coordination to ensure consistency of policies throughout the OIG, in coordination with the SSRs, and other Deputies, to include such areas as evaluation reports, awards, and physical fitness tests.

**C. Operation.** The Military Detachment Administrative Section assigned to the SMO for oversight shall provide all administrative assistance necessary for the support of detachment personnel. The Administrative Section consists of the military administrative member and the HCAS MLO. Duties include but are not limited to:

1. Performance Reports. The Administrative Section shall receive performance report notices from the WHS and forward to raters. The Administrative Section shall provide administrative assistance to raters regarding format, coordination, and submittal to the WHS.

2. In-Processing/Out-Processing. The Administrative Section shall coordinate with the HCAS MLO regarding movement of military members.

3. Decorations and Awards. The Administrative Section shall provide administrative assistance to action officers processing military decorations and awards to include format, coordination, and submittal to the WHS for processing. Awards or decorations shall be submitted to the WHS via the HCAS MLO after processing.

4. Military Ceremonies. The Administrative Section shall provide administrative assistance in the planning and execution of military ceremonies to include retirements and promotions.

5. SMO/SSR Meetings. With the coordination of the SMO and the SSR's, the Administrative Section shall record minutes during meetings and publish minutes via e-mail after SMO approval.

6. Monthly Status Report. The Administrative Section shall provide a monthly status report outlining current manning, projected inbound military, and projected departing military to the PDIG and the CoS as well as to the detachment on the first week of each month.

**APPENDIX A  
REFERENCES**

- a. IGDINST 6055.1-1, *Occupant Emergency Plan*, under revision
- b. *Washington Headquarters Service (WHS) Newcomers Guide*,  
<http://www.whs.mil/HRD/Military/NewcomersGuide.cfm>
- c. DoDI 1327.6, *Leave and Liberty Policy and Procedures*, June 16, 2009
- d. DoD 1348.33-M, *Manual for Military Decorations and Awards*, September 1996
- e. *Inspector General Act of 1978* (as amended)
- f. DoDI 1035.01, *Telework Policy*, April 03, 2007



**APPENDIX B  
DEFINITIONS**

1. **Military Detachment.** All Active Duty, Reserve, and National Guard uniformed military members assigned or detailed to the OIG.
2. **Staff Ride.** Study of selected military campaigns conducted on actual battlefields emphasizing leadership, planning, tactics and strategy, communications, use of terrain, and the psychology of men in battle. Combined with historical study and personal reconnaissance, Staff Rides promotes continuous development of professional military leadership and reinforces the principles regarding the effective use of combined arms.
3. **Military Professional Development.** Events focused on reinforcing and expanding knowledge of the profession of arms. Includes orientation visits to military installations to gain a better understanding of the roles and functions of the Services.

**APPENDIX C  
ACRONYMS**

AFB	Air Force Base
AIG	Assistant Inspector General
ALSD	Administration and Logistics Services Directorate
DAMIS	Defense Automated Information Management System
DoD	Department of Defense
HCAS	Human Capital Advisory Services
IDP	Individual Development Plan
IG	Inspector General
MLO	Military Liaison Officer
NCR	National Capital Region
OIG	Office of Inspector General
OSD	Office of the Secretary of Defense
PFFPA	Pentagon Force Protection Agency
SMO	Senior Military Officer
SSR	Senior Service Representative
WHS	Washington Headquarters Services

**APPENDIX D**  
**SENIOR MILITARY OFFICER DESIGNATION MEMORANDUM**  
(Use Letterhead)

(Date)

MEMORANDUM FOR COLONEL JOHN DOE

SUBJECT: Designation as Senior Military Officer

In accordance with Inspector General Instruction 1300.1, *Military Detachment*, you are hereby appointed as the Department of Defense Office of Inspector General (DoD OIG) Senior Military Officer. You will serve as my principal advisor on military matters and function as the OIG focal point for such issues as officer utilization, military education, career development, and recognition. You will serve in this position for the duration of your assignment or until otherwise relieved.

I have appointed a Senior Representative from each Service to support you and respond to your tasking. I charge you to direct their efforts to: (a) mentor and monitor the career development for all officers assigned to the OIG; (b) provide direction in support of the OIG objectives; (c) review all military performance reports, promotion recommendations, and award recommendations; and (d) provide military perspective to the OIG leadership, managers, and civilian employees.

Congratulations on your selection.

(Name)  
Principal Deputy

cc:  
DIG Administrative Investigations  
DIG Auditing  
DIG Intelligence  
DIG Investigations  
DIG Policy and Oversight  
AIG Administration and Management  
AIG Special Plans and Operations  
Director, Human Capital Advisory Services  
General Counsel  
Senior Service Representatives

**APPENDIX E**  
**SENIOR SERVICE REPRESENTATIVE DESIGNATION MEMORANDUM**  
 (Use Letterhead)

(Date)

MEMORANDUM FOR COLONEL JOHN DOE

SUBJECT: Designation as Senior Service Representative

In accordance with Inspector General Instruction 1300.1, *Military Detachment*, you are hereby appointed the Air Force Senior Service Representative for the Department of Defense Office of Inspector General (DoD OIG). In this capacity, you will serve as the focal point for military matters pertaining to your respective Service. You will serve in this position for the duration of your assignment or until otherwise relieved. Colonel John Doe is the designated OIG Senior Military Officer and, as such, is my principal advisor on military matters, functioning as the focal point for such issues as officer utilization, military education, career development, and recognition.

As the Air Force Service Representative, you are expected to: (a) support the Senior Military Officer and respond to Senior Military Officer tasking; (b) mentor and monitor the career development for all Air Force officers assigned to the OIG; (c) provide direction to other members of your Service in support of the OIG objectives; (d) review all Air Force performance reports, promotion recommendations, and award recommendations; and (e) provide the Air Force perspective to the OIG leadership, managers, and civilian employees. I will also appoint an alternate Air Force Senior Service Representative to support you and act for you in your absence.

Congratulations on your selection.

(Name)  
Principal Deputy

cc:  
 DIG Administrative Investigations  
 DIG Auditing  
 DIG Intelligence  
 DIG Investigations  
 DIG Policy and Oversight  
 AIG Administration and Management  
 AIG Special Plans and Operations  
 Director, Human Capital Advisory Services  
 General Counsel  
 Senior Service Representatives

**APPENDIX F  
IG FORM 1300.1-1, MILITARY PERSONNEL IN-PROCESSING CHECKLIST**

OFFICE OF INSPECTOR GENERAL MILITARY PERSONNEL IN-PROCESSING CHECKLIST		
<p align="center">DATA REQUIRED BY THE PRIVACY ACT OF 1974</p> <p>1. <b>AUTHORITY:</b> 10 U.S.C 3013, 10 U.S.C 5013, &amp; 10 U.S.C. 8013.                  2. <b>PRINCIPAL PURPOSE:</b> To be used by military members who are checking into the Office of Inspector General.                  3. <b>ROUTINE USES.</b> None.                  4. <b>MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:</b>                  Disclosure of information is voluntary.</p>		
LAST, FIRST, M.	GRADE OR RANK	SSN XXX-XX-
COMPONENT	DATE OF CHECK-IN	
AFTER COMPLETION, RETURN CHECKLIST TO THE MILITARY LIAISON OFFICER, IN SUITE 115.		
LOCATION	ROOM NO.	SIGNATURE
<b>COMPONENT ADMINISTRATIVE POC</b> Work area assigned (desk, phone, etc.) Keys issued (as required) Issue WRA card Schedule meeting with AIG, DIG, IG (as appropriate) Submit recall address and phone number Schedule emergency escape mask training prior to issuance	IG DIRECTORATE	
<b>SECURITY</b> Badge issued/reassigned Security clearance verified/updated/initiated Credentials issued (as required) Passport photos (as required) Verify/acquire SCI access (as required) Issue and/or activate Common Access Card (CAC)	130	
<b>OIG MILITARY LIAISON OFFICER</b> Issue Armed Forces Hostess Association Package Issue DoD OIG Newcomer Binder Schedule meeting with Senior Service Representative Schedule officer for new employee orientation Submit one-page bio with photograph Issue name tags (2)	115	
<b>PROPERTY &amp; MAIL SERVICES DIVISION</b> Issue emergency escape mask after training completion Issue personal care kit	115	
<b>AGENCY PARKING REPRESENTATIVE</b> Parking permit (as appropriate)	226	
<b>TRAVEL BRANCH</b> Government travel card Passport (as required)	470	
<b>INFORMATION SYSTEMS</b> Computer passwords, equipment assigned SIPRNET access (as required) Add Network Access Authorization Request	456	
<b>WASHINGTON HQs SERVICES/ HUMAN RESOURCES</b> Issue large and small OSD badges Submit travel claim	PENTAGON 5E565	
<b>MASS TRANSPORTATION BENEFIT</b> Apply for benefit (as appropriate)	PENTAGON 1F144B	
COMPONENT HEAD SIGNATURE	DATE	

**APPENDIX G**  
**IG FORM 1300.1-2, MILITARY PERSONNEL OUT-PROCESSING CHECKLIST**

OFFICE OF INSPECTOR GENERAL MILITARY PERSONNEL OUT-PROCESSING CHECKLIST		
<p align="center"><b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b></p> <p>1. <b>AUTHORITY:</b> 10 U.S.C. 3013, 10 U.S.C. 5013, &amp; 10 U.S.C 8013.</p> <p>2. <b>PRINCIPAL PURPOSE:</b> To be used by military members who are separating to certify the return of property, to ensure the military member is absent of any indebtedness to the IG and to complete an exit security debriefing. This checkout sheet will be retained by the Human Capital Advisory Services (HCAS) for 3 years after the military member's separation date.</p> <p>3. <b>ROUTINE USES.</b> To be used by separating military members of the Office of Inspector General.</p> <p>4. <b>MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:</b> Disclosure of information is voluntary. However, if HCAS cannot identify you, your pay could be delayed.</p>		
LAST, FIRST, MI	GRADE OR RANK	SSN XXX-XX-
COMPONENT		DATE OF CHECK-OUT
REASON FOR SEPARATION <input type="checkbox"/> PCS <input type="checkbox"/> Retirement <input type="checkbox"/> Other (Specify) _____		NEW COMMAND/RETIREMENT
AFTER COMPLETION, RETURN CHECKLIST TO THE MILITARY LIAISON OFFICER, IN SUITE 115.		
LOCATION	ROOM NO.	SIGNATURE
Component Administrative POC.	IG DIRECTORATE	
OFFICE OF THE COMPTROLLER Metro card EDA access	470	
TRAVEL OFFICE Government Charge Card, Passport, Outstanding Authorizations, Advances, Travel Debts, etc.	470	
INFORMATION TECHNOLOGY SYSTEMS Passwords eliminated; computer equipment returned, NAAR Completed	456	
TELECOMMUNICATIONS Pagers, cellular phones	456	
OCCUPANT EVACUATION COORDINATOR	226	
AGENCY PARKING REPRESENTATIVE Parking Permit	226	
FACILITIES OFFICE Keys: Office, Building Entrance	226	
PURCHASE CARD COORDINATOR	226	
COMPONENT ACCOUNTABLE PROPERTY OFFICER /HAND RECEIPT HOLDER (APO/HR) Property Accountability Hand Receipts Property Passes	DIVISION	
PROPERTY OFFICE (Must first check-out with above Component APO/HR holder) Turn-in Emergency Personal Care Kit Turn-in Emergency Escape Mask  Live Mask Serial #: _____	115	

APPENDIX G (cont'd)

LOCATION	ROOM NO.	SIGNATURE
<b>SECURITY</b> Security Debriefing DoD Building Pass Surrender Credentials Courier Authorization Turn in Classified Material	130	
<b>TRAINING &amp; DEVELOPMENT CENTER</b>	410	
<b>MASS TRANSIT BENEFIT OFFICE</b> Stop transportation subsidy	PENTAGON 1F144B	
<b>WHS (Within 10 days of departure)</b> Service Record Travel Advance Dislocation Allowance (DLA) Do It Yourself (DITY) Advance Advance Pay	PENTAGON RM. 5E565	
<b>MEDICAL</b> Medical Record Dental Record	Appropriate	
<b>COMPONENT HEAD CERTIFICATION</b>		
<b>TYPE/PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>HCAS</b> File checklist after WHS/HCAS complete	115	(LAST STOP)

IG FORM 1300.1-2 (Back)

**APPENDIX H**  
**WELCOME LETTER**  
(Use Letterhead)

(Date)

Lieutenant Colonel John Doe  
Duty Title  
Address  
Address

Dear Lieutenant Colonel Doe,

I would like to take this opportunity to welcome you to the Department of Defense Office of Inspector General. We look forward to having you on board as a member of our world class organization. To assist you with your transition, I have appointed (insert name) as your sponsor at the Office of Inspector General. (Insert name) will contact you soon to ensure you have all the information you need and that all of your questions are answered. I wish you a safe journey and again, welcome to the Office of Inspector General.

Sincerely,

(Name)  
Assistant Inspector General  
for Inspections and Evaluations



**APPENDIX I  
SPONSOR LETTER**

(copy to be included in member's administrative file)

(Use Letterhead)

(Date)

Major John Anderson  
Address  
Address

Dear Major Anderson,

I am delighted to be your sponsor at the Department of Defense Office of Inspector General (DoD OIG). I will do my best to make your transfer to the OIG and the National Capital Region a pleasant one for you and your family.

I am sure you are excited about your upcoming permanent change of station (PCS), and must have many questions and concerns about the OIG and the area. If there is anything we can do to help, please do not hesitate to ask. If I do not know the answer, I will find out and get back to you immediately.

The OIG is located at 400 Army Navy Drive in Arlington, Virginia, about one block southeast of the Pentagon. It is not in, but across US I-395 from the Pentagon at the northern end of Crystal City.

Please call when you get to town. I will be happy to make temporary lodging arrangements for you at Fort Belvoir, Bolling Air Force Base, or a hotel.

A Welcome Package by the Armed Forces Hostess Association should arrive in the mail shortly, and should assist you with your PCS. If this package does not arrive within a few days, please contact me.

Please contact me to help us assess your needs and to verify that you have received this letter. My work address is Department of Defense Office of Inspector General, 400 Army Navy Drive, Room 000, Arlington, Virginia 22202. My email and phone numbers are agentsmith@dodig.mil, 703-604-0000/DSN 664-0000.

Again, let me welcome you, and if there is any way I can be of further assistance to you please contact me.

Sincerely,

John Smith

**APPENDIX J**  
**MILITARY DECORATIONS COORDINATION**

**A. Procedures.** The military member's Component Head will draft and submit the award package for the IG signature. The procedures for coordinating awards through the OIG for submission to the WHS follows:

1. The Component Head prepares two memorandums:
  - a. Action memorandum requesting IG signature of the award package; and
  - b. The military member's award recommendation from the IG to the WHS, for the Joint Service Commendation Medal and higher awards with the award narrative and citation.
2. The action memorandum and the IG recommendation memorandum are provided to the Administrative Section, which forwards them through the SSR, SMO and the MLO.
3. The Director, HCAS initials the action memorandum as depicted by the coordination tab.
4. The memorandums are forwarded to the IG for review and signature.
5. After the IG signs the recommendation memorandum, the MLO submits to the WHS for processing. Turn around time for award packages is generally under 4 weeks.
6. The MLO receives the package back and forwards it to the Component for presentation to the military member. Additionally, the MLO will provide a copy of the completed award package to the Administrative Section.

**B. Types of Joint Awards to be Presented by the DoD OIG**

1. The Defense Superior Service Medal
2. The Defense Meritorious Service Medal
3. The Joint Service Commendation Medal
4. The Joint Service Achievement Medal
5. Additional guidance on awards can be found in the DoD 1348.33-M, *Manual of Military Decorations and Awards*, September 12, 1996.

**C. Samples.** The following sample documents are provided as attachments:

1. The IG internal action memo;

**APPENDIX J (cont'd)**

2. Action memo coordination sheet;
3. The IG recommendation memo to the WHS;
4. Award narrative; and
5. Citation to accompany the award.

**APPENDIX K**  
**ACTION MEMORANDUM**  
(Use Letterhead)

(Date)

TO: INSPECTOR GENERAL

FROM: COMPONENT

SUBJECT: Recommendation for Award of the XXXXXXXXXX Medal

- Lieutenant Colonel John E. Doe is an Army officer assigned to the OIG. Service member is to be retired from active duty August xx, 20xx.
- Tab A is the award recommendation for Lieutenant Colonel John E. Doe. Tab B is the narrative and the proposed citation.

COORDINATION: Tab C

RECOMMENDATION: The IG approve and sign the attached Award Recommendation at Tab A.

3 Attachments

**APPENDIX L**  
**AWARD RECOMMENDATION MEMORANDUM**  
(Use Letterhead)

(Date)

MEMORANDUM FOR WASHINGTON HEADQUARTERS SERVICES,  
PERSONNEL AND SECURITY DIRECTORATE,  
CHIEF, MILITARY PERSONNEL DIVISION

SUBJECT: Recommendation for Award of the XXXXXXXXX Medal

Under the provisions of DoD 1348.33-M, *Manual for Military Decorations and Awards*, September 1996, the following military member is recommended for award of the XXXXXXXXX Medal (XXXX):

- a. Lieutenant Colonel John E. Doe, U.S. Army, SSN.
- b. Department of Defense Office of Inspector General.
- c. Senior Program Analyst for Special Projects and Technical Assistance Division, 703-000-0000.
- d. June xx, 20xx – May xx, 20xx.
- e. Military member is to be retired from active duty on May xx, 20xx.
- f. The desired date of presentation is May xx, 20xx. My POC is (insert name) at 703-000-0000.
- g. Previous Defense Awards: None.
- h. No other award for this military member for this action is pending, and no previous award has been made for the act or service described herein.

Attached is a narrative description of service rendered.

Inspector General Signature

Attachments:

- 1. Narrative
- 2. Citation

**APPENDIX M  
AWARD RECOMMENDATION COORDINATION SHEET**

**COORDINATION SHEET**

Military Detachment Administrative Section      NAME \_\_\_\_\_

Senior Service Representative                      NAME \_\_\_\_\_

Senior Military Officer                              NAME \_\_\_\_\_

Director, Human Capital Advisory Services      NAME \_\_\_\_\_

## APPENDIX N DECORATION NARRATIVE

Lieutenant Colonel John Doe, United States Army, distinguished himself by exceptionally superior service as Technical Evaluator for the Department of Defense Office of Inspector General (DoD OIG) from July 20xx to July 20xx. During this assignment, LTC Doe made significant contributions to the OIG during numerous audits of information systems, acquisition programs, and national security programs.

LTC Doe worked on a wide range of projects for the Acquisition and Technology Management (ATM) Directorate. He supported the Information Technology Management Division requirements for the completion of the FY 2009 Government Information Security Reform Act and the effort for the FY 2009 Federal Information Security Management Act throughout the year with significant input to both audit planning and execution. In recognition of his outstanding support, LTC Doe was recommended by the ATM Directorate and selected by Auditing as the OIG Technical Analyst of the Year for FY 2009.

He was a member of the Technical Assessment Division Team that evaluated software development and testing of the Space Based Infrared System, a multi-billion dollar Air Force program. He identified issues with the program's certification and accreditation process that if gone undetected could have led to invalid system tests and information security compromises.

LTC Doe was a member of the OIG audit team for the Boeing Tanker and the C130J projects. In regard to the Boeing Tanker project, he determined that corrosion prevention was not adequately addressed in the contract or program documents. Consequently, this finding was included in the final OIG report. During the C130J project, he was the lead technical expert, and he and his team of engineers determined that the C130J contract and program documents did not adequately address Air Force user and operational requirements.

He took a leading role in the Intelligence Component audit of a National Security Agency research and development effort, XXXXXXXX. He found significant overlap between XXXXXXXX and another program known as XXXXXXXX. He developed recommendations which could significantly reduce the time, and millions of dollars in cost, to develop a system that will meet the urgent needs of national security.

LTC Doe played a major role in the audit work that is being done to support the Department's goal of achieving audit ability of all DoD financial statements. He wrote the technical content of the statement of work that served as the template for the other efforts and participated as a member of the first Technical Evaluation Panel for the initial contract. He was the lead computer engineer in the OIG Statement on Auditing Standards of the Defense Civilian Pay System. He oversaw all technical aspects of the contractor's work, from the planning all the way through the report phase of the project. He found issues with the contractor's audit and test plans and initial versions of the SAS 70/88 and Technical Report, which if had not been identified would have resulted in issues of adequacy and supportability of the OIG report.

**APPENDIX O  
DECORATION CITATION**

CITATION TO ACCOMPANY THE AWARD OF  
THE XXXXXXXXXXXXX MEDAL

TO

JOHN E. DOE

Lieutenant Colonel John Doe, United States Army, distinguished himself by exceptionally meritorious service as Technical Evaluator for the Department of Defense Office of Inspector General from July 20xx to July 20xx. The outstanding technical knowledge, professional skill, leadership, and ceaseless efforts of Lieutenant Colonel Doe resulted in significant contributions to the effectiveness and success of numerous audits of information systems, acquisition, and National Security programs. While working independently or as a member of an audit team, Lieutenant Colonel Doe applied extensive knowledge and substantial technical expertise to a wide range of audits, all of which resulted in significant recommendations for improving information technology acquisitions and operations. His dedication, leadership, and initiative significantly supported the organization's ability to conduct meaningful evaluations on time and with reduced resources. In recognition of his outstanding support, Lieutenant Colonel Doe was selected as the Office of Inspector General Technical Analyst of the Year for FY 2009. The distinctive accomplishments of Lieutenant Colonel Doe reflect great credit upon himself, the United States Army, and the Department of Defense.



**APPENDIX P  
MILITARY CEREMONY CHECKLIST**

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**1. INITIAL NOTIFICATION RECEIVED** \_\_\_\_\_

**2. PRESIDING OFFICER/PHONE** \_\_\_\_\_

**3. HONOREE** \_\_\_\_\_  
Duty title/phone \_\_\_\_\_  
Biography \_\_\_\_\_

**4. PROJECT OFFICER/NCO/PHONE** \_\_\_\_\_

**5. CEREMONY**

Type (Promotion/Award/Retirement) \_\_\_\_\_  
Date/Time \_\_\_\_\_  
Location \_\_\_\_\_  
Sequence of Events \_\_\_\_\_  
Invitations/RSVP Control \_\_\_\_\_  
Announcements \_\_\_\_\_  
Narrator/Phone \_\_\_\_\_  
GOs/DVs Attending \_\_\_\_\_

Family Members Attending \_\_\_\_\_  
(Names, Ages of Children) \_\_\_\_\_  
Escort Required \_\_\_\_\_

Seating Plan \_\_\_\_\_  
Greeter/Usher(s) \_\_\_\_\_  
Programs \_\_\_\_\_  
Participant's Uniform \_\_\_\_\_  
(if not service dress) \_\_\_\_\_  
Photographer \_\_\_\_\_  
Flags \_\_\_\_\_  
Band \_\_\_\_\_  
National Anthem \_\_\_\_\_  
Chaplain/Invocation \_\_\_\_\_  
Refreshments \_\_\_\_\_

**APPENDIX P (cont'd)**

**6. PRESENTATIONS**

To Honoree	_____
Award	_____
Retirement Certificate	_____
Memento	_____
To Spouse	_____
Certificate	_____
Flowers	_____

**7. MEET WITH PRESIDING OFFICER PRIOR** \_\_\_\_\_

With Family	_____
Where	_____
When	_____

**8. OTHER REMARKS/NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX Q  
RETIREMENT CEREMONY SCRIPT, PROGRAM, AND INVITATION**

**CEREMONY SCRIPT**

**EVENT:** LTC John Doe Retirement Luncheon and Ceremony

**RECEPTION:** N/A

**DATE/TIME:**

**LOCATION:** Army Navy Country Club, Arlington, VA

**DRESS:**

**Official Party:** Uniform of the Day

**Guests:** Equivalent military/civilian attire

**HONOREE:** LTC John Doe (1115 arrival)

**HOST:** Mr. Jim Smith (1115 arrival/office call 1115-1125/Doe family in  
Conference Room)

**OPR/POC:**

**FAMILY INVOLVEMENT:** Office call with Mr. Smith at 1115 in Conference Room

**EST ATTENDANCE:** 32

**DVs:** No

**MEDIA:** Yes **Specify:** Photographer

**SPECIAL REQUIREMENTS/REMARKS:**

Flags:

National, Army, SES

**ATTACHMENTS:**

Script

**APPENDIX Q (cont'd)**

**EVENT:** Retirement Luncheon and Ceremony in honor of LTC John Doe

**DATE:**

**TIME:** 1130

**PLACE:** Army Navy Country Club, Williamsburg Room

**SEQUENCE OF EVENTS**

**PRE-CEREMONY**

*Briefing*

*Protocol Statement*

**OPENING REMARKS**

*Arrival Fanfare*

**NATIONAL ANTHEM**

**INVOCATION**

*(MAJ Guy Sharp)*

**RETIREE RECOGNITION**

*Medal Presentation*

*Flag Presentation*

*Heritage Painting Presentation*

*Order of Saint Martin Presentation*

*(COL Jones)*

*Inspector General Plaque Presentation*

*Retirement Order and Certificate Presentation*

**REMARKS**

*Mr. Smith*

*LTC Doe*

**CLOSING REMARKS**

*Army Song*

*Departure*

**APPENDIX Q (cont'd)**

**PRE-CEREMONY**

**1115**

LTC Doe and family arrive, are greeted and escorted into the briefing area (TBD) by MAJ Paine.

**1115**

Mr. Jones and Mr. Smith arrive, are greeted and escorted into the briefing area (TBD) by MAJ Attack.

**BRIEFING**

**1115**

Mr. Jones, Mr. Smith, COL Doe and Mrs. Doe (official party) are briefed in the briefing area by MAJ Attack

**1130**

On cue (if necessary) from MAJ Attack, additional family are escorted to their seats.

**PROTOCOL STATEMENT CEREMONY BEGINS WITH OPENING REMARKS**

**On Cue**

**Narrator “LADIES AND GENTLEMEN, WELCOME TO THIS MORNING’S LUNCHEON CEREMONY. THROUGHOUT THE CEREMONY, YOU WILL BE GIVEN CUES TO RISE AND BE SEATED AT THE APPROPRIATE TIMES. AS A REMINDER, DURING THE PLAYING OF OUR NATIONAL ANTHEM, MILITARY MEMBERS SHOULD STAND AT ATTENTION AND OUR CIVILIAN GUESTS SHOULD PLACE THEIR RIGHT HANDS OVER THEIR HEARTS. WE REQUEST CELLULAR PHONES AND PAGERS BE TURNED OFF FOR THE DURATION OF THE CEREMONY. THANK YOU.**

**APPENDIX Q (cont'd)**

**TODAY, THE MEN AND WOMEN OF THE DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL PAY SPECIAL TRIBUTE TO LTC JOHN DOE ON THE OCCASION OF HIS RETIREMENT FROM ACTIVE DUTY WITH THE UNITED STATES ARMY NATIONAL GUARD. THE PRESIDING OFFICIAL FOR TODAY'S CEREMONY IS MR. JIM SMITH, ASSISTANT INSPECTOR GENERAL FOR INSPECTIONS AND EVALUATIONS, DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL. LADIES AND GENTLEMEN, PLEASE RISE.”**

**ARRIVAL FANFARE**

CD plays *Arrival Fanfare*.

MAJ Paine escorts official party into the room. They stop in front of their chairs and remain standing, facing the audience. MAJ Paine moves to his seat.

**NATIONAL ANTHEM**

CD plays *The Star-Spangled Banner*.

**INVOCATION**

**Narrator “MAJOR SHARP, WILL NOW DELIVER THE INVOCATION.”**

MAJ Sharp moves to the podium and delivers the invocation.

**INVOCATION ENDS**

**Narrator “LADIES AND GENTLEMEN, PLEASE BE SEATED AND ENJOY YOUR LUNCH.”**

**APPENDIX Q (cont'd)**

**LUNCH**

**1145**

Lunch is served. Music is played for lunch.

**1230**

**Narrator “LADIES AND GENTLEMEN, MAY I HAVE YOUR ATTENTION. WE WILL BEGIN THE RETIREMENT CEREMONY IN 10 MINUTES.”**

Mr. Jones, Mr. Smith, LTC Doe take their seats on the stage.

**RETIREE RECOGNITION**

**1240**

**Narrator “LADIES AND GENTLEMEN, IT IS MY PLEASURE TO INTRODUCE THE OFFICIATING OFFICER FOR TODAY’S CEREMONY, MR. JIM SMITH, ASSISTANT INSPECTOR GENERAL FOR INSPECTIONS AND EVALUATIONS.”**

Mr. Smith comes forward in preparation for the medal presentation.

**MEDAL PRESENTATION**

**Narrator “LADIES AND GENTLEMEN PLEASE RISE FOR THE PRESENTATION OF THE LEGION OF MERIT MEDAL AND THE DEFENSE SUPERIOR SERVICE MEDAL TO COL DOE.”**

Mr. Smith proceeds to position in front of the U.S. flag (place marker shows position).

LTC Doe proceeds to position in front of the Army flag (place marker shows position).

## APPENDIX Q (cont'd)

**Narrator “TO ALL WHO SHALL SEE THESE PRESENTS, GREETING: THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA AUTHORIZED BY ACT OF CONGRESS 20 JULY 1942 HAS AWARDED THE LEGION OF MERIT TO LIEUTENANT COLONEL JOHN DOE, DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL FOR DISTINGUISHING YOURSELF BY EXCEPTIONALLY MERITORIOUS CONDUCT IN THE PERFORMANCE OF OUTSTANDING SERVICES AND ACHIEVEMENTS WHILE ASSIGNED TO SUCCESSIVE POSITIONS OF INCREASING RESPONSIBILITY OVER THE LAST TEN YEARS OF YOUR CAREER, CULMINATING WITH YOUR ASSIGNMENT AS CHIEF OF THE RESERVE COMPONENTS DIVISION, INSPECTIONS AND EVALUATIONS DIRECTORATE, DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL. THROUGHOUT THIS PERIOD, YOU DISPLAYED UNSURPASSED PROFESSIONALISM, LEADERSHIP, AND DEDICATION IN KEEPING WITH THE PROUDEST TRADITIONS OF THE MILITARY SERVICE. YOUR DEDICATION TO DUTY, LOGISTICS TECHNICAL COMPETENCE, SELFLESS SERVICE, AND EXEMPLARY PERFORMANCE REFLECT GREAT CREDIT UPON YOURSELF, THE ARMY NATIONAL GUARD, THE NATIONAL GUARD BUREAU, AND THE UNITED STATES ARMY. BY ORDER OF THE SECRETARY OF THE ARMY, CLYDE A VAUGHN, LIEUTENANT GENERAL, USA CHIEF, NATIONAL GUARD BUREAU.”**



**APPENDIX Q (cont'd)**

Petty Officer Water proceeds to the side of Mr. Smith. Mr. Smith receives the Legion of Merit medal from awards bearer. Mr. Smith and LTC Doe both face center. Mr. Smith clips the medal on LTC Doe's uniform.

**Narrator "LADIES AND GENTLEMEN, PLEASE BE SEATED."**

**FLAG/SHADOWBOX PRESENTATION**

**Narrator "MR. SMITH WILL ALSO PRESENT LTC DOE WITH A 9/11 PENTAGON PICTURE COLLAGE AS A PARTING GIFT FROM INSPECTIONS AND EVALUATIONS."**

PO Water hands the picture to Mr. Smith. Mr. Smith presents the picture to LTC Doe, they pause for photographs and then LTC Doe gives the picture back to PO Water.

**Narrator "MR. SMITH WILL NOW PRESENT LTC DOE WITH A SHADOW BOX FROM INSPECTIONS AND EVALUATIONS THAT CONTAINS OUR NATIONAL COLORS FLOWN OVER THE PENTAGON. IT REPRESENTS LTC DOE'S CAREER OF FAITHFUL SERVICE TO HIS NATION."**

PO Water hands the Shadowbox to Mr. Smith, who presents the Shadowbox to LTC Doe. There is a pause again for photographs and then LTC Doe hands the shadow box back to PO Water.

**HERITAGE PAINTING PRESENTATION**

**Narrator "IN HONOR OF LTC DOE'S FAITHFUL CAREER OF SERVICE TO THE UNITED STATES NATIONAL GUARD, MR. SMITH WILL NOW PRESENT THE HERITAGE PAINTING *STAND YOUR GROUND* TO LTC DOE ON BEHALF OF THE NATIONAL GUARD BUREAU."**

**APPENDIX Q (cont'd)**

PO Water hands the painting to Mr. Smith, who presents the painting. There is again a suitable pause for photographs and then Mr. Smith returns to his chair and is seated. LTC Doe returns to his chair and is seated.

**ORDER OF SAINT MARTIN PRESENTATION**

**Narrator “THE DISTINGUISHED ORDER OF SAINT MARTIN IS AWARDED TO OUTSTANDING MEMBERS OF THE QUARTERMASTER CORPS. LTC DOE RECEIVES THIS AWARD IN RECOGNITION FOR HIS CAREER LONG ACHIEVEMENT. AT THIS TIME COL BOB APPLE, ASSISTANT CHIEF OF STAFF, ARMY NATIONAL GUARD, COMBINED ARMS SUPPORT COMMAND WILL PRESENT LTC DOE WITH THE DISTINGUISHED ORDER OF SAINT MARTIN.”**

COL Apple and LTC Doe come forward. PO Water brings forward the order of Saint Martin.

**Narrator “UNITED STATES ARMY ASSOCIATION OF QUARTERMASTERS, TO ALL QUARTERMASTERS WHEREVER YE MAY BE**

**GREETINGS! ==> KNOW YE THAT THERE APPEARED BEFORE A MOST ARDUOUS AND SELECTIVE COMMITTEE OF PROVEN QUARTERMASTERS, A LIKELY CANDIDATE FOR THE DISTINGUISHED ORDER OF SAINT MARTIN. BE IT KNOWN BY ALL YE QUARTERMASTERS WHO MAY BE HONORED BY THIS INDIVIDUAL'S PRESENCE, THAT LIEUTENANT COLONEL JOHN DOE, HAVING BEEN TRIED AND FOUND WORTHY TO BE NUMBERED AS ONE OF OUR TRUSTY MEMBERS, HAS BEEN GATHERED TO OUR FOLD AND DULY**

APPENDIX Q (cont'd)

INITIATED INTO THE SOLEMN MYSTERIES OF THIS ESTEEMED ORDER OF LOGISTICIANS.

BE IT FURTHER UNDERSTOOD ==> THAT WE HEREBY CONFER UPON THIS INDIVIDUAL THE SHIELD OF SAINT MARTIN, EMBLAZONED ABOVE, AND ENJOIN ALL QUARTERMASTERS, HENCEFORTH, TO SHOW DUE HONOR AND RESPECT WHENEVER THIS INDIVIDUAL MAY ENTER THEIR MIDST.

GIVEN UNDER OUR HAND THIS 22ND DAY OF SEPTEMBER 2005.”

//S//  
XXXXXXXXXXXXXXXXXX  
BRIGADIER GENERAL, U.S. ARMY  
THE 49TH QUARTERMASTER GENERAL”

COL Apple receives the Order of Saint Martin from PO Water and presents it to LTC Doe. COL Apple makes remarks and PO Water takes the Order of Saint Martin back from LTC Doe. COLs Doe and Apple take their seats.

INSPECTOR GENERAL PLAQUE PRESENTATION

Narrator “LADIES AND GENTLEMEN, IT IS NOW MY PLEASURE TO INTRODUCE MR. GARY JONES, DEPUTY INSPECTOR GENERAL FOR POLICY AND OVERSIGHT, MR. JONES WILL NOW PRESENT THE INSPECTOR GENERAL PLAQUE.”

Mr. Jones comes forward and makes remarks and then calls LTC Doe forward. LTC Doe comes forward. PO Water gives plaque to Mr. Jones and Mr. Jones presents. PO Water retrieves plaque. Mr. Jones returns to his seat and Mr. Smith comes forward.

APPENDIX Q (cont'd)

**READING OF THE RETIREMENT ORDER**

**Narrator "LADIES AND GENTLEMEN, PLEASE RISE FOR THE READING OF THE RETIREMENT ORDER."**

**Narrator "FROM THE DEPARTMENT OF THE ARMY NATIONAL GUARD BUREAU TO LTC JOHN DOE, EFFECTIVE XX OCTOBER 2005 YOU ARE RETIRED FROM ACTIVE DUTY, RELEASED FROM ASSIGNMENT AND DUTY, AND ON THE DATE FOLLOWING, PLACED ON THE RETIRED LIST. BY ORDER OF THE SECRETARY OF THE ARMY: SIGNED XXXXXXXXXXXX COL NATIONAL GUARD BUREAU, CHIEF ARMY NATIONAL GUARD STAFF MANAGEMENT OFFICE. "**

**Narrator "FROM HEADQUARTERS IOWA NATIONAL GUARD OFFICE OF THE ADJUTANT GENERAL TO LTC JOHN DOE, EFFECTIVE 1 NOVEMBER 2005 YOU ARE PLACED ON THE ROLL OF RETIRED OFFICERS, IOWA NATIONAL GUARD AS A BRIGADIER GENERAL. YOU ARE AUTHORIZED TO WEAR THE UNIFORM ON STATE OR OTHER OCCASIONS WHEN THE WEARING OF SUCH UNIFORM IS NOT IN CONFLICT WITH FEDERAL LAW. FOR THE ADJUTANT GENERAL, XXXXXXXXXXXXXXXXXXXX, COLONEL, GENERAL STAFF, IOWA ARMY NATIONAL GUARD, DEPUTY CHIEF OF STAFF FOR PERSONNEL."**

PO Reid proceeds to the side of Mr. Morrison and gives him the certificate from the Iowa National Guard. Mr. Morrison and COL Thomas both face center.

Mr. Morrison shares the certificate with COL Thomas for photographs and returns it to PO Reid. They shake hands and face back towards the audience.

**APPENDIX Q (cont'd)**

**RETIREMENT CERTIFICATE PRESENTATION**

**Narrator “LIEUTENANT COLONEL DOE HAS RECEIVED LETTERS OF CONGRATULATIONS FROM: THE PRESIDENT OF THE UNITED STATES THE HONORABLE GEORGE W. BUSH, THE GOVERNOR OF IOWA THE HONORABLE THOMAS J. VILSAK, THE HONORABLE SENATOR CHARLES E. GRASSLEY AND THE UNITED STATES ARMY.”**

PO Water gives letters to Mr. Smith, Mr. Smith presents, Aide retrieves letters. Mr. Smith takes his seat.

**Narrator “LADIES AND GENTLEMEN, YOU MAY TAKE YOUR SEATS. WILL MRS. DOE PLEASE COME FORWARD.”**

Mrs. Doe joins the Officiating Party.

**Narrator “LTC DOE WILL NOW PRESENT FLOWERS TO MRS. DOE.”**

PO Water gives flowers to LTC Doe, LTC Doe Presents.

**Narrator “MR. SMITH WILL NOW PRESENT A SPOUSE CERTIFICATE FROM THE UNITED STATES ARMY AND FROM THE DEPARTMENT OF DEFENSE INSPECTOR GENERAL TO MRS. DOE.”**

Mr. Smith gives the certificates to Mrs. Doe. Time is allotted for photographs and then LTC and Mrs. Doe return to their chairs and are seated.

**APPENDIX Q (cont'd)**

**REMARKS**

Mr. Smith makes remarks and is seated.

**Narrator "LADIES AND GENTLEMEN, LTC DOE."**

LTC Doe proceeds to podium, makes remarks, returns to his chair, and remains standing.

Mr. Jones, Mr. Smith joins LTC Doe in standing.

**CLOSING REMARKS**

**Narrator "THE MEN AND WOMEN OF THE DEPARTMENT OF DEFENSE OFFICE OF INSPECTOR GENERAL AND THE UNITED STATES ARMY ARE PROUD TO HAVE SERVED WITH LTC DOE AND WISH HIM EVERY SUCCESS IN HIS FUTURE ENDEAVORS. PLEASE RISE AND REMAIN STANDING FOR THE ARMY SONG AND THE DEPARTURE OF THE OFFICIAL PARTY."**

**ARMY SONG/DEPARTURE**

CD plays the *Army Song*.

Official party remains in place for playing of the *Army Song*. When song is completed, Mrs. Doe joins the party. Mr. Jones initiates the departure of the official party from the room and they take position at the rear of the room in a receiving line.

**Narrator "THIS CONCLUDES TODAY'S CEREMONY. PLEASE JOIN LTC AND MRS. DOE IN THE RECEIVING LINE AT THE BACK OF THE ROOM. THANK YOU FOR ATTENDING AND WE WISH YOU A PLEASANT DAY."**

APPENDIX Q (cont'd)

CEREMONY PROGRAM

*Origin of the Term "Quartermaster"*

Though the Quartermaster supply function is as old as the first army that took the field, the term "Quartermaster" seems to have come into general usage with the rise of standing armies in the 16th century. Derived from the Old French *quartier* and the Latin *quartarius*, the term literally means master of quarters.

In the standing armies of Europe, the Dutch called this officer *kwartiermeester*, while the Germans named him *quartier-meister*. It was not until 1686, however, that the post of Quarter-Master-General was instituted in the British standing army, replacing the more ancient title of "the Harbinger" that means one who went in front to provide lodging or quarters for those who followed.

Service with British troops in campaigns against the French and Indians made American colonists familiar with the important role filled by the Quartermaster. In 1775 when an American Army took the field against the British, General Washington appointed **Thomas Mifflin**, a 32-year-old Philadelphia merchant, as the first Quartermaster General.

*Retirement Ceremony in honor of  
Lieutenant Colonel John Doe  
United States Army National Guard*



*September XX, 20XX  
The Army Navy Country Club*

CEREMONY INVITATION

*Mr. Jim Smith,  
Assistant Inspector General for Inspections and Evaluations  
Department of Defense Office of Inspector General  
Cordially invites you to attend  
A Retirement Luncheon  
Honoring  
Lieutenant Colonel John Doe  
On Friday, the xxxxxxxxxxxx  
At eleven thirty in the morning at  
The Williamsburg Room  
The Army Navy Country Club  
1700 Army Navy Drive  
Arlington, Virginia*

*Please R.S.V.P. by xxxxxxxx  
[xxxxxx@dodig.mil](mailto:xxxxxx@dodig.mil)*

*Uniform of the Day  
Business Attire*

**APPENDIX R  
PROMOTION OATH OF OFFICE AND PROMOTION NARRATIVE**

**OFFICER OATH OF OFFICE:**

I, (name), /// having been appointed a (Insert Rank), United States (Insert Service), /// do solemnly swear that I will support and defend the Constitution of the United States /// against all enemies, foreign and domestic; /// that I will bear true faith and allegiance to the same; /// that I take this obligation freely, /// without any mental reservation or purpose of evasion; /// and that I will well and faithfully discharge the duties of the office upon which I am about to enter, /// so help me God.

**OFFICER PROMOTION NARRATIVE:**

**ATTENTION TO ORDERS:**

The President of the United States, acting upon the recommendation of the Secretary of the (Insert Service), has placed special trust and confidence in the patriotism, integrity, and abilities of (current grade and name). In view of these special qualities and his (or her) demonstrated potential to serve in the higher grade (current grade and name) is promoted to the grade of (new grade), United States (Insert Service), effective (date). By order of the Secretary of the (Insert Service).

**ENLISTED OATH:**

I, (state your name), /// do solemnly swear /// that I will support and defend /// the Constitution of the United States /// against all enemies, foreign and domestic, /// that I will bear true faith ///and allegiance to the same, /// and that I will obey the orders of the President of the United States /// and the orders of the officers appointed over me, /// according to regulations /// and the uniform code of military justice-- /// so help me God.

**ENLISTED PROMOTION NARRATIVE:**

**ATTENTION TO ORDERS:**

**(NAME) is promoted to the permanent grade of (RANK) effective (date) with a date of rank of (DATE) for the commander.**

**SIGNED (NAME)**