



CF Mil Pers Instr

CF Mil Pers Instr 01/09 – DEPART WITH DIGNITY

1.0 Identification

1.1 Date of Issue 2009-01-16

1.2 Date of Modification This instruction supersedes the Directorate Quality of Live (DQOL) Depart With Dignity (DWD) Aide Memoire, CANFORGEN 052/03 ADM(Hr-Mil) 015 091747Z Apr 03 DWD, CANFORGEN 108/03 ADM(HR-Mil) 045 201711Z Aug 03 Service Personnel Holding List/DWD and CANFORGEN 144/08 CMP 058 051318Z Aug 08 Depart With Dignity (DWD) Program

1.3 Application This instruction applies to Officers and Non-Commissioned Members (NCMs) of the Canadian Forces (CF).

1.4 Approval Authority This instruction is issued on the authority of Chief Military Personnel (CMP).

1.5 Enquiries Director Military Careers Administration (DMCA) 6.

1.6 Table of Contents This CF Mil Pers Instr contains the following topics:

Topic	Page
2.0 General	2
3.0 Administration	3
3.1 Organization	3
3.2 Process	3
3.3 Messes	3
3.4 Communications	3
3.5 Service Personnel Holding List or equivalent units	4
4.0 Presentations	4
4.1 General	4
4.2 Additional Presentations	4

4.3 The 25 Year Canadian Flag	5
4.4 Parliament Hill Canadian Flag	5
4.5 Presentation of Flag	5
4.6 The Shadow Box	6
4.7 Legion Membership	6
5.0 The Ceremony	6
5.1 Planning	6
5.2 General	7
6.0 References	8
7.0 Annexes	8

2.0 General

2.1 Context

The intent of the Depart With Dignity (DWD) program is to formalize the process and to ensure that all CF members are given the appropriate recognition upon completion of their military service and that a minimum standard is established within the scope of the DWD program as originally announced by the CDS in 2003.

The aim of this document is to establish a formalized procedure that will ensure the consistency and dignity of every retirement function.

The DWD program applies to all members who have completed Basic Recruit Training and who are being honourably released from the CF.

Under normal circumstances, releasing personnel will only be given one DWD ceremony at the end of their CF military career. If a member component transfers to the Regular Force, or to the Primary Reserve for immediate employment, their DWD ceremony will be deferred until the completion of their service career. There may be special circumstances where a member could receive two retirement ceremonies. For example, when a member serves 10 years, releases, receives a DWD ceremony, then re-enrols five years later and serves for another 15 years before releasing for the final time, at which time they would receive another DWD ceremony with additional entitlements (flag, congratulatory letters, etc).

This CMP Instruction has been designed to allow the organizers of a retirement function the flexibility to tailor each retirement to

suit the circumstance, element/unit tradition and wishes of the Releasing Member while ensuring that a minimum standard is achieved.

The minimum DWD ceremony standard is that the Certificate of Service be presented by a superior at least two ranks higher than the Releasing Member.

COs may utilize local public funds to frame two certificates. The Canadian Flag presented in recognition of 25 completed years of service is provided at public expense and obtained through Unit/Base/Wing Chief Warrant Officer's office. Any other expenses shall be funded through non-public, unit funds or collection. Standards should be consistent for all unit members.

3.0 Administration

3.1 Organization When organizing a retirement ceremony, it is important to understand that although the ceremony is intended to celebrate the career of an individual, it is also directed at the retiring member's family and friends. The aim is to convey to all in attendance, the esteem with which their friends, the service, and their country hold the member. If, at the end of the function, this message has been clearly conveyed to the member and their family, the ceremony can be considered a success. To accomplish this, organizers must ensure that the ceremony is, first and foremost, dignified. It must possess the appropriate degree of military pomp, pageantry and humour. It must continually acknowledge the contribution of the individual being honoured.

On occasion, for personal reasons, an individual may prefer a more informal, quiet gathering. These wishes should be respected. Be aware however, that often a member may desire a more formal farewell but may feel that it would be too much bother or they are uncomfortable to ask. The Retirement Function Coordinator (RFC) must attempt to "read between the lines" and proceed accordingly. If in doubt, they should consult the member's supervisor, Commanding Officer and/or spouse for advice. Whatever the decision, the event, whether formal or informal, must reflect with dignity and sincerity the significance of the member's career to all in attendance.

- 3.2 Process** The retirement function is a responsibility of leadership and as such the retirement farewell process must begin with the member's Commanding Officer. As soon as the CO's release interview has taken place the CO must ensure an appropriate RFC is appointed to plan the retirement function and that the planning commences immediately.
- 3.3 Messes** Where possible the retirement function should be held in the appropriate Mess.
- 3.4 Communications** Communication is a critical element in preparing for a DWD ceremony. Once details are known, distribution of the message announcement should take into the member's broader work life circle of friends and colleagues as much as possible (a sample announcement message is attached at Annex A). Announcements to family members and special friends should be determined in consultation with the member.
- 3.5 Service Personnel Holding List or equivalent units** It is important to ensure that members released from Service Personnel Holding List (SPHL) or equivalent units are provided with DWD. In cases where a member is part of the SPHL or an equivalent unit, a formal arrangement should be made between the responsible CO and the CO of member's most recent unit to determine who would be most appropriate choice to coordinate the DWD. Distance and possibly the member's medical condition may have an impact on the proceedings of a departure ceremony for a member posted to SPHL or an equivalent unit, however it is important that the member's unit be an active participant in such a ceremony. In this case a collaborative effort may be necessary between the former CO, Unit for the care of injured and ill CF personnel and/or the member's respective case manager to ensure the member is provided official recognition. The CO should take the lead in each of these circumstances in keeping with the wishes of the member.
-

4.0 Presentations

- 4.1 General** There are certain significant and meaningful presentations at the federal, provincial and municipal levels that may be available for members upon release (see Annexes B, C, D and E). Arranging these presentations should be done in advance by the RFC. As a

minimum the Certificate of Service and the Environmental certificate must be presented in a suitable manner. COs may utilize local public funds to frame two certificates under [DFPP 7356-7-22\(DFPP 2\) 16 May 02](#) including the Certificate of Service and one other. Standards should be consistent for all unit members.

The RFC must contact the respective release cell as soon as possible to ensure timely delivery of the Certificate of Service and CF Pin to the RFC for presentation at the member's DWD ceremony.

The congratulatory letters from the Prime Minister, Premier and Mayor make striking additions to gifts such as photo albums, or they may be suitably framed, and are normally read aloud at the ceremony.

4.2 Additional Presentations

Presentations should be considered for the significant person(s) attending who has/have supported the CF member's career. Environments, Branches and other CF organizations to which the member belongs often have spouse's or family certificates of appreciation available for presentation. Flowers or other suitable mementos may also be considered.

Other individuals or organizations may wish to make presentations and/or speak at the farewell. The RFC should prepare an agenda, listing all presentations, presenters/speakers and identify any gifts being presented in order to arrange the presentation table properly on the day of the ceremony.

4.3 The 25 Year Canadian Flag

Effective 1 August 2008, all honourably releasing CF personnel with at least 25 years of military service are eligible for presentation, in recognition of their lengthy service, of a Canadian Flag which has been flown at the members Unit/Base or Wing.

RFCs are to verify that the retiring member meets the requisite 25 completed years of military service in any component or sub-component of the CF. This information along with the member's full name and rank are to be provided to the respective Unit/Base/Wing Chief Warrant Officer's office. The Unit/Base/Wing CWO will ensure that the Canadian Flag provided to the RFC has flown in a place of prominence on the Base/Wing, or if requested flown at the member's unit. This

program is to recognize a member's contribution to the CF and Canada, on one retirement occasion only, following completion of 25 years of service. Re-enrolment or component transfer does not generate an entitlement to subsequent flag presentations.

4.4 Parliament Hill Canadian Flag

The Canadian Flag initiative within the DWD program does not preclude requesting a Canadian flag flown from the Peace Tower or East/West Block. However, CF personnel with 35 years service will no longer receive priority placement on the waiting list for this flag.

The Parliament Hill Flag may be requested by sending a written request that includes the member's full home mailing address and identifying which building's flag. (There is currently a 20-year waiting list for a Peace Tower flag and a 11-year waiting list for the East and West Block flags.) As a policy, only one flag is sent per household. Send your request to:

Public Works and Government Services Canada
Office of the Minister
18A1, Portage III
11 Laurier Street
Gatineau, QC, K1A 0S5
or by fax to: 819-953-1908
or by e-mail to: Minister@pwgsc.gc.ca

4.5 Presentation of Flag

Each flag shall be accompanied by a certification of its provenance, whom presented to and where flown. A sample certificate for presentation with the 25 year flag is provided at Annex F.

Although there is no official method for folding the National Flag for presentation purposes, a suggested method is found at cfsuo.mil.ca/ndhq_cwo/docs/fold_Flag_e.doc. This uniquely Canadian method of folding the Flag results in a display which allows both colours and a portion of the Maple Leaf to show. In this process the flag is folded length-wise twice, then the fly is folded to the hoist. It is doubled over again and this step is continued until the entire Flag is folded. The critical point in the sequence occurs at Step 5 when the fold is made to keep a portion of

the maple leaf visible. The Flag must be kept horizontal while it is being folded. Two or more persons are required to perform this procedure.

4.6 The Shadow Box

A "Shadow Box" may be considered. Shadow Boxes have been designed or purchased by some units specifically for presenting memorabilia such as medals, honours and awards, undress ribbons, specialty badges and, if entitled, a Canadian Flag. Shadow Boxes vary in size and design dependent upon who makes them or where they are purchased.

The purchases of shadow boxes and like mementos are not obligatory. If it is decided to procure such items, they shall be funded through non-public, unit funds or collection.

4.7 Legion Membership

The Royal Canadian Legion has graciously opened their doors to all honourably releasing CF members by granting them a Member-at-Large membership which will give them full access to any Legion facility for one-year. Once the membership application has been received, the Legion will forward to the member a Legion Pin and Legion magazine. The RFC is responsible for completing and printing the Legion scroll/Welcoming letter and for presenting the member with a blank application form (Annexes G, H and I). Once completed by the member the application form is to be faxed to the Legion Membership Department. Reservists require a minimum of one year military service to be eligible for the Legion Membership program.

5.0 The Ceremony

5.1 Planning

The focus throughout the ceremony must be centered on the member and their family, ensuring that appreciation and support for the member's voluntary military service for Canada is reflected.

Early in the planning stages, the RFC may discuss the event with the spouse or other significant person of the Releasing Member to take into account any special considerations that the family may have. They may provide pictures for any planned photo album, anecdotes for the Master of Ceremonies, or they may even wish to make a presentation themselves.

Whether the ceremony is informal or formal, it is imperative that the event be conducted with dignity and sincerity. The RFC should consider the following when making preliminary arrangements:

- a. Master of Ceremonies (MC): the early selection of an appropriate MC is critical to the success of the event. The MC should be comfortable speaking in public and have knowledge of the member's career and family.
- b. Presenter: presenter of the Certificate of Service should be at least two ranks higher than the Releasing Member and should preferably be their Commanding Officer.
- c. Program: written copies of the order of events should be available for participants to review as necessary (see Annex J). An attractive souvenir program may be prepared.
- d. Mess/Establishment Support: the mess/establishment should be consulted regarding provision of:
 - microphones;
 - speaking podiums;
 - stage/floor layout; and
 - other special equipment.

Note: always follow-up and make sure all is in place and in good working order.

- e. Manpower: while the onus is on the Releasing Member's unit to provide the bulk of any manpower required, others may be willing to assist.
- f. Other items: arrangements could be made to videotape the ceremony or to conduct a reminiscent slide presentation. The videotape, and/or slide presentation make a meaningful keepsake presentation to the Releasing Member and family. Again, funding shall be through non-public unit funds or collection.

5.2 General

Proper planning in the layout of the room will ensure success of the ceremony. As with any reward or recognition program, sincerity is key. Nothing should be included if there is a possibility that it could embarrass the guest of honour or family.

Within the parameters of the Depart With Dignity program, each ceremony may vary both in scope and detail. Regardless, each ceremony, whether formal or informal, should be dignified and memorable. RFCs are encouraged to plan carefully, seek assistance and speak to those with previous RFC experience to ensure the success of this significant event in the member's military career. A DWD checklist is provided at Annex K.

6.0 References

6.1 Source References

- CANFORGEN 100/00 ADM(Hr-Mil) 061 161430Z Aug 00 (SPHL)
- MARGEN 007/06 DGMPR 03/06 241037Z Jan 06 (Navy Environmental Certificate)
- CANFORGEN 105/03 CAS 049 131300Z AUG 03 (Air Force Environmental Certificate)
- CANFORGEN 122/04 CAS 059 151827Z SEP 04 (Air Force Update)
- CANFORGEN 009/04 CLS 003/04 221450Z Jan 04 (Army Environmental Certificate)
- CANFORGEN 172/05 CLS 022/05 091414Z NOV 05 (Army Update)

7.0 Annexes

- Annex A Sample Announcement message
- Annex B Eligibility and contact for DWD presentations
- Annex C Sample Letter to the Prime Minister
- Annex D Sample Letter to the Premier of a Province
- Annex E Sample Letter to the Mayor of a City
- Annex F 25 Year Flag Certificate
- Annex G Royal Canadian Legion Scroll
- Annex H Royal Canadian Legion Welcoming Letter
- Annex I Royal Canadian Legion Member-At-Large Application Form
- Annex J Sample Agenda
- Annex K DWD - Retirement Function Coordinator Checklist

Annex A
CMP Instr 01/09 - Depart With Dignity
Sample Announcement message
16 January 2009

DISTRIBUTION LIST: AIG 1704 AND 1705 (ALL BASES, STATIONS COMMANDS AND SHIPS)

SUBJECT: NAME OF RETIRING MEMBER – (RANK, NAME, MOSID)

- 1. YEARS OF SERVICE AND DATE OF RETIREMENT**
- 2. BRIEF OVERVIEW OF MEMBER'S MILITARY HISTORY AND CONTRIBUTIONS TO THE MILITARY**
- 3. NAME OF SPOUSE AND CHILDREN (IF APPL); MEMBERS' RETIREMENT PLANS (IF KNOWN)**
- 4. DATE, TIME, COST, AND EXACT LOCATION OF VENUE. FORWARD ATTENDANCE TO NAME AND PHONE NUMBER OF RETIREMENT FUNCTION COORDINATOR**
- 5. WHERE ANECDOTES ARE TO BE SENT (E-MAIL/FAX NUMBER)**

END OF ENGLISH TEXT/DÉBUT DU TEXTE FRANÇAIS

LISTE DE DISTRIBUTION : AIG 1704 ET 1705 (AUX BASES, STATIONS COMMANDEMENTS ET NAVIRES)

OBJET : NOM DU MILITAIRE PRENANT SA RETRAITE – (GRADE, NOM, CODE ID SPGM)

- 1. ANNÉES DE SERVICE ET DATE DE LA RETRAITE**
- 2. BREF APERÇU DE LA CARRIÈRE MILITAIRE ET DE LA CONTRIBUTION AUX FORCES CANADIENNES**
- 3. NOM DU CONJOINT ET DES ENFANTS (LE CAS ÉCHÉANT); PROJETS DE RETRAITE DU MILITAIRE (SI CONNUS)**
- 4. DATE, HEURE, COÛT ET ENDROIT EXACT DE L'ÉVÉNEMENT. COMMUNIQUER LES PRÉSENCES AU NOM ET NUMÉRO DE TÉLÉPHONE DU COORDONNATEUR DE LA CÉRÉMONIE DE DÉPART**
- 5. OÙ FAIRE PARVENIR LES ANECDOTES (COURRIEL, N° DE TÉLÉCOPIEUR)**

FIN DU TEXTE FRANÇAIS

Sample

Annex B
 CMP Instr 01/09 - Depart With Dignity
 Eligibility and contact for DWD presentations
 16 January 2009

ITEM	CONTACT/ACTION	PHONE/FAX #s
<p>Chief of Defence Staff:</p> <p>Certificate of Service and Service Pin</p> <p>For all members</p>	<p>Contact: Release Sections responsible for processing member's release</p> <p>Action: RFC informs release section that the certificate and Pin be sent directly to the RFC</p>	
<p>Prime Minister's Office:</p> <p>PM's congratulatory letter</p> <p>For those having served 20 years service or more.</p> <p>«Submit request at least 30 days prior to date of presentation»</p>	<p>Contact: PM Office – Attn: Special Messages</p> <p>Action: RFC faxes a signed letter (see Annex C) utilizing CF letterhead with the following particulars:</p> <ul style="list-style-type: none"> • rank / name / dates of service of the Releasing Member; • language of preference; and • date required, the name and address of the person requesting the letter. 	<p>Tel: 613-941-6880</p> <p>Fax: 613-941-6900</p>
<p>Provincial Premier's Office:</p> <p>Congratulatory Letter from the Provincial Premier</p> <p>For those having served 15 years service or more.</p> <p>«Submit request at least 30 days prior to date of presentation»</p>	<p>Contact: The Provincial Premier's Office</p> <p>Action: RFC faxes (see Annex D) the following particulars:</p> <ul style="list-style-type: none"> • rank / name / initial of Releasing Member; • name of spouse/number of children; • years of service – start and retirement date; • element; • brief description of the Releasing Member's career; • brief description of the member's personal traits and work ethics; and • very brief description of member's retirement plans. 	<p>All Telephone/ Fax numbers on table below:</p>

Annex B
 CMP Instr 01/09 - Depart With Dignity
 Eligibility and contact for DWD presentations
 16 January 2009

ITEM		CONTACT/ACTION			PHONE/FAX #s
	PROVINCE	TEL #	FAX #	E-MAIL	
	British Columbia	250-387-1715	205-387-0087	premier@gov.bc.ca	
	Alberta	780-427-2251	780-427-1349	premier@gov.ab.ca	
	Saskatchewan	306-787-9433	306-787-0885	premier@gov.sk.ca	
	Manitoba	204-945-3714	204-949-1484	premier@leg.gov.mb.ca	
	Ontario	416-325-1941	416-325-3745	premier.gov.on.ca/certificates/default.asp	
	Québec	418-643-5321	418-528-0350	emilie.gagnon@mce.gouv.qc.ca	
	PEI	902-368-4400	902-368-4416	txarsenault@gov.pe.ca	
	New Brunswick	506-453-2144	506-453-7407	premier@gnb.ca	
	Nova Scotia	902-424-6600	902-424-7648	premier@gov.ns.ca	
	Newfoundland	709-729-3570	709-729-5875	premier@mail.gov.nf.ca	
	Yukon	867-667-8879	Nil	information@gov.yk.ca	
	NWT	867-669-2311	867-873-0169	joseph_handley@gov.nt.ca	
	Nunavut	867-975-5050	867-975-5051	Nil	
D. Mayor's Office:	Contact: Mayor's Office				
<p>Congratulatory Letter from the Mayor of the City/Town or Municipality</p> <p>For those having served 15 years service or more.</p> <p>Letters from the Mayor's Office should be reserved for those members who have been an active member in their local community or otherwise have contributed to the benefit thereof.</p> <p>«Submit request at least 30 days prior to date of presentation»</p>	<p>Action: RFC faxes (see Annex E) the following particulars:</p> <ul style="list-style-type: none"> • rank / name / initial of Releasing Member; • name of spouse/number of children; • years of service – start and retirement date; • element; • brief description of the Releasing Member's career; • brief description of the member's personal traits and work ethics; and • very brief description of member's retirement plans. 			Local Telephone and Fax numbers	
E. Respective CF Branch Certificate					
Navy - MARGEN 007/06 gives details for requesting Naval Environmental Certificates	+CMS Retirement Certs@CMSNavy@CMS D Mar Pers@Ottawa-Hull				
CLS - CANFORGEN 172/05 CLS 022/05 091414Z NOV 05	+Army Retirement Certificate@CLS DLPM@Ottawa-Hull				
CAS - CANFORGEN 122/04 CAS 059 151827Z SEP 04	+CAS DWD-AF Cert of Appn@CAS D Air PM&S@Ottawa-Hull				

Annex B
 CMP Instr 01/09 - Depart With Dignity
 Eligibility and contact for DWD presentations
 16 January 2009

ITEM	CONTACT/ACTION	PHONE/FAX #s
For all members		
F. Mess Gift: Respective Mess Gift For all members	Contact: Mess Manager Action: RFC will contact the respective mess to ensure the mess gift will be available for the function should the member qualify for such gift in accordance with respective Mess Constitution.	Local Telephone and Fax numbers

Annex C
CMP Instr 01/09 - Depart With Dignity
[Sample Letter to the Prime Minister](#) (to be printed on National Defence letterhead)
16 January 2009

Retirement of Colonel Jimmy Joe Bloggins, CD

Dear Prime Minister

I am submitting this request for a congratulatory retirement letter to be personally signed by you. The official presentation will take place 22 March 2008 in the NDHQ Warrant Officer's and Sergeants'/Chiefs and Petty Officers' Mess, 4 Queen Elizabeth Driveway, Ottawa, Ontario.

The following information is provided for the certificate:

Colonel J.J. Bloggins, CD

Enrolled - **Canadian Forces on 04 Nov 81**

Release Date - **17 March 2008 (26 plus years)**

Language of Preference - **English**

Date Required By - **15 March 2008 (To allow time for framing)**

Contact: WO John Smithman

Mailing Address:

WO John Smithman
DCJH 4-3
National Defence Headquarters
Ottawa, ON K1A 0K2

Sample

If further information is required, please do not hesitate to contact the undersigned at XXX-944-4789. Thank you in advance for your assistance.

J.A. Smithman
Warrant Officer
Director of Combined Joint Hospital 4-3

Annex D
CMP Instr 01/09 - Depart With Dignity
Sample Letter to the Premier of a Province
16 January 2009

Unit Chief Petty Officer
Fleet Maintenance Facility
Cape Scott
PO Box 99000 Stn Forces
Halifax, NS B3K 5X5

14 July 2008

Office of the Premier of Nova Scotia
PO Box 726
Halifax
B3J 2T3

Sample

Retirement of Chief Petty Officer 1 J. J. Bloggins, MMM, CD

Dear Premier,

I am writing to you today with the hope that your office will recognize the distinguished career of one of our most senior naval Chief Petty Officers.

I am in the process of putting in place a formal retirement ceremony for Chief Petty Officer Bloggins so that we have the honour to say farewell to this individual in a manner commensurate with his rank and in keeping with the many outstanding contributions he has made; both in the service of Canada and to his community. The ceremony will be held 26 Aug 2008, in the Formation Halifax Chief's and Petty Officer's, Warrant's and Sergeant's Mess.

Given that CPO1 Bloggins has served with loyalty on numerous ships and in units in Nova Scotia throughout his thirty-five year career, we are arranging a special farewell for him and his family. Therefore sir, it is respectfully requested that a formal letter of congratulations, be prepared over your signature to recognize CPO1 J.J. Bloggins' long and distinguished career. The letter will be photo engraved and placed in an album as a keepsake for CPO1 Bloggins.

My fellow Chiefs and Petty Officers believe that the significance of this letter will express to Chief Petty Officer Bloggins the esteem with which he is regarded by his country, his province and his shipmates. Your consideration and support would be very much appreciated.

Yours truly,

H.H. Smith
Chief Petty Officer First Class, MMM, CD

Annex E
CMP Instr 01/09 - Depart With Dignity
Sample Letter to the Mayor of a City
16 January 2009

Unit Chief Petty Officer
Fleet Maintenance Facility
Cape Scott
PO Box 99000 Stn Forces
Halifax, NS B3K 5X5

14 July 2008

Office of the Mayor of Halifax Regional Municipality
PO Box 1749
1841 Argyle St.
Halifax, N.S.
B3J 2T3

Sample

Retirement of Chief Petty Officer 1 J. J. Bloggins, MMM, CD

Dear Mayor,

I am writing to you today with the hope that your office will recognize the distinguished career of one of our most senior naval Chief Petty Officers.

I am in the process of putting in place a formal retirement ceremony for Chief Petty Officer Bloggins so that we have the honour to say farewell to this individual in a manner commensurate with his rank and in keeping with the many outstanding contributions he has made; both in the service of Canada and to his community. The ceremony will be held 26 Aug 2008, in the Formation Halifax Chief's and Petty Officer's, Warrant's and Sergeant's Mess.

Given that CPO1 Bloggins has served with loyalty and distinction on numerous ships, submarines, NDHQ and in shore units throughout Nova Scotia during his thirty-five year career, we are arranging a special presentation for him in the form of a photo album, which will showcase his many honours and awards.

Having said that sir, it would be very much appreciated and extremely meaningful to all of us if you were to acknowledge CPO1 Bloggins outstanding career with a letter signed by yourself as Mayor of the Halifax Regional Municipality. A photo engraved copy of the letter will be placed in the album along with similar letters from the Prime Minister of Canada and the Premier of Nova Scotia.

The organizers believe, as do I sir, that the significance of the letter will express to Chief Petty Officer Bloggins the esteem with which he is regarded by his country, his province, his city and his shipmates. Your consideration and support would be very much appreciated.

Yours truly,

H.H. Smith
Chief Petty Officer First Class, MMM, CD

Annex F
CMP Instr 01/09 – Depart with Dignity
25 Year Flag Certificate
16 January 2009

Please use the following site to access **and print** the 25 Year Flag Certificate:
http://hr.ottawa-hull.mil.ca/dgmc/docs/programs/DepartDignity/FlagCertificate_e.doc

This Canadian Flag was flown over

[Unit]

[d Mmmm yyyy]



**In recognition of the
[#] year military career of**

[Member's name]

**It is presented on the occasion of [his/her]
retirement from the Canadian Forces**

[d Mmmm yyyy]



THE ROYAL CANADIAN LEGION
DOMINION COMMAND



LA LÉGIION ROYALE CANADIENNE
DIRECTION NATIONALE

The Dominion President
of The Royal Canadian Legion
Invites

On the occasion of your retirement _____ (date)
from the Canadian Forces the opportunity to apply for a
One-year complimentary membership in the Legion.

This offering will allow access to any branch of
The Royal Canadian Legion as an “Ordinary” member
for a period of one year from the date of application and the ability
to transfer this membership to a Legion branch of your choice.

Come visit us at our website www.LEGION.ca to learn more about how we can assist you

VETERANS CARE • REMEMBRANCE • YOUTH • SENIORS • UNITY • COMMUNITY SERVICE
SOINS AUX ANCIENS COMBATTANTS • SOUVENIR • JEUNESSE • AÎNÉ(E)S • UNITÉ • SERVICE COMMUNAUTAIRE

Annex H
CMP Instr 01/09 - Depart With Dignity
Royal Canadian Legion Welcoming Letter
16 January 2009



THE ROYAL CANADIAN LEGION
DOMINION COMMAND



LA LÉGIION ROYALE CANADIENNE
DIRECTION NATIONALE

Dear Comrade:

As the Dominion President of The Royal Canadian Legion and on behalf of all Legion members, I would like to take this opportunity to congratulate you on your loyal and dedicated service to our country and on your impending retirement from the Canadian Forces. You may find the opening salutation different from one that you would normally hear but we in the Legion are all Comrades with a common purpose: the perpetuation of Remembrance, the care and welfare of our veterans of all ages, and service to our nation and our communities.

As a member of the military you may have had an opportunity to visit a Legion branch or to learn of our many programs in support of the military and our veterans. Our Poppy Campaign continues to raise over \$8 million each year with which we are able to provide direct support to CF veterans and their dependants. We also use this funding in support of our nation-wide Service Officer program by which we are able to provide direct and immediate assistance to any serving Canadian Forces member or veteran who wishes to apply to Veterans Affairs Canada for disability benefits or other compensation programs. Our record of success in winning positive decisions from the Veterans Review and Appeal Board on behalf of our military and ex-service clients is second to none.

You may also know that the Legion was a major benefactor of support for the Show Tours into Afghanistan until the Crown finally agreed to subsidize such entertainment in 2006. In addition we are the major financial partner in supporting the CF Sport Championships and Banquet, the Vimy visit to Vimy, and the continuing distribution of coffee and donut certificates every two weeks to our forces in Afghanistan. In other words "We Support Our Troops" is much more than just a catch word to The Royal Canadian Legion.

But, we can continue our good work on behalf of you and your fellow veterans of the CF only as long as our membership remains strong and committed. Other than the benevolence and Service Officer Programs which are funded through our Poppy Campaign, all other activities are funded by the membership fees paid by each of our members. Today, we sit at approximately 370,000 members but our ranks continue to decline as our war veterans pass on. We urgently need the re-invigorated participation of retiring veterans from the CF today. Our future is dependent on their recruitment.

And so, in the interests of the CF, Remembrance, and our many programs and advocacy on behalf of the military and its CF veterans, we would like you to consider joining our ranks. Enclosed is an application form for a complimentary one year membership as an "Ordinary" member of the Legion within our Military Member At Large special branch. Return the completed form by mail to: Membership Section, 86 Aird Place, Ottawa, ON K2L 0A1 or by fax to: (613) 591-9335. Throughout the year you will enjoy LEGION magazine, access to our Member Benefit programs and the opportunity to get to know us better. In the end we hope you will continue to support the Legion and to grow with us in progressing our support of the CF and its veterans.

With my very best wishes,

Jack Frost
Dominion President

VETERANS CARE • REMEMBRANCE • YOUTH • SENIORS • UNITY • COMMUNITY SERVICE
SOINS AUX ANCIENS COMBATTANTS • SOUVENIR • JEUNESSE • AÎNÉ(E)S • UNITÉ • SERVICE COMMUNAUTAIRE

Retirement Presentation - 29 June 2008

Colonel Jimmy Jones Bloggins



Welcome - Col Frank Fresh (Master of Ceremonies)

Biography - BGen Tom Tiddley

Slide Presentation - CWO Harry Hound

Reading of Messages & Anecdotes -

- LCol Bob Buglar
- Maj Claude Cass
- Maj Bob Biff
- CWO Paul Puller
- Capt Karen Keeper

Sample

INSERT PHOTO HERE

Presentations & Speeches -

Annex J
CMP Instr 01/09 - Depart With Dignity
Sample Agenda
16 January 2009

- Retirement Certificate/Prime Minister's Letter - MGen Flyer
- Officers Mess Plaque - Col Mike Master
- Album - CWO Harry Hound
- Gift from D Air PT - LCol Bob Buglar
- Legion Membership

Colonel Bloggin's farewell speech

Preliminary Preparations

	Initiative	Date commenced	Date completed	N/A	Remarks/Contacts
1	Member submitted Release				
2	Discuss the member's desires for a retirement function. In addition solicit input from CO and spouse, etc.				
3	Select a location/alternative location for the retirement function				
4	Set date for retirement function				
5	Reserve location and special arrangement				
6	Send Message (AIG 1704/1705) advising of member's impending retirement. Utilize E-Mail to key staff as required				
7	Request Certificate of Service/CF Service Pin (see Annex B)				
8	Contact respective ECS for Certificate (see Annex B)				
9	Request retirement letter from the Prime Minister (as applicable)				
10	Request retirement letter from Premier of the respective province (if applicable)				
11	Request retirement letter from the Mayor of respective city (if applicable)				
12	Contact the Mess with regard to Mess Gift (if available in accordance with Mess Constitution)				
13	Contact Branch for Branch Certificate (if applicable)				
14	Obtain Canadian Flag (if applicable) from Base/Unit/Wing CWO. Print Certificate (see Annex F) (see para 4.6)				

Annex K
 CMP Instr 01/09 - Depart With Dignity
 DWD - Retirement Function Coordinator Checklist
 16 January 2009

	Initiative	Date commenced	Date completed	N/A	Remarks/Contacts
15	Print off Legion scroll, letter and membership form (see Annexes G, H and I)				
16	Purchase suitable frames for certificates (may utilize local public funds to frame two certificates the Certificate of Service and one other.)				
17	Ascertain from spouse or member if they would like any special guests invited and issue invitation				
18	Select a Master of Ceremonies/Invite Presiding Rank (see para 5.1 a & b)				
19	Purchase/prepare a retirement Album (optional - depending upon ceremony etc)				
20	Create a Slide-show of member's career (optional)				
21	Promulgate an Agenda (see Annex J)				
22	Prepare souvenir program (optional)				

The Ceremony

	Initiative	Date commenced	Date completed	N/A	Remarks
1	Ensure that the retirement venue is properly set-up				
2	Ensure that food order is available (if applicable)				
3	Ensure that the retirement function is either photographed or videotaped (optional)				
4	Ensure that the Master of Ceremonies has all the appropriate information and a copy of the agenda				
5	Have someone greet the Releasing Member and his/her entourage at the door				
6	Have someone greet any dignitaries or personnel expected to sit at a head table or with the Releasing Member and family				
7	Ensure that the Releasing Member, his/her spouse and children in attendance are provided with refreshments of their choice				
8	Give the floor to the Master of Ceremonies				
9	Sample Agenda Format <ul style="list-style-type: none"> • Welcome by MC • Member's Biography • Slide Presentation (if applicable) • Reading of Messages and Anecdotes • Presentations and Speeches <ul style="list-style-type: none"> ○ Retirement Certificate and PM's letter by the highest ranking individual at function (if applicable) 				Format of a sample agenda is attached at Annex J

Annex K
 CMP Instr 01/09 - Depart With Dignity
 DWD - Retirement Function Coordinator Checklist
 16 January 2009

	Initiative	Date commenced	Date completed	N/A	Remarks
	<ul style="list-style-type: none"> ○ Mess Plaque ○ Canadian Flag (if applicable) ○ Shadow Box (if applicable) ○ Retirement Album (if applicable) ○ Flowers or gift for spouse (if applicable) ○ Gifts from unit and various other agencies/personnel ○ Legion Membership ● Member's retirement speech ● Cutting/serving of the retirement cake (if applicable) 				