**EVENT:** Retirement iho SMSgt Richardson **LOCATION:** BC Spaatz Room

**DATE/TIME:** Fri, 6 Jan 17/1300 **RECEPTION:** N/A

**BRIEFINGS: Mission Brief:** N/A **HG Talk-thru:** 1200

**DRESS: Official Party:** Service dress **Formation:** N/A **Guests:** UOD/civ attire

**HONOREE** (arrival place/time)**:**  **Senior Master Sergeant Contina M. Richardson,** Executive to the Director of Staff, Air Force District of Washington (AFDW), Joint Base Andrews, MD (Old Club Rm/1230)

**HOST** (arrival place/time)**:** **Major General Darryl W. Burke**, Commander of the Air Force District of Washington (AFDW) and the 320th Air Expeditionary Wing, Joint Base Andrews,MD; (Old Club Rm /1235)

**CEREMONY POC** (phone #)**:** **Senior Airman Krystal M. Elmore**, AFDW Ceremonies and Protocol; 202-767-4265 krystal.m.elmore.mil@mail.mil

**FAMILY AND GUEST INVOLVEMENT:** No

**EST ATTENDANCE:** TBD

**HG SUPPORT:** Yes **BAND SUPPORT:** Yes

**MEDIA:** Yes **Specify:** AFDW/PA

**EVENT**: Retirement iho SMSgt Richardson

**DATE**: Fri, 6 Jan 17

**TIME**: 1300

**PLACE**: BC Spaatz Room

**SEQUENCE OF EVENTS**

**OPENING NARRATION**

*Arrival Fanfare*

*Musical Honors*

**NATIONAL ANTHEM**

**INVOCATION**

*(Ch. Jones)*

**REMARKS**

*(Maj Gen Burke)*

**MEDAL PRESENTATION**

*Meritorious Service Medal*

**RETIREE/SPOUSE RECOGNITION**

*Retirement Certificate Presentation*

*Letters Presentation*

*Retirement Pin Presentation*

*Spouse Certificate of Appreciation Presentation*

**SPECIAL PRESENTATION**

*Flag Folding*

**REMARKS**

 *(SMSgt Richardson)*

**CLOSING NARRATION**

*Air Force Song*

*Receiving Line*

**PRE-CEREMONY**

**1200**

Talk-thru with USAF Honor Guard and AFDW/CCP in Spaatz room.

**1230**

SMSgt Richardson and Mr. Richardson arrive and are greeted and escorted into the Old Club Room by AFDW/CCP.

**1235**

Maj Gen Burke arrives and is greeted and escorted into the Old Club Room by AFDW/CCP.

**1242** *(If required)*

USAF Honor Guard escort is in place outside the Old Club Room.

**1245** *(If required)*

On cue from AFDW/CCP, additional family members in the Old Club Room are escorted to their seats.

String Quintet begins pre-ceremony concert.

**Briefing**

### **1250**

Maj Gen Burke and SMSgt Richardson *(Official Party)* and Mr. Richardson are briefed in the Old Club Room by the USAF Honor Guard Officer in Charge (HG/OIC).

**Protocol Statement**

**1255** *On Cue from AFDW/CCP*

**Narrator "LADIES AND GENTLEMEN, WELCOME TO THIS AFTERNOON’S 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 MUSICAL HONORS AND OUR NATIONAL ANTHEM, MILITARY MEMBERS SHOULD STAND AT ATTENTION. DURING THE NATIONAL ANTHEM OUR CIVILIAN GUESTS SHOULD PLACE THEIR RIGHT HAND OVER THEIR HEART. WE REQUEST CELLULAR PHONES AND OTHER ELECTRONIC DEVICES BE TURNED OFF AT THIS TIME. THE CEREMONY WILL BEGIN SHORTLY. THANK YOU."**

**1257**

On cue from AFDW/CCP, Honor Guard escort guides Mr. Richardson to his seat and he is seated.

Music cuts as Mr. Richardson is seated.

**1259**

On cue from AFDW/CCP, HG/OIC escorts the official party to the room entrance.

**OPENING NARRATION**

**1300** *On Cue from AFDW/CCP*

**Narrator "GOOD AFTERNOON, LADIES AND GENTLEMEN. THE MEN AND WOMEN OF THE UNITED STATES AIR FORCE, IN KEEPING WITH ONE OF THE OLDEST TRADITIONS IN MILITARY SERVICE, PAY SPECIAL TRIBUTE TO THE EXECUTIVE TO THE DIRECTOR OF STAFF, HEADQUARTERS, AIR FORCE DISTRICT OF WASHINGTON, SENIOR MASTER SERGEANT CONTINA M. RICHARDSON, ON THE OCCASION OF HER RETIREMENT. THE PRESIDING OFFICER FOR TODAY'S CEREMONY IS THE COMMANDER OF THE AIR FORCE DISTRICT OF WASHINGTON AND THE 320TH AIR EXPEDITIONARY WING, MAJOR GENERAL DARRYL W. BURKE. LADIES AND GENTLEMEN, PLEASE RISE."**

HG/OIC escorts official party into the room. They stop in front of their seats and remain standing, facing the audience.

**Musical Honors**

String Quintet plays two *“Ruffles and Flourishes”* and the *“General’s March*” in honor of Maj Gen Burke.

SMSgt Richardson faces Maj Gen Burke on the first note of the music. At the conclusion of musical honors SMSgt Richardson faces back toward the audience.

**NATIONAL ANTHEM**

*After musical honors*

**Narrator** **"PLEASE REMAIN STANDING FOR THE PLAYING OF OUR NATIONAL ANTHEM AND THE INVOCATION."**

String Quintet plays *“The Star-Spangled Banner.”*

INVOCATION

*After the last note of music*

##### Narrator “LADIES AND GENTLEMEN, CHAPLAIN, MAJOR CRYSTAL M. JONES, WILL NOW DELIVER THE INVOCATION.”

Ch. Maj Jones proceeds to podium, delivers the invocation, then returns to her seat and is seated.

**REMARKS**

*As Ch. Maj Jones returns to her seat*

**Narrator "PLEASE BE SEATED** *(Pause)* **LADIES AND GENTLEMEN, MAJOR GENERAL BURKE.”**

AFDW/CCP initiates applause.

Maj Gen Burke proceeds to podium and makes remarks. After remarks, he moves to a position in front of the flags *(place marker shows position)*.

**MEDAL PRESENTATION**

SMSgt Richardson joins Maj Gen Burke in front of the flags *(place marker shows position).*

*As SMSgt Richardson moves into position*

**Narrator "PLEASE RISE AS MAJOR GENERAL BURKE PRESENTS SENIOR MASTER SERGEANT RICHARDSON WITH THE AIR FORCE MERITORIOUS SERVICE MEDAL.** *(Pause)* **SENIOR MASTER SERGEANT CONTINA M. RICHARDSON DISTINGUISHED HERSELF IN THE PERFORMANCE OF OUTSTANDING SERVICE TO THE UNITED STATES AS EXECUTIVE TO THE DIRECTOR OF STAFF, HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON FROM 18 NOVEMBER 2015 TO 2 DECEMBER 2016. DURING THIS PERIOD, THE OUTSTANDING PROFESSIONAL SKILL, LEADERSHIP, AND CEASELESS EFFORTS OF SERGEANT RICHARDSON RESULTED IN MAJOR CONTRIBUTIONS TO THE EFFECTIVENESS AND SUCCESS OF THE AIR FORCE DISTRICT OF WASHINGTON AND AIR FORCE PROGRAMS SUPPORTING MORE THAN 32,000 AIR FORCE PERSONNEL ASSIGNED TO HEADQUARTERS UNITED STATES AIR FORCE, DEFENSE AGENCIES, COMBATANT COMMANDS AND OTHER ORGANIZATIONS. HER INNOVATIVE SOLUTION TO COMPLEX MANAGERIAL PROBLEMS DIRECTLY RESULTED IN THE SUCCESSFUL ACCOMPLISHMENT OF IN EXCESS OF 800 HIGHER HEADQUARTERS TASKINGS, ULTIMATELY CULMINATING IN THE COMPLETE OVERHAUL OF THE COMMANDER’S SUPPORT STAFF ADMINISTRATIVE GUIDE. HER DIRECTOR OF STAFF BUSINESS CONTINUITY PLAN SYNCHRONIZED MISSION ESSENTIAL RESPONSE PLANS AMONG SEVEN MAJOR HEADQUARTERS DIRECTORATES AND PRESERVED VITAL OPERATIONS DURING A CONTINGENCY. LASTLY, AS EXECUTIVE ASSISTANT TO THE DIRECTOR OF STAFF, HER STEADFAST LEADERSHIP DURING AN UNPRECEDENTED SEVEN MONTH VACANCY IN THE DIRECTOR’S POSITION ENSURED THE SUCCESSFUL OPERATION OF A HEADQUARTERS STAFF OF 320 PERSONNEL CONTINUED UNABATED. THE SINGULARLY DISTINCTIVE ACCOMPLISHMENTS OF SERGEANT RICHARDSON CULMINATE A DISTINGUISHED CAREER IN THE SERVICE OF HER COUNTRY AND REFLECT GREAT CREDIT UPON HERSELF AND THE UNITED STATES AIR FORCE.”**

Awards bearer proceeds to the right side of Maj Gen Burke. Maj Gen Burke receives medal from awards bearer. Maj Gen Burke and SMSgt Richardson both face center. Maj Gen Burke clips the medal on SMSgt Richardson’s uniform, pausing for photographs.

Awards bearer proceeds to the right side of Maj Gen Burke. Maj Gen Burke receives citation, shares it with SMSgt Richardson, pausing for photographs, and returns it to the awards bearer. They shake hands, exchange salutes and face back toward the audience.

**RETIREE/SPOUSE RECOGNITION**

**Retirement Certificate Presentation**

*As Maj Gen Burke and SMSgt Richardson face back towards audience*

**Narrator "PLEASE REMAIN STANDING AS MAJOR GENERAL BURKE RETIRES SENIOR MASTER SERGEANT RICHARDSON.** *(Pause)* **BY ORDER OF THE SECRETARY OF THE AIR FORCE, SENIOR MASTER SERGEANT CONTINA M. RICHARDSON IS RETIRED FROM ACTIVE DUTY WITH THE UNITED STATES AIR FORCE, EFFECTIVE 1 MARCH 2017 AFTER MORE THAN 23 YEARS OF FAITHFUL AND HONORABLE DUTY."**

Awards bearer proceeds to the right side of Maj Gen Burke. Maj Gen Burke receives certificate from awards bearer. Maj Gen Burke and SMSgt Richardson both face center. Maj Gen Burke shares the certificate with SMSgt Richardson for photographs and returns it to the awards bearer. They shake hands and face back towards the audience.

**Letter Presentation**

*After retirement certificate is returned to award bearer*

**Narrator "PLEASE BE SEATED.** *(Pause)* **SENIOR MASTER SERGEANT RICHARDSON, WE ARE PLEASED TO PRESENT YOU WITH THE FOLLOWING CERTIFICATE FROM OUR COMMANDER IN CHIEF.  IT READS: SENIOR MASTER SERGEANT RICHARDSON, I EXTEND TO YOU MY PERSONAL THANKS AND THE SINCERE APPRECIATION OF A GRATEFUL NATION FOR YOUR CONTRIBUTION OF HONORABLE SERVICE TO OUR COUNTRY. YOU HAVE HELPED MAINTAIN THE SECURITY OF THE NATION DURING A CRITICAL TIME IN ITS HISTORY WITH A DEVOTION TO DUTY AND A SPIRIT OF SACRIFICE IN KEEPING WITH THE PROUD TRADITIONS OF MILITARY SERVICE. YOUR COMMITMENT AND DEDICATION HAVE BEEN AN INSPIRATION FOR THOSE WHO WILL FOLLOW IN YOUR FOOTSTEPS, AND FOR ALL AMERICANS WHO JOIN ME TODAY IN SALUTING YOU FOR A JOB EXTREMELY WELL DONE. MY BEST WISHES TO YOU FOR HAPPINESS AND SUCCESS IN THE FUTURE. SIGNED, BARACK OBAMA, COMMANDER IN CHIEF.**

Award bearer proceeds to the right of Maj Gen Burke. Maj Gen Burke receives letter, shares it with SMSgt Richardson, pausing for photographs, and returns it to the award bearer. Maj Gen Burke and SMSgt Richardson shake hands and face back toward the audience.

SMSgt Richardson remains in place takes one step to the right.

**Retirement Pin Presentation**

*After letter is returned to awards bearer*

**Narrator “SENIOR MASTER SERGEANT RICHARDSON’S SPOUSE, MR. DANIEL RICHARDSON, WILL NOW PRESENT HER WITH THE AIR FORCE RETIREMENT PIN.”**

Escort guides Mr. Richardson to the right of SMSgt Richardson.

Award bearer proceeds to the right of Maj Gen Burke. Maj Gen Burke receives pin, and presents it to Mr. Richardson. Mr. Richardson places the pin on the left lapel of SMSgt Richardson’s service coat, pausing for photographs. Maj Gen Burke, SMSgt Richardson and Mr. Richardson shake hands and face back toward the audience.

**Spouse Certificate of Appreciation Presentation**

*After the pin presentation is complete*

**Narrator "MAJOR GENERAL BURKE WILL NOW PRESENT MR. RICHARDSON WITH A CERTIFICATE OF APPRECIATION FROM THE UNITED STATES AIR FORCE.** *(Pause)* **MR. RICHARDSON, YOUR COMMITMENT TO THE AIR FORCE, YOUR FAMILY, AND YOUR SPOUSE'S PROFESSION DURING HER CAREER HAS BEEN A MODEL FOR OTHERS TO FOLLOW. FOR THIS, WE ARE FOREVER GRATEFUL. WITH OUR DEEP APPRECIATION, ADMIRATION, AND RESPECT, WE PRESENT THIS CERTIFICATE AS A REMEMBRANCE OF YOUR YEARS AS A MEMBER OF THE AIR FORCE FAMILY."**

Awards bearer proceeds to right side of Maj Gen Burke.

Maj Gen Burke receives certificate, shares it with Mr. Richardson, pausing for photographs, and returns it to the awards bearer. Maj Gen Burke and Mr. Richardson shake hands and face back toward the audience.

Honor Guard escort guides Mr. Richardson to his seat.

Maj Gen Burke returns to his seat and is seated.

SMSgt Richardson centers herself on flag stands at attention.

**SPECIAL PRESENTATIONS**

**Flag Folding**

*Once SMSgt Richardson is in position.*

**Narrator “SENIOR MASTER SERGEANT RICHARDSON WILL NOW BE PRESENTED WITH OUR NATION’S COLORS IN HONOR OF HER 23 YEARS OF SERVICE.”**

Flag presentation detail proceeds to their position and begins sequence.

*Once detail is in position*

**Detail Narrator “FOR MORE THAN 200 YEARS, THE AMERICAN FLAG HAS BEEN THE SYMBOL OF OUR NATION‘S UNITY, AS WELL AS A SOURCE OF PRIDE AND INSPIRATION FOR MILLIONS OF CITIZENS. BORN ON JUNE 14, 1777, THE SECOND CONTINENTAL CONGRESS DETERMINED THAT THE FLAG OF THE UNITED STATES BE THIRTEEN STRIPES, ALTERNATING BETWEEN SEVEN RED AND SIX WHITE; AND THAT THE UNION BE THIRTEEN STARS, WHITE IN A BLUE FIELD REPRESENTING A NEW CONSTELLATION.**

**BETWEEN 1777 AND 1960, THE SHAPE AND DESIGN OF THE FLAG EVOLVED INTO THE FLAG PRESENTED BEFORE YOU TODAY. THE 13 HORIZONTAL STRIPES REPRESENT THE ORIGINAL 13 COLONIES, WHILE THE STARS REPRESENT THE 50 STATES OF THE UNION. THE COLORS OF THE FLAG ARE SYMBOLIC AS WELL; RED SYMBOLIZES HARDINESS AND VALOR; WHITE SIGNIFIES PURITY AND INNOCENCE; AND BLUE REPRESENTS VIGILANCE, PERSEVERANCE AND JUSTICE.**

**TRADITIONALLY, A SYMBOL OF LIBERTY, THE AMERICAN FLAG HAS CARRIED THE MESSAGE OF FREEDOM, AND INSPIRED AMERICANS, BOTH AT HOME AND ABROAD.**

**IN 1814, FRANCIS SCOTT KEY WAS SO MOVED AT SEEING THE STARS AND STRIPES WAVING AFTER THE BRITISH SHELLING OF BALTIMORE‘S FORT MCHENRY THAT HE WROTE THE WORDS TO THE STAR SPANGLED BANNER.**

**IN 1892, THE FLAG INSPIRED FRANCIS BELLAMY TO WRITE THE PLEDGE OF ALLEGIANCE, OUR MOST FAMOUS FLAG SALUTE AND PATRIOTIC OATH.**

**IN JULY 1969, THE AMERICAN FLAG WAS FLOWN IN SPACE WHEN NEIL ARMSTRONG PLANTED IT ON THE SURFACE OF THE MOON.**

**TODAY, OUR FLAG FLIES ON CONSTELLATIONS OF AIR FORCE SATELLITES THAT CIRCLE OUR GLOBE, AND ON THE FIN FLASH OF OUR AIRCRAFT IN HARMS WAY IN EVERY CORNER OF THE WORLD. INDEED, IT FLIES IN THE HEART OF EVERY AIRMAN WHO SERVES OUR GREAT NATION. THE SUN NEVER SETS ON OUR U.S. AIR FORCE, NOR ON THE FLAG WE SO PROUDLY CHERISH.**

**SINCE 1776, NO GENERATION OF AMERICANS HAS BEEN SPARED THE RESPONSIBILITY OF DEFENDING FREEDOM. TODAY‘S AIRMEN REMAIN COMMITTED TO PRESERVING THE FREEDOM THAT OTHERS WON FOR US, FOR GENERATIONS TO COME.**

**BY DISPLAYING THE FLAG, AND GIVING IT A DISTINCTIVE FOLD, WE SHOW RESPECT TO THE FLAG AND EXPRESS OUR GRATITUDE TO THOSE INDIVIDUALS WHO FOUGHT, AND CONTINUE TO FIGHT FOR FREEDOM, AT HOME AND ABROAD. SINCE THE DAWN OF THE 20TH CENTURY, AIRMEN HAVE PROUDLY FLOWN THE FLAG IN EVERY MAJOR CONFLICT ON LANDS AND SKIES AROUND THE WORLD. IT IS THEIR RESPONSIBILITY AND OUR RESPONSIBILITY TO CONTINUE TO PROTECT AND PRESERVE THE RIGHTS, PRIVILEGES AND FREEDOMS THAT WE, AS AMERICANS, ENJOY TODAY. THE UNITED STATES FLAG REPRESENTS WHO WE ARE. IT STANDS FOR THE FREEDOM WE ALL SHARE AND THE PRIDE AND PATRIOTISM WE FEEL FOR OUR COUNTRY. WE CHERISH ITS LEGACY, AS A BEACON OF HOPE TO ONE AND ALL. LONG MAY IT WAVE.”**

Flag personnel hand flag to SMSgt Richardson, salute flag after handoff, and depart.

SMSgt Richardson Presents flag to mother.

**REMARKS**

*Once SMSgt Richardson is done presenting flag.*

**Narrator "LADIES AND GENTLEMEN, SENIOR MASTER SERGEANT RICHARDSON.”**

AFDW/CCP initiates applause.

SMSgt Richardson proceeds to podium, makes remarks, and returns to her position in front of the flags (*place markers shows position*). Maj Gen Burke joins SMSgt Richardson in front of the flags.

**CLOSING NARRATION**

*Once official party is in place*

**Narrator "THE MEN AND WOMEN OF THE UNITED STATES AIR FORCE ARE PROUD TO HAVE SERVED WITH SENIOR MASTER SERGEANT RICHARDSON AND WISH HER AND MR. RICHARDSON EVERY SUCCESS IN THEIR FUTURE ENDEAVORS. PLEASE RISE FOR THE PLAYING OF THE AIR FORCE SONG. ”**

**Air Force Song/Departure**

String Quintet plays one verse of the *“Air Force Song.”*

Official party remains in place for the first verse of the *“Air Force Song.”* When first verse is completed, escort guides Mr. Richardson to receiving line.

*At the conclusion of the first verse of the “Air Force Song”*

**Narrator "THIS CONCLUDES TODAY'S CEREMONY. PLEASE JOIN MAJOR GENERAL BURKE IN CONGRATULATING SENIOR MASTER SERGEANT AND MR. RICHARDSON IN THE RECEIVING LINE AT THE FRONT OF THE ROOM.THANK YOU FOR ATTENDING AND WE WISH YOU A PLEASANT DAY.”**

Maj Gen Burke starts receiving line and departs.