

Office of Director RCEME
National Defence Headquarters
Ottawa, Ontario K1A 0K2



2184-1000-1 (SO RCEME)

31 January 2018

Distribution List

**DIRECTOR RCEME COMMUNIQUÉ No 01/2018 -
UPDATED GUIDELINE FOR
RETIREMENT MESSAGES AND CERTIFICATES**

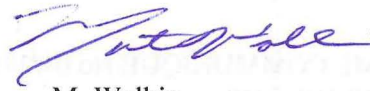
1. The intent of this communique is to inform the members of The Corps of RCEME about updated guidelines for retirement messages and certificates. When a member of the Corps of RCEME retires, a message may be sent to the Corps Secretariat for distribution. Annex A contains the background image for the message.
2. The general structure of the message is as follows:
 - a. picture of the retiree in military uniform;
 - b. first paragraph stating the date of retirement and the number of years served;
 - c. be a chronological list of the retiree's career;
 - c. biography written in third-person narrative; and
 - d. concluding paragraph that gives the required information about the Depart with Dignity (DWD) ceremony.
3. Retirement messages should be sent at least 3 weeks prior to the DWD for a timely distribution. Any messages sent later, might not be distributed to everyone in time.
4. The retirement message is required in both official languages as separate documents. Ensure that the translation is accurate before sending to the Corps Secretariat.
5. Prudence is strongly recommended in the drafting of the career synopsis. Good-natured comments shall be reserved for the DWD.
6. Retirees who have served 10 years or more, will have their retirement biography sent to both the Officer and NCM networks, and retirees who have served under 10 years will only be sent on their respective rank's network.

7. Retirement messages and certificate requests must be sent to DND.RCEME-GEMRC.MDN@forces.gc.ca.

Arte et Marte



N.P.M. Corriveau
Colonel
Director RCEME



M. Walhin
Chief Warrant Officer
RCEME Corps SM

Distribution List

RCEME Regional Network

Annex A – Sample Background