



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)  
Unit 21419  
APO AE 09708

REPLY TO  
ATTENTION OF

AERSH-AG

80th ASG (NSSG) Policy #066-01

OCT 10 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 80th ASG (NSSG) Hail and Farewell Procedures

1. Senior members in the 80th ASG community (Officers, GS-12/BA-12 and higher, and E-8 and higher) deserve an opportunity to welcome new members into the community and to recognize outgoing members. The 80th ASG Hail and Farewells provide the forum to accomplish these wishes, while also serving as times of fellowship and relaxation.
2. The 80th ASG Hail and Farewells will occur on a quarterly basis, with the responsibility of organization of the event rotating in the following order: PMO, DPW, DOL, DCA, DRM, Chapel.
3. Responsibilities:
  - a. S-1:
    - (1) Prepare any certificates or awards that will be given out at the Hail and Farewell and ensure that they are brought to the event.
    - (2) Bring officer gifts for outgoing officers.
    - (3) Bring baby cup for individuals who have had a recent birth or plate for individuals who have had a recent marriage.
    - (4) Ensure an information card is prepared for the commander for any staff member he will hail or farewell.
    - (5) Provide the commander with a list of all hails and farewells, to include the section responsible for hailing or farewellling each individual.
    - (6) Schedule the dates of all Hail and Farewells with the 80th ASG S-3.
    - (7) Maintain 80th ASG Officer Gift Fund and 80th ASG Cup and Flower Fund.
  - b. S-2/3:
    - (1) Place scheduled Hail and Farewells on the training calendar.
    - (2) Inform the 80th ASG Commander and S-1 of scheduling conflicts, which arise after the Hail and Farewell is already on the training calendar.

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## c. Section responsible for organizing the Hail and Farewell:

(1) Coordinate reservation and menu with a restaurant located within a reasonable driving distance of Chievres Air Base/SHAPE.

(2) If required by the restaurant, prepare a flyer with all menu choices, including one or more vegetarian entrees and their cost. Number each menu choice to help simplify the process of collecting RSVPs. Ensure that the flyer mentions that drinks are paid separately at the Hail and Farewell. Include a phone number and point of contact on the flyer where people may call to RSVP. Announce that all individuals who attend the Hail and Farewell without giving an RSVP must coordinate their meal and bill separately with the restaurant. Distribute this flyer to the 80th ASG staff at least three weeks prior to the event.

(3) Send the compiled RSVP list to the S-1 no later than three working days prior to the event.

(4) Send RSVPs with menu selections to the restaurant in accordance with their own timeline. When making the original reservation with the restaurant always coordinate how early they will need this information. The cost of the meal may need to be collected before the Hail and Farewell.

(5) Make some type of paper ticket or table marker that will easily identify which menu selection each person has ordered (if required by the restaurant). Pass these tickets/table markers out as individuals enter the Hail and Farewell.

(6) Ensure that it is announced again at the Hail and Farewell that individuals must pay for their own drinks or desserts before leaving the event.

(7) Ensure that all bills are settled with the restaurant before leaving the Hail and Farewell.

## d. All participating sections:

(1) Responsible for notifying the S-1 of all personnel who should be hailed or farewelled no later than 2 weeks prior to the date of the Hail and Farewell.

(2) Ensure that the section leader/director hails or farewells those individuals.

(3) Ensure that all award submissions are provided to the S-1 in a timely manner, in accordance with 80th ASG policy.

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4. Point of contact for this memorandum is the Adjutants' Office at DSN 361-5154.



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