



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY, STATE, ZIP + 4 CODE

SAMPLE FORMAT

(Please do not modify format, lead lines, spacing, alignment, etc)
 (Use 12-point font, and ensure that individual requests don't exceed a single page)

OFFICE SYMBOL

DATE

MEMORANDUM THRU

White House Liaison Office, Office of the Chief of Staff, Army
 Executive Secretary, Office of the Secretary of Defense

FOR Director, White House Military Office

SUBJECT: Request Presidential Letter of Appreciation for Civilian Retiree

EX: Mr. Smith Jr., John D.

Salutation/Name: (Ms., Mrs., Mr.) (Last (with Suffix if any), First and Middle Initial)

Grade: Provide appropriate retiree's grade

EX: GS-11, YA-02, NH-04, SES

Service: Department of the Army Civilian

Years of Service: Provide the total completed years of service, and Service Computation Date (SCD)

Retirement Date: EX: 19 August 2013

EX: 32 years, SCD: MM/DD/YYYY

Ceremony Date: EX: 10 August 2013

Home Address: Complete Mailing Address (include 9 digit ZIP Code)

Unit Address: Name of Command or Unit, Complete Mailing Address (include 9 digit ZIP Code)

Disposition Instructions: Advise whether to mail letter to home or unit address.

Point of contact for this action is Name, Telephone Number and Email Address.

Retiree: Medal of Honor Recipient – Yes/No
 Former Prisoner of War – Yes/No

Do not hyperlink the email address

Original Signature (No CAC signature)

Appropriate Signature Block with Signature
 (Cdr/Director/Chief/Transition/HR Specialist)

Do not type Encls

SAMPLE FORMAT

Submit not earlier than 90 days prior to last day of service or retirement ceremony (if before retirement date).
 Requests may be processed up to 60 days after retirement. Must have 30 or more years of service or combined Military and
 Federal Service. Provide a copy of the SCD printout from CPOL Employee Info, SCD Screen/Tab.

Submit request thorough email: usarmy.pentagon.hqda-csa.mbx.csa-white-house-liaison-office@mail.mil