



FORT LEE
CIVILIAN WELFARE FUND
Supporting Civilians Who Sustain Our Military!



SUPPORT REQUEST FORM

The Fort Lee CWF primary/alternate member from each agency may submit this form to request a retirement gift for a civilian employee scheduled to retire within 90 days. Once the form is submitted, CPAC will confirm and the CWF member will be contacted via email to pick up the gift.

CWF Primary/Alternate Name: _____
 Email Address: _____ Date: _____
 Phone: _____ Organization: _____
 Name of Retiree: _____ Date of Retirement: _____
 Home Address (For SES Letter) _____
 Number of Years of **Military** Service _____ Number of year of **Civilian** Service: _____

FACEBOOK POSTING

Comments – Say something special about your retiree:

Do you intend to submit a photograph for facebook? Yes _____ No _____

RETIREE GIFT: Engraved Pewter Jefferson Cup _____ Box w Civilian Retiree Medallion _____
 Putter in a Box w/brass inscription _____ Cherry & Brass Clock w/inscription _____
 Mahogany Jewelry Box/brass key _____

AMERICAN FLAG: Must have **40 years + of civilian** service. At least 4 weeks out is needed – No dates are guaranteed.

SYMPATHY CARD: Due to the death of a DoD civilian, request a sympathy card be sent to the family on behalf of Fort Lee civilians. DECEASED NAME: _____ Agency: _____
 Name and address of family member for mailing: _____

Other retirement items: PRESIDENTIAL LETTER OF APPRECIATION: To be worked and submitted by each agency due to CPAC documents required. The form and directions are located at: www.fortleecwf.com.

Note: You can also obtain a Certificate of Retirement, Certificate of Appreciation, Federal Career Service Award Certificate (WPS111) & Certificate of Appreciation for Spouse through your agency representative.

 (PRINT NAME Director/Commander)

 (SIGNATURE Director/Commander)

Primary/Alternate to sign when picking up the retirement gift:

 (Date)

 (Primary/Alternate's Signature)

*This email contains material covered by the Privacy Act of 1974 and should be viewed only by personnel who have an official "need to know."
 This information is personal data and must be protected from public disclosure and is to be treated as FOR OFFICIAL USE ONLY (FOUO).*