

FORT LEE



CIVILIAN WELFARE FUND

Supporting Civilians Who Sustain Our Military



For more information & gift photos:

Website: www.fortleecwf.com

Facebook: www.facebook.com/CivilianWelfareFundFortLee

RETIREE 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 Years of **Civilian** Service: _____

FACEBOOK POSTING

Comments – Say something special about your retiree. Include comments in your email with submission.

Do you intend to submit a photograph of their retirement celebration? Yes _____ No _____

RETIREE GIFTS:

- Engraved Pewter Jefferson Cup w/book _____ Old Vintage American Flag Artwork _____
- Putter in a Box w/brass inscription _____ Army Playing Cards/Dice/Medallion _____
- Mahogany Jewelry Box/brass key _____
- Oversized American Flag Throw Blanket _____

AMERICAN FLAG: Must have **40 years + of CIVILIAN** service. (Military service not included) At least 4 weeks out is needed – No delivery date is guaranteed.

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 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).