

## ENCLOSURE A

## RESPONSIBILITIES

1. Directors/Commanders

## a. Military Retirement Letters

(1) The Directorate will prepare the USSTRATCOM Form 915 Action Processing Sheet, draft retirement letters, and forward to USSTRATCOM Force Management Division (J13) via the Enterprise Task Management Software Solution (ETMS2), with the military member's retirement decoration (if applicable).

## b. Civilian Retirement Certificates

(1) Retirement with less than 25 years of civilian service.

(a) Directors/Commanders are the signatory for retirement certificates for civilian employees with less than 25 years of civilian service. Directorates are responsible for providing a scanned copy of the signed retirement certificate and coordinating decoration if applicable electronically to the USSTRATCOM Civilian Force Management Branch (J13C).

(b) Any requests for a higher-level signatory must be routed by the requesting Directorate/Command via ETMS2 and must include a note explaining the request.

(2) Retirement with more than 25 years of civilian service.

(a) Commander, USSTRATCOM (CDRUSSTRATCOM), will be the signatory for retirement certificates for civilian employees with more than 25 years of civilian service. Directorates are responsible for preparing, staffing, and routing the fully staffed package request in ETMS2.

(b) A fully staffed package will include:

1. A 915 with routing that starts at the Directorate/Commander level, through J1, to CDRUSSTRATCOM for signature.

2. The employee retirement letter – include a note with the member's "go-by" name.

3. The spouse and childrens' letter of appreciation(s), if applicable – include a note with the “go-by” name(s).

4. The spouse and childrens' Certificates of Appreciation.

5. The employee's Certificate of Retirement.

6. Any applicable retirement presentation folders.

2. USSTRATCOM/J1

a. Military

(1) USSTRATCOM/J13M personnel will review certificates and/or letters for military personnel and spouses for accuracy and appropriateness and forward them for coordination and signature via ETMS2.

b. Civilian

(1) USSTRATCOM/J13C personnel will review any retirement certificates for civilians with more than 25 years of civilian service for accuracy and forward them for coordination and signature via ETMS2.

(2) USSTRATCOM/J13C will provide organizations with the retirement lapel pin and, if applicable, the corresponding decoration medal.

## ENCLOSURE B

## SERVICE CERTIFICATES AND RECOGNITION

1. Army Personnel - Retirement Certificate (Member). Fort Leavenworth, Kansas, Retirement services office will provide the Department of Defense (DD) Form 363A, Certificate of Retirement, signed by the Chief of Staff of the Army. No action is required by the service member. Member will receive a certificate, ceremonial flag, and pin upon out-processing with Fort Leavenworth. The date on the certificate will be the member's effective date of retirement (1st day of the month). Certificates can be requested ahead of time, if necessary, for ceremonial purposes.

a. Lapel Pins. Fort Leavenworth, Kansas, retirement processing office provides Army retirement pins.

b. Retirement Certificates of Appreciation (Spouse). Spouses will receive the Department of the Army (DA) Form 3891, Army Spouse Certificate of Appreciation, which is provided by Fort Leavenworth, Kansas.

c. Signature Authority. The signature authority for all DD Form 363As and DA Form 3891s will be the Chief of Staff of the Army.

2. Navy Personnel - Retirement Certificate (Member). USSTRATCOM/J13M will coordinate certificates. Enlisted members with 30 or more years of service and all officers will receive the DD Form 363N, Certificate of Retirement, signed by the Chief of Naval Personnel. The date annotated on the certificate will be the effective date of retirement (1st day of the month). Enlisted members with less than 30 years of service will receive the Navy Personnel (NAVPERS) 1830/3, Fleet Reserve Certificate. The date annotated on the certificate will be the effective date of the approved fleet reserve (last day of the month).

a. Lapel Pins. USSTRATCOM/J13M provides retirement pins for 20 years or more of service (subdued) and 30 years or more of service (gold).

b. Retirement Certificate of Appreciation (Spouse/Children). USSTRATCOM/J13M will provide Certificates of Appreciation to the spouse and children of retiring member, if requested.

c. Signature Authority. The signature authority for all Navy Certificates of Appreciation for spouses/children will be the USSTRATCOM Navy Element Commander for O-5 and E-8 and below. CDRUSSTRATCOM will sign Certificates of Appreciation for O-6 and E-9 and above.

3. Air Force Personnel - Retirement Certificate (Member). Members receive the DD Form 363AF, Certificate of Retirement, provided by USSTRATCOM/J13M. The date annotated on the certificates will be the effective date of retirement (1st day of the month).

a. Lapel Pins. USSTRATCOM/J13M provides retirement pins.

b. Retirement Certificate of Appreciation (Spouse). Spouses receive the Air Force (AF) Form 1344, Certificate of Appreciation, provided by USSTRATCOM/J13M.

c. Signature Authority. The signature authority for DD Form 363AF and AF Form 1344 for O-5 and E-8 and below will be the Air Force Element Commander. CDRUSSTRATCOM will be the signature authority for O-6 and E-9 and above.

4. Marine Corps Personnel - Retirement Certificate (Member). Directorates of retiring members will coordinate with the Marine Liaison Office (MARLO) for receipt of Marine Corps certificates, provided by the Commandant, Headquarters Marine Corps (HQMC). Members will receive the DD Form 363MC, Certificate of Retirement. The date annotated on the certificate will be the effective date of retirement for Officers or transfer to the Fleet Marine Corps Reserve for enlisted. Note: Enlisted Marines retiring with 30 or more years in service will be retired the 1st day of the month.

a. Lapel Pins. Directors of retiring members will coordinate receipt of the Marine Corps retirement pins provided by the HQMC (Mailed by HQMC to the MARLO with retirement certificates).

b. Retirement Certificates of Appreciation (Spouse). Upon receipt of a request from the service member, the MARLO can provide a spouse certificate of appreciation that will be signed by the Officer In Charge of the MARLO.

c. Signature Authority. The signature authority for all DD Form 363MC will be the Commandant of the Marine Corps.

5. Department of Air Force (DAF) Civilian Personnel – Retirement Certificate. Directorates/Commanders are responsible for obtaining and printing the AF Form 342, Retirement Certificate (for employees with more than 25 years) and the AF Form 342A, Retirement Certificate (for employees with less than 25 years) for DAF civilians.

a. First-level supervisors will be responsible for nominating an appropriate award or decoration for the employee. Supervisors are responsible to ensure the criteria for awards or decorations do not discriminate against an individual

on the basis of race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, sexual orientation, parental status, marital status, or political affiliation.

b. Lapel Pins. J13C provides DAF civilian retirement pin.

c. Retirement Certificates of Appreciation. In accordance with (IAW) reference (b), J13C will provide the Directorate/Command with the AF Form 342, Retirement Certificate of Civilian Service (Employee Retirement Certificate) for printing. IAW reference (b), J13C will provide the AF Form 342A, Spouse Retirement Certificate of Civilian Service, to the Directorate/Command for printing. As requested, J13C will provide a copy of the AF Form 3033, Certificate of Appreciation, to the Directorate/Command for printing.

d. Signature Authority. The signature authority for civilian employees with less than 25 years will be the Director/Commander. The signature authority for civilian employees with 25 or more years of Federal service will be CDRUSSTRATCOM.

e. Examples of Civilian Retirement Decorations are located in reference (b).

f. IAW reference (b), awards given at the time of retirement, which recognize civilian long-term service, can include achievements used in previous civilian awards.

g. Honorary awards may be given to civilian employees at any time in their careers, to include occasions, such as retirement, provided the individual's accomplishments fully meet the criteria for the particular award. Honorary awards normally require a minimum of a year of effort. Accomplishments as a member of the Armed Forces will not be used to justify an honorary award.

## ENCLOSURE C

## LETTERS OF RETIREMENT

1. Military Letter of Retirement (Member). Directorates will prepare the retirement letters and forward them to USSTRATCOM/J13M no later than 30 days prior to presentation date. USSTRATCOM/J13M will print them on the appropriate letterhead and forward them to the approval authority for signature. All retiring military members will receive a Letter of Retirement. Examples of Letters of Retirement can be downloaded from the USSTRATCOM/J13M web page on STRATWeb. The date annotated on the letter will be the effective date of retirement. Please adhere strictly to the format. Text will be Times New Roman font, 12 pitch. The member's "go-by" name will be provided on a note attached to the letter (e.g., "go-by" name is Bob). This will allow the signature authority to personalize the letter when it is signed. A copy of draft letters will be emailed to USSTRATCOM/J13M.

a. Signature Authority. CDRUSSTRATCOM will sign the Letter of Retirement for all military members in the grades of E-9 and O-6 and above. Service Element Commanders will sign Letters of Retirement for all military members in the grades of O-5 and E-8 and below.

b. Letter of Appreciation (Spouse). Spouses of retiring military members may receive a Letter of Appreciation. Examples of Letters of Appreciation can be downloaded from the USSTRATCOM/J13M web page on STRATWeb. The date annotated on the letter will be the member's effective date of retirement. Spouses who are on active duty or retired will be addressed by their rank in the salutation (i.e., Dear Colonel Smith) and the closing (i.e., Colonel John Q. Smith or Colonel John Q. Smith, USAF, (Ret)). Any deviation from the above must be requested by the retiring member (i.e., "Pat" for "Patricia"). This will allow the signature authority to personalize the letter when it is signed. The signature on a spouse's letter will be the same as the signature on the member's letter of retirement as described in paragraph 1.

2. Civilian Letter of Retirement (Employee). Directorates will prepare the retirement letters. Any requests for a higher-level signatory must be routed by the requesting Directorate/Command via ETMS2 and must include a note explaining the request no later than 30 days prior to presentation date. It is highly recommended all retiring civilian members receive a Letter of Retirement. Example Letters of Retirement can be downloaded from the USSTRATCOM/J1 Jukebox web page on STRATWeb. The date annotated on the letter will be the effective date of retirement. Please adhere to the format. Text will be Times New Roman font, 12 pitch. The member's "go-by" name will

be provided on a note attached to the letter (e.g., “go-by” name is Bob). This will allow the signature authority to personalize the letter when it is signed.

a. Signature Authority. CDRUSSTRATCOM will sign the Letter of Retirement for all civilian employees with 25 years or more of federal service. Directors/Commanders will sign Letters of Retirement for all civilian employees retiring with less than 25 years of Federal service.

b. Letter of Appreciation (Spouse). Spouses of civilian members may receive a Letter of Appreciation. Examples of Letters of Appreciation can be downloaded from the USSTRATCOM/J1 Jukebox web page on STRATWeb. The date annotated on the letter will be the member’s effective date of retirement. Spouses who are on active duty or retired will be addressed by their rank in the salutation (i.e., Dear Colonel Smith) and the closing (i.e., Colonel John O. Smith or Colonel John O. Smith, USAF, (Ret)). Any deviation from the above must be requested by the retiring member (i.e., “Pat” for “Patricia”). This will allow the signature authority to personalize the letter when it is signed. The signature on a spouse’s letter will be the same as the signature on the member’s letter of retirement.

## ENCLOSURE D

## PRESIDENTIAL CERTIFICATES AND RECOGNITION

1. Presidential Certificate (Member). Applicable to all Service members retiring from military service. USSTRATCOM/J13M supplies and maintains Presidential certificates. A retiree may also receive both the Presidential Letter/Card and the Presidential Certificate if they meet the below criteria.

2. Presidential Letter of Appreciation (PLOA)

a. Presidential Letter (Military). The PLOA, or retirement letter, is a standard letter of appreciation prepared by the White House and signed by the President of the United States. The letter recognizes military retirees with 30 or more years of creditable service. This award may be given to Service members who served in multiple branches. Each Military Department requests PLOAs through their respective White House Liaison Officer (WHLO) and provides the information necessary to complete the letter. Each directorate within USSTRATCOM is responsible for obtaining and maintaining their members' request letter and completing the process.

b. Department of the Army – Military Personnel. For information and the form to request a PLOA for a Department of the Army retiree, email the request to: [usarmy.pentagon.hqda-csa.mbx.csa-white-house-liaison-office@mail.mil](mailto:usarmy.pentagon.hqda-csa.mbx.csa-white-house-liaison-office@mail.mil). A memorandum will be emailed back to the requesting member, which will need to be filled out and returned to the Department of the Army for processing through the Army WHLO. The memorandum will include the member's name, grade, retirement date, years of service, ceremony date, letter due date, unit address, forwarding address, etc. It is imperative that a forwarding address be included as letters can take up to 6 months.

c. Department of the Navy – Military Personnel. No additional request required. Navy Personnel Command (NPC) and Headquarters, U.S. Marine Corps (HQMC) automatically request letters for retiring Navy and Marine Corps Service members. Once NPC and HQMC receive a service member's retirement paperwork from the retiree's parent command, the service staff will forward an official request to the Navy WHLO.

d. Department of the Air Force – Military Personnel. Retiring members who meet the 30-year requirement and request a PLOA will provide J13M the information found in Enclosure E. J13M will submit the request via the PLOA Request System. Requests must be submitted at least 90 days in advance of the actual retirement date, or the retirement ceremony, whichever comes first.



Due to the high volume of submissions, the White House is unable to provide status updates.

3. Civilian PLOA (Employee).

a. Eligibility. Retiring civilian employees with 30 or more years of creditable service for retired pay are eligible.

b. Process. Directorates/Commands should submit requests with the information listed in Enclosure E at least 90 days in advance of retirement, or retirement ceremony, whichever comes first, directly to the servicing civilian personnel office. Due to the high volume of submissions, the White House is unable to provide status updates.

ENCLOSURE E

PRESIDENTIAL LETTER REQUESTS

The following information is required for Presidential Letter requests:

**RETIREE INFORMATION**

DoD ID:

First Name:

Middle Initial:

Last Name:

Suffix:

Grade/Title:

Years of Service:

Component: Active Duty Regular  
Air National Guard  
Air Force Reserve  
Civilian

Medal of Honor Recipient: Yes No

Former Prisoner of War: Yes No

**RETIREE HOME ADDRESS**

Street:

City:

State:

Zip:

**MAIL LETTER TO:** Retiree Unit point of contact

**UNIT POC INFORMATION**

Unit POC:

External User: (if POC is not in the global address listing)

External User Email: (if POC is not in the GAL)

External User Phone Number: (if POC is not in the GAL)

Grade/Title:

**UNIT POC MAILING ADDRESS**

Unit Name:

Address Line 1:

City:

State:

Zip:

**RETIREE DATES**

Retirement Date:

Ceremony Date:

UNCLASSIFIED

SI 230-04  
19 July 2023

ENCLOSURE F

REFERENCES

- a. AFI 36-3203, "Service Retirements," 29 January 2021
- b. DODI1400.25V451\_DAFI36-1004\_DAFGM2021-01, Department of the Air Force Guidance Memorandum to Department of Defense Instruction 1400.25, Volume 451, Department of the Air Force Instruction 36-1004, "Civilian Recognition Program," 26 April 2019, Incorporating Change 1, 17 November 2021
- c. SI 900-06, "Freedom of Information Act (FOIA) Program," 5 September 2017

## ENCLOSURE GL

## GLOSSARY OF ACRONYMS AND TERMS

## PART I – ACRONYMS/ABBREVIATIONS

AF	Air Force
CDRUSSTRATCOM	Commander, United States Strategic Command
DA	Department of the Army
DAF	Department of the Air Force
DD	Department of Defense
DoD	Department of Defense
ETMS2	Enterprise Task Management Software Solution
HQMC	Headquarters, U.S. Marine Corps
IAW	In Accordance With
J13M	Military Force Management Division
J13C	Civilian Force Management Division
NPC	Navy Personnel Command
PLOA	Presidential Letter of Appreciation
SI	Strategic Instruction
USSTRATCOM	United States Strategic Command
WHLO	White House Liaison Officer

## PART II – DEFINITIONS

Signatory - The person or representative authorized to commit, approve, and authorize the award or document.

Years of Service - The total years of federal civilian service. It is inclusive of any military time that was bought back by the employee. This time does not include any time that was credited towards a military retirement but was not bought back.