



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

08 JUN 2004

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Presidential Recognition on Retirement from Military Service

1. Reference.

a. Department of Defense Instruction, Number 1348.34, 13 September 1989, subject: Presidential Recognition on Retirement from Military Service.

b. Memorandum, NGB-ARZ-HRP-E, 21 April 1999, subject: (All States Log Number I99-0057) Presidential Recognition upon Retirement from Military Service.

2. Military personnel retiring from the Armed Forces will be recognized as follows:

a. DD Form 2542 (Certificate of Appreciation for Service in the Armed Forces of the United States) will be presented to each Soldier who retires, whether for length of service or for disability, from --

(1) Active service after 15 or more years. This includes Active Guard Reserve (AGR) Soldiers under Titles 10 and 32, U.S. Code.

(2) Soldier has 15 or more years of service creditable toward non-regular retirement at age 60.

NOTE: "DD Form 2542" shall not appear on the actual certificate.

b. A letter of Appreciation signed by the President will be presented to each Soldier who retires from --

(1) Active service after at least 30 years.

(2) The ARNG or USAR with 30 or more years of service creditable for retired pay at age 60 for non-regular service.

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The 30 or more years of creditable service for retired pay is any combination of active service (Active service or Selective Reserve service). Soldiers who retire from active duty with 20 or more years of active service plus Selective Reserve service to equal 30 years total will also receive a Presidential letter of Appreciation upon retirement.

c. Medal of Honor recipients and former Prisoners of War (POW) who qualify for or who have been awarded the POW Medal will, upon retirement, be presented a Letter of Appreciation signed by the President.

3. Responsibilities.

a. Certificates of Appreciation for Service in the Armed Forces of the United States (DD Form 2542) will be prepared and issued by --

(1) Transition Points, for active retirees, including those retiring from AGR service, under Title 10, U.S. Code.

(2) State Adjutants General, to all ARNG Soldiers upon retirement other than those in (1) above.

(3) Commander, Human Resources Command (HRC) St Louis for Soldiers who have not otherwise been issued the certificates.

b. Requests for Letters of Appreciation signed by the President will be prepared and processed as follows:

(1) For all ARNG Soldiers except those in (2) below the state Adjutant General will prepare a memorandum, in original only, following exactly the enclosed sample on their state letterhead and mail it approximately 70 days prior to the Soldiers' actual date of retirement to:

Chief, National Guard Bureau
ATTN: NGB-ARZ-T
1411 Jefferson Davis Highway
Arlington, VA 22202

CAUTION: Do not change or embellish the format or information. This is the precise information asked for by the White House Military Office (WHMO) in order to process these requests. Do not enclose or attach anything such as orders, additional copies of the

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memorandum, etc. The WHMO is set to process these letters 45-60 days before the actual date of retirement. Applications received 60 days after the date of retirement will not be processed. If requesting the letter for an award ceremony, ensure that the request is submitted in ample time (60 days) to be processed, issued, and received at the awarding headquarters. Any deviation may cause the memorandum to be rejected and thus delay the recognition of our Soldiers.

(2) For ARNG personnel retiring from Title 10, U.S. Code AGR status, the local retirement approving authority will prepare and process the memorandum through active Army channels unless otherwise specified.

(3) For former ARNG personnel who have transferred to the USAR Control Group (Retired), the Commander, HRC St Louis, will prepare and process requests (paragraph 4a (2) below). However, if you want to recognize these Soldiers at an ARNG ceremony, prepare the certificates and memorandum, and send a copy of the requests (copy furnished) to HRC St Louis to preclude duplicate work recognition.

4. Procedures. Issue certificates and letters upon transfer to the Retired Reserve.

a. Certificates (DD Form 2542)

(1) Prepare and issue DD Form 2542 the same as DD Form 363A (Certificate of Retirement). See AR 635-5, paragraph 2-12. Using upper case letters centered in the space provided, enter:

(a) For officers, the rank, name, and career branch followed by the component, all spelled-out. For example:

LIEUTENANT COLONEL LAWRENCE E. COWART, MILITARY POLICE,
ARMY NATIONAL GUARD OF THE UNITED STATES

(b) For Enlisted Soldiers, the rank, name and component, all spelled-out. For example:

COMMAND SERGEANT MAJOR SHANNON THOMAS RYAN, III,
ARMY NATIONAL GUARD OF THE UNITED STATES

(2) Soldiers who transferred to the Retired Reserve between 20 January 1989 and receipt of this memorandum may request retroactive issue of these items in writing, from Commander,

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HRC St Louis, 1 Reserve Way, St Louis, Missouri 63132-5200. Also, see paragraph 3b (3) above. Soldiers in this category should include in their requests that Army National Guard of the United States be entered on DD Form 2542 in lieu of United States Army Reserve.

b. Letters of Appreciation. Type a memorandum on state letterhead stationery using the enclosed format, exactly, and mail to NGB as specified in paragraph 3b(1) above. Type each memorandum and submit it only in the original. Enter in the spaces provided:

(1) The retiree's first name, middle name or initial, last name, and any suffix. Type the name in upper and lower case letters so that it will appear exactly as the soldier uses it. For example, make sure that prefixes, hyphens, apostrophes, and capitalization are correct; these cannot be determined when the name is typed in capital (upper case) letters, or in the manner specified for personnel records.

(2) The rank, spelled-out completely, in which the soldier is retiring or highest rank held. Also, enter in parentheses the salutation for the WHMO to use on the letter per AR 25-50, figure C-3. For instance, for a Sergeant First Class who will be retired as a Command Sergeant Major (Sergeant Major). Do not enter pay grade.

(3) Army National Guard of the United States.

(4) The total number of years and months of military service the soldier will complete as of the date of retirement. Some examples are: 31 years, over 40 years, 43 years and 4 months. Note: Time assigned to the Retired Reserve before the soldier reaches 60 does not count as service for the certificate or the letter.

(5) The actual date of retirement (from the retirement order).

(6) The Soldier's home mailing address. This may be a street, post office box or rural route, plus city, state and ZIP Code. Although the letter may be sent to another address for a ceremony, the request will not be processed without the soldier's home address.

(7) The unit address or the address of the awards section or commander or other designated official to whom the letter should be mailed for presentation at a ceremony. This must include a by-name point of contact (POC). If the soldier has already retired, enter NA.

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(8) Disposition instructions. State where the letter should be mailed. Enter "Home" of the soldier if already retired and there will be no ceremony. Enter "Unit" or name and address of another official who will conduct the retirement ceremony. Also enter the date the letter is needed if other than the retirement date.

(9) For each retiree, specific Yes or No to the lead lines: Former Prisoner of War and Medal of Honor Recipient.

5. Points of contact are:

a. For processing, Ms. Alford, NGB-ARZ-T, DSN 327-1368; commercial 703-607-1368; FAX 5982; email Ardeen.Alford@ngb.army.mil

b. For policy, MSG McKnight, NGB-ARH, DSN 327-3470; commercial 703-607-3470; FAX 3578; email Kenneth.McKnight@ngb.army.mil.

Encl
as


TAMMY L. MIRACLE
LTC, NGB
Chief, Personnel Policy
and Readiness Division

CF:
NGB-IG
All State Adjutants General
All State Command Sergeants Major

SAMPLE

CAUTION: DO NOT CHANGE OR DEVIATE FROM THIS FORMAT

RETIREMENT LETTER OF APPRECIATION
(30 or more years of military service)
(Appropriate HQ STARC Letterhead)

(appropriate office symbol)

(DATE)

MEMORANDUM THRU Chief Army National Guard Bureau, ATTN: NGB-ARZ-T,
1411 Jefferson Davis Highway Suite P1200, Arlington, VA 22202-3231

White House Liaison Office, OSA

Executive Secretary, Department of Defense

FOR Deputy Assistant to the President and Director, White House Military Office

SUBJECT: Letter of Appreciation for Military Retiree

Name:

Rank:

Service: Army National Guard of the United States

Years of Service: **(MUST BE 30 OR MORE)**

Retirement date: **(FORWARD TO US 60 DAYS BEFORE RETIREMENT DATE)**

Home Address:

Unit Address:

Disposition Instructions: Mail Letter to: **(UNIT OR HOME ADDRESS)**

Retiree: Former Prisoner of War: YES/NO **(CIRCLE)**
Medal of Honor recipient YES/NO **(CIRCLE)**

Point of contact: **(E-MAIL, PHONE NUMBER AND ADDRESS)**

FOR THE ADJUTANT GENERAL

APPROPRIATE SIGNATURE BLOCK