



NATIONAL GUARD BUREAU

1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

ARNG-HRH

27 October 2010

MEMORANDUM FOR Military Personnel Officers (MILPOS), Human Resource Officers (HROS), and Active Guard Reserve (AGR) Managers of all States, The Commonwealth of Puerto Rico, Guam, Virgin Islands and the District of Columbia

SUBJECT: Request for Presidential Letter of Appreciation (ARNG-HRH Policy Memo #10-067)

1. Reference. DODI 1348.34, Presidential Recognition on Retirement from Military Service, 13 September 1989.
2. Purpose. To establish submission guidelines' for Presidential Letter of Appreciation requests to the White House Liaison Office (WHLO).
3. Effective immediately, States and Territories will submit requests for Presidential Letter of Appreciation (PLOA) to Personnel Policy Division, Special Actions Branch, Combat Awards Section. Requests will no longer be submitted to Human Capital Management. The Soldier's State MILPO/G1/J1 is responsible for preparing the request, verifying the Soldier's eligibility against their service computation, and submitting request IAW this Policy.
4. All PLOA requests must be submitted via email at ngbcombatawards@ng.army.mil. The Combat Awards Section will review each request for accuracy and compliance in accordance with WHLO standards. Only requests that meet the eligibility criteria and standards for submission will be forwarded to the WHLO for consideration.
5. The following Army National Guard Soldiers and Department of the Army Civilians are eligible to receive a PLOA upon retirement:
 - a. Soldiers with 30 or more years of creditable service for retired pay.
 - b. Department of the Army Civilians retiring with at least 30 years of federal service, or 30 years of combined military and civilian service (may not receive credit for same period of service twice).
 - c. Recipients of the Medal of Honor, upon retirement.
 - d. Former Prisoners of War (POW), upon retirement, who qualified for or has been awarded the POW Medal.

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6. Additional requirements:

a. All requests will use the enclosed memorandum template. No modifications are authorized (i.e. font, paragraph alignment, lead lines, etc.). State Letterhead must be used. Only authorized signature authority personnel in the rank of LTC or higher may sign.

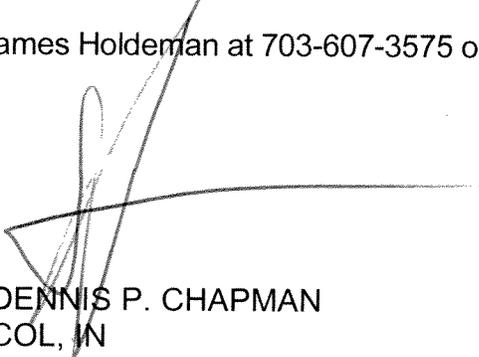
b. Include NGB Form 23B, Historical Retirement Point Summary, to verify the years of creditable service. Individuals who will be retiring with exactly 30 years of service must provide a closed out NGB Form 23B; these requests will require special attention in order to meet the suspense. If the NGB Form 23B does not match the number of years requested for recognition, then a copy of the individuals' retirement orders must be submitted with the request.

c. Requests for Department of the Army Civilians must include the Service Computation Date (SCD), and a copy of the screenshot from DCPDS Employee Info SCD Screen/Tab. Requests for Department of the Army Civilian retirees with exactly 30 years of combined service will require special attention to meet the suspense.

d. Requests are to be submitted no earlier than 90 days prior to the individuals retirement date and no later than 55 days after the individuals retirement date.

7. My point of contact for this action is MSG James Holdeman at 703-607-3575 or james.holdeman@us.army.mil.

Encl
PLOA request template



DENNIS P. CHAPMAN
COL, IN
Chief, Personnel Policy Division



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

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 Deputy Assistant to the President and Director, White House Military Office,
1600 Pennsylvania Avenue, Washington, DC 20502-0001

SUBJECT: Request Presidential Letter of Appreciation (RPLOA) for Military Retiree

Name: Last Name, First Name, Middle Initial

Rank: (Example: MSG, SGM, CSM, LTC, COL, MG, BG)

Service: Army National Guard

Years of Service: (Provide total number of years, must have 30 or more years of service or
combined Military and Federal Service)

Retirement Date: (Example: Tuesday, September 01, 2009)

Ceremony Date: (Example: Tuesday, September 01, 2009)

Home Address: Home address must include
City, State and Zip Code

Unit Address: Company/Troop/Battery/Detachment,
Fort/Base/Camp, State/Country, Zip Code/APO

Disposition Instructions: Please send the letter to the indicated (home or unit) address

POC for this action is (Provide complete name, work phone number, and email address)

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

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