



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

(Please do not modify paragraph alignment, lead lines, etc)
 (Please ensure that individual requests don't exceed a single page)

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.) (Jr., II etc.) (EX: Smith, John P., Sr.)**

Rank: **(Acronym only) (EX: SFC, MSG, SGM, CSM, LTC, COL, MG, BG, LTG)**

Service: Army National Guard

Years of Service: **Provide total number of completed years of service. (EX: 32)**

Retirement Date: **(EX: September 01, 2009)**

Ceremony Date: **(EX: September 01, 2009)**

Home Address: **Provide full home mailing address**

Unit Address: **Provide full unit mailing address**

Disposition Instructions: **Advise whether to send letter to 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

Must match effective date on retirement orders.

Must have 30 or more years of service or combined Military and Federal years of service. Number of years must match NGB 23B.

Do not hyperlink the email address.

Original Signature
(no CAC signature)

Do not type Encls

Appropriate Signature Block with Signature LTC or Higher (EX: MILPO, G1/J1, or Deputy G1/J1)

SAMPLE FORMAT

Submit not earlier than 90 days prior to last day of service or retirement ceremony (if before retirement date).

Requests may be processed up to 55 days after retirement.

Request memorandum to be submitted with NGB Form 23B and Retirement Orders.
Submit requests to the Army National Guard Awards Section through e Tracker