



NATIONAL GUARD BUREAU

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14 JAN 2010

ARNG-HRH

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 – Revised Guidance (ARNG-HRH Policy Memo #10-077)

1. References.

a. DODI 1348.34, Presidential Recognition on Retirement from Military Service, 13 September 1989.

b. Memorandum, ARNG-HRH, 27 October 2010, Subject: Request for Presidential Letter of Appreciation (ARNG-HRH Policy Memo #10-067).

2. Purpose. To establish submission guidelines for Presidential Letter of Appreciation requests via the Department of the Army White House Liaison Office (WHLO). This memorandum supersedes the guidance in reference 1.b.

3. The Presidential Recognition on Retirement Policy is set by the Office of the President. WHLO processes those requests on behalf of Army National Guard personnel.

4. Requests for Presidential Letters of Appreciation will be submitted by the State or Territory MILPO/G1/J1 to ARNG Personnel Policy Division, Special Actions Branch, Combat Awards Section. This section is the Army National Guard liaison with WHLO. When preparing a request, the State or Territory must verify their personnel's eligibility against their service computation.

5. Requests for Presidential Letter of Appreciation must be submitted via email to ARNG-HRH-A Combat Awards section at ngbcombatawards@ng.army.mil. The Combat Awards section will review each request for accuracy and compliance with WHLO standards. Only requests that meet the eligibility criteria and standards for submission will be forwarded to the WHLO for consideration. Requests for Presidential Letters of Appreciation for civilian personnel may be submitted directly to WHLO at csawhlo@conus.army.mil.

6. The following Army National Guard Soldiers and Department of the Army Civilians are eligible to receive a Presidential Letter of Appreciation upon retirement:

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- 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.

7. Additional Requirements:

- a. All requests will use the appropriate letter template. No modifications are authorized (e.g. font, paragraph alignment, lead lines, etc.). Requests for Presidential Letters of Appreciation must be prepared on letterhead with a Department of Defense seal or an official state seal for formal staffing through the Office of the Secretary of Defense and the Office of the President.
- b. Requests for military retirees must include NGB Form 23B, Historical Retirement Point Summary, to verify the years of creditable service. Soldiers 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. Requests for Presidential Letters of Appreciation for military retirees must be endorsed by the appropriate personnel management authority in the rank of LTC or higher.
- c. Requests for military retirees with a combined service (i.e. credible service in other branches of service; Army, Air Force, Navy, Marines, Coast Guard) must include NGB Form 23B, Historical Retirement Point Summary, and a copy of retirement orders to verify the years of creditable service. If Creditable Military Service is not annotated on the NGB Form 23B, then the request will require a copy of any DD Form 214 that substantiates any missing credible years of service, and/or other applicable documentation to validate prior military service.
- d. Requests for Department of the Army Civilians must include the Service Computation Date (SCD), and a copy of the printout from Civilian Personnel On-Line/ Defense Civilian Personnel Data System (CPOL/DCPDS) Employee Info, SCD Screen/Tab. Requests for Department of the Army Civilian retirees with exactly 30 years of combined military and civilian service will require special attention to meet the suspense. Requests for Presidential Letters of Appreciation for civilians may be endorsed by whoever is the appropriate authority for processing those requests.

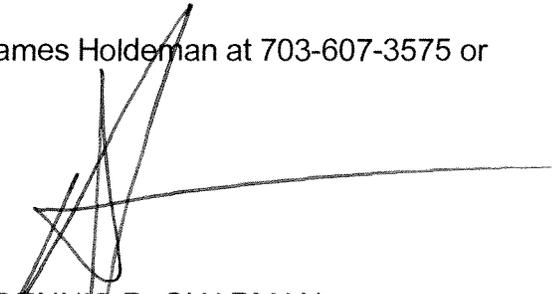
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e. Requests for Department of the Army Civilian retirees with 30 or more years of combined military and civilian service may require special processing guidance on a case by case basis. If Creditable Military Service is not annotated in the CPOL/DCPDS Employee Info, SCD Screen/Tab printout, then the request will require either a copy of the DD Form 214, retirement orders, applicable RC Form 249-E or NGB Form 23B, and/or other applicable documentation to validate prior military service. Normally, in cases of combined service, the SCD is not annotated in the actual request memo.

f. Requests are to be submitted no earlier than 90 days prior to the last day of active duty or, if the letter is to be presented before the retirement date or the start of transition leave, 90 days prior to the scheduled retirement ceremony date. Requests must be submitted no later than 55 days after the retirement date. The Office of the President requires strict adherence to the applicable time periods.

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

- 2 Encls
1. Military Retiree Template
2. Civilian Retiree Template



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