

Applying for Request for Presidential Letter of Appreciation (RPLOA) Process: Preparing and submitting an RPLOA packet for approval

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Request beyond 55 days of retirement or retirement ceremony?	<p>Unit Personnel determines if actual date of retirement or retirement ceremony is beyond 55 days.</p> <p>If the RPLOA request is not beyond 55 days of retirement or retirement ceremony, go to step 2.</p> <p>If the RPLOA request is not beyond 55 days of retirement or retirement ceremony, this process ends.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			<p>In accordance with ARNG-HRH Policy Memorandum 10-077 (Request for Presidential Letter of Appreciation – Revised Guidance), RPLOA packets should not be requested 55 days after actual retirement date or retirement ceremony, whichever event comes first.</p>
2	Complete and submit packet for RPLOA	<p>Unit Personnel completes and submits packet for RPLOA via email to the State MILPO/G1/J1.</p> <p>According to DoDI 1348.34 (Presidential Recognition on Retirement from Military Service), the following documents are required:</p> <ul style="list-style-type: none"> - NGB Form 23B (Historical Retirement Point Summary) - Retirement Orders - Service Computation Date (SCD) Report - Civilian Personnel On-Line/Defense Civilian Personnel Data System (CPOL/DCPDS) - DD Form 214 (Certification of Release or Discharge From Active Duty) 	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>	<p>ARNG-HRH Policy Memorandum 10-077 – Enclosure 1</p> <p>ARNG-HRH Policy Memorandum 10-077 – Enclosure 2</p> <p>Civilian Personnel On-Line/Defense Civilian Personnel Data System (CPOL/DCPDS)</p> <p>DD Form 214</p> <p>NGB Form 23B</p> <p>Retirement Orders</p> <p>Service Computation Date (SCD) Report</p>		<p>RPLOA must be submitted in the format outlined in the DoD guidance below:</p> <ul style="list-style-type: none"> - ARNG-HRH Policy Memorandum 10-077 (Request for Presidential Letter of Appreciation – Enclosure 1, RPLOA for Civilian Retiree Template) - ARNG-HRH Policy Memorandum 10-077 (Request for Presidential Letter of Appreciation – Enclosure 2, RPLOA for Military Retiree Template)
3	Receive and review packet	<p>State MILPO/G1/J1 receives the packet from the Unit personnel and reviews the packet to verify the eligibility of the personnel against their service computation record.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			

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4	Complete packet?	<p>State MILPO/G1/J1 determines if the packet is complete.</p> <p>If the State MILPO/G1/J1 determines the packet is incomplete, go back to step 2.</p> <p>If the State MILPO/G1/J1 determines the packet is complete, go to step 5.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			
5	Packet within the 90/55 day window?	<p>State MILPO/G1/J1 determines if the packet is within the 90/55 day window.</p> <p>If the packet is submitted more than 90 days before the retirement or retirement ceremony, go to step 6.</p> <p>If the packet is submitted within the 90/55 day window, go to step 7.</p> <p>If the packet is submitted outside the 55 day window, this process ends.</p>	<p>DoDI 1348.34</p>			<p>In accordance with ARNG-HRH Policy Memorandum 10-077 (Request for Presidential Letter of Appreciation – Revised Guidance), RPLOA packets 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.</p>
6	Hold packet	<p>State MILPO/G1/J1 holds the packet if submitted more than 90 days before the retirement or retirement ceremony.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			
7	Send packet	<p>State MILPO/G1/J1 sends packet to the Personnel Policy Division – Special Actions Branch (ARNG-HRH-A) Awards Section via email at ngcombatawards@ng.army.mil.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			

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8	Packet within 90/60 day window?	<p>ARNG-HRH-A Awards Section determines if the packet is within 90/60 day window.</p> <p>If the packet is outside of the 90 day window, go back to step 6.</p> <p>If the packet is within 90/60 day window, go to step 9.</p> <p>If the packet is over the 60 day window, this process ends.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			
9	Review packet	<p>ARNG-HRH-A Awards Section receives the packet from State MILPO/G1/J1 and reviews it for accuracy and compliance with White House Liaison Officer (WHLO) standards.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>	<p>ARNG-HRH Policy Memorandum 10-077 – Enclosure 1</p> <p>ARNG-HRH Policy Memorandum 10-077 – Enclosure 2</p> <p>NGB Form 23B</p>		<p>ARNG-HRH-A may reach out to the State MILPO/G1/J1 to verify information in the packet and ensure compliance.</p>
10	Complete packet?	<p>ARNG-HRH-A Awards Section determines if packet is complete.</p> <p>If ARNG-HRH-A Awards Section determines the packet is incomplete, go back to step 4.</p> <p>If ARNG-HRH-A Awards Section determines the packet is complete, go to step 11.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			
11	Send packet	<p>If the packet is complete, ARNG-HRH-A Awards Section sends the packet to the White House Liaison Officer (WHLO) via email.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			
12	Submit request	<p>WHLO submits RPLOA request to the WHGO (Office of the President).</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			
13	Produce signed Letter	<p>WHGO (Office of the President) produces a signed RPLOA.</p>	<p>DoDI 1348.34</p> <p>ARNG-HRH Policy Memorandum 10-077</p>			

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14	Send Letter	WHGO (Office of the President) sends the signed RPLOA to the Unit or the home address listed in the packet.	DoDI 1348.34 ARNG-HRH Policy Memorandum 10-077			