

**RETIREMENT CERTIFICATE/US FLAG WORKSHEET**  
(Required for Retirement Certificates, Retirement Pin, & Issue of U.S. Flag)

1. SOLDIER'S INFO: \_\_\_\_\_ // \_\_\_\_\_  
RANK NAME (Last, First MI)

2. SSN: \_\_\_\_\_

3. COMPONENT: Check One:  RA  USAR  ARNG

4. BRANCH (**FOR OFFICERS ONLY**): \_\_\_\_\_  
(e.g. Infantry; Field Artillery; Aviation; Signal Corps; Medical Corps; Ordnance, etc.)

5. **E-8 ONLY**: Did you served in a position of 1SG:  Yes  No  
(If yes, SRB must reflect "M" identifier)

6. **E-9 ONLY**: Did you served in a position of CSM:  Yes  No

7. SPOUSE (if applicable): \_\_\_\_\_  Mr.  Mrs.  Ms.  
First MI. Last

8. RETIREMENT DATE: \_\_\_\_\_  
(Official Retirement date 1<sup>st</sup> of the Month)

9. CURRENT UNIT OF ASSIGNMENT: \_\_\_\_\_

10. FLAG & CERTS. PICK UP DATE: \_\_\_\_\_

REQUESTOR'S INFO: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
NAME PHONE#

POC AT THE U.S. ARMY RETIREMENT SERVICES OFFICE: 808-655-1514

**DO NOT FILL OUT BELOW**

REPORT DATE TO RSO: \_\_\_\_\_

US Flag & Certificates issued to: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date