CIVILIAN BIOGRAPHICAL DATA SHEET FOR RETIREMENT CELEBRATION

****Requested Celebration Date: _____ Photo Date: _____**
(For Office Use)

Our Contact #: 254-287-8761 Email: usarmy.hood.usag.mbx.dhr-iag-retsvcs@army.mil

****Bio Data sheet must be turned in as soon as possible if you wish to participate in a ceremony. ONLY the first 9 participants BIO Sheets will be accepted for each ceremony.**

1. (Mr, Mrs, Ms,) First Name, MI, Last Name

_____

Email address: _____
(Please provide a personal email in case your work email is disabled)

2. If prior military, YYYY/MM/DD you entered service / Rank.

_____

3. Overseas Assignments & Combat Service (i.e. Kuwait, 2 tours Germany, Hawaii)

_____

_____

4. Years of Federal Service _____

5. YYYY/MM/DD you began civilian service _____

6. Military Awards (AAMs and above; i.e. MSM 2d Award, ARCOM, AAM 4th Award)

_____

7. Civilian Awards

_____

8. Anticipated Retirement _____

9. POC & Number to Contact for Retirement Award

_____

10. Job Title

_____

11. Full Unit Name & Command (NO ABBREVIATIONS…spell out)

_____

12. Retirement Date_____

13. If Married, Spouse First Name, MI, Last Name

_____

14. Children (only if living with you): Yes _____ No_____ (Please "X" One)

15. Home/Cell Number Where You Can Be Reached _____

16. Who Will Be Your Escort At Ceremony? (Must be a spouse or blood relative)

_____ _____
(First Name, MI, Last Name) **(Relationship to you)**

17. Number of Guests: _____ (No more than 9 guests may have reserved seating)

18. Provide a mailing address in case we need to mail your ceremony documents

_____

_____

19. Mandatory Quote for Program. (i.e. "God Bless America"; "Freedom isn't always free") Must not be over 2 lines.

_____

_____

20. Song from Approved Serenade List you wish to be played during your recognition

_____

****Notes: There will be one (1) rehearsal conducted prior to the celebration. You must attend the rehearsal in order to participate.**