

RETIREMENT DATA SHEET

DATA REQUIRED BY THE PRIVACY ACT (PUBLIC LAW 93-579)

AUTHORITY: 10 USC 3012

PRINCIPAL PURPOSES: To control Retirement Processing and to facilitate ceremonial purposes and for Retirement Certificate.

ROUTINE USES: To maintain a record of Retirement Addresses and Telephone Numbers for contacting Service Members. To facilitate Retirement Ceremonial Functions and allow an accurate typing of certificates.

DISCLOSURE: Disclosure of the information by the individual is voluntary. Failure to provide necessary information may result in the Service Member not being allowed to participate in the Retirement Ceremony or in Spouses' receipt of Retirement Certificate.

Please type or print all entries on this form

1. NAME (Last, First, Middle)		2. (LAST FOUR) SSN	3. RANK/GRADE (GS)
4. BRANCH (AG, IN, AV) DEPARTMENT	5. DATE OF RANK	6. TRANSITIONAL LV DATE	7. RETIREMENT DATE
8. UNIT		9. SPOUSE'S NAME (Last, First, Middle)	
10. DUTY PHONE	11. HOME PHONE	12. WORK EMAIL ADDRESS	
13. PRESENT ADDRESS		14. PERSONAL EMAIL ADDRESS	
15. ACTIVE SERVICE DATE	16. YEARS	17. MONTHS	18. DAYS

19. NUMBER OF DEPLOYMENT STRIPES

20. PLACES DEPLOYED TO:

21. DO YOU WISH TO TAKE PART IN A RETIREMENT CEREMONY? TYPE AN "X" IN APPR. BOX	YES	YES	NO
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22. IF YES, CIRCLE OR TYPE IN THE BOX THE END-OF-MONTH RETIREMENT CEREMONY YOU WISH TO ATTEND:

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

NOTES: UNIFORM: (MANDATORY FOR PARTICIPANTS): CLASS A, BLACK BERET, WITH ALL AWARDS AND DECORATIONS; BUSINESS ATTIRE FOR CIVILIANS
 CEREMONY TIME IS 1000 HRS, LOCATION IS FT MYER'S CONMY HALL (BLDG 241)
 ALL PARTICIPANTS MUST REPORT ONE HOUR PRIOR AT 0900 HRS FOR ACCOUNTABILITY AND CEREMONY BRIEFING

23. ALL PARTICIPANTS MUST FAX DATA SHEET TO (202) 685-3379, OR EMAIL TO mdw.cseo@gmail.com

PARTICIPANTS SERVICED BY THE FORT MYER TRANSITION POINT MUST ALSO FAX DATA SHEET TO (703) 696 - 2780 OR, E-MAIL TO usarmy.jbmhh.asa.mbx.hrd-retirement-applications@mail.mil

CIVILIAN RETIREES DO NOT NEED TO FILL OUT BLOCKS: 5, 6, 15-20. SIMPLY WRITE "N/A" IN THOSE BLOCKS. REV: 1 MAY 2018