



MEDCOM Retirement Recognition Resource Guide

Resources for Submitting Retirement Awards

Hines, Danielle MAJ MEDCOM HQ

11/28/2017

Table of Contents

| | |
|--|-----------|
| Checklist and POC Information | pg. 2 |
| DA Civilian Retirement Recognition Checklist | pg. 6-7 |
| Encl 1 Army Nurse Corps..... | pg. 8 |
| Encl 2 AMEDD Regiment..... | pg. 9 |
| Encl 3 Chaplain Corps | pg. 10-12 |
| Encl 4 Dental Corps | pg. 13-14 |
| Encl 5 Medical Corps | pg. 15 |
| Encl 6 Medical Service Corps | pg. 16 |
| Encl 7 Medical Specialist Corps | pg. 17 |
| Encl 8 Veterinary Corps | pg. 18-20 |
| Encl 9 Procedures for requesting a flag flown by State Senator..... | pg. 21 |
| Encl 10 Procedures for ordering an AMEDD Brick | pg. 22 |
| Encl 11 Procedures for ordering Parent, Spouse, & Child Certificates | pg. 23-24 |

Retirement Recognition Checklist with POC Information

Retirement Action Officer: _____

Status as of actions (list the date) _____

Name of Retiree: _____

Rank/Grade of Retiree: _____

Total Years of Service: _____

Total Years of Service within the AMEDD: _____

Home Address: _____

Unit Address: _____

Spouse's Name (If applicable): _____

Participation in Installation Retirement Ceremony (Indicate Yes or No): _____

JBSA FSH Monthly Retirement Parade. Civilians are welcome and encouraged to participate. The Soldier's Certificate of Retirement will be presented instead of the retirement award. The spouse's Certificate of Appreciation from the Chief of Staff of the Army and the BRAT certificates will still be presented. The primary contacts are SFC Antavia M. Striveson (221-1217), and SFC Anthony J. Bruckmeier (221-9668) from ARNORTH.

Documents:

Current ORB/ERB/SRB/SF50: _____

Retirement Orders received (Indicate yes or no): _____

Awards/Star Letters/Senator Letters:

Presidential Letter of Appreciation (RPLOA) for Military Retiree (30 Years of Svc) (All POTUS MEMOs delayed). Retirement Letter of Appreciation from the White House. A PLOA is a retirement letter prepared by the White House and signed by the President of the United States. The letter recognizes military members retiring with at least 30 years of creditable service for retired pay.

PLOA's should be requested 90 days in advance of actual retirement date or retirement ceremony (whichever comes first). Refer to Department of Defense Instruction 1348.34 Presidential Recognition on Retirement from Military service for more information. The Presidential Retirement Letter Template can be downloaded at <http://www.dtic.mil/whs/esd/cmd/presidential-loa.htm> .
website <https://g1arng.army.pentagon.mil/Programs/RPLOA/Pages/default.aspx>

Retirement Presentations (Indicate Date & Location):

Certificate of Retirement from the Army Chief of Staff : _____

Retirement Flag & Retiree Lapel Pin _____

Certificate of Appreciation from the Army Chief of Staff for Spouse _____

Congratulatory letter for Military Retirement from State Senator of (Texas) Name of Senator (See enclosures for submission details):

Military Award Status _____

AMEDD 30 Year Medallion (includes TSG Star Note & TSG Letter). _____

This award is presented by The Surgeon General, US Army/Commander, US Army Medical Command (TSG/CG, MEDCOM) to recognize a long-standing tradition of exceptional service by Soldiers and Civilians of the AMEDD. Soldiers honorably retiring with 30 years or more of Federal Service to the AMEDD who are not pending adverse actions and AMEDD Civilians retiring with 30 years or more of Federal civilian and military service are eligible. AMEDD Corps Chiefs, Commanders in the rank of Colonel and above, and Directors should consider all members of their respective units/activities retires with 30 years or more and nominate deserving individuals for the medallion. Refer to OTSG/MEDCOM Policy Memo 16-052 for additional information and nomination guidance.

The AMEDD CSM 30-Yr Medallion Policy Guidance

This award is presented by the CSM, MEDCOM to recognize a long-standing tradition of exceptional service by enlisted Soldiers of the AMEDD. Commanders and Corps Chiefs are encouraged to recommend all eligible enlisted AMEDD Soldiers for this award. Refer to OTSG/MEDCOM Policy Memo 15-056 for additional information and nomination guidance.

AMEDD Certificate of Appreciation for Spouses

Standard template for all submissions is as follows: "For your exceptionally loyal service to the Army, the Army Medical Department, its Soldiers and Civilians, other Services' Warriors, Veterans, and military Families. Your genuine compassion, unlimited energy,

and willingness to volunteer your time and talent, while successfully caring for your own Army Family, have made you an Army Spouse role model. Your many contributions resulted in a positive difference for the Army and the military. Your selfless service and loyalty to the Army and Nation reflect great credit on you, your Family, the Army Medical Department, and the United States Army." (POC is OTSG Protocol Office, Ms. Jane R. Houston; jane.r.houston.civ@mail.mil (703) 681-1202).

Distinguished Member of the Regiment (DMOR) The DMOR program is designed to recognize outstanding Soldiers and Civilians with a long AMEDD career who have significantly contributed to the proud heritage of the Army and AMEDD Regiment. Spouses are eligible for the Honorary Member of the Regiment (HMOR) provided they have been married to an AMEDD Soldier or Civilian for at least 10 years. The exception is a spouse who is an AMEDD Soldier or Civilian employee. Any member of the AMEDD Regiment may submit nominations for a DMOR to the AMEDD Regimental Office. Nominations should include a cover letter and with award justification and should be submitted at least 30 days prior to the anticipated presentation date. Details can be found at: <http://ameddregiment.amedd.army.mil/recognition/dmor/dmor.html>.

Honorary Member of the Regiment (HMOR) for Spouse. The spouse must have supported the military member for at least 10 years of service at a minimum. (See AMEDD website below)

Friend of the Regiment (FOR) (See AMEDD website below)

AMEDD Regimental Recognition Program (DMOR/HMOR/FOR) Distinguished Member of the AMEDD Regiment (DMOR), Honorary Member of the Regiment (HMOR), and Friend of the Regiment (FOR). POC is SGM(R) Robert Ampula, (210) 221-8145 (See enclosures for examples), additionally, information on how to apply for this award can be found at the website: <http://ameddregiment.amedd.army.mil/recognition.html>

AMEDD Museum Brick and Bush Letter of Appreciation (Bush Foundation).

(See website for details) <http://history.amedd.army.mil/>

Corps Chief Retirement Recognition (AN/CIV/DC/MC/MS/SP/VC) (See sample packets in enclosures)

Dr Mary E. Walker Award awarded to Army spouses who embody Walker's selfless service and devotion.

(POC is the HQ MEDCOM Command Suite, Mr. Steve Nelson, steven.a.nelson20.civ@mail.mil), Also see website <http://armymedicine.mil/samc/walker.cfm>

The Order of Military Medical Merit (O2M3) (POC COL (R) Lisa Brown (210) 221-6008), _____

Membership in the Order recognizes individuals who have clearly demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of professional competence, served in the AMEDD (for a minimum of 10 years) with selflessness, and have made a sustained contribution to the betterment of Army Medicine. Any Active Duty, Reserve Component, Civilian, or retired member of the AMEDD who, through dedicated application of talent, effort, and spirit, has made significant contributions having an impact on the whole of the AMEDD, shall be eligible for induction into the Order. Nomination for induction is made by any member in good standing. Nominations are reviewed by the Advisory Council and final approval is made by the President of the Order. Complete nomination and membership criteria can be found at the following website <http://ameddregiment.amedd.army.mil/merit/o2m3.html>

Texas Navy Admiral (Soldier or Spouse where applicable) _____
(POC Ms. Patricia Centeno patricia.a.centeno.civ@mail.mil (210) 808-2839)

Yellow Rose of Texas (Soldier or Spouse where applicable) _____
This award takes 4 weeks to process. (POC Ms. Patricia Centeno;
patricia.a.centeno.civ@mail.mil (210) 808-2839)

DA Civilian Retirement Recognition Checklist

Retirement Action Officer: _____

Status as of actions (list the date) _____

Name of Retiree: _____

Rank/Grade of Retiree: _____

Total Years of Service: _____

Total Years of Service within the AMEDD: _____

Home Address: _____

Unit Address: _____

Spouse's Name (If applicable):

Participation in Installation Retirement Ceremony (Indicate Yes or No): _____

Retirement Honorary awards at the level of Superior Civilian Service Award and above are processed by POC Janie P Cervantes san.j.cervantes.civ@mail.mil, (210) 808-2792). MG Sargent signs the Superior (MSM Equivalent) and LTG West signs the Meritorious (LOM Equivalent).

Honorary awards of award levels Commander's Award for Civilian Service and below (POC is the Business Office). Contact them at (210) 221-8891. Their email group mailbox is USARMY JB San Antonio MEDCOM Mailbox MEDCOM BO HR usarmy.jbsa.medcom.mbx.medcom-bo-hr@mail.mil .

Retirement Certificate and Lapel Pin. The certificate is signed by LTG West. The Directorates print the certificates and give to Ms. Monica Arzola for Federal Express to Ms. Sil Finamore, silvia.w.finamore.civ@mail.mil (703) 681-3019).

DSG Retirement Star Note and Coin _____
(POC is Ms. Sil Finamore; silvia.w.finamore.civ@mail.mil, (703) 681-3019).

The Civilian Corps Chiefs' Letter and Coin _____
(POC is Ms. Peggy Keeney, peggy.s.keeney.civ@mail.mil, (210) 221-6438). Send the employee's name, date of retirement, provide a short paragraph on the employee's years with the AMEDD/MEDCOM and their contributions, and the address where you

would like the coin and SES note sent. (Alt POC Elizabeth H. Mendez, elizabeth.h.mendez.civ@mail.mil, (210) 808-3025 or Ms. Julie J. Brown, julie.j.brown.civ@mail.mil, (210) 221-6674).

MEDCOM Certificate of Appreciation for Spouses _____

(POC is Protocol Officer, Office of The Surgeon General, Ms. Jane R. Houston, jane.r.houston.civ@mail.mil, (703) 681-1202. Send the spouse's name and presentation date for the certificate. There is standard verbiage that appears on the certificate. The request for this certificate should be submitted when the awards for the retiring service member / DA Civilian are turned in for processing. If submitted separately, it must be submitted no later than 30 days prior to the presentation date. This will allow time for staffing, obtaining signatures and mailing the completed certificate to the unit.

Enclosure 1

ARMY NURSE CORPS RETIREMENT RECOGNITION REQUEST

| 2-Star Note Request | |
|--|---|
| <p>Note: Please submit the star note/coin request at least 60-days in advance of the date needed. If submitted less than 60-days, the ANC office cannot guarantee delivery in time for your ceremony/event.</p> | |
| Date of Request: | |
| POC/Requestor (name & e-mail): | |
| Awardee's Information | |
| First/Last Name: | |
| Rank/Civ equiv: | |
| Reason for request: | |
| Spouse's first/last name (if applicable): | |
| Branch of Service: | |
| Years of Service: | |
| Current Position: | |
| Background info: (can use award write-ups, CVs, significant achievements/assignments and overall impact) | |
| Coin request (must be from O-8/civ equiv; 20+ year retirements are automatic and no additional information is required): | |
| Ceremony Date: | |
| Name and address star note/coin are being mailed to: | |
| Please send completed request via encrypted email to: | usarmy.ncr.hqda-otsg.mbx.otsg-anc@mail.mil Attn: ANC Intern |

ENCLOSURE 2

AMEDD REGIMENTAL RECOGNITION REQUEST

DEPARTMENT OF THE ARMY
ANY REGIONAL MEDICAL COMMAND
SOMEPLACE, SOMEWHERE 22222

MCMH-RG

3 August 2015

MEMORANDUM FOR Commander, U.S. Army Medical Department Regiment,
ATTN: MCMH-RG, Fort Sam Houston, TX 78234-6100

SUBJECT: Nomination of MSG John T. Doe for Distinguished Member of the
AMEDD Regiment

1. I am honored to nominate MSG John T. Doe as a candidate for Distinguished Member of the AMEDD Regiment. He has served for 22 years and is one of the most outstanding AMEDD Senior Noncommissioned Officers to have served in the Army Medical Department and the United States Army.
2. There are no adverse personnel actions pending on MSG Doe.
3. Attached is MSG Doe's retirement award write-up.
4. (If applicable) I would also like to nominate Mrs. Debra L. Doe for the Honorary Member of the Regiment. Mrs. Doe is not an AMEDD Soldier nor AMEDD civilian employee and has supported the AMEDD and MSG Doe during all 16 years of their marriage.
5. The proposed presentation date is _____.
6. If this nomination is approved, request it be sent to _____, Fort Melvin, DE, 10000. POC for this award is _____ @ DSN XXX-XXXX.

Signature Block

ENCLOSURE 3

CHAPLAIN CORPS RETIREMENT RECOGNITION PROCEDURES

DACH-PEZ

Date

Subject: Chaplaincy Retirement Letter, Retiree Pin, Spouse Certificate & Pin

1. The Chief of Chaplains desires to recognize each chaplain, chaplain assistant and spouse at retirement. Chaplains and chaplain assistants receive a retirement certificate, letter, and pin. Spouses receive a certificate and pendant. The Office of the Chief of Chaplains will provide the retirement items by the requested date, if notified 90 days prior to the ceremony.

2. Submit request form to one of the following:

(a) RA chaplains: **CH (LTC) Peter O. Dissmore (571-256-8764); email usarmy.pentagon.hqda-occh.mbx.chaplain-peractions-officer@mail.mil OR peter.o.dissmore.mil@mail.mil** Include in the subject line "Retirement Certificate for CH (last name)"

(b) RA enlisted: **MSG Joe E. Stanfield (703) 693-5739/ Fax: (703) 695-9834: joe.e.stanfield.mil@mail.mil** Include in the subject line "Retirement Certificate for ... (Rank/last name)"

(c) **USAR chaplains/enlisted: carolyn.washington1.civ@mail.mil**

(d) **ARNG chaplains/enlisted: paul.n.douglas.mil@mail.mil**

Alternative submissions:

(1) Mail: Office of Chief of Chaplains, ATTN: DACH-PEZ-TA, 2700 Army Pentagon, Rm. 1D143A, Washington, DC 20310

(2) Fax: (571) 256-8774/DSN 260-8774

3. Request Form: **EACH** line below **MUST** have an information entry

a. Full Name of Retiree _____

b. Rank _____ SSN _____

c. Unit, Installation, State, Zip Code

d. Mailing Address for Items: _____

e. Email Address

f. Telephone# _____

g. Dates: Retirement _____ Presentation _____

h. Component RA ___ USAR ___ ARNG ___

i. Name, email and telephone# of Certificate Presenter/POC

j. **Spouse Certificate:** Compose a short paragraph / citation to be transposed onto the Spouse Certificate. Include full name of spouse (examples on page 2).

CH CORPS SPOUSE CERTIFICATE CITATION EXAMPLES

This certificate is presented to Mr./Mrs. _____ in grateful appreciation of over 20 years of faithful and devoted support to the United States Army Chaplaincy. Your unselfish support and understanding greatly assisted your spouse's lasting contribution to the United States Army Chaplain Corps and the Nation. Your unfailing trust and faith motivated you to a level of commitment, which brings great credit upon you, your Family and the Army Chaplain Corps.

or

Mr./Mrs. _____ has demonstrated the finest attributes of volunteer leadership and service to the worldwide military community throughout his/her spouse's military career, from _____ until _____. His/her cheerfulness, love, faith in God and concern for his/her spouse has been a great source of inspiration to the religious community and an important encouragement to his/her spouse's ministry. _____ achievements reflect distinct credit upon him/her, the Army Family and the United States of America.

or

Mr./Ms. _____ is commended for his/her untiring support and many contributions to the Army and Chaplaincy during his/her spouse's years of service and ministry.

His/her efforts on behalf of chapel and community programs have provided encouragement and comfort to soldiers and Families of every rank and station. She has placed His/her own stamp on His/her work, helping to strengthen the spiritual life of all by inspiring faith and hope in Almighty God. The Chaplain Corps thanks His/her and wishes his/her every blessing in the years ahead. Pro Deo et Patria!

or

Your dedicated support of the United States Military Chaplaincy for the past 30 years is exemplary. You have not only been a mainstay for your spouse's ministry, but you have also made a valuable contribution through the years as an example to other chaplains spouses. Your outstanding Christian character serves as a model to military spouses throughout the USAR/ARNG. Your unfailing trust in the Lord motivated you to a level of commitment which brings great credit upon yourself, your husband, your Family, and the Army Chaplain Corps.

ENCLOSURE 4

DENTAL CORPS RETIREMENT RECOGNITION REQUEST

MCCS-CD XXXXXXXX

MEMORANDUM FOR RECORD

SUBJECT: Request Star Note for Military/Civilian Retirement or other occasion

NAME: XXXXX

RANK: GS-XX/XX (Series XXXX)

SPOUSE'S FULL NAME: XXXXXXXX

MARRIED 10 YEARS OR MORE? Y/N

BRANCH OF SERVICE: XXXXX

YEARS OF SERVICE: XXXXXX – XXXXXX (XX years)

CURRENT POSITION: XXXXXXXXXXXX

DATES SERVED IN CURRENT POSITION: XXXXXX – present

BACKGROUND INFORMATION: (ORB/ERB/CRB ATTACHED) - Ms. XXXXXXXX is cited for exceptionally meritorious performance of duty as a XXXXXXXX at the United States Army Dental Activity, XXXXX from XXXX to XXXX. Use this space to provide a narrative of the retiree's career or work history. List any major accomplishments, achievements and awards. The narrative should read like a retirement award submission.

JUSTIFICATION: (MUST BE APPROVED BY CDR/06 DIR): XXXXX

PRESENTATION DATE: XXXXXX

RETIREMENT DATE: XXXXX

MEMBER SPOUSE'S CIVILIAN ADDRESS:

123 Elm St.

City, ST 12345-6789

DISPOSITION INSTRUCTIONS (NAME AND COMPLETE ADDRESS WHERE NOTE IS TO BE MAILED):

COMMANER
US Army Dental Activity
ATTN: Name
XXX Main St.
Fort Living Room, ST 12345-6789

DRAFT STAR NOTE: TBP BY CORPS CHIEF'S OFFICE

POINT OF CONTACT: Name, email, phone.

NO SIGNATURE BLOCK

ENCLOSURE 5

MEDICAL CORPS RETIREMENT RECOGNITION REQUEST

DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
STREET ADDRESS
CITY, STATE ZIP

Office Symbol

MEMORANDUM FOR Chief, Medical Corps, (ATTN: MCCS-CC), 3630 Stanley Road, Fort Sam Houston, TX 78234-6170

SUBJECT: Exception to Policy Request of the Medical Corps (MC) 3 Inch Medallion for COL Smith, George W.

1. In accordance with the MC Retirement Recognition Policy, paragraph 3b, I request an exception to policy to award the MC 3 inch Medallion to COL Smith for over 29 years of service to the US Army. COL Smith was unable to complete thirty years of Active Federal Service (AFS) due to hitting mandatory retirement age.

a. Total AFS: 352 months

(1) Army Service: 304 months; Sister Services: 48 months

(2) AMEDD Service: 304 months

(3) MC Service: 304 months

b. COL Smith also graduated from the US Naval Academy and attended medical school under a 4-year HPSP scholarship. Upon retirement, he will continue in his current position as a civil service employee.

2. Brief justification, e.g. throughout his career, COL Smith served as a mentor and role model for all who served with him. He repeatedly volunteered for all the tough jobs and excelled at every one. His high standards and commitment to excellence are unparalleled. COL Smith's service to the United States of America is in keeping with the highest traditions of the military and is deserving of the recognition afforded by the 3 Inch MC Medallion. Please refer to enclosed retirement award justification.

3. Point of contact for this action is the undersigned at 210-555-5555.

3 Encls
1. ORB
2. Retirement award write-up
3. Retirement order

JOHN T. DOYLE
LTC, MC
DCCS

ENCLOSURE 6

MEDICAL SERVICE CORPS RETIREMENT RECOGNITION REQUEST

MCJA-DCA

10 September 2011

MEMORANDUM FOR Chief, Medical Service Corps, ATTN: MCCS-CM, 3630 Stanley Road,
JBSA Fort Sam Houston, TX 78234-6170

SUBJECT: Request MSC Retirement Certificate for LTC John Smith

1. Request the Medical Service Corps Retirement Certificate for presentation to LTC John Smith for twenty years of service to the MSC. LTC Smith entered service on 8 Sep 1991, and his retirement date is 1 Feb 2012.

2. The following information is provided for the completion of the certificates:

a. Retirement Ceremony/Luncheon date: 20 Jan 2012

b. Full Name: Jonathan Henry Smith

c. Preferred name on certificate: John H. Smith

d. Area of Concentration: 72D

e. COMPO: Active, Guard, or Reserve

f. **First duty station:** Ft. Leavenworth, KS. **First Unit:** USAMEDDAC. **First position held:** MEDDAC Environmental Science Officer.

g. **Last duty station:** Camp Zama, Japan. **Last Unit:** PHCR-Pacific. **Last position held:** Deputy Commander for Technical Services.

h. Spouse's preferred name: Jane Doe Smith

i. Mailing address for award (Recommend the POC below): 122 Blah Ave, Fort Sam Houston, San Antonio, TX 78234.

3. The point of contact for this action is the undersigned at 888-999-1111 or john@us.army.mil.

DIRK T. HAROLD
CPT, MS
Commander

ENCLOSURE 7

ARMY MEDICAL SPECIALIST CORPS RETIREMENT RECOGNITION REQUEST

Office Symbol

DD MMM YY

MEMORANDUM FOR Chief, Army Medical Specialist Corps, ATTN: MCCA-CA, 3630 Stanley Road, Room 276, JBSA Fort Sam Houston, TX 78234

SUBJECT: Request for SP Corps Chief Recognition (SELECT: Corps Chief Coin, Corps Chief Letter, SP Bronze Medallion)

1. Request the SP Corps Chief recognize LTC John Doe for outstanding service.
2. The following information is provided:
 - a. Full Name and AOC:
 - b. Service dates (if requesting for retirement):
 - c. Planned presentation date: (request must be submitted 60 days prior to the planned presentation date)
 - d. Brief summary of contributions to the SP Corps and the AMEDD: (typically included as an enclosure)
 - e. Copy of ORB/ERB: (included as an enclosure)
 - f. Statement that individual does not have any confirmed or pending adverse actions and that he/she is in accordance with AR 600-9 standards.
 - g. POC: (to include name, mailing address, phone number and email)
 - h. Retirement order (if applicable):
3. Point of contact for this action is the undersigned at 210-555-5555.

- 3 Encls
1. Award Narrative
 2. Officer Record Brief
 3. Retirement Order

JIMMY J. DEAN
Colonel, SP
Title

ENCLOSURE 8

VETERINARY CORPS RETIREMENT RECOGNITION REQUEST

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the Veterinary Corps Chief

SUBJECT: Request Star Note for Military/Civilian Retirement or Other Occasion

NAME: XXXX

RANK: GS-XX/XX (Series XXXX)

SPOUSE'S FULL NAME: XXXXXXXX

MARRIED 10 YEARS OR MORE? Y/N

BRANCH OF SERVICE: XXXXX

YEARS OF SERVICE: YYYYMMDD – YYYYMMDD (XX years)

CURRENT POSITION: XXXXXXXXXXXXX

DATES SERVED IN CURRENT POSITION: XXXXX – present

BACKGROUND INFORMATION: (ORB/ERB/CRB ATTACHED) – Ms. XXXXX is cited for exceptionally meritorious performance of duty as a/the XXXXXXXXXXXX at the United States Army Veterinary Treatment Facility, XXXXX from XXXX to XXXX. Use this space to provide a narrative of the retiree's career or work history. List any major accomplishments, achievements, and awards. The narrative should read like a retirement award submission.

JUSTIFICATION: (MUST BE APPROVED BY CDR/O6 DIR): XXXXX

PRESENTATION DATE: YYYYMMDD

RETIREMENT DATE: YYYYMMDD

Statement that individual does not have any confirmed or pending adverse actions (confirm with local S-1) and that he/she is in accordance with AR 600-9 standards.

DISPOSITION INSTRUCTIONS (NAME AND COMPLETE ADDRESS WHERE NOTE IS TO BE MAILED):

COMMANDER

PHA-XX

ATTN: Name

XXX Main St.

Fort Somewhere, ST 12345-6789

DRAFT STAR NOTE: TBP BY CORPS CHIEF'S OFFICE

POINT OF CONTACT: Name, Email, Phone number

SIGNATURE BLOCK

OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief, Veterinary Corps, ATTN: MCCS-CV, 3630 Stanley Road,
JBSA Fort Sam Houston, Texas 78234-6100

SUBJECT: Exception-to-Policy Request – Veterinary Corps (VC) 30-Year Retirement
Medallion for RANK LAST, FIRST

1. In accordance with the Veterinary Corps Retirement Recognition Policy, paragraph 9, I request the Veterinary Corps Exceptional Service Medallion be awarded to RANK LAST NAME for over XX years of service to the Army. RANK LAST NAME entered active duty on YYYYMMDD and his/her retirement date is YYYYMMDD.

2. RANK LAST NAME is unable to complete 30 years of active federal service because XXXXX. Their contributions to the Army and the AMEDD during their time in service merit recognition because XXXX (narrative).

3. Point of contact for this action is the undersigned at 123-456-7890.

3 Encls

1. Justification

2. Record Brief

3. Retirement Orders

SIGNATURE BLOCK

ENCLOSURE 9

PROCEDURE FOR REQUESTING A FLAG FOR AN INDIVIDUAL RETIRING FROM MILITARY OR DOD CIVILIAN SERVICE

Go to the link below to initiate a flag request:

<https://www.senate.gov/index.htm>

Once you access the site, follow these steps to get to your flag request:

1. In the top left hand corner (by the picture of the flag), click on the drop down menu that says, "Find Your Senators"
2. Click on the appropriate state
3. Click on the appropriate Senator
4. Click on Flag Requests (over to the right)
5. Follow the instructions on the page

In addition to requesting a flag, make sure you ask for the following items:

1. Certificate from the Keeper of the Stationary
2. Signed Certificate from the Senator
3. Signed Autograph from the Senator
4. Signed Certificate on behalf of the state of Texas, acknowledging the individual for his/her XXX# of years of service in support of our great nation.

The link works better if you use Mozilla Firefox because it doesn't seem to function as well when using Internet Explorer.

For question, the POC will answer at the following phone# - (202) 224-1422.

See Below for Texas Senator Ted Cruz:

Ms. Lela Derr, State Operations Director / U.S. Senator Ted Cruz (R-TX)
300 E 8th St, Ste. 961
Austin, TX 78701
O: 512-916-5834
Lela_Derr@cruz.senate.gov

Enclosure 10

Procedures for purchasing an AMEDD Museum Honor/Memorial Brick

A brick can be obtained either by visiting the museum or visiting the website and clicking on the gift shop link. Please make sure to notate on the form the date that you need the certificate issued by. You can request to pick it up in person if you are on a time crunch.

The "Brick Program" permits you to support the Army Medical Department Museum Foundation by purchasing individual bricks. Bricks are placed in the Museum's beautiful Memorial Courtyard, a place where footsteps of the future pass over the dedicated memories of the past. Each brick is limited to two lines, twelve letters or spaces per line.

Brick Donations. Brick purchases are accepted at the AMEDD Museum Gift Shop Web Site. Contributions to the Foundation are tax deductible as allowed by law and IRS regulations. Each brick can be purchased for \$50.00 each and inscribed with:

1. Your name, family members, and friends, or
2. AMEDD Units (may include current units or units no longer in existence)

Order by Phone: (210) 225 0015

The AMEDD Museum Foundation Brick Program Form

<https://www.ameddgiftshop.com/brick-donation>

The AMEDD Museum Foundation "Brick Program" places an engraved brick in the Museum's Memorial Courtyard for your donation of \$50.00 for each brick. Bricks may be inscribed with your name, names of family members and friends, or AMEDD units, past and present. If brick purchase is "in memory of" or "in honor of", please specify to whom and where acknowledgment should be sent.

Guidelines are:

- One name or unit name per brick
- Use name, rank and corps or unit as desired
- Two lines of engraving per brick
- There is a maximum limitation of 12 engraved characters per line

WHEN PLACING THE ORDER ONLINE IN THE SHIPPING AREA SELECT PICK UP AT THE STORE.

Enclosure 11

Procedures for requesting Parent, Spouse, & Child Certificates w/ Medal Set

https://store.militarywives.com/product_info.php?products_id=3850

When service members serve, they are not the only ones who serve; their families serve as well. Homecomings are joyous moments for military families, but until recently, the service and sacrifice made by the parents of deployed troops went largely unrecognized. That has all changed on militarywives.com, thanks to the creation of the Military Parent's Medal. This medal is a gift they will treasure and tell their friends about and is ideal to recognize their contributions. The medal itself is circular and measures 1 5/8 inches in diameter is approximately 3 mm thick and has a two-tone finish, the drape is a "regulation" size drape. The back of the medal is a smooth polished surface in the silver color and is ideal for engraving. The certificate is 8.5 inches by 11 inches.

There is NO "issuing criteria" beyond that of a loving parent that wishes to recognize the contributions of the child that loves them, and who sacrifices just like their parent while the parent is serving their country. The certificate comes with the accompanying medal. When submitting an order, please identify name(s) for the certificate(s) in the comment block at check out.

The site DOES NOT offer this item as a framed set (must purchase own frame separately).

The site **DOES NOT** engrave the medal (must pay for engraving separately).

A sample of the certificate (full size 102Kb) for parent, spouse and child are below.







The Military Spouse Medal


The Spouse does not seek to inform of they serve their country. They do not require or have ribbons showing where they have been yet they go. They do not ask for the duty they perform or the unnumbering acts in their best ability. They serve - not are not honored with tributes or pieces of cloth, showing their sacrifice.

The front of the medal depicts the torch, which has been passed from generation to generation. The symbol of the torch is a symbol of the unending flame of the United States. The ring around the torch flame symbolizes the unending flame of the United States. The image of the rose is for the unnumbering sacrifice you have shown for your spouse and their service in their country.

This Medal is gratefully given to those that do not ask, those that sleep on the home front so that their spouse can serve for they also proudly serve their country.

Always Remembered - Never Forgotten





The Military Child Medal

Bobbie Chaddock

Throughout the years of your life you have made sacrifices and you served your country as much as I have done.

In your loving way, you quietly shouldered the heavy burden that you were asked to carry. Most of the time you could not understand why I was not there but you quietly hid the tears, courageously put on a smile, and defiantly promised that you would support me. You were then, as now, one of the most important parts of my life and it was your love that enabled you to assure me that what I was doing was important.

I missed so many holidays and countless special occasions, while you were left at home to worry while I was on difficult missions. You had to say goodbye to friends when we moved throughout the years and you had to change schools. Your resilience and self confidence throughout those frequent moves gave me strength.

I am proud of you, for it was your love and support that sustained me in those difficult times. There's no way, in my mind, that I could have been a success in the military without having your support, your understanding, and most importantly your unquestionable love.

Thank you for being there for me.

Always Remembered - Never Forgotten