

Retirement Wishes from the White House

Administrative POCs may request a letter from the White House for a civilian employee retiring with 30 years or more of Federal service (this encompasses those who have combined military and civilian service as well as those with straight civilian service.), Administrative POCs should send a memorandum using the sample format below. A lead time of 30 – 45 days is needed to ensure timely delivery of the Letter of Appreciation. If the letter is going to be presented at a retirement ceremony, please allow at least 60 or more days. For those who make a last minute decision to retire, the letter can be sent to the home address.

All fields shown on the sample format must be completed. Once completed, the request should be mailed to:

Executive Communications and Control
ATTN: White House Liaison Office
200 Army Pentagon
Washington, DC 20310-0200

or faxed to:

DSN: 224-2971 or Comm: (703) 697-0740

SAMPLE FORMAT

MEMORANDUM THRU

WHITE HOUSE LIAISON OFFICE, OSA

EXECUTIVE SECRETARY, DEPARTMENT OF DEFENSE

FOR DEPUTY ASSISTANT TO THE PRESIDENT AND DIRECTOR, WHITE
HOUSE MILITARY OFFICE

SUBJECT: Letter of Appreciation for Civilian Retiree

Name: _____ *(Note: Must be U.S. Citizen)*

Grade: _____

Service: United States Army Civil Service

Years of Service: _____ *(Note: Must have 30 or more yrs of svc)*

Retirement Date: _____

Home Address: _____

Unit Address: _____

Disposition Instructions:

(NOTE: Advise whether to send letter to home or unit address)

POC for this action is _____

Manager's Signature Block

SAMPLE FORMAT