

## **Army 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:

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](mailto:usarmy.jbsa.medcom.mbx.medcom-bo-hr@mail.mil)

Requests for the Civilian Corps Chiefs' Letter and Coin must be forwarded to [usarmy.jbsa.medical-coe.mbx.civilian-corps-chief@mail.mil](mailto:usarmy.jbsa.medical-coe.mbx.civilian-corps-chief@mail.mil)

Please send the employee's name, date of retirement, provide a short paragraph on the employee's years with the AMEDD/MEDCOM, their contributions and the address where you would like the coin and SES note sent.