

MILITARY DISTRICT OF WASHINGTON (MDW) RETIREMENT CEREMONY 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.
DISCLOSURE:	To facilitate Retirement Ceremonial Functions and 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		
4. BRANCH (EX: ADJUTANT GENERAL, AVIATION, AIR TRAFFIC CONTROLLER, MED SERVICES, SIGNAL)		5. DATE OF RANK: YYYYMMDD		6. TRANSITIONAL LV DATE: YYYYMMDD		
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: YYYYMMDD		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	NO
22a. IF YES, CIRCLE OR TYPE IN THE BOX THE END-OF-MONTH RETIREMENT CEREMONY YOU WISH TO ATTEND:					22b. MMM / YYYY	
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						
CEREMONY TIME IS 1300 HRS, LOCATION IS FT MYER'S CONMY HALL (BLDG 241)						
ALL PARTICIPANTS MUST REPORT NLT 1145 HRS FOR ACCOUNTABILITY AND CEREMONY BRIEFING						
23. ALL PARTICIPANTS MUST EMAIL DATA SHEET 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						
FOR MORE INFORMATION REGARDING: DATES, TIMES AND PARTICIPATION, VISIT: https://www.mdwhome.mdw.army.mil/ceremonial-support/army-retirement-ceremonies						