

# 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 retirement certificate production.

**ROUTINE USES:** To maintain a record of retirement addresses and telephone numbers for contacting Service Members. To facilitate retirement ceremonial functions and ensure accurate information is provided for use on printed 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	
4. BRANCH (EX: ADJUTANT GENERAL, AVIATION, AIR TRAFFIC CONTROLLER, MED SERVICES, SIGNAL)	5. DATE OF RANK: YYYYMMDD	6. TRANSITIONAL LV DATE: YYYYMMDD	7. RETIREMENT 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? CLICK BOX FOR YES or NO			<b>YES</b>	<b>NO</b>
21a. IF YES, SELECT THE MONTH AND YEAR FOR END-OF-MONTH RETIREMENT CEREMONY YOU WISH TO ATTEND:				
<p><b>NOTES:</b> UNIFORM (MANDATORY FOR PARTICIPANTS): CLASS A, BLACK BERET, WITH ALL AWARDS AND DECORATIONS.</p> <p>CEREMONY BEGINS AT 1300 HRS. LOCATION IS CONMY HALL (BLDG 241) ON JOINT BASE MYER-HENDERSON HALL IN ARLINGTON, VIRGINIA.</p> <p>22. ALL PARTICIPANTS MUST EMAIL THIS DATA SHEET FORM TO: MDW.CSEO@GMAIL.COM</p> <p>PARTICIPANTS SERVICED BY THE JOINT BASE MYER-HENDERSON HALL TRANSITION POINT MUST ALSO FAX THIS DATA SHEET TO (703) 696-2780 OR, E-MAIL TO <a href="mailto:usarmy.jbmhh.asa.mbx.hrd-retirement-applications@mail.mil">usarmy.jbmhh.asa.mbx.hrd-retirement-applications@mail.mil</a></p> <p>FOR MORE INFORMATION REGARDING: DATES, TIMES AND PARTICIPATION, VISIT: <a href="https://www.mdwhome.mdw.army.mil/ceremonial-support/army-retirement-ceremonies">https://www.mdwhome.mdw.army.mil/ceremonial-support/army-retirement-ceremonies</a></p>				