

Personnel Action Packet Checklist

T-11-A-5 Request for Retirement Recognition Packet

1. SOLDIER'S NAME (Last, First MI) 2. RANK 3. EMAIL ADDRESS 4. DATE INITIATED

6. UNIT NAME 7. UIC 8. UNIT/RPAC POC RANK/TITLE NAME 9. RPAC NAME

10. POC CONTACT INFORMATION 11. OFTS CMD 12. RPSC 13. POC SIGNATURE

a. Phone:

b. Email:

14. REQUIRED PROCESS FLOW

a. Intermediate:

b. Intermediate:

c. Final Approval Auth:

15. Required Forms and Documents

TO BE SUBMITTED ALONG WITH ALL RETIREMENT ORDERS REQUESTS

1. Copy of this checklist
2. Spouse's name for certificate of appreciation (as desired on certificate):

3. Mailing address for packet if different from unit:

 Addressee

 Street

 City, state, zip code
4. Date of retirement ceremony (if applicable)
5. Copy of retirement order (if published)
6. Copy of Soldier's DA Form 5016 (Retirement Point Statement)
7. RPSC requests Presidential Letter of Appreciation (PLA)* by sending request packet to the Whitehouse Liaison (WHL) at usarmy.pentagon.hqda-csa.mbx.csa-white-house-liaison-of@mail.mil
8. RPSC sends recognition packet to soldier or soldier's unit

*NOTE: The PLA is limited to USAR Soldiers having 30 or more years of service, Medal of Honor recipients, or former Prisoners of War. Requests must include retirement orders, DA Form 5016 (Retirement Point Statement), request memo in required format, and must be received at WHL not more than 90 days before or 60 days after the Soldier's retirement.

16. CERTIFYING HR STAFF MEMBER

17. STAFF MEMBER SIGNATURE