



RETIREMENT CERTIFICATES REQUEST FORM



LNAME, FNAME, MNAME: _____ CUR RANK: _____ LAST 4: _____

UNIT: _____ RET DATE: _____ UIC: _____

CIVILIAN EMAIL ADDRESS: _____ CIVILIAN PHONE NUMBER: _____

STATUS (select one): [] M-Day [] TECH [] ADOS [] AGR

Indicate Pickup or Mail (Provide Address if being Mailed)

Pickup

Mail: _____

Certificates Being Requested

Governor's Retirement Certificates & Army Retiring Soldier Commendation Package:

(American Flag, Soldier for Life Sticker, and Soldier for Life Lapel Pin)

Yellow Rose Certificate *This award is given to women only *Personal Biography Required

Biography must demonstrate exceptional community service (Community involvement/Accomplishments/Ties to Texas)

Template available at the following link: _

<https://portal.tx.ng.mil/J1/sus007/sus007/Certificate%20Request/Forms/AllItems.aspx>

Army Certificate of Appreciation

Department of the Army Spousal Retirement Appreciation certificate for all spouses that are registered in DEERS as a legal dependent. *No Bio Required*.

Spouse's First, Middle, Last Name: _____

Texas Flag and Certificate: Unit must purchase the certificate and flag using **SPECIAL FUNDS** and not unit funds (GPC or UTC card) *Receipt must be attached showing Texas Flag has been purchased*

Link to purchase flag: <https://flags.house.texas.gov/Home>

Admiral of the Texas Navy Certificate *Military Biography Required*

This award is based on exceptional community service.

Link to Military Bio Example:

<https://portal.tx.ng.mil/J1/sus007/sus007/Certificate%20Request/Forms/AllItems.aspx>

Presidential Letter of Appreciation: SM must have 30 years or more of service. **Be aware this letter can take up to 1 year to receive.**

Unit POC: _____ Telephone Number: _____

PLEASE ALLOW UP TO TEN WEEKS FOR ALL OTHER CERTIFIATES TO BE PROCESSED