DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF

MEMORANDUM FOR Chief, Medical Service Corps, ATTN: MCCS-CM, 3630 Stanley Road, JBSA Fort Sam Houston, Texas 78234

SUBJECT: Request MSC Retirement Certificate for

1. Request the Medical Service Corps Retirement Certificate for presentation to:

Rank Last First MI JR./III/ect.

2. entered service on
and has a confirmed retirement date of

3. Request an MSC Medallion: ☐ yes, 25 Year ☐ yes, 30 Year ☐ no

4. The following information is provided for the completion of the retirement certificates:

   a. Retirement ceremony date:
   b. Preferred name on certificate:
   c. MSC Area of Concentration:
   d. Component (Active, Guard, Reserve):
   e. First duty station:
      First unit:
      First position held:
   f. Last duty station:
      Last unit:
      Last position held:
   g. Spouse's preferred name:
   h. Mailing address for the certificate (recommend using POC below):

5. The POC to mail the retirement package to is:
   email:
   At phone:

emial saved memorandum to: usarmy.jbsa.medcom-ameddcs.mbx.medical-service-corps@mail.mil