



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
SOUTH CENTRAL REGION, FORT POLK CPAC
2271 LOUISIANA AVENUE
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 27-11

2 August 2011

Request for Presidential Letter of Appreciation (RPLOA) for DA Civilian Retirees

Department of the Army Civilians who retire with 30+ years of service may receive a letter of appreciation from the President.....BUT the request must use the attached format and include a screenshot of the SCD screen from CPOL. The CSA White House Liaison Office will return requests without processing them if they are submitted using an obsolete format.

There are at least two obsolete formats "out there" on CHRA-sponsored websites. If you should have an obsolete version tucked away in your electronic filing system, please replace it with the attached template.

//original signed//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, ZIP + 4 CODE
SAMPLE FORMAT

(please do not modify font, paragraph alignment, lead lines, etc)

OFFICE SYMBOL

DATE

MEMORANDUM THRU

White House Liaison Office, Office of the Chief of Staff, Army
Executive Secretary, Office of the Secretary of Defense

FOR Deputy Assistant to the President and Director, White House Military Office,
1600 Pennsylvania Avenue, Washington, DC 20502-0001

SUBJECT: Request Presidential Letter of Appreciation (RPLOA) for Civilian Retiree

Salutation/Name: (Ms., Mrs., Mr.) (Last, First and Middle Initial.) (remove parenthesis)

Rank: Example: YA-02, GS-11, GS-12, WG-08, SES

Service: Department of the Army Civilian

Years of Service: Provide total number of completed years, and Service Computation Date (SCD). Example: 32 years (SCD: 5/19/78)

Retirement Date: Tuesday, September 01, 2009

Ceremony Date: Tuesday, September 01, 2009

Home Address: Home address, City, State and Zip Code

Unit Address: Company/Troop/Battery/Detachment, Fort/Base/Camp, State/Country, Zip Code/APO

Disposition Instructions: Advise whether to send letter to home or unit address.

POC for this action is (Provide complete name, work phone number, and email address).

Retiree: Medal of Honor Recipient – Yes/No
Former Prisoner of War – Yes/No

Appropriate Signature Block with Signature
(Director/Chief/Transition Specialist)

SAMPLE FORMAT

Submit not earlier than 60-90 days prior to last day of active duty, or retirement ceremony (if before retirement date), or start of transition leave. Requests may be processed up to 60 days after retirement. Must have 30 or more years of service or combined Military and Federal Service. Provide a copy of the SCD printout from CPOL Employee Info, SCD Screen/Tab.

Submit request thorough email: CSAWHLO@CONUS.ARMY.MIL