

## CIVILIAN EMPLOYEE RETIREMENT CERTIFICATE REQUEST

\*\* Requests for these certificates should be submitted 180 days in advance of the planned presentation date to allow sufficient time for processing. We understand some retirements are unplanned, and will do our best to process request to meet presentation date.

**Employee Name:** \_\_\_\_\_  
(Last, First, MI as shown on SF-50)

**Employee Name:** \_\_\_\_\_  
(As it should appear on the certificate if different than above)

**Employee's Current Job Title:** \_\_\_\_\_  
(No abbreviations)

**Grade/Series:** \_\_\_\_\_ **Effective Date of Retirement:** \_\_\_\_\_

**Division/Section:** \_\_\_\_\_

**Exact Number of Years and Months at Retirement:** \_\_\_\_\_  
(Include military service and non-appropriated fund)

**Last Date in Office:** \_\_\_\_\_ **Presentation/Ceremony Date:** \_\_\_\_\_  
(If applicable)

**Request for American Flag Flown over Marine Corps Air Station (MCAS) Iwakuni. (If 20 years of service or more): Y / N**

**Special Date to Be Flown:** \_\_\_\_\_  
(If any)

**Spouse Name (If certificate is desired):** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Supervisor)

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*SECNAV Retirement certificate – Civilian employees with 40 + years of Federal service. Employees will also receive a personalized CMC Letter.

\*SECNAV Career Service certificate – Civilian employees with 40, 50, 60 years of Federal service.

\*CMC Retirement Letter – Civilian employees with 30–39 years of Federal service.

\*Ensure to access the site: <https://www.civilianbenefits.hroc.navy.mil>, click "Launch", then "Retirement", take a screenshot of your retirement information, and forward it with the request for verification of eligibility of retirement.

MCAS Iwakuni Awards POC is Employee Relations/CHRO, USCS Incentive Awards Program Manager.