

**CIVILIAN EMPLOYEES RETIREMENT/CAREER SERVICE
REQUEST FORM**

Reference: MCO 12451.2D, MCBO 12450.2

Please fill in ALL 10 items, and once completed email to matthew.manieri@usmc.mil (Adjust font as needed to keep form 1 page).

1. Employee's **LAST** Name, **FIRST** Name and **MI**: **PULLER, CHESTY, A.**
A. Spouse's Name: **DAISY PULLER**
(As shown on the SF-50)
2. Employee's Current Job Title (No abbreviations): **HUMAN RESOURCES SPECIALIST**
3. Type of Award: **See Note below...** (SECNAV Retirement, SECNAV Career Service, CMC Letter, N/A)
4. Total Number of Federal Service (including military service and non-appropriated fund) Years: **XX**
5. Retirement Date or FLOS Anniversary Date: **DDMMYYYY (EXAMPLE: 21JAN2021)**
6. Presentation/Ceremony Date: **DDMMYYYY (EXAMPLE: 30JAN2021)**
7. Mailing address of Servicing Human Resources Office:
**MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VA 22134**
8. Activity Head Title: **Commander**
(Commanding General, Commanding Officer, Commander, etc.)
9. Activity Head Official Mailing Address:
**MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VA 22134**
10. Request for Flag: **YES (), NO (). If YES, Mr. Manieri will fill out the Flag Request.**

NOTE:

1. SECNAV Retirement certificate - Civilian employees with 40+ years of Federal service. Employees will also receive a personalized CMC Letter.
2. SECNAV Career Service certificate - Civilian employees with 40, 45, 50, 55, and 60 years of Federal service.
3. CMC Retirement Letter - Civilian employees with 30-39 years of Federal service.
4. Contact your local command for retirement awards with less than 30 years of Federal service, and career service awards with less than 40 years of Federal service.

Request for retirement should be sent at least 30 days prior to the last day of work. Requests for awards should be sent 3 months in advance of the proposed presentation date to allow sufficient time for processing. SECNAV and CMC letters take 6-8 weeks to process. We do understand some retirements are unplanned, and will do our best to process request to meet presentation date. Commands should track career service awards, and request awards accordingly.

POC for Awards is: M. Mark Manieri at (703) 784-3101 or e-mail at matthew.manieir@usmc.mil