

**RETIREMENT CERTIFICATE/US FLAG WORKSHEET**  
(Required for Retirement Certificates, Retirement Pin, & Issue of U.S. Flag)

1. SOLDIER'S INFO: \_\_\_\_\_ // \_\_\_\_\_  
(Please Print Clearly) (RANK) NAME (Last, First MI)
  
2. SSN: \_\_\_\_\_
  
3. BRANCH (**FOR OFFICERS ONLY**): \_\_\_\_\_  
(e.g. Infantry; Field Artillery; Aviation; Signal Corps; Medical Corps; Ordnance, etc.)
  
4. COMPONENT (**FOR ENLISTED ONLY**): CIRCLE ONE: RA / USAR / ARNG
  
5. SPOUSE (IF APPLICABLE): \_\_\_\_\_  
(Please Print) First Name, Middle Initial or Middle Name, Last Name
  
6. RETIREMENT DATE - ENTER DATE IN **A** or **B** BELOW:  
A. FOR LENGTH OF SERVICE - LAST DAY OF MONTH ON ACTIVE DUTY: \_\_\_\_\_  
B. FOR DISABILITY RETIREMENT ONLY – DATE ESTABLISHED BY HQDA: \_\_\_\_\_
  
7. CURRENT UNIT OF ASSIGNMENT: \_\_\_\_\_
  
8. RETIREMENT PARADE DATE: \_\_\_\_\_
  
9. POC at the U.S. Army Transition Center: Ms. Keun Cho, at 655-0077; Fax: 655-0182
  
10. REQUEST RETIREMENT CERTIFICATES & U.S. FLAG BY: \_\_\_\_\_
  
11. REQUESTOR'S INFO: \_\_\_\_\_  
(Please Print) Name, Phone and Fax
  
12. **Retirement Parade acknowledgment:** I WILL PARTICIPATE TO THE MANDATORY QUARTERLY RETIREMENT PARADE SCHEDULED FOR: \_\_\_\_\_.

**Waiver for attendance at this ceremony must be approved by 8TSC/USARPAC Protocol/25ID prior to issuance of flag & certificates.** MY SPOUSE (IF APPLICABLE) (*WILL/WILL NOT*) BE ATTENDING.

\_\_\_\_\_/\_\_\_\_\_  
(Soldier's Signature) Date

US Flag & Certificates issued to: \_\_\_\_\_ DATE: \_\_\_\_\_  
Print Name