



**United States Coast Guard
Office of the Master Chief Petty Officer of the Coast Guard (CG-00B)**

Date Submitted:

MCPOCG Retirement Appreciation Letter Request Form

Member's Rate, Rank, First, Middle, and Last Name:

Actual Retirement Date:

Special request:

Retirement Ceremony Date:

Command:

Mailing Address:

Years of Service:

***Please scan and attach a Blue Zone print out of member's Active Duty Base Date (SPO will provide upon request).**

Does the member have dependents:

Provide email for a scanned copy:

Requestor:

Name:

Office:

Telephone:

Points of Contact

Submit Request and Blue Zone Print Out (scanned) Document To:

YNC Sheila Schuler at (202-372-4432), or via e-mail to Sheila.m.schuler@uscg.mil.

FOR OFFICIAL USE ONLY

Last Edited: October 17, 2012