



United States Coast Guard

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

\*Note- If handwritten, please write as legibly as possible

<b>MCPOCG Retirement Appreciation Letter Request Form</b>		Date Submitted:
Retiree's Rating, Rank, First MI Last Name		
Active <input type="checkbox"/> Reserve <input type="checkbox"/>		
Years of Service:		
Actual Retirement Date:		
Retirement Ceremony Date:		
Mailing Address (Please include ATTN:)		
Provide email for a scanned copy to:		
Requestor Name:	Requestor Phone:	Requestor's Command

**Point of Contact**

Please submit request form and retirement orders to:  
YN3 James Lesko, [James.M.Lesko@uscg.mil](mailto:James.M.Lesko@uscg.mil), 202-372-4530