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

MCPOCG Retirement Appreciation Letter Request Form		**Date Submitted:**
Retiree's Rating, Rank, First MI Last Name		
Active ☐ **Reserve** ☐		
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 Courtney Myers, Courtney.N.Myers@uscg.mil, 202-372-4532**