



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF, MEDICAL SERVICE CORPS
3630 STANLEY ROAD
JBSA FORT SAM HOUSTON, TEXAS 78234-6100

MCCS-CM

1 September 2014

MEMORANDUM FOR ALL MEDICAL SERVICE CORPS OFFICERS

SUBJECT: Office of the Chief, Medical Service Corps (OCMSC) Retirement Recognition Policy

1. **Policy.** The Chief of the Medical Service Corps will recognize all MSC Officers and Warrant Officers retiring with 20 years or more of honorable Federal service. This policy is effective 1 September 2014 and is not retroactive. Eligible retirees pending Uniformed Code of Military Justice (UCMJ) action, under suspension of personnel actions (flag) or under investigation will not receive retirement recognition.
2. **Confirmation of Retirement.** All retiring MSC Officers must file a retirement application through HRC and have a confirmed retirement date. An RFO or official retirement orders are not necessary to request retirement recognition.
3. **Recognition.** OCMSC will recognize MSC Officers and Warrant Officers honorably retiring with 20 or more years of Federal service with the following keepsakes:
 - a. **Certificate of Appreciation.** All MSC Officers and Warrant Officers with 20 years or more of Federal service will receive a personalized MSC Certificate of Appreciation (COA) signed by the MSC Corps Chief. Please note that this certificate is 8 ½ x 11 inches and does not come framed. Frames purchased that cover more than ½ inch on any side of the certificate will obscure some of the writing on the certificate.
 - b. **Spouse Certificate of Appreciation.** All spouses of MSC Officers and Warrant Officers receiving retirement recognition will receive a spouse COA signed by the MSC Corps Chief. Please note that this certificate is 8 ½ x 11 inches and does not come framed. Frames purchased that cover more than ½ inch on any side of the certificate will obscure some of the writing on the certificate.
 - c. **Corps Chief Coin.** All retiring MSC Officers and Warrant Officers will receive an MSC Corps Chief Coin.

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OCMSC will recognize MSC Officers and Warrant Officers with 25 or more years of service to the MSC with one of the following:

d. **25 Year Medallion.** All MSC Officers and Warrant Officers with 25 years to 29 years of Federal service are eligible to receive the MSC 25 Year Medallion emblazoned with the officer's name, rank, and period of service and set in a 4 ½ inch square case. The medallion is 2 ½ inches in diameter. The years of service run from the BASD on the ORB through the date of retirement.

i. The 25 years of service may be 25 years of either Active Duty, Reserve, or National Guard service or a combination of Active Duty, Reserve, and/or National Guard service. All Reserve and/or National Guard time is only counted if the Officer was actively drilling and met all drill requirements. Officers with prior service enlisted time counted towards 25 years of retirement are also eligible to receive the 25 Year Medallion. At least half of the retiree's service must have been as an MSC Officer to be considered for the 25 Year Medallion.

ii. Periods of service that are not eligible towards the 25 Year Medallion are: years as a cadet at the USMA (or any sister-service Military Academy); years as a cadet in an ROTC program (unless the officer simultaneously served on ARNG or USAR status and met all drill requirements for pay); period(s) of IRR service; any break in service not computed as part of BASD.

e. **30 Year Medallion.** All MSC Officers and Warrant Officers with 30 years or more of Federal service are eligible to receive the MSC 30 Year Medallion emblazoned with the officer's name, rank, and period of service and set in a 4 ½ inch square case. The medallion is 3 inches in diameter. The years of service run from the BASD on the ORB through the date of retirement.

i. The 30 years of service may be 30 years of either Active Duty, Reserve, or National Guard service or a combination of Active Duty, Reserve, and/or National Guard service. All Reserve and/or National Guard time is only counted if the Officer was actively drilling and met all drill requirements. Officers with prior service enlisted time counted towards 30 years of retirement are also eligible to receive the 30 Year Medallion. At least half of the retiree's service must have been as an MSC Officer to be considered for the 30 Year Medallion.

ii. Periods of service that are not eligible towards the 30 Year Medallion are: years as a cadet at the USMA (or any sister-service Military Academy); years as a cadet in an ROTC program (unless the officer simultaneously served on ARNG or USAR status and met all drill requirements for pay); period(s) of IRR service; any break in service not computed as part of BASD.

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4. **Request for Retirement Recognition.** Requests for retirement recognition can come from the retiring officer; however, units looking to present retirement keepsakes may elect a POC to request and receive the MSC retirement recognition package on behalf of the retiring officer. To request MSC retirement recognition, complete enclosure 1, "MSC Retirement Memo" and email the signed form to: usarmy.jbsa.medcom-ameddcs.mbx.medical-service-corps@mail.mil with the subject line, "MSC Retirement for *Rank Last Name*" no less than 60 days prior to the retirement ceremony. USAR and ARNG officers must have an ORB emailed along with the memorandum.

5. **Review.** The Office of the Chief, MSC will review all retirement request submissions for accuracy and ensure that all 25 and 30 year medallion requests meet the minimum standards set forth in paragraphs 3.d. and 3.e. OCMSC will reject requests for medallions that fail to meet the prescribed criteria.

6. **Exception to Policy.** MSC Medallion requests for exception to policy may be submitted for officers and warrant officers with less than 25 or 30 years of service. A memorandum requesting an exception to policy must address why the officer could not complete 30 years of service and why his or her contributions to the Army, the AMEDD, and the MSC were so significant that they should be considered for the medallion. See enclosure 2.

7. The point of contact for this memorandum is the Office of the Chief, MSC at usarmy.jbsa.medcom-ameddcs.mbx.medical-service-corps@mail.mil or (210) 221-8531 or (210) 221-6373.

2 Encl

1. MSC Retirement Memo
2. Exception to Policy


DENNIS D. DOYLE
Brigadier General, US Army
Chief, Medical Service Corps

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ENCLOSURE 2 (Sample)

DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
STREET ADDRESS
CITY, STATE ZIP

Office Symbol

Date

MEMORANDUM FOR Chief, Medical Service Corps, ATTN: MCCS-CM, 3630 Stanley Road,
JBSA Fort Sam Houston, TX 78234

SUBJECT: Exception to Policy Request of the Medical Service Corps (MSC) Retirement 30-
Year Medallion for COL SMITH, George W.

1. In accordance with the MSC Retirement Recognition Policy, paragraph 2b, I request the MSC 30-Year Medallion be awarded to COL Smith for over 28 years of service to the MSC. COL Smith entered active duty on 15 May 1981 and his retirement date is 31 May 2009. COL Smith was unable to complete thirty years of active federal service.
2. Throughout his career, COL Smith demonstrated that he is a leader, consummate professional, and team player for all those who had the pleasure to serve with him. His standards are high, and his commitment to excellence is unparalleled. COL Smith's service to the United States of America is in keeping with the highest traditions of the military and is deserving of the recognition afforded by the MSC Medallion
3. Point of contact for this action is the undersigned at 210-555-5555.

- 3 Encl
1. Justification
 2. Officer Record Brief
 3. Retirement Orders

JIM M. JONES
CPT, MS
Executive Officer