



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF, MEDICAL SERVICE CORPS
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

19 OCT 2009

MCCS-CM

MEMORANDUM FOR ALL MEDICAL SERVICE CORPS OFFICERS

SUBJECT: Medical Service Corps Retirement Recognition Policy

1. Policy. The Chief of the Medical Service Corps (MSC) recognizes all MSC commissioned officers retiring with 20 years or more of federal service.
2. Recognition. MSC commissioned officers honorably retiring with 20 or more years of federal service that are not pending uniformed code of military justice (UCMJ) action, under suspension of personnel actions (Flag), or under investigation are eligible for retirement recognition.
 - a. Recognition for officers with over 20 years of active federal service:
 - (1) The MSC certificate of achievement (COA) will be awarded to all retirees meeting the conditions of paragraph 2a above. The spouse of the retiring officer will also be awarded a COA. The MSC COA for retiring officers is the equivalent of receiving a star note from the Corps Chief.
 - (2) Along with the MSC COA, the retiring officer will receive a Corps Chief's coin.
 - (3) Commissioned officers with over 25 but less than 30 years of active federal service will receive the MSC 25+ Year medallion. Commissioned officers with 30 or more years of active federal service will receive the MSC 30-Year medallion.
 - b. The Chief, MSC is honored to recognize retiring ARNG and USAR MSC officers. ARNG and USAR MSC officers who qualify for a reserve retirement but have less than 20 years of active federal service qualify for a COA.
3. Procedures. The following procedures are established for the purpose of awarding the COA and medallions.
 - a. Requestor recommendations should be submitted in memorandum format no later than **120 days prior to the effective retirement date** to allow for timely production and mailing (See Figure 1). If special arrangements have not been made with the MSC office, the COA will be sent automatically to the retiree's address listed on his/her ORB 90 days prior to the effective date of retirement. Duplicate certificates will not be generated.

MCCS-CM

SUBJECT: Medical Service Corps Retirement Recognition Policy

b. Requests for "exception to policy" may be submitted for the MSC medallion for commissioned officers with less than 30 years of service or for non-MSCs. Only in rare cases will the request be approved. The memorandum must address why the Soldier could not complete 30 years of service and why his or her contributions to the Army, AMEDD, and MSC were so significant that they should be considered for the 30-year MSC medallion. An exception to policy request (see Figure 2) must be submitted 90 days prior to presentation via E-mail or fax.

c. For non-MSC officers, enlisted or civilian retirees who have made extraordinary contributions to the MSC, a request may be submitted to the Chief, MSC to consider recognition under this program.

d. Requests should be forwarded to Chief, Medical Service Corps, ATTN: MCCS-CM, 2250 Stanley Road, Suite 276, Fort Sam Houston, TX 78234-6170, or fax to DSN 471-8360 or Commercial (210) 221-8360. Requests may also be emailed to office.chief.msc@us.army.mil.

e. Other retirement recognitions that should be considered are:

(1) The AMEDD 30-Year Medallion. POC is MEDCOM DCSPER, Fort Sam Houston at 210-221-7802.

(2) Distinguished Member of the Regiment. POC is the AMEDD Regimental Office at 210-221-8455.

4. Point of contact is the Office of the Chief, MSC at 210-221-8531.

2 Encls

1. Retirement Certificate Request
2. Exception to Policy Request

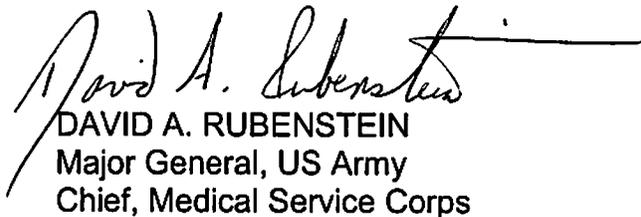

DAVID A. RUBENSTEIN
Major General, US Army
Chief, Medical Service Corps

FIGURE 1 (Sample)

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

Office Symbol

MEMORANDUM FOR Chief, Medical Service Corps, ATTN: MCCS-CM,
2250 Stanley Road, Fort Sam Houston, TX 78234-6170

SUBJECT: Request MSC Retirement Certificate for LTC Smith, George W.

1. Request the Medical Service Corps Retirement Certificate for presentation to LTC Smith for over 20 years of service to the MSC. LTC Smith entered active duty on 15 May 1989, and his retirement date is 31 May 2009.
2. The following information is provided for the completion of the certificates:
 - a. Retirement Ceremony/Luncheon date (Request must be submitted 120 days prior to the effective retirement date)
 - b. Full Name
 - c. Preferred name on certificate (Nickname: i.e. "Bill", "Jane", etc)
 - d. Area Of Concentration (i.e. Health Services Materiel Officer, Clinical Laboratory Officer, Environmental Science Officer, etc.)
 - e. List first duty station, first position held, last duty station, and last position held
 - f. If applicable, full name of spouse (to complete spouse's certificate of appreciation). If not applicable, please indicate.
 - g. Retirement POC's name, mailing address, and commercial phone number (where the certificates should be mailed)
3. Point of contact for this action is the undersigned at 210-555-5555.

JIM M. JONES
CPT, MS
Executive Officer

FIGURE 2 (Sample)

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

Office Symbol

MEMORANDUM FOR Chief, Medical Service Corps, ATTN: MCCS-CM,
2250 Stanley Road, Fort Sam Houston, TX 78234

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

1. In accordance with the MSC Retirement Recognition Policy, paragraph 2b, I strongly 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 due to medical conditions.

2. Throughout his career, COL Smith demonstrated that he is a leader and consummate, professional 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
COL, MS
Deputy Commander for Administration