CIVILIAN RETIREMENT CHECKLIST

NETPDTC 12831/1 (Rev. 12-03)

DEC 1 9 2003

Employee Name/Department Code	Supervisor/Phone Number		Retirement Date/Years of Service	
ACTION	**EMPLOYEE DESIRES**	**RESPONSIBILITY**	**POINT OF CONTACT**	**ACTION COMPLETED**
1. CEREMONY	Y/N	S/R	N/A	
a. Date		S/R	N/A	
b. Time		S/R	N/A	
c. Location		S	As Applicable	
d. Officiator		S	As Applicable	
e. Agenda		S/R	N/A	
f. Special Guests		R	S/R	
g. Photographer		S	N7 (452-1174)	
h. POTW Notice		S	00 Secretary (452-1001 Ext. 1903)	
2. MARQUEE REQUEST	Y/N	S	00 Secretary (452-1001 Ext. 1903)	
3. PAO RELEASE	Y/N	S/R	NETPDTC PAO	
4. NETPDTC PLAQUE (Command does not provide)	Y/N	S	N832 (452-1001 Ext. 1623 for a POC)	
a. Engraving		S	S/R	
(1) Name		S	R	
(2) Years Service		S	HRSC (Last name A-E 446-1142, F-K 1152, L-R 1150, S-Z 1151)	
(3) Retirement Date		S	R	
5. LOCAL CWRA PLAQUE, IF AVAILABLE	Y/N	R/S	S	
6. BLUE BINDER	N/A	S	Dept Secretary or SERVMART	
a. Certificate of Retirement	N/A	S	N832 (For form) N72P1 (452-1177 - For Graphics)	
b1. Certificate of Commendation (Special Letterhead) (Detailed Work History) or	N/A	S	N832 (For form) HRO, NETPDTC Employee Relations Specialist (452-1734) for Microfiche Copy of Employee's Work History	
b2. Retirement Commendation (Special Form) (Brief Work History)	N/A	S	N832 (For form) N72P1 (452-1177 – For Graphics)	