

## **Procedures for Military Department White House Liaison Offices to Request Letters of Appreciation from the President to Recognize Select Members Retiring from Military Service**

Procedures for submitting requests for letters of appreciation from the White House are subject to change based on guidance provided by the White House Military Office and/or the DoD Executive Secretary. The letter from the President recognizing select military members who are retiring from military service is hereafter referred to as the “Presidential Letter of Appreciation” (PLOA). DoD Instruction 1348.34, “Presidential Recognition Upon Retirement from Military Service, identifies the select military members for whom a PLOA request will be submitted.

PLOA requests will only be submitted by the respective Military Department’s White House Liaison Office (WHLO) through the office of the DoD Executive Secretary to the White House Military Office. The WHLOs are a function of each Military Department Secretary’s administrative department and are located in the Pentagon. The role of the WHLOs is to serve as the official channel of communication between the Military Departments (and their respective Military Services) and the White House. Only PLOA requests routed through the retiree’s respective Military Department’s WHLO will be reviewed by the White House.

PLOA requests will be submitted via official memorandum to the Director, White House Military Office, through the DoD Executive Secretary.

Each PLOA request memorandum must be signed by an official in the WHLO of the retiree’s respective Military Department.

The Military Department WHLOs will forward a PDF copy of each PLOA request memorandum and associated attachments to the Office of the DoD Executive Secretary by submitting it to the Correspondence Management Division, Executive Services Directorate, Washington Headquarters Services.

Use the format shown in either Figure 1 or Figure 2 to submit requests. Use the format shown in Figure 1 for a request for a single individual. Use the format show in Figure 2 for requests for multiple individuals.

Figure 1. Sample Memorandum for Requesting a Single PLOA

<p>(Organization's Letterhead)</p> <p style="text-align: right;">Date (Month dd, yyyy – e.g. May 1, 2021)</p> <p>MEMORANDUM FOR: DIRECTOR, WHITE HOUSE MILITARY OFFICE</p> <p>THRU: DOD EXECUTIVE SECRETARY</p> <p>SUBJECT: Presidential Letter of Appreciation for Military Retiree</p> <p>Respectfully request a Presidential Letter of Appreciation for retirement from Military Service for the following individual:</p> <p><b>Full Name:</b> (Insert member's first name, middle initial, and last name)</p> <p><b>Rank:</b> (Insert member's military rank, NOT pay grade, spell out in full – e.g. Captain)</p> <p><b>Military Service:</b> (Insert the member's parent Military Service – e.g. United States Navy)</p> <p><b>Years of Service:</b> (Insert member's total number of years of creditable service for retired pay purposes – e.g. 31)</p> <p><b>Retirement Date:</b> (Insert member's official retirement date – Month dd, yyyy – e.g. June 1, 2021)</p> <p><b>Retirement Ceremony Date:</b> (Insert member's ceremony date – Month dd, yyyy – e.g. May 1, 2021)</p> <p><b>Medal of Honor Recipient:</b> (Yes / No)</p> <p><b>Former Prisoner of War:</b> (Yes / No)</p> <p><b>Medically Retired due to Purple Heart qualifying wounds:</b> (Yes / No)</p> <p><b>Mail letter to:</b> (Provide Mailing address + full 9-digit ZIP Code (e.g. 48267-9889). To verify address and obtain full ZIP Code, visit <a href="http://www.usps.com">www.usps.com</a>).</p> <p><b>Point of Contact:</b> (Insert POC's Name, phone number, and e-mail address)</p> <p style="text-align: right;">Signature of requestor Printed name Title, Office</p>
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Figure 2. Sample Memorandum for Requesting PLOAs for Multiple Individuals

<p>(Organization's Letterhead)</p> <p style="text-align: right;">Date (Month dd, yyyy – e.g. May 1, 2021)</p> <p>MEMORANDUM FOR: DIRECTOR, WHITE HOUSE MILITARY OFFICE</p> <p>THRU: DOD EXECUTIVE SECRETARY</p> <p>SUBJECT: Request for Presidential Letters of Appreciation for Military Retirees</p> <p>Respectfully request Presidential Letters of Appreciation for retirement from Military Service for the individuals in the attached list of __ (insert number of individuals on the list) names beginning with the name _____ (insert the name of the first individual on the list) and ending with the name _____ (insert the name of the last individual on the list).</p> <p>If you have any questions regarding this request, please contact (insert name, email, and phone number for respective Military Department's White House Liaison Office POC).</p> <p style="text-align: right;">Signature of requestor Printed name Title, office</p> <p>Attachment: As stated</p>
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