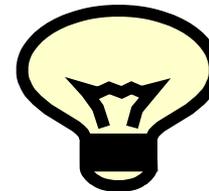




U.S. AIR FORCE

Did You Know?



Retirement Wishes from the White House

- Organizations may request a letter from the White House for a civilian employee retiring with 30 years or more of Federal service (this encompasses those who have combined military and civilian service as well as those with straight civilian service.) A Presidential Letter of Appreciation is a standard letter of appreciation prepared by the White House and signed by the President of the United States.
- The Presidential Letter of Appreciation requests are submitted to AFDW/A1CE for processing. AFDW will provide all necessary information to complete the letter and forward the request through our White House Liaison Office. All fields shown on the sample format must be completed. Once completed, the request should be forwarded via Email. Subject line should read: Submission of Presidential Letter of Appreciation, FOUO: First M. Last, Presentation date and send via email to: USAF.JBANAFW.AFDW-STAFF.MBX.AFDW-A1CE-WK-FORCE-EFFECTIVENESS-BR@MAIL.MIL.
- Presidential retirement letters of appreciation should be requested 90 days in advance of actual retirement date or retirement ceremony (whichever comes first). A Presidential Letter of Appreciation may take the White House up to 6 - 8 weeks for processing.

Pride... Teamwork... Success