

**DEPARTMENT OF THE ARMY** OFFICE OF THE CHIEF, ARMY DENTAL CORPS 3630 STANLEY ROAD, BUILDING 2840, SUITE 283 JBSA FORT SAM HOUSTON, TEXAS 78234-6100

# MCCS-CD XXXXXXXX

MEMORANDUM FOR RECORD

SUBJECT: Request Star Note for Military/Civilian Retirement or other occasion

NAME: XXXXX

RANK: GS-XX/XX (Series XXXX)

SPOUSE’S FULL NAME: XXXXXXX

MARRIED 10 YEARS OR MORE? Y/N

BRANCH OF SERVICE: XXXXX

YEARS OF SERVICE: XXXXXX – XXXXXX (XX years)

CURRENT POSITION: XXXXXXXXXXX

DATES SERVED IN CURRENT POSITION: XXXXXX – present

BACKGROUND INFORMATION: (ORB/ERB/CRB ATTACHED) - Ms. XXXXXXX is cited for exceptionally meritorious performance of duty as a XXXXXXX at the United States Army Dental Activity, XXXXX from XXXX to XXXX. Use this space to provide a narrative of the retiree’s career or work history. List any major accomplishments, achievements and awards. The narrative should read like a retirement award submission.

JUSTIFICATION: (MUST BE APPROVED BY CDR/06 DIR): XXXXX

PRESENTATION DATE: XXXXXX

RETIREMENT DATE: XXXXX

MEMBER SPOUSE’S CIVILIAN ADDRESS:

123 Elm St.

City, ST 12345-6789

DISPOSITION INSTRUCTIONS (NAME AND COMPLETE ADDRESS WHERE NOTE IS TO BE MAILED):

COMMANER

US Army Dental Activity

ATTN: Name

XXX Main St.

Fort Living Room, ST 12345-6789

DRAFT STAR NOTE: TBP BY CORPS CHIEF’S OFFICE

POINT OF CONTACT: Name, email, phone.

NO SIGNATURE BLOCK