

[MSC Retirement Recognition Policy - May 2019](#) (CAC users)

MSC Commissioned and Warrant Officers honorably retiring with 20 or more years of Active Federal Service who are not pending Uniformed Code of Military Justice (UCMJ) action, under suspension of personnel actions (Flag), or under investigation are eligible for the MSC Certificate of Appreciation.

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.

If special arrangements have not been made with the Medical Service Corps Chief's Office, the COA will be sent automatically to the retirees address listed on his/her ORB 90 days prior to the effective date of retirement. Duplicate certificates will not be generated.

In addition to receiving the MSC Certificate of Appreciation, the retiring Officer will receive a Corps Chief Star coin. Officers with 25-29 years of Service, will be presented the 25 year Medallion. For those Officers with 30 years of service or more, the MSC 30 Year Medallion will be presented.

In the request, please include the name of the retiree's spouse so that a certificate can be prepared for the spouse as well.

Requests for "Exception to Policy" may be submitted for the MSC Medallion for Commissioned and Warrant Officers with less than 30 years of service or for non-MSC Soldiers. 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 Medical 30-Year MSC Medallion. An Exception to Policy request must be submitted 90 days prior to presentation.

All requests should be forwarded to: Office of the Chief, Medical Service Corps, ATTN: MCCS-CM, 3630 Stanley Road, Suite 276, Fort Sam Houston, TX 78234-6170, or fax to DSN 471-8360 or Commercial (210) 221-8627/6373. You can also submit requests digitally to usarmy.jbsa.medical-coe.mbx.medical-service-corps@mail.mil.

This information applies to MSC recognition and appreciation, not the actual Retirement procedures of an officer. For assistance with the retirement procedure, please go to the Soldier for Life - transition Assistance program:

<https://www.sfl-tap.army.mil/default.aspx>

For information on how to recognize a deserving individual for the Distinguished Member of the Regiment (DMOR), Honorary Member of the Regiment (HMOR), or Friend of the Regiment (FOR), please visit the AMEDD Regimental Office at this link:

<http://ameddregiment.amedd.army.mil/recognition.html>

For information about the Retiree Recall Process, please go to this link:
<https://www.hrc.army.mil/Officer/Retiree%20Recall%20to%20Active%20Duty> 🌐

Soldier for life Transition Assistance Program, please go to the following
link: <https://www.sfl-tap.army.mil/> 🌐

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