

30 FSS MARKETING WORK ORDER

Retirement Certificate Order Form

Certificate of Service, Form 342 • Certificate of Appreciation, Form 342A



Please fill out the information below and submit this form to 30fssmarketingworkflow@us.af.mil.

Client Name: _____

Facility: _____

Email/Phone: _____

Requested Due Date: _____

Retirement Certificates cost \$20/hr, with a \$20 minimum. This service fee is based on processing time, not quantity. After receiving an invoice, you may pay at the Resources Cash Cage in Bldg. 11777, Room A-201. You may also pay over the phone by calling (805) 606-0408.

Name of Retiree: _____

(First Name, Middle Initial, Last Name)

Years in Federal Service: _____

(Months not included. Rounding up or down is at client's or retiree's supervisor's discretion.)

Note: Active duty time not included on this certificate.

Date of Retirement: _____

(Format ex: 21st of July)

Signing Authority*: _____

(If not SLD 30/CC, please provide a full signature block for 100% accuracy)

Certificate of Service

ROBERT A. LONG, Colonel, USSF
Commander, Space Launch Delta 30

Use this one

Name of Spouse: _____

(First Name, Middle Initial, Last Name)

Date of Retiree's Retirement: _____

(Format ex: 21st of July)

Signing Authority*: _____

(If not SLD 30/CC, please provide a full signature block for 100% accuracy)

Certificate of Appreciation

ROBERT A. LONG, Colonel, USSF
Commander, Space Launch Delta 30

Use this one

*It is the client's responsibility to obtain signatures, so please plan accordingly. We recommend allowing at least two weeks to acquire the proper signatures.