



U.S. Department of State

Bureau of Human Resources/Office of Retirement

THE SECRETARY'S CAREER ACHIEVEMENT AWARD REQUEST

Full Name of Retiree <i>(Last, First, Middle)</i>		
Date of Retirement <i>(mm-dd-yyyy)</i>	Social Security Number	Grade at Retirement <i>(Grade and Step)</i>
Date of Birth <i>(mm-dd-yyyy)</i>	Name as it Should Appear on the Award Certificate	
Correspondence Address at Retirement <i>(Apartment Number, Street)</i>		
Address <i>(City, State, ZIP Code)</i>		E-Mail Address
Telephone Number	Facsimile Number	Bureau at Retirement
Total Years of Service	Years	Months
		Days

The Secretary's Career Achievement Award is conferred on behalf of the Secretary to retiring career employees in the Department who, over a period of 25 years or more, of U.S. Government and/or Military Service, have performed with dedication and distinction. The recipients receive a medal set and a certificate signed by the Secretary.

There is no formal nominating or approval process for the secretary's Career Achievement Award. Area awards officers are responsible for identifying eligible employees, requesting certificates, and arranging for their presentation.

HR/RET will deliver this form to your bureau's executive office awards coordinator.

Please Note for the Awards Officer, Any Items to be Highlighted in the Award Citation. *(Citation is Limited to 5 Lines and 50 Words.)*

<u>Bureau Executive Office Awards Coordinator</u> Printed Name	<u>Retirement Specialist</u> Printed Name
Signature	Signature

SUBMIT FORM TO

U.S. Department of State
Office of Retirement HR/RET
Room H620, SA-1
2401 E Street NW
Washington, DC 20522-0108

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E-Mail Address RET-Services@state.gov