

# 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](mailto: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: 21<sup>st</sup> 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: 21<sup>st</sup> 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.