



**U.S. ARMY RETIREE QUESTIONNAIRE  
(FOR USE BY RETIREMENT SERVICES)  
(PLEASE COMPLETE ON DIGITS)**

Return Questionnaire via email to the Retiree Services Office at the following link below:  
[usarmy.gordon.imcom.list.fg-retiree-service-office@mail.mil](mailto:usarmy.gordon.imcom.list.fg-retiree-service-office@mail.mil)

**All forms must be submitted 45 days prior to the Retirement Ceremony**

**Basic Information**

**Will participate in Retirement Ceremony for Month/Year:**

**Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Date of Rank [yyyy/mm/dd]** \_\_\_\_\_ **Retirement Date:** \_\_\_\_\_

**Basic Active Service Date [yyyy/mm/dd]** \_\_\_\_\_

**Number of Years & Months in Service (Include breaks in service)** \_\_\_\_\_

**PMOS:** \_\_\_\_\_

**UNIT & DUTY POSITION:** \_\_\_\_\_

**CIVILIAN PHONE # & EMAIL ADDRESS:** \_\_\_\_\_

**SUPERVISOR'S NAME & PHONE NUMBER:** \_\_\_\_\_

**Best Memory while serving:**

\_\_\_\_\_

\_\_\_\_\_

**Plans after Retirement:**

\_\_\_\_\_

\_\_\_\_\_

**Married or Family:**

\_\_\_\_\_

\_\_\_\_\_

**Accompanying personnel on stage (only 1 person may be on stage)**

**Spouse's Name:** \_\_\_\_\_

OR

**Family Member Name:** \_\_\_\_\_

OR

**Guest Name:** \_\_\_\_\_

**NOTE: Retirement rehearsals will take place in Gordon Conference and Catering Center (GCCC) at 0945 on Wednesday morning prior to Retirement Ceremony on Thursday Morning. The actual ceremony is held @ 1000 hrs. at the GCCC. Uniform is ASU (Class A's.)**



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**HOME ADDRESS WHERE YOU WILL RETIRE**

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

**\*\*\*This biography is only an example. Please **DO NOT** write in this area. Save your 1-page biography as a word document and return to the email address above. Please **send photo separate.**\*\*\***

PHOTO

**EXAMPLE OF PROGRAM ONLY  
DO NOT SEND IN THIS FORMAT  
SEND DA PHOTO SEPARATE FROM BIO**

Please attach a good DA photo as a JPEG to your biography. Your biography should include spouse, children, duty station, awards/decorations, hobbies, future plans, etc. and **keep to 1 page.** Also, have someone proof read your bio before submitting. Font and size should also be considered. (Times New Roman 12pt) Please save your biography as a word document and send it back to the RSO email address listed above. Awards and decorations **WILL** be spelled out. No acronyms.

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**EXAMPLE BIO WILL BE SENT FOR REFERENCE**

First Sergeant Joseph E. Carrethers is a native of Winston-Salem, North Carolina. He enlisted in the United States Army on September 12, 1989 as a Special Electronic Device Repairman. He completed Basic Combat Training at Fort Jackson, South Carolina and Advanced Individual Training at Fort Gordon, Georgia. His first duty assignment was Stuttgart Germany, 1st Infantry Division. First Sergeant Carrethers has served in leadership positions of Squad Leader, Electronic Maintenance Chief, Support Operations NCOIC, Chief Instructor, White House Switchboard Operations NCOIC, Presidential Communications Officer, Platoon Sergeant and First Sergeant. His assignments include: Stuttgart, Germany; 1st Infantry Division, Fort Irwin, California; 557th Maintenance Company, Fort Benning, Georgia; 203rd FSB, Camp Stanley, Korea; 2nd ID, Fort Stewart, Georgia; 26th FSB, Manheim, Germany; 512 Maintenance Company, Fort Gordon, Georgia; Bravo Company, 73rd Ordnance Battalion, Joint Base Bolling Anacostia; White House Communications Agency, Fort Gordon; Ordnance Training Detachment.

First Sergeant Carrethers awards and decorations include the Defense Meritorious Service Medal, Meritorious Service Medal with 3 Bronze Oak Leaf Clusters, the Army Commendation Medal with 1 Silver Oak Leaf Cluster, the Army Achievement Medal with 3 Bronze Oak Leaf Cluster, the Army Presidential Unit Citation, Good Conduct Medal (8th award), the National Defense Service Medal with 1 Bronze Star, the Global War on Terrorism Expeditionary Medal, the Global War on Terrorism Service Medal, Korea Defense Service Medal, the Non-Commissioned Officers Development Ribbon with numeral 3, the Army Service Ribbon, the Overseas Service Ribbon with numeral 4 and the Presidential Support Badge.

His military education include Basic Combat Training, Advanced Individual Training, Basic Leader Course, Advanced Leader Course, and Senior Leaders Course, Company Commander / First Sergeant Course (FJSC & FGGA), Cadre Training Course, Commanders Safety Course, Tactical Combat Care Course, Equal Opportunity Senior Leaders Workshop. First Sergeant Carrethers has three kids, Joseph (19), Ashley (18), and Jojo (15). He is currently pursuing a Bachelor of Science Degree in Information Systems and Cybersecurity.

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