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Personnel

**CHIEF MASTER SERGEANT OF THE AIR
FORCE CERTIFICATE OF APPRECIATION
UPON RETIREMENT**

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This pamphlet sets the guidelines for use and preparation of the Chief Master Sergeant of the Air Force (CMSAF) Spouse Retirement Certificate, AF Forms 4369 and Chief Master Sergeant of the Air Force Retirement Certificate, AF Form 4370. It applies to all Air Force personnel. This publication applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC).

This pamphlet is the primary source for AF Forms 4369 and 4370. Refer recommendations for changes or notice of conflicts with this and other publications to HQ USAF/CCC, 1670 Air Force Pentagon, Washington, DC 20330-1670 on Air Force Information Management Tool (IMT) 847, Recommendation for Change of Publication. This publication may not be supplemented. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://afirms.amc.af.mil/rds_series.cfm

1. Introduction. Recognizing an individual's honorable service after a long and distinguished career is one of our oldest military traditions. Service members should retire with a tangible expression of appreciation for their contribution to both our United States Air Force and our Nation along with the assurance they will continue to be valuable members of the Air Force family.

2. AF Form 4370, CMSAF Retirement Certificate. The certificate is presented to individuals upon their retirement recognizing their service to both our United States Air Force and our Nation. The certificate is available to all Active Duty, ANG, AFRC and civilians within the Department of the United States Air Force.

2.1. The member's servicing Military Personnel Flight (MPF) or commander's support staff prepares and distributes the AF Form 4370

2.2. Do not give a certificate to member who:

- 2.2.1. Is retiring in lieu of demotion or discharge.
- 2.2.2. Is not eligible for retired pay.

2.3. Present the certificate of appreciation to the member in a binder (National Stock Number 7510-00-1348179).

2.4. To prepare the AF Form 4370:

- 2.4.1. Enter the member's grade (spelled out), first name, middle initial (insert a period after middle initial), and last name in the name element space after "you on your retirement from the United States Air Force." Example; Senior Master Sergeant Donald P. Smith. Use "Shelly, Allegro Script 32 font," If Shelly Allegro is not available, use "Monotype Corsiva 32 font."
- 2.4.2. Enter the member's retirement date in the date element space after "memories and continued success." Begin the element with "Given this" then spell out the day, month and year. Example; Given this Twenty-Ninth Day of March Two Thousand Seven. Use "Shelly Allegro Script 24 font," for the date element space. If Shelly Allegro is not available, use "Monotype Corsiva 26 font."

2.5. The AF Form 4370 changes when a new CMSAF takes office. If the effective date of retirement is on or after the CMSAF's appointment date, use certificates with the new CMSAF's signature. The new certificate bearing the name of the new CMSAF may not be immediately available; therefore, take the following actions:

2.5.1. If the new certificate does not arrive in time for the retirement:

- 2.5.1.1. Advise the retiring member that the certificate is not available and will be mailed at a later date.
- 2.5.1.2. Obtain the member's forwarding address.
- 2.5.1.3. Send new certificate when it arrives.
- 2.5.1.4. Use proper mailing materials to protect the certificate.
- 2.5.1.5. Use existing certificates at the retirement ceremony for photographs, if member desires.

3. AF Form 4369, CMSAF Certificate of Appreciation. The certificate is available to the spouse of a member who retires. It is customary to present the member's spouse with a certificate of appreciation for the support and sacrifice made during the member's career.

3.1. Do not give certificate to member's spouse, if the member:

- 3.1.1. Is retiring in lieu of demotion or discharge.
- 3.1.2. Is not eligible for retired pay.

3.2. To prepare the AF Form 4369:

- 3.2.1. Enter the spouse's legal first name, middle initial (insert a period after the middle initial), and last name in the name element space after "Presents this certificate of appreciation to:" Exam-

ple; Debbie R. Smith. Use Shelly, Allegro Script 32 font for the spouse's certificate. If "Shelly Allegro is not available, use "Monotype Corsiva 32 font."

3.2.2. Enter the member's retirement date in the date element space. Begin the element with "Given this" then spell out the day, month and year. Example; Given this Twenty-Ninth Day of March Two Thousand Seven. Use "Shelly Allegro Script 24 font" for the date element space. If Shelly Allegro is not available, use "Monotype Corsiva 26 font."

3.3. The AF Form 4369 changes when a new CMSAF takes office. If the effective date of retirement is on or after the new CMSAF's appointment date, use a certificate with the new CMSAF's signature. The new certificate bearing the name of the new CMSAF may not be immediately available, therefore, take the following actions:

3.3.1. If the new certificate does not arrive in time for the retirement:

3.3.1.1. Advise the retiring member that the spouse's certificate is not available and will be mailed at a later date.

3.3.1.2. Obtain the member's forwarding address.

3.3.1.3. Send the new certificate when it arrives.

3.3.1.4. Use proper mailing material to protect the certificate.

3.3.1.5. Use existing certificates at the retirement ceremony for photographs, if the member desires.

3.4. The office responsible for preparing the member's certificate also prepares the certificate for the spouse.

4. Information Collection, Records, and Forms:

4.1. Information Collections. No information collections are created by this publication.

4.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the AFRIMS RDS located at https://afrims.amc.af.mil/rds_series.cfm.

4.3. Forms (Adopted and Prescribed).

4.3.1. Adopted Forms. AF IMT 847, *Recommendation for Change of Publication*.

4.3.2. Prescribed Forms. AF Form 4369, *CMSAF Certificate of Appreciation*; and AF Form 4370, *CMSAF Retirement Certificate*.

RICHARD Y. NEWTON III, Lt General, USAF
DCS, Manpower and Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*

AFRIMS RDS, https://afrims.amc.af.mil/rds_series.cfm

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

ANG—Air National Guard

CMSAF—Chief Master Sergeant of the Air Force