

**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Public Health Service

Commissioned Corps Personnel and Readiness

Office of the Surgeon General

1101 Wootton Parkway, Plaza Level, Suite 100

Rockville, MD 20852

**SAMPLE SUPERVISOR RETIREMENT MEMO NON-REHIRE**

**Date: 01 July 2014**

**From: Director**

**Appropriate Division/Program**

**Subject: Request Retirement: CAPT John Doe**

**To: radm Scott F. Giberson**

**Division of Commissioned Corps Personnel and Readiness**

**Thru: Director, Commissioned Corps Activity**

**I have review the attached request for voluntary retirement from CAPT John Doe. For the following reasons, I endorse the request and support approval thereof.**

1. **The retirement of this officer will have no adverse effect on the continued and effective operation of our programs.**
2. **A suitable candidate has been identified (or can be found) to assume the duties of the position currently held by this officer.**
3. **Information available to me indicates that the officer will have completed sufficient time to be eligible for voluntary retirement.**
4. **I am aware of no plans to rehire this officer as a civilian which would violate the requirement that we certify that this officer’s services are no longer needed in accordance with Commissioned Corps Policy.**
5. **I am aware of the requested retirement date of Month XX, 201X. I understand that the officer cannot amend the retirement date after retirement Personnel Orders have been issued.**

**For these reasons, I recommend approval of the request.**

**I.M. Supervisor**