ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SOUTHWEST REGION

SW 3800.7E

5/25/01

SUBJ: RETIREMENT LETTERS – FLIGHT STANDARDS DIVISION

1. **PURPOSE**. This order updates procedures for the preparation of retirement letters for Flight Standards personnel.

2. **DISTRIBUTION**. This order is distributed to the Flight Standards Division (branch level) and to all Flight Standards field offices.

3. **CANCELLATION**. Order SW 3800.7D, same title, dated 4/23/92, is canceled.

4. **CHANGES**. Changes have been made in the preparation and format, clearance process, printed requirements, and distribution.

5. **ACTION**.

a. Notification. Flight Standards, at the division level, will notify the appropriate branch when a firm date for retirement of an employee is known.

b. Preparation and Format.

(1) Letters shall be prepared on FORMAL letterhead, which has been printed with the Southwest Region address in the upper right corner. See Appendix 1 for sample of retirement letter and format to be followed.

(2) In the salutation, use the retiree's first name or name by which they are best known. The signature element should be in accordance with current Correspondence Manual directions.

(3) Prepare a brief employment summary of the retiree.

(4) Place the letter and the employment summary on the inside left side of the retirement folder. The certificate will be placed on the right side of the folder.

c. Time Frame. In many instances, the employee is not available on the final workday. In other cases, the Regional Administrator may not be available to sign the retirement letter. For these reasons, the letter should be prepared and returned to the Division office as far in advance of the effective date of retirement as possible. If less than a two-month period exists between notification and the effective date, preparation of the letter is to be given priority to allow for the coordination process.

Distribution:
A-X (FS)-3; A-FFS-0 (LTD);
ASW-200 (1 cy)

Initiated By:
ASW-210

d. Signature Element. ALL retirement letters will be prepared for the Regional Administrator's signature.

e. Clearance Process. The letter and employment summary will be printed on yellow grid paper for circulation and clearance. When all required elements have been cleared, the letter will be printed in hard copy for signature.

f. Printed Requirements. The original letter, one yellow copy (for ASW-210), and one blue copy (for ASW-1), shall be printed and forwarded to ASW-200 by the appropriate branch.

g. Distribution.

(1) The complete file will be forwarded from ASW-200, through ASW-2, to ASW-1 for signature. ASW-1 will notify ASW-210 when the signed letter is ready for pickup.

(2) ASW-210 will mail the letter and certificate to the appropriate field office.

Thomas E. Stuckey
Manager, Flight Standards Division

APPENDIX 1. SAMPLE RETIREMENT LETTER

Mr. Albert J. Doe
1301 Main Street
Euless, Texas 76039

Dear Al,

On the occasion of your retirement, I wish to express, on behalf of your many friends and associates in the Federal Aviation Administration (FAA), our appreciation of your faithful and dedicated service during the past 19 years and 1 month.

You can reflect with pride upon your contributions to the FAA. Your professionalism has been evidenced by the highly effective and efficient manner in which you have performed your job. Your efforts and accomplishments have earned you the admiration and respect of all the people within the FAA with whom you have come in contact. You will certainly be missed.

Congratulations and best wishes from all of us for a long and happy retirement.

Sincerely,

Ruth Leverenz
Regional Administrator,
Southwest Region