

RETIREE APPRECIATION DAY ANNOUNCEMENT WORKSHEET

Before RAD information may be posted/publicized by Air Force Retiree Services, an announcement worksheet must be completed. E-mail completed forms to afpc.retiree@us.af.mil.

NAME OF EVENT (IF OTHER THAN Retiree Appreciation Day):

INSTALLATION (including nearby city and state):

DATE(S):

TIMES:

ACTIVITIES PLANNED:

EVENT LOCATIONS:

SPECIAL DETAILS AND AGENDA:

CONTACT NUMBER FOR MORE INFORMATION:

CONTACT E-MAIL FOR MORE INFORMATION: