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## **Military Awards Branch** **Personnel Service Support Division**

### Cold War Certificate Program Frequently Asked Questions

#### **Why are online applications no longer available?**

- The recent increase in DoD-wide computer system security has reduced access to the CWRS Web Site online applications. A new printable application form replaces the online application.

#### **Is this for real?**

- Yes. In the 1998 National Defense Authorization Act, the Secretary of Defense approved awarding Cold War Recognition Certificates to all members of the armed forces and qualified federal government civilian personnel who faithfully and honorably served the United States any time during the Cold War era, Sept. 2, 1945, through Dec. 26, 1991.
- Applicants must certify that their service was "faithful and honorable", and they must supply a copy of a supporting document which proves that they served during the Cold War era. The certificate may be awarded posthumously to those whose relatives apply on their behalf.
- There is no charge for a Cold War Recognition Certificate. Note that no medal has been authorized or issued for Cold War Recognition.
- The program is scheduled to run for 10 years, so there is plenty of time to send in your request and supporting document.

#### **Who is eligible for a certificate?**

- Anyone who worked for the U.S. Government at any time during the Cold War era, Sept. 2, 1945 through Dec. 26, 1991, is eligible, provided their service to the country was faithful and honorable.
- National Guard and Reservists are eligible.
- Contractors and volunteers are not eligible.
- Those who are currently active duty military or civilian employees of the U.S. government are also eligible if they had at least one day of service during the Cold War era.

#### **How do I request a certificate?**

- Fill out the new printable application and mail or fax to the Cold War Office with your proof of service. An acceptable supporting document includes any official government or military document that contains the recipient's name, Social Security Number or Military Service Number or Foreign Service Number, and a date showing at least one day of service during the Cold War era (2 September 1945 to 26 December 1991).
- If you are unable to print the application you may submit a signed and dated letter containing the same information as the application (full name, address, identification including type (SSN, MSN, or FSN), applicant name if different from recipient, and email address (if available)). You must include the phrase "I confirm my faithful and honorable service to the nation during the Cold War Era."

### **How do I print the application?**

- The new application form permits on-screen entry of your request information but must be printed. Online submission of the application is no longer possible. To print the application you must use the print command in your web browser which is usually found under the File menu. If you click on the File menu you should see the option "Print" appear. Select "Print", then click "Ok". Due to differences in the different type of web browsers (Internet Explorer, Netscape Navigator, etc), you may need to use different menu items to print. Consult your browser's help section for details.
- If you are unable to print the application you may submit a signed and dated letter containing the same information as the application (full name, address, identification including type (SSN, MSN, or FSN), applicant name if different from recipient, and email address (if available)). You must include the phrase "I confirm my faithful and honorable service to the nation during the Cold War Era."

### **What kind of supporting document is acceptable?**

- Any document which shows that the intended recipient was a U.S. government employee during the Cold War era will be accepted as proof. The document must contain the name of the recipient, the Social Security Number or Military Service Number or Foreign Service Number which was included in the request for the certificate, and a date showing at least one day of service within the range of 2 September 1945 and 26 December 1991.
- Examples of acceptable documents include a Leave and Earnings statement, DD214 or other Discharge Paper, or SF50 (Civilian Personnel Action Form.)
- Please send a copy of your supporting document, DO NOT SEND the original document. Original documents cannot be returned.

### **What is a Military Service Number or a Foreign Service Number?**

- Military Service Numbers (MSN) were issued to members of the armed forces before Social Security Numbers (SSN) were used to identify personnel. The changeover to Social Security Numbers occurred in the late 1960's, so many retirees who are eligible for the certificate may have only a Military Service number on their supporting document.
- The Foreign Service Number (FSN) is used to maintain records for foreign nationals employed by the US government and who do not have Social Security Numbers.
- NOTE: The number supplied in your initial request, be it SSN, MSN, or FSN, must match the number supplied on your supporting document.

### **Can I request certificates for my entire unit at once?**

- Yes. You must supply a POC with email address and DSN phone number, the name and identification number (SSN) for each of the applicants and the request must be signed by an O-4 /GS-13 or higher. The request must also include certification that all applicants served honorably during the Cold War era. Upon receipt of large group requests the Cold War Office may contact your POC to provide detailed instructions for an electronic submission.
- The certificates will be mailed to the address provided.

*If you have anymore questions, please contact us via phone (703) 325-5864 or email [CWRS Team](#).*



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Cold War Certificate Preview



## CERTIFICATE OF RECOGNITION

JOHN Q. DOE

*In recognition of your service during the period of the Cold War (2 September 1945 - 26 December 1991) in promoting peace and stability for this Nation, the people of this Nation are forever grateful.*



SECRETARY OF DEFENSE

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## Personnel Service Support Division

### Military Awards Branch

### Application for Cold War Recognition Certificate U.S. Residents

Instructions: Fill out this application and mail or fax to the Cold War Office with your proof of service. An acceptable supporting document includes any official government or military document that contains the recipient's name, Social Security Number or Military Service Number or Foreign Service Number, and a date showing at least one day of service during the Cold War era (September 2, 1945 to December 26, 1991). Examples include DD Form 214, a Leave and Earnings Statement, and the Standard Form 50.

You must certify your honorable service by signing and dating the application and returning with supporting document to:

CDR, AHRC  
Cold War Recognition, Hoffman  
II  
Attn: AHRC-CWRS, 3N45  
200 Stovall Street  
Alexandria, VA 22332-0473

- OR - Fax 1-800-723-9262

*Recipient Name (First, MI, Last):	<input type="text"/>	*Required Field
*ID Type: (SSN, MSN, or FSN)	<input type="text"/>	Examples: SSN 123-45-6789 MSN RA12-345-678
*ID Number:	<input type="text"/>	
*Street Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
*City:	<input type="text"/>	*State: <input type="text"/>
		*Zip: <input type="text"/>

Applicant Name: (Enter only if different from recipient name):

Applicant or Recipient Email Address:

*I confirm my (or the recipient's) faithful and honorable service to the nation during the Cold War Era.*

Signed: \_\_\_\_\_ Date:

# How to Apply for Your Cold War Recognition Certificate

WASHINGTON -- Up to 22 million former and current service members and DoD civilians can start applying for certificates honoring them for their role in winning the Cold War.

Those qualifying for the certificates can apply via:

- Internet at <https://coldwar.army.mil>
- E-mail to [cwrs1@hoffman.army.mil](mailto:cwrs1@hoffman.army.mil)
- FAX to 1-800-723-9262
- US Mail to

CDR, PERSCOM  
Cold War Recognition, Hoffman II  
Attn: TAPC-CWRS, 3N45  
200 Stovall Street  
Alexandria, VA 22332-0473

Applicants must present proof of service. Army officials caution applicants not to send original documents because they cannot be returned. Applicants must use FAX or US Mail to submit supporting documents.

Persons are eligible for the recognition certificate if they have military or civilian service with the War, Navy, or Defense Departments between Sept. 2, 1945, and Dec. 26, 1991.

Military or civilian personnel requesting the award must certify that they served honorably and faithfully at any period during the Cold War. Each mailed or FAXed request must have official documents verifying their service. Acceptable documents include any government form that includes that includes the applicant's name, Social Security or service or foreign service number and the date of service. Military personnel can also use any of the following documents as proof of service: DD Form 214 (Certificate of Release/Discharge from Active Duty); WD AGO Form 53-55 (War Department Separation Document); or Oath of Office -- Military Personnel or Letter of Appointment.

Qualifying civilian service also can be proved with a Standard Form 50 (Notification of Personnel Action); Standard Form 2809 (Health Benefit Registration Form); an award certificate with employee's name, name of service or agency, and dates; or retirement forms with the employee's name, service or agency and dates.

The Total Army Personnel Command is the executive agent for the recognition project. A telephone help line is available at (703) 275-6279.

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FtgoG

CDR, PERSCOM  
COLD WAR RECOGNITION, HOFFMAN II  
ATTN: TAPC-CWRS, 3N45  
200 STOVALL STREET  
ALEXANDRIA, VA 22332-0473

Please send me a Cold War Recognition Certificate for my service to the United States government during the authorized period of September 2, 1945 to December 26, 1991.

Enclosed is a copy of source document with my Social Security Number/Military Service Number/Foreign Service Number, which verifies my service during the Cold War Era. I understand that the enclosed copy of source document will not be returned.

Please mail my Cold War Recognition Certificate to the following address:

Submission of this request confirms my faithful service to the nation during the Cold War Era. If my service was in the Armed Forces, I further certify that my discharge was honorable or general under honorable conditions. If I served as a federal civilian employee, I further certify that the character of my service was honorable.

Sincerely,