

da form 5960 fillable pdf

da form 5960 fillable pdf is an essential document used by the United States Army to manage and document the payment of retired pay and related entitlements for retired military personnel. This form serves a critical role in ensuring that retirees receive accurate and timely compensation, reflecting their service and benefits. The availability of a fillable PDF version simplifies the process, allowing users to complete the form electronically, reduce errors, and expedite submissions. Understanding how to properly fill out the DA Form 5960, its purpose, and the common requirements involved is vital for both retirees and administrative personnel. This article explores the detailed aspects of the DA Form 5960 fillable PDF, its significance, instructions for completion, and tips to avoid common mistakes. Additionally, it provides guidance on where and how to submit the form and the overall impact on military retirement benefits.

- What is DA Form 5960?
- Purpose and Importance of DA Form 5960 Fillable PDF
- How to Access and Use the DA Form 5960 Fillable PDF
- Step-by-Step Guide to Completing DA Form 5960
- Common Mistakes to Avoid When Filling DA Form 5960
- Submission Process and Follow-Up
- Frequently Asked Questions About DA Form 5960

What is DA Form 5960?

DA Form 5960, also known as the "Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) for Retired Personnel," is a standardized document used by the U.S. Army. It authorizes changes to a retired soldier's housing allowance, which is an important part of their overall retired pay package. The form captures essential details such as the retiree's personal information, pay account data, and the specifics of the housing allowance changes requested. Utilizing a fillable PDF version of this form enhances accuracy and efficiency in processing these requests.

History and Background

Originally issued in paper format, the DA Form 5960 has evolved to include digital versions to meet modern administrative needs. This transition to a fillable PDF format supports the Army's goal of streamlining retiree administration and reducing processing times. The form is a critical element in maintaining compliance with military pay

regulations and ensuring retirees receive the correct housing allowance adjustments.

Purpose and Importance of DA Form 5960 Fillable PDF

The primary purpose of the DA Form 5960 fillable PDF is to facilitate the accurate and timely adjustment of Basic Allowance for Housing for retired military personnel. The housing allowance is a significant portion of military retirement pay, and any changes must be properly documented and authorized through this form. Using the fillable PDF format reduces the likelihood of errors, improves legibility, and accelerates the processing of requests.

Key Benefits of Using the Fillable PDF

The digital nature of the DA Form 5960 fillable PDF offers several advantages:

- **Convenience:** Users can complete the form on any compatible device without printing.
- **Accuracy:** Built-in validation fields help prevent common errors.
- **Legibility:** Typed entries eliminate handwriting issues.
- **Efficiency:** Electronic submission speeds up administrative processing.
- **Record-Keeping:** Digital copies can be saved and easily retrieved for future reference.

How to Access and Use the DA Form 5960 Fillable PDF

Accessing the DA Form 5960 fillable PDF is straightforward through official military or Department of Defense websites. Authorized personnel and retirees can download the latest version to ensure compliance with current regulations. Once downloaded, the form can be opened using standard PDF readers that support form filling, such as Adobe Acrobat Reader.

System Requirements and Compatibility

The DA Form 5960 fillable PDF is compatible with most modern operating systems including Windows, macOS, and mobile platforms. Users should ensure their PDF reader supports interactive form filling and saving to avoid data loss. It is recommended to use

the latest version of the PDF reader for optimal performance.

Security Considerations

Since the form contains sensitive personal and financial information, it is important to handle the DA Form 5960 fillable PDF securely. Users should save completed forms in secure locations and avoid sharing unprotected copies via unsecured channels. When submitting the form, official secure methods should be used to protect privacy and comply with military data protection policies.

Step-by-Step Guide to Completing DA Form 5960

Completing the DA Form 5960 fillable PDF requires careful attention to detail. The form is designed to capture specific information needed to process housing allowance changes accurately. Below is a structured approach to filling out the form correctly.

Step 1: Personal Information

Enter the retiree's full name, social security number, rank, and other identifying details as requested. Accuracy in this section is critical for matching records correctly.

Step 2: Pay Account Information

Provide detailed pay account numbers and associated data to ensure the housing allowance adjustments are applied to the correct pay record. This section typically includes retired pay account numbers and effective dates.

Step 3: Housing Allowance Authorization

Specify the type of change being requested — whether it is to start, stop, or modify the existing Basic Allowance for Housing. Include relevant dates and supporting documentation if necessary.

Step 4: Certification and Signatures

The form requires the retiree's signature and date to certify the accuracy of the information provided. Additionally, it may require endorsements from authorized Army personnel or finance representatives.

Step 5: Review and Submit

Before submission, thoroughly review all fields for completeness and correctness. Save a copy for personal records and submit the completed form as per official guidelines.

Common Mistakes to Avoid When Filling DA Form 5960

Errors on the DA Form 5960 can lead to delays in processing or incorrect housing allowance payments. Awareness of common pitfalls helps ensure a smooth experience.

Frequent Errors Include:

- Incorrect or missing personal identification details.
- Failure to provide accurate pay account numbers.
- Omitting required signatures or dates.
- Submitting outdated versions of the form.
- Inadequate explanation or documentation for housing allowance changes.

Tips for Error Prevention

Always use the most recent DA Form 5960 fillable PDF, double-check entered data, and consult official instructions or finance officers if uncertain. Keeping a copy of the completed form can aid in resolving any issues that arise.

Submission Process and Follow-Up

Once the DA Form 5960 fillable PDF is completed and signed, it must be submitted to the appropriate Army finance or personnel office. The specific submission method may vary depending on the retiree's location and unit policies.

Submission Methods

- Electronic submission via secure military portals or email systems.
- Mailing a printed and signed copy to the designated finance office.

- Hand delivery to retiree service sections or personnel offices.

Post-Submission Actions

After submission, retirees should monitor their pay statements to verify that housing allowance changes have been applied correctly. In case of discrepancies or delays, contacting the finance office promptly is advisable.

Frequently Asked Questions About DA Form 5960

This section addresses common queries related to the DA Form 5960 fillable PDF to assist retirees and administrators in navigating the form's requirements.

Who is Eligible to Use DA Form 5960?

Retired military personnel who receive Basic Allowance for Housing and need to start, stop, or change their housing allowance entitlements are eligible to use this form.

Can the Form Be Submitted Online?

Depending on the specific military branch and installation, electronic submission of the fillable PDF form may be available through secure portals or email. It is important to confirm the accepted submission methods with the finance office.

How Often Can Housing Allowance Changes Be Made?

Changes to housing allowance via DA Form 5960 are generally processed as needed but must comply with military regulations governing entitlements. Frequent changes without valid justification may require additional review.

What Supporting Documents Are Required?

Supporting documents such as orders, retirement certificates, or proof of housing changes may be requested to validate the authorization for adjustments on the DA Form 5960.

Frequently Asked Questions

What is DA Form 5960?

DA Form 5960 is a Department of the Army form used to document and manage retired pay and Survivor Benefit Plan (SBP) election information for military retirees.

Where can I find a fillable PDF version of DA Form 5960?

A fillable PDF version of DA Form 5960 can typically be found on official military or Department of Defense websites, such as the U.S. Army Publishing Directorate or other authorized military resources.

How do I fill out the DA Form 5960 fillable PDF?

To fill out the DA Form 5960 fillable PDF, open the file using a PDF reader that supports form filling, such as Adobe Acrobat Reader, and enter the required information in the designated fields before saving or printing the form.

Is the DA Form 5960 fillable PDF digitally signable?

Yes, the DA Form 5960 fillable PDF can usually be digitally signed using PDF software that supports digital signatures, allowing for easier submission and verification.

Can I submit the DA Form 5960 electronically after filling it out?

Submission procedures vary, but many agencies accept electronically filled and signed DA Form 5960 via email or online portals. Check with your specific command or retirement services office for submission guidelines.

What information is required to complete the DA Form 5960?

Completing DA Form 5960 requires personal information, retiree details, Survivor Benefit Plan election data, and signatures from the retiree and authorized officials.

Is there a guide available to help fill out the DA Form 5960 fillable PDF?

Yes, instructions and guides for filling out DA Form 5960 are often available alongside the form on official websites, or through military finance and retirement services offices.

Can I save my progress when filling out the DA Form 5960 fillable PDF?

Yes, most fillable PDF forms, including DA Form 5960, allow you to save your progress so you can complete the form at a later time without losing entered information.

Additional Resources

1. *Mastering DA Form 5960: A Comprehensive Guide to Military Retirement Pay*

This book offers an in-depth explanation of DA Form 5960, the form used for requesting retired pay information in the U.S. Army. It guides readers through each section of the fillable PDF, ensuring accurate completion and submission. Ideal for service members approaching retirement or needing clarity on their pay entitlements.

2. *Understanding Military Retirement: Navigating DA Form 5960*

Focused on demystifying military retirement procedures, this book explains the role of DA Form 5960 in processing retired pay. It provides practical tips for filling out the form correctly and understanding the benefits associated with military retirement. The book also covers common errors and how to avoid delays in processing.

3. *The Complete Handbook for DA Form 5960 Fillable PDF*

A step-by-step handbook that walks readers through the fillable PDF version of DA Form 5960. It includes annotated screenshots, detailed instructions, and troubleshooting advice for common issues. Perfect for personnel officers, finance clerks, and retirees handling their retirement documentation.

4. *DA Form 5960 Explained: A Soldier's Guide to Retired Pay*

This guide breaks down the complexities of retired pay calculations and the significance of DA Form 5960 in the process. It explains eligibility criteria, the importance of accurate form submission, and how to interpret the retirement pay statements. Useful for soldiers planning their transition to civilian life.

5. *Filling Out DA Form 5960: Tips and Best Practices*

This concise manual focuses on practical advice for completing the DA Form 5960 fillable PDF efficiently and correctly. It highlights common pitfalls, required documentation, and submission timelines. A valuable resource for military personnel and administrative staff alike.

6. *Retired Pay and DA Form 5960: A Practical Approach*

Exploring the financial aspects of military retirement, this book links the use of DA Form 5960 with retired pay entitlements. It discusses how to use the form to verify pay, request adjustments, and manage retirement benefits. The book also covers related regulations and policy updates.

7. *DA Form 5960 and Military Benefits: An Essential Reference*

This reference guide connects DA Form 5960 with broader military benefits, including medical, dental, and survivor benefits. It explains how retired pay documentation impacts eligibility and benefit claims. The book is designed for veterans, retirees, and their families.

8. *Step-by-Step DA Form 5960 Completion for Military Personnel*

A user-friendly tutorial that guides military personnel through each step of completing the DA Form 5960 fillable PDF. It includes checklists, sample entries, and FAQs to ensure form accuracy. Ideal for first-time users unfamiliar with military retirement paperwork.

9. *Military Retirement Planning and DA Form 5960 Essentials*

This book integrates retirement planning strategies with the technical requirements of DA

Form 5960. It helps readers understand how to prepare for retirement financially and administratively. The text also highlights how accurate form completion can streamline retirement benefits processing.

Da Form 5960 Fillable Pdf

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DA Form 5960 Fillable PDF: Your Guide to Accurate and Efficient Completion

Ebook Title: Mastering the DA Form 5960: A Comprehensive Guide to Completion and Submission

Ebook Outline:

Introduction: Understanding the DA Form 5960 and its Purpose

Chapter 1: Key Fields and Data Entry: A Detailed Breakdown

Chapter 2: Avoiding Common Errors and Pitfalls

Chapter 3: Proper Submission Procedures and Best Practices

Chapter 4: Troubleshooting and Frequently Asked Questions

Conclusion: Ensuring Accurate and Timely Completion of the DA Form 5960

DA Form 5960 Fillable PDF: Your Guide to Accurate and Efficient Completion

The DA Form 5960, officially titled "Request for Personnel Action," is a crucial document within the United States Army. Its accurate and timely completion is vital for efficient personnel management, impacting everything from promotions and assignments to separations and retirements. This comprehensive guide will equip you with the knowledge and understanding to navigate the intricacies of this form, ensuring accurate data entry and streamlined submission. The availability of fillable PDF versions further simplifies the process, minimizing errors and saving valuable time. However, simply having access to a fillable PDF isn't enough; understanding the context, implications, and potential pitfalls associated with each field is critical.

Chapter 1: Key Fields and Data Entry: A Detailed Breakdown

The DA Form 5960 is not simply a form; it's a meticulously designed instrument for recording personnel information. Each field holds significant weight, and incorrect data entry can lead to significant delays and administrative hurdles. This section breaks down the key fields, clarifying their purpose and providing guidance on accurate data input.

Section I: Requesting Official: This section details the individual or office initiating the personnel action request. Accuracy here is paramount, as it establishes accountability and facilitates efficient processing. Understanding the chain of command and the appropriate authorizing official is crucial. Incorrect identification can lead to immediate rejection.

Section II: Soldier Information: This section captures the essential details of the soldier involved, including their name, rank, social security number, and unit. Double-checking accuracy against official records is crucial to prevent processing delays. Pay special attention to spelling and the consistency of information across different sections.

Section III: Action Requested: This is the core of the form, specifying the type of personnel action being requested. This could range from a promotion to a change in assignment, requiring careful selection from the provided options. Choosing the incorrect action type will inevitably lead to delays and require resubmission. Understanding the nuances of each action type is essential.

Section IV: Justification and Supporting Documentation: This section is often overlooked but is critical. Provide clear and concise justification for the requested action, referencing any supporting documentation. Vague or insufficient justification can result in rejection. Attaching the necessary documents digitally or specifying their location is also crucial.

Section V: Approving Official: This section requires the signature and details of the approving authority, demonstrating the approval process has been followed. Understanding who needs to approve the request based on the action requested and the soldier's rank is essential.

Section VI: Additional Information: This section allows for any additional relevant information not covered elsewhere on the form. Use this section judiciously and only when necessary to avoid confusion.

Chapter 2: Avoiding Common Errors and Pitfalls

Even with a fillable PDF, common mistakes can still occur. This chapter highlights these potential errors and offers preventative measures.

Incorrect Data Entry: Typos, incorrect dates, and inconsistencies in information are common pitfalls. Double-checking each field before submission is crucial. Utilize the fillable PDF's features, such as auto-fill and validation checks, to minimize errors.

Incomplete Information: Failing to provide all required information is a frequent reason for rejection. Carefully review the form for any empty fields before submission. Use a checklist to ensure completeness.

Inappropriate Justification: Vague or insufficient justification can lead to delays. Clearly articulate the reasons behind the requested action, referencing supporting evidence.

Incorrect File Attachments: Ensuring that all supporting documents are attached correctly and in the required format is crucial. Check file sizes and formats to comply with regulations.

Chapter 3: Proper Submission Procedures and Best Practices

Proper submission procedures are crucial for timely processing. This chapter outlines best practices for submitting the completed DA Form 5960.

Electronic Submission: If permitted, electronic submission often provides faster processing times. Understand the designated channels for electronic submissions.

Hard Copy Submission: If a hard copy is required, ensure proper formatting, signature, and attachment of supporting documentation.

Tracking Submission: Maintain records of your submission, including date, method, and any tracking numbers. This will assist in tracking the progress of your request.

Follow-up: If you don't receive confirmation within a reasonable timeframe, follow up with the appropriate office to inquire about the status.

Chapter 4: Troubleshooting and Frequently Asked Questions

This section addresses common issues and frequently asked questions.

Form Rejection: If your form is rejected, carefully review the reason for rejection and correct the errors before resubmitting.

Processing Delays: Understand the typical processing time for the type of action requested and follow up if it's significantly delayed.

Conclusion: Ensuring Accurate and Timely Completion of the

DA Form 5960

The DA Form 5960 is a critical document within the Army. By understanding its structure, avoiding common errors, and following proper submission procedures, you can ensure accurate and timely processing of your personnel action requests. This guide provides the necessary information and guidance to successfully navigate this essential process.

Frequently Asked Questions (FAQs)

1. Where can I find a fillable DA Form 5960 PDF? Authorized Army websites and systems will typically host this form. Consult your unit's administrative personnel or your chain of command.
2. What happens if I make a mistake on the form? If you identify a mistake before submission, correct it. If discovered after submission, contact the appropriate office to explain the error and request a correction.
3. How long does it take to process a DA Form 5960? Processing times vary depending on the action requested and the current workload of the processing office.
4. What supporting documents might be required? This depends on the type of action requested. Always refer to the specific instructions associated with the action.
5. Can I submit the form electronically? Electronic submission may be possible, but policies vary. Check with your unit's administrative office.
6. What should I do if my form is rejected? Review the reason for rejection and make the necessary corrections before resubmitting.
7. Who should I contact if I have questions about the form? Contact your unit's personnel or administrative office.
8. Is there a specific format for attachments? Yes, follow any format specifications provided with the form or by your unit.
9. What if I need to update information after submission? Contact the processing office to request an update.

Related Articles:

1. Understanding Army Personnel Actions: A comprehensive overview of different personnel actions within the Army.
2. DA Form 5960: A Step-by-Step Guide: A detailed, step-by-step instruction manual for filling out

the form.

3. Common Mistakes on DA Form 5960 and How to Avoid Them: Focuses exclusively on error prevention.
4. Army Personnel Management Systems: An overview of the systems used for managing Army personnel data.
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unique and powerful approach to leadership training is based on wisdom and expertise gained from developing leaders longer than any other professional development organization. LEAD! is for new or experienced leaders alike who want to be more effective at motivating and inspiring their teams. This book is designed from the proven Dale Carnegie Leadership Success Model and Dale Carnegie's Human Relationships Principles to help you understand tools and techniques to address common leadership challenges and shift your mindset and behavior to become a more positive and confident role model leader. Rather than a textbook full of theory, LEAD! offers practical advice, strategies and real-life examples from top leaders around the globe that will guide you to being a more effective leader who inspires success from your team. At Dale Carnegie, we believe everyone has inherent greatness. This book will help you explore your unsuspected power and become a champion leader. The difference between the success and failure of a team comes down to leadership. Being an effective leader is critical to empowering potential in people and enabling successful outcomes—especially in a rapidly changing and disruptive world."

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da form 5960 fillable pdf: *Advocate to Win* Heather Hansen, 2021-05-25 Publishers Weekly

called Heather Hansen's first book, *The Elegant Warrior*, a "template for achieving personal and career goals." In *Advocate to Win*, Heather goes deeper. As an award-winning trial attorney, Heather quickly realized that she didn't win because she was an extraordinary advocate. She won because she gave her clients the tools to advocate for themselves. First, they needed to choose what they wanted. Next, they needed to believe in themselves and their ability to get it. And then, they could advocate to win. Heather created a system to help her clients make the best choices for themselves, for the case, and for their wins. She gave them the tools to believe. And then she gave them specific strategies to advocate for what they wanted and to win with ease. Now, she will do the same for you.

da form 5960 fillable pdf: *Corporations Compassion Culture* Keesa C. Schreane, 2021-03-09 Provides guidance on creating a sustainable, inclusive, equitable, and compassionate business model that will thrive in businesses globally Diversity, equity, and inclusion programs are a must for today's corporations, yet many corporations worldwide have failed to establish real equality in an actionable, measurable way. *Corporations Compassion Culture: Leading Your Business toward Diversity, Equity, and Inclusion* takes a new and more effective approach to driving equity and inclusion in the corporate world, focusing on how a culture of compassion can lead to more vibrant, higher performing teams. You'll learn how many standard corporate activities actually damage employees' well-being and engagement—and how to dismantle those practices. You'll also learn how to build a new and better corporate environment that responds to all employees' needs and meets shareholders' demands for stability and risk mitigation. Author Keesa Schreane delivers insight into what it takes for businesses to drive real social and corporate change toward inclusion and equity, while sharing her personal story about the challenges of being a woman of color in today's corporate environment. Through hard work, talent, and—you guessed it—compassion, she has risen to become one of today's luminaries in the area of responsible leadership in global corporations. Business executives, HR directors, diversity and inclusion professionals, and sustainability leaders will value her direct, no-nonsense approach. Learn to: Identify behaviors, practices, and activities that may be damaging your employees' well-being, engagement, and productivity Measure and continuously evolve culture promoting risk mitigation, reputation preservation, employee retention, customer satisfaction, and profit generation. Adopt new approaches to treat employees, customers, and shareholders compassionately and equally, and dismantle the old ways Retain the best talent and survive new realities, all while creating tremendous loyalty, innovation, and financial payoff This book will enable you to create strategies and tactics for integrating racial, cultural and gender equity, inclusion, and compassion into businesses in a way that enriches society, employees, and the corporate entity itself.

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examines our national past and present (up to and including the 2020 presidential election) to illustrate how current events can be as dramatic as any historical legacy in warning us of the danger of abandoning our democratic principles.

da form 5960 fillable pdf: Cyber Resilience Best Practices The Stationery Office, 2015-06 Cyber Resilience Best Practices provides organizations with a methodology for implementing cyber resilience. It offers a practical approach to cyber resilience, reflecting the need to detect and recover from incidents, and not rely on prevention alone. It uses the ITIL framework, which provides a proven approach to the provision of services that align to business outcomes. Key features: Designed to help organizations better prepare themselves to deal with an increasing range and complexity of cyber threats. It provides a management approach to assist organizations with their compliance needs, so it complements new and existing policies and frameworks. The guide has been developed by experts in both hands-on cyber resilience and systems management, working closely with subject and technology experts in cybersecurity assessment. This guidance supports the best practice training and certification available.

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da form 5960 fillable pdf: Leadership Moments from NASA Dr. Dave Williams, Elizabeth Howell, PhD, 2021-07-06 The NASA way: lessons on leadership, teamwork, and corporate culture. How does NASA take on seemingly insurmountable challenges, recover from tragedy and continue to attract the best and brightest talent? Space exploration is as much a story of leadership and teamwork as it is a story of exploration and discovery. Leadership Moments from NASA delves into the culture of the famed organization and examines the leadership styles and insights of NASA senior executives spanning five decades of human spaceflight to share the lessons they learned from critical moments. How did they prioritize? How did they resolve differences? How did they decide what to do when no one had done it before? How did they build highly competent teams? How did they build organizational resilience? How did they fight complacency and rebuild a culture of safety and innovation? Through the use of NASA oral histories and interviews, this book shows how NASA recovered from tragedy and adversity, and how it developed a culture of competency that continues to attract the best and brightest.

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help the organization succeed.

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Michael MacDonald shares his journey from his college basketball career at Rutgers to executive positions at Xerox and Medifast. His leadership, work ethic, and persistence, which were on display every step of the way, have made him a valued member of our board at the Jimmy V Foundation.” —Mike Krzyzewski, Naismith Hall of Fame coach, Duke University “Mike holds a deep reverence and appreciation for his time at Rutgers, as well as for the opportunities that Rutgers has provided him. As a letterwinner on the Rutgers men’s basketball teams in the 1970s, Mike took his student-athlete experience and translated these learned lessons to successes in his career.... His time as a Rutgers student-athlete, alumnus, board member, donor, and father/father-in-law of three Rutgers alumni continues to leave an indelible legacy on our alma mater. I am proud to call him not only a great teammate, but an even better friend.” —Marco Battaglia, Rutgers Football All-American and Cincinnati Bengals Player “I believe the combination of an excellent education and participation in highly competitive sports programs provides invaluable preparation for life after school is over. The best sources of knowledge about the benefits of such a background are people who have been there. Mike MacDonald fits the bill. And he is particularly well suited to write about his experiences because of an amazing ability to recollect the details of his formative years. A student athlete at Rutgers, he was part of the school's then outstanding basketball team. He went on to use this and similar pre-college experiences to build an exceptional business career. That’s part of his story but those of us who know him well would add that he is the epitome of a ‘good man.’ I have seen him close up with family, friends, and others for years. He is a great husband, dad, and grandfather, kind and generous, enthusiastic, and always on the go. You will enjoy what he has to say.” —Gene Renna, Retired Senior Executive, Exxon Mobil “Mike MacDonald represents the absolute best of Rutgers University and is an inspiration to everyone on campus. From the day I met Mike, he has always made himself available to mentor, guide, and motivate both our student-athletes and our coaching staff. As an alumnus, he has given back generously and led the charge in ensuring that Rutgers continues to be a beacon of higher education. I’ve always admired his ability to juggle the roles of family man, businessman, and leader in the Rutgers community. His path from Rutgers is a shining example for student-athletes of the future. He has succeeded in every aspect of life and continues to give back to the community that molded him. To give Mike MacDonald the ultimate compliment a coach can give, simply put, he is a winner.” —Steve Pikiell, Head Men’s Basketball Coach, Rutgers University

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