

Updated on 5 February 2021

Preparing retirement packets for Gray retirees all services and other retirees.

1. DD form 108, DD 2656, DD 2656-5, SF1199A are forms that all retirees will have to fill out. All services use the same forms.
2. All services will require a 20-year letter or 15-year letter, chronological point's statement, promotion or reduction order, separation order (transfer order to retired reserve).
3. Make sure they know who and how to contact their Retirement Service Officers.
4. For the most current retirement information all services has a retiree newsletter, they are **Coast Guard Connections, Marines Semper Fidelis, Navy-Shift Colors, Air Force – Afterburner, and Army- Echoes.**
5. The following information gives you an idea what every service requires. If they want you to do electronically or mail in.
6. You may want to provide them with the forms; you may want to see if there is a current one.

### **Army National Guard/Army Reserve**

1. Human Resource Command does not mail them a packet before their 60<sup>th</sup> birthday, it is up to individual to get the information and submit the packet to HRC.
2. HRC website is [www.hrc.army.mil](http://www.hrc.army.mil) - under Separations and Retirements for Gray retirees, you can find the information on Retiree application checklist along with forms.

The Retired Pay Application checklist for Army National Guard/Army Reserve

### **RETIRED PAY APPLICATION CHECKLIST**

Application Forms:

Application for Retired Pay Benefits (DD Form 108)

- Complete blocks 1-8 and 18-19; Leave blocks 9-17 blank
- Sign and date (blocks 18-19)
- All signatures must be original, may be digitally signed

Data for Payment of Retired Personnel (DD Form 2656)

- Witness cannot be a person named in sections V, IX, or X
- Spouse must concur if you elect (34c) child(ren) only coverage, (35a) does not elect full spouse coverage or (34g) declines coverage when married

- Block 37 Insurable Interest – You cannot choose insurable interest if married
  - All signatures must be original, may be digitally signed
- (Optional) Direct Deposit Sign-Up Form (SF 1199A)

**All signatures must be original**

Supporting Documents:

Chronological Points Statement (AHRC 249E/DA 5016, NGB 23B)

- If points are missing from your Chronological Points Statement, include supporting documents for missing time

20 YR Letter or 15 YR Letter (Notification of Eligibility (NOE) for Retired Pay at age 60)

Promotion or Reduction Order (for Soldiers applying at higher rank held)

Separation Order (Transfer order to Retired Reserve)

Reserve Component Survivor Benefit Plan Election (DD Form 2656-5 or DD Form 1883) (completed at the time of your 20 YR Letter/15 YR Letter/NOE)

If applicable, DD Form 2656-6 (RCSBP Election Change Certificate)

- Supporting documents for change (i.e. marriage, death, birth certificates, divorce decree as applicable)

If applicable, Age 60 Extension Waiver

If applicable, Reduced Age/90 Day Drop (qualifying reserve on active duty on or after 29 Jan 08):

Write “Reduced Age/90 Day Drop” at the top of DD Form 108 and 2656

Reserve on active duty orders for qualifying periods

DD 214s for qualifying periods

Submit application by using one of the methods below:

**Mail: DEPARTMENT OF THE ARMY  
US ARMY HUMAN RESOURCES COMMAND  
ATTN: AHRC PDP TR  
1600 SPEARHEAD DIVISION AVENUE DEPT 482  
FORT KNOX, KY 40122**

Scan and e-mail: [usarmy.knox.hrc.mbx.tagd-retirement-application-request@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-retirement-application-request@mail.mil) (file must be less than 3 megs)

Fax: 502-613-4524

**(PLEASE RETAIN A COPY OF YOUR APPLICATION FOR YOUR RECORDS)**

## Air National Guard/Air Force Reserve

1. For Air National Guard/ Air Force Reserve they have to apply for retirement pay by submitting an application through the Virtual Personnel Center, vPC. Individual approaching their Retirement pay effective date (60<sup>th</sup> birthday or reduced retirement pay age) should submit an application four months prior to this date.
2. Applicants will be notified when a technician receives their application and will receive their retirement order two weeks prior to their effective date in most cases. Some exceptions are members who work up to their retired pay effective date and members who file late. Applicants who do not receive their order two weeks prior to their effective date are advised to submit a message to the retirement section via myPers, followed up by a phone call to the **Total Force Service Center 1-800-525-0102**.
3. With the retirement order, retirees are able to receive their retiree ID card from their local military personnel service office and apply for healthcare through Tricare. HQ ARPC submits retirement orders to the Defense Finance and Accounting Service (DFAS), where they are processed to initiate the retirement payments. DFAS typically processes retirement pay 30-45 days after receipt of the retirement order, or retirement pay effective day, whichever is later. Once you have received your retirement order, please direct questions or concerns to DFAS at 1-800-321-1080. **IMPORTANT NOTE: HQ ARPC DOES NOT PROCESS RETIREMENT PAY.**

For AirGuard/Air Force Reserve if they have myPers account they can create a ticket to ask questions or check on a ticket status. They can also use myPers to update their address.

If they do not yet have a myPers account they will need to create an account. If they are unable to create an account or otherwise experience technical difficulties, please have them contact the **Total Force Service Center at 800-525-0102**.

On ARPC website if they are needing instructions on how to file electronically, they have a powerpoint presentation it is called Retirement Application Process.

If they have myPers account and need to reset password or forgot login the following powerpoint will help them. This powerpoint will also help with how to create account.



## Log in with Existing Account or Create new Account



If you have an existing account and do not know either your Username or Password (i.e. you are in the selected reserve, gov't. civilian employee, retiree, etc...)

Click: "Forgot your Username or Password"

If you do not have an existing account, and would like to request one (i.e. separated military member, etc...)

Click: "Create account"  
(This request will go to Systems Support at HQ ARPC to determine if you need an account)

The screenshot shows a login interface with two main sections: "CAC Available? Select CAC Login" and "Log in with an existing account". The "CAC Login" section includes a "CAC Login" button and a note: "Please select your CAC Authentication certificate to ensure proper login to the online website." The "Log in with an existing account" section has fields for "User ID" and "Password", a "Log In" button, and a link for "Forgot your username or password?". Below these sections, there is a message: "No 200-issued CAC and no User ID/Password available? Use this link: [Create account](#)".

**General Information:**

When accessing the information from some personal use web browsers may need to download [Department of Defense root certificates](#), if they are having difficulties accessing the personnel services website from here.

If you are experiencing errors logging in or with this site also please contact 230-363-3024 or 238-640-3024.

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You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-Authorized use only, by using this IS (which includes any device attached to this IS), you consent to the following conditions:

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3



## Create Account



If you are requesting to create an account

Enter: Last Name  
Date of Birth  
Social Security No.

Click: "Continue"

### Create Account: Step 1

• Required

Tell us who you are.

• Last  This should match the spelling exactly as it appears on your CAC.

• Date of Birth  -  -

• Social Security Number  -  -

AUTHORITY: 5 U.S.C. 552a, Records maintained on Individuals and Executive Order 9397 (SSN), as amended.

PURPOSE: To verify customer identity.

ROUTINE USE: The Air Force Personnel Center may use this information to provide customer service in relation to your request. Your information will not be disclosed outside of DoD except as required by law.

Disclosure: Voluntary. However, failure to disclose or provide the SSAN in required fields may prevent account creation.

[CONTINUE](#)

Step 1 > Step 2

**Important:** The myPers website requires visitors to log in with a Common Access Card (CAC) or username and password. This site is intended for government audiences only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner, with legal and public affairs offices.



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4



## Reset Password



If you are requesting your User Name or Password

Enter: email address that is registered in myPers

Or

Enter: Username

You will receive an email with a link to reset your password. The link is valid for 24 hours

[Go to Log In](#)

### Account Assistance

Request your username

If the email address you enter is in our system, we'll send you your username. If you don't have a username, we'll send you a link to set up an account instead.

Email Address

[OK, MY USERNAME](#)

Reset your password

We'll email you a link to a page where you can create a new password.

Username

[VERIFY USERNAME](#)

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## Navy Reserve

1. Notification is forward in advance to advise you how to submit an application for retired pay at age 60. If you have not received notification four months prior to your 60<sup>th</sup> birthday, **please contact PERS-912 by calling 1-833-330-6622**. The earliest date retired pay may commence is your 60<sup>th</sup> birthday or the day after completion of 20 years of qualifying service, whichever is later unless early retirement is authorized under NDAA 2008.
2. The following forms must be completed and returned to PERS-912 at the address listed below. You will need Adobe Acrobat Reader (<https://get.adobe.com/reader/>) to view all of these files.
  - [DD Form 108](#), Application for Retired Pay Benefits
  - [DD Form 2656](#), Data for Payment of Retired Personnel (**All other versions are obsolete**)
3. Complete processing of an application normally takes several months. Please include your social security number on all correspondence. If you have a change of any information, before your 60<sup>th</sup> birthday, please report the update to PERS-912 by calling **1-833-330-6622** immediately.
4. Mail all forms with original signatures to:

**Commander  
Navy Personnel Command (PERS-912)  
5720 Integrity Drive  
Millington, TN 38055**

5. The following instructions apply to the DD Form 108, items 9 through 17: Detailed completion of these items is not required. However, if these are not completed, you must write, across the corresponding spaces, a statement to the effect that you will accept records of services as maintained by the Department of the Navy. Use of such a statement does NOT preclude your right to have records corrected, if necessary.
6. If you are transferring to the retired pay status from a drilling status current policy requires endorsements from chain of command.
7. While ALL documents received and entered into the PERS-9 database now generate and email notification from MyNavy Career Center, Retired with Pay submissions will receive and additional email acknowledging receipt of the complete package –OR- if the retirement package is incomplete, an email will identify any documents missing or incomplete.

## Marine Reserve

1. **Retired pay benefits must be requested; the process is not automatic.** Members of the Retired Reserve and former members of the Reserve who are eligible under paragraph 3011 may apply for retired pay by the use of DD Form 108 (Application for Retired Pay Benefits). Send the form soon enough to ensure arrival at the CMC (MMSR-5) not less than 2 months and no more than 4 months prior to reaching age 60.
2. This Headquarters provides a DD Form 108 to Marines on the Reserve Retired List Awaiting Pay at Age 60, approximately 6 months prior to the 60th birthday of the individual. It contains a verified summary of creditable service for the member's verification. Should an eligible Marine not receive the form within the above time frame, notify the CMC (MMSR-5).
3. Approximately 4-6 months before you are eligible for retired pay, MMSR-5 will mail you the necessary forms and instructions. Please ensure your contact information is updated with MMSR-5.
4. You can updated your address through:
  - a. **Marine on Line (MOL) (call 816-926-5916 for MOL assistance)**
  - b. **Via email to SMB.MANPOWER.MMSR5@usmc.mil**
  - c. **Via telephone at 703-784-9306/7**
  - d. **Via mail at CMC(MMSR-5), 3280 Russell Road, Quantico, VA 22134**

## Coast Guard Reserve

### **Active Reserve (SELRES/IRR) to RET-2 (awaiting pay)**

1. Earn/Complete 20 Total Qualifying years of Service (TQS).
2. No less than 100 days and no greater than one year in advance to requested/expected retirement date, complete and submit a CG-2055A (Retirement Request) to local Admin.
3. Member's Admin must ensure member is eligible to retire by confirming member has earned a 20 year letter or 20 TQS as detailed in member's Reserve Member Balance.
4. CG-2055A must be signed by the member and command in block 16.
5. Admin must verify member's Expected Loss Date (ELD) is sufficient to meet the member's desired retirement date.
6. Admin submits documents to CG PSC-RPM-1 via email at: **ARL-PF-CGPSC-RPM-1-Status@uscg.mil** no less than 100 days in advance of requested/expected retirement date.

7. CG PSC-RPM-1 will route the request for review and approval. Member will be notified with approved RET-2 request within 30 days.

- If member is still drilling, retrieve the CG-2055A from the CG-PPC Portal site:

<https://cg.portal.uscg.mil/units/ppc> .

If member is no longer drilling, retrieve documents from CG-PPC's website:

<http://www.uscg.mil/ppc/ras/>

- Members currently in the IRR should contact CG PSC-RPM-3 regarding the command endorsement of their CG-2055A.

### **RET-2 to RET-1 (on 60th birthday)**

1. CG-PPC will attempt to contact members regarding RET-1 requests no less than six months in advance of member's 60th birthday at the last known address. If a member has not been contacted, it is the member's responsibility to apply for RET-1 retired pay through CG-PPC by submitting a Trouble Ticket to CG-PPC at: <http://www.uscg.mil/ppc/ccb/> .

2. Member shall complete and submit original CG- 4700 (Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election) to CG-PPC (RAS). This form cannot be submitted electronically; it must be printed, signed, and mailed to CG-PPC (RAS) at:

#### **Commanding Officer (RAS)**

**U. S. Coast Guard Pay & Personnel Center**

**444 SE Quincy St**

**Topeka KS 66683-3591**

- Member can retrieve the necessary documents from CG-PPC's website at:

<http://www.uscg.mil/ppc/ras/>

- Members in a retired status who apply later than their retirement eligibility date may be entitled to retroactive pay, up to six years, as long the member was not in a paid status (e.g. retired recall).

### **Active Reserve (SELRES or IRR) to EARLY RET-1**

1. Earn/Complete 20 Total Qualifying years of Service (TQS).

2. No less than 100 days and no greater than one year in advance of requested/expected retirement date and/or 60th birthday, complete and submit a CG-2055A (Retirement Request) AND the original CG-4700 (Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election) to local Admin.



3. Member's Admin must ensure member is eligible to retire by confirming member has earned a 20 year letter or 20 TQS as detailed in member's Reserve Member Balance.

4. Member's Admin must ensure both RET-1 and RET-2 selection boxes are marked on CG2055A.

5. The CG-2055A must be signed by the member and command in block 16.

6. Admin must verify member's Expected Loss Date (ELD) is sufficient to meet the member's desired retirement date.

7. Admin shall submit documents to CG PSC-RPM-1 via email at: **ARL-PF-CGPSC-RPM1-Status@uscg.mil** no less than 100 days in advance of requested/expected retirement date.

8. CG PSC-RPM-1 will route the request for review and approval. CG-PPC (ADV) will verify eligibility based on information in the Direct Access database and calculate the date the member is eligible to start drawing retired pay.

9. CG-PPC (ADV) will forward the completed calculations and CG-2055A to RPM for approval or disapproval.

10. Once the request has been approved, CG PSC-RPM-1 will forward the completed request to CG-PPC (RAS) for final processing. CG PSC-RPM-1 will notify members of their early retirement date and will provide the necessary forms to initiate retirement pay.

- If member is still drilling, retrieve the CG-2055A from the CG-PPC Portal site: <https://cg.portal.uscg.mil/units/ppc>. If member is no longer drilling, retrieve documents from CG-PPC's website: <http://www.uscg.mil/ppc/ras/> .

- Members currently in the IRR should contact CG PSC-RPM-3 regarding the command endorsement of their CG-2055A.

## **RET-2 TO EARLY RET-1**

1. Member must submit a Trouble Ticket to CG-PPC at: <http://www.uscg.mil/ppc/ccb/> . With a completed CG-2055A (Reserve Retirement Transfer Request) requesting Early RET-1 attached to the Trouble Ticket submission. Requests shall be submitted no more than one year but at least 100 days prior to the requested retirement date to allow processing time.

2. CG-PPC (ADV) will verify eligibility based on information in the Direct Access (DA) database and calculate the date member is eligible to start drawing retired pay.

3. CG-PPC (ADV) will forward the completed calculations and CG-2055A to CG PSCRPM-1 for approval.

4. Once the request has been approved, CG PSC-RPM-1 will forward the completed request to CG-PPC (RAS) for final processing. RPM will notify members of their early retirement date and will provide the necessary forms to initiate retirement pay.

5. Member shall complete and submit original CG-4700 (Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election) to CG-PPC (RAS). This form cannot be submitted electronically; it must be printed, signed, and mailed to CG-PPC (RAS) at:

**Commanding Officer (RAS)**  
**U. S. Coast Guard Pay & Personnel Center**  
**444 SE Quincy St**  
**Topeka KS 66683-3591**

- Member can retrieve the necessary documents from CG-PPC's website at:

**<http://www.uscg.mil/ppc/ras/>**.

- If member believes there is a discrepancy with the early retirement calculations, member should work through CG-PPC (with supporting documents) to update DA.

- Members in a retired status who apply later than their retirement eligibility date may be entitled to retroactive pay, up to six years, as long the member was not in a paid status (e.g. retired recall).

#### **Active Reserve (SELRES or IRR) to RET-1**

1. Earn/Complete 20 Total Qualifying years of Service (TQS).

2. No less than six months but no greater than one year in advance of requested/expected retirement date and/or 60th birthday, complete and submit a CG-2055A (Retirement Request) AND the original CG-4700 (Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election) to local Admin.

3. Member's Admin must ensure member is eligible to retire by confirming member has earned a 20 year letter or 20 TQS AND will reach the age of 60.

4. CG-2055A must be signed by the member and command in block 16.

5. Admin must verify member's Expected Loss Date (ELD) is sufficient to meet the member's desired retirement date.

6. Submit documents to CG PSC-RPM-1 via email at: **ARL-PF-CGPSC-RPM-1-Status@uscg.mil** no less than 100 days in advance of requested/expected retirement date and/or 60th birthday.

7. CG PSC-RPM-1 will route the request for review and approval. Member will be notified with the approved RET-1 request within 30 days of submission.

- If member is still drilling, retrieve the CG-2055A from the CG-PPC Portal site: <https://cg.portal.uscg.mil/units/ppc>. If member is no longer drilling, retrieve documents from CG-PPC's website: <http://www.uscg.mil/ppc/ras/>

- . • Members currently in the IRR should contact CG PSC-RPM-3 regarding the command endorsement of their CG-2055A

For Coast Guard Retiree:

**COMMANDING OFFICER (CCB)**  
**U. S. COAST GUARD PAY & PERSONNEL CENTER**  
**444 SE QUINCY STREET**  
**TOPEKA, KS 66683-3591**  
**Phone: PPC Customer Care at 1-866-772-8724**  
**Fax: (785) 339-3770**  
**Email: [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil)**  
**RAS Website: <https://www.dcms.uscg.mil/ppc/ras>**  
**Retired Direct Access II/Global Pay Self Service: <https://hcm.direct-access.us/>**

For most current retirement information go to the following website:

<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-1/Status/>