

APPLYING FOR RETIRED PAY

Retired pay applications should be submitted 12 months but not less than 90 days prior to Date of Eligibility for pay or 60th date of birth to ensure all documents are received and processed correctly to Defense Finance and Accounting Service (DFAS) Cleveland. Retirees are encouraged to contact their nearest Retirement Services Office (RSO) to complete the application however, they can apply themselves directly to Human Resources Command (HRC).

| RIARNG Retirement Services Office | Human Resources Command |
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| Rhode Island Army National Guard Joint Force Headquarters Camp Fogarty 2841 South County Trail, Bldg. 330 E. Greenwich, RI 02818-1728 | <i>Mail Application to:</i> Department of the Army US Army Human Resources Command ATTN: AHRC-PDP-TR 1600 Spearhead Division Avenue, Dept. 482 Fort Knox, KY 40122-5402 |
| E-mail: ng.ri.riarng.mbx.retirement-services@mail.mil | E-mail: usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil |
| | Fax: (502) 613-4524 |
| Office: (401) 275-4142 or 4144 | Office: 1-888-276-9472 or (502) 613-8950 |

Documents & Information Required:

- DD Form 108**, Application for Retired Pay Benefits (*Ensure it is signed/dated*)
- DD Form 2656 dtd Oct 18**, Data for Payment of Retired Personnel (*Ensure it is signed/dated and also have witness sign/date*). Part V, Spouse must concur if you elect child(ren) only coverage, does not elect full spouse coverage, or declines coverage when married.
- SF 1199A**, Direct Deposit Form (*Optional*)
- NGB Form 23A or C/DA Form 5016 for USAR**, Retirement Point Accounting Statement (*closed version*)
- NGB Form 23D or NGB Form 23E/AHRC FL 819 for USAR**, 20 Year Letter/15 Year Letter
- NGB Form 22**, Report of Separation and Statement of Service
- DD Form 2656-5 or DD Form 1883**, RCSBP/SBP Election Certificate
- DD Form 2656-6**, RCSBP Election Change Certificate (*with supporting documents such as marriage cert, death cert, birth cert or adoption docs or divorce decree, if applicable*) for more info go to the link below
- Separation/Reassignment Orders**, Transfer orders to the Retired Reserve
- Promotion/Reduction Orders**, Soldiers applying at a higher rank
- Age 60 Extension Waiver**, (*if applicable*)
- Bank Information**, Routing #, Account # and bank address
- Dependent Information**, SSN, DOB, address, date and place of marriage (spouse)
- Beneficiaries Information**, SSN, address
- VA Disability Compensation**, Effective date of payment, monthly amount, disability %

Reduced Age, along with the forms listed above you will also need to submit the following:

- DD Form 214**, Certificate of Release or Discharge from Active Duty
- DD Form 215**, Correction to DD Form 214
- Mobilization/Deployment Orders**, Must be after 29 January 2008 to qualify for Early Age Drop (the law)
- At the top of DD Form 108 and DD Form 2656**, write **Early Age Drop**

Retirement Application: <https://www.hrc.army.mil/content/Retirement%20Services>

Records Portal - retrieve Mil documents requested above: <https://www.hrcapps.army.mil/Portal/>

Soldier for Life – retirement information: <https://soldierforlife.army.mil/retirement>

Survivor Benefit Information: <https://soldierforlife.army.mil/Retirement/survivor-benefit-plan>