



NATIONAL GUARD BUREAU

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ARLINGTON VA 22204-1382

ARNG-HRM-I (RN 135-7a)

30 September 2024

MEMORANDUM FOR The Adjutants General of All States, Territories and the
Commanding General of the District of Columbia

SUBJECT: Calendar Year (CY) 24 Blended Retirement System - Continuation Pay
(BRS-CP) Policy Guidance – CHANGE 1

1. References:

a. Blended Retirement System (BRS) Continuation Pay (CP) – Calendar Year 2024
Implementation Guidance, 25 March 2024

b. AR 637-1 (Army Compensation and Entitlements Policy)

2. Purpose: Effective 1 October 2024, the following changes apply to Reference 1. of
this memorandum.

a. BRS-CP application processing - The ARNG-G1 Incentives Oversight Branch
(ARNG-HRM-I) will assume responsibility for issuing control numbers for BRS-CP
requests and processing payments for eligible Soldiers. Decentralized processing at the
state level will not be authorized. United States Property and Fiscal Offices (USPFOs)
that receive the Request for Continuation Pay (Blended Retirement System) form
published by HQDA (hereafter known as the BRS-CP Election Form) dated on or after 1
October 2024 may not process for payment and should redirect senders to the
respective State Incentive Manager (IM) or ARNG-HRM-I for guidance.

b. Upon publication of this policy change, all packets for Soldiers who elected annual
payments must immediately be forwarded to ARNG-HRM-I to process the remaining
payments.

c. Approval Authority and Certifying Official within the BRS-CP Election Form: The
Adjutant General (TAG) for each state may appoint the State Military Personnel Officer
(MILPO) or Deputy MILPO on a delegation of authority memorandum to sign as the
Approval Authority on the BRS-CP Election Forms. Without a delegation of authority
memorandum, the Approval Authority signature must be the Soldier's immediate
Commander. ARNG-HRM-I will assume responsibility as Certifying Official.

3. The following changes to Reference 1. of this memorandum are effective 1 October
2024 through 31 December 2024 unless otherwise rescinded or updated.

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a. Paragraph 4., “Eligibility” is changed as follows:

(1) Line thru ‘and’ in paragraph 4a(1).

(2) Add paragraph 4.a.(3): Enlisted Soldiers must have a sufficient service obligation remaining or extend their current service obligation via DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

b. Paragraph 6., “Service Obligation” is rescinded and revised as follows:

(1) Add paragraph 6.a.: In exchange for CP, Soldiers must have a minimum 4-year service obligation remaining. If a Soldier does not have sufficient service remaining, they are required to extend their service via DA Form 4836 to meet the minimum service remaining requirement.

(2) Add paragraph 6.b.: Soldiers who are not eligible to extend their service (barred to continued service statement, flagged, or otherwise not qualified for retention) are not authorized CP.

c. Paragraph 7., “Application Process” is rescinded and revised as follows:

(1) All Soldiers must apply for CP with the HRM-I BRS-CP Control Number Request Form, if eligible, as established by the criteria listed in Paragraph 4. Soldiers are encouraged to apply for CP as soon as they enter their eligibility period as defined in the BRS-CP – CY 2024 Implementation Guidance, dated 25 March 2024 paragraph 4a(2). Soldiers should contact their unit and State IM to validate their eligibility to receive BRS-CP.

(2) The State IM will sign and submit the common access card (CAC) signed HRM-I BRS-CP Control Number Request Form after validating eligibility via the BRS-CP inbox at ng.ncr.ngb-arng.mbx.brs-cp@army.mil. Allow 5-7 business days for processing to receive the completed request form and control number from HRM-I. No payments are authorized until BRS-CP eligibility can be verified and the BRS-CP Election Form is signed. The BRS-CP Election Form cannot be signed prior to the control number being issued by HRM-I.

(a) Reserve Component Soldier applications that show BRS Enrollment Code ‘B’ (auto-enrolled) in the Defense Joint Military Pay System (DJMS) will be returned without action until the code is updated in DJMS to reflect BRS Enrollment Code ‘C’ (Opt-in).

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(b) Active Component Soldier applications that show BRS Enrollment Code 'A' (auto-enrolled) or 'N' (not enrolled) in DJMS will be returned without action until the code is updated in DJMS to reflect BRS Enrollment Code 'O' (Opt-in) or 'R' (Auto Enrolled/Prior Service).

(3) Upon completion and verification of the HRM-I BRS-CP Control Number Request Form and proper DJMS code, the request form will be returned with the HRM-I signature and assigned control number.

(4) The State IM will return the completed BRS-CP Election Form to the BRS-CP inbox. ADSO Code S4 must be present in IPPS-A for all Soldiers receiving BRS-CP.

(a) Soldier will CAC sign as the Recipient. (This signature date indicates the start date of the additional service obligation.)

(b) Immediate Commander or State Military Personnel Officer (MILPO) or Deputy MILPO with the delegation of authority memorandum will CAC sign as the Approval Authority.

(c) HRM-I will CAC sign as the Certifying Official.

(d) All CAC signatures must contain the date and time stamp.

(5) HRM-I will review the signed BRS-CP Election Form and validate all CAC signatures using the signature validation status in Adobe. Once validated, all necessary actions for establishment and payment will be taken.

(6) If the BRS-CP Election Form does not contain the same data sent to the State IM with the control number issuance, the form will be returned without action as an invalid contract.

(7) The ARNG will use the BRS-CP Election Form as the CP contract to document the Soldier's CP election and obligated service. This is the only authorized form for all ARNG Soldiers. The CP contract will be placed in the Interactive Personnel Electronic Records Management System (IPERMS) under the service and finance subfolders by ARNG-HRM-I.

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d. Paragraph 9. is rescinded and replaced with the following:

(1) The only authorized form of signature on the HRM-I BRS-CP Control Number Request Form and BRS-CP Election Form is a CAC signature with the date populated in the CAC field unless given authorization by HRM-I prior to the forms being signed. Signatures are not required to be applied on the same day. The date in the text box must match the date of the CAC signature. HRM-I must be able to validate all CAC signatures using the signature validation status in Adobe. Any alteration, manipulation, or inability to verify metadata will result in an invalid request.

4. The point of contact for this action is MSG Ashley Boyer, Incentives Oversight Branch NCOIC, ARNG-HRM-I, at (703) 604-8296 or ashley.r.boyer2.mil@army.mil.

Encl
HRM-I BRS-CP Control Number
Request Form

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