

## How to Apply for Retired Pay

Payment of retired pay is not automatic; ***you must apply for it***. Your retirement application packet will be mailed to you from HRC St Louis, if you have been transferred to the Retired Reserve. This will occur between your 58<sup>th</sup> and 60<sup>th</sup> birthday. The following documents are required:

DD Form 108 (Application for Retired Pay Benefits)

NGB 23C (ARNG Retirement Points History Statement)

DD Form 2656 (Data for Payment of Retired Personnel)

SF 1199A (Direct Deposit Sign-Up Form)

Also, as appropriate, copies of the following documents should be submitted:

Death certificate

Divorce decree

Marriage certificate

Adoption papers

Birth certificate

If the retirement packet contains your computerized “Army National Guard Retirement Point History Statement” **and you feel it is correct**, attach a copy to your application then you do not have to complete blocks 9 through 17 of the DD Form 108. If you feel it is incorrect, then attach copies of Leave and Earning Statements (LES) which prove the additional points earned.

If the retirement packet does not contain a Retirement Point History Statement, attach a copy of your last NGB Form 23. If you do not have the form contact SGT Selena Matthews RPAM/NCO at (801) 432-4550.

**Do not hold or delay your application by waiting for correction of retirement points. They will be corrected as part of this application packet. If points are credited to your account after you begin receiving retired pay, your account will be recomputed.** Should you die after your 60<sup>th</sup> birthday and **have not** submitted your retirement application, your DD Form 1883 (Survivor Benefit Plan Election Certificate) will have been voided, and your spouse **will not be entitled to SBP benefits**. As only the soldier (you) can collect a retirement pension, your death without filing your retirement application will result in your survivors receiving no money. If you have been **retained beyond age 60**, a copy of the order must be included with this application. Soldiers extended beyond age 60 **may not** submit for retired pay until they transfer to the Retired Reserve or the end of the extension period. If you were given an administrative grade reduction provide a copy of the reduction order and a copy of the order promoting you to higher grade.

Questions pertaining to the completion of the enclosed forms may be directed to RPAM/NCO @ (801) 432-4550 or the Customer Contact Office at AR-PERSCOM Customer Service 1-800-318-5298.

You will not receive notice of receipt of your application. You may call the AR-PERSCOM Customer Contact Office for status 2 weeks after you mail the forms. You may also enclose a stamped post card addressed to yourself: it will be date stamped and returned to you when your application is received.

Additional Forms and information may be obtained from the ARPERSCOM website:

<https://www.2xcitizen.usar.army.mil/soldierservices/retirement/>