

Pre-Retirement Checklist

Retired pay is *not* automatic—you must *apply* for it (at age 59).

Visit the following sites for retirement information:

CAARNG Retirement website: <http://www.calguard.ca.gov/g1/Pages/Retirement.aspx>

U.S. Army Human Resources Command (HRC) website: www.hrc.army.mil

MyArmyBenefits website: <http://myarmybenefits.us.army.mil>

6 months before transfer to Retired Reserves:

- ___ Complete DA Form 4187 with an effective date requesting transfer to the Retired Reserves.
- ___ If you held a higher rank (CSM or 1SG) or grade and voluntarily took an administrative reduction (not by UCMJ or punitive action) converted from Officer to enlisted or Officer to Warrant Officer apply to be retired at the highest grade held on DA Form 4187.
- ___ Request unit to submit Early Retirement Eligibility Memo if deployed on or after 29 January 2008 (<http://www.calguard.ca.gov/g1/Pages/Retirement.aspx> for more info).
- ___ Attend CAARNG Pre-Retirement Seminar (check CAARNG website for upcoming dates).
OR
- ___ Complete 922-HRR-015 Soldier Non-Regular Retirement Course on GuardU website (how to enroll: <http://www.calguard.ca.gov/g1/Pages/Retirement.aspx>)
- ___ Outprocess from unit using CAL ARNG Form 137-1.
- ___ Update your AKO password prior to transfer to the Retired Reserves. This will ensure your password is current and you can access AKO. Your AKO account will automatically convert to an Army Retiree account soon after transfer to the Retired Reserves (<https://www.us.army.mil>).

Upon transfer to the Retired Reserves (Gray Area):

- ___ Make an appointment to get a “Gray Area” I.D. card for self and dependents (**1-800-538-9552** or <https://www.dmdc.osd.mil/rsl/>).
- ___ Keep HRC updated with any address changes (**1-888-276-9472**).
- ___ Sign up for E-Echoes, the electronic Retiree newsletter for the U.S. Army (https://www.armyg1.army.mil/rso/echoes_reg.asp).
- ___ Consider SGLI to VGLI conversion within 120 days (**SGLI Pamphlet 74-17**) (<http://www.insurance.va.gov>).
- ___ Consider TRICARE Retired Reserves within 180 days (www.tricare.mil/trr/).
- ___ Consider joining the California State Military Reserve (CSMR) (application info here: <http://www.calguard.ca.gov/casmr/Pages/Forms.aspx>).

12 months before turning age 60:

- ___ Apply for retired pay & benefits. Dependent on workload, you may not receive the retired pay application packet from HRC until on or about your 59th birthday. Complete application and return to mailing address below. If no packet received, you may download the forms (**DD 108, DD 2656, SF 1199A**) from the HRC website (https://www.hrc.army.mil/site/reserve/download/forms/rrpdoczp_06.zip). Mail complete, original forms to:

U.S. ARMY HUMAN RESOURCES COMMAND
ATTN: AHRC-PDR-RCR
1600 SPEARHEAD DIVISION AVENUE
DEPT 420
FT. KNOX, KY 40122-5402

After reaching age 60:

- ___ Make an appointment to get a Retiree I.D. for self and dependents (see link above) upon receipt of retirement orders from HRC.
- ___ Contact the VA office (1-800-827-1000) for other benefits you may be eligible for (<http://www.insurance.va.gov/sgliSite/VGLI/VGLI.htm>).
- ___ Contact HRC (1-888-276-9472) for any retirement related issues.
- ___ Visit MyArmyBenefits website at <http://myarmybenefits.us.army.mil> to see what other benefits you may be eligible for.

Contact the CAARNG Retirement Section if you have any questions:

Office: (916) 854-3150 opt 5

Fax: (916) 854-3210

Email: CA-mua.G1EPR.ngca@ng.army.mil

Website: <http://www.calguard.ca.gov/g1/Pages/Retirement.aspx>

SharePoint Portal: <https://portal.ca.ngb.army.mil/sites/G1/enl/retirement/default.aspx>