

20 Year Notification of Eligibility (NOE) Letter for Non-Regular Retirement Process: Notifying Soldiers of eligibility for Non-Regular Retirement

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	RPAM Administrator generates monthly report (RPAM)	Retirement Points Accounting Management Administrator (RPAM-Admin) will run a monthly report to produce a list of Soldiers eligible to receive the NOE/Twenty Year Letter. RPAM-Admin generates the NGB Form 23D (Army National Guard Notification of Eligibility for Retired Pay for Non-Regular Service (NOE/Twenty Year Letter)).	AR 135-180 NGR 680-2	NGB Form 23D	RPAM	RPAM-Admin role and responsibilities may/may not include Retirement Services Officer (RSO) duties. This varies per State. The NGB Form 23D is also known as the NOE or Twenty Year Letter.
2	Validate and send NGB Form 23D, DD Form 2656-5, and NGB Form 23B	RPAM-Admin validates the information on NGB Form 23D and sends it to the Soldier's Unit and/or Home of Record (HOR) for Presentation. RPAM-Admin also sends a copy of DD Form 2656-5 (Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate) and NGB Form 23B (Army National Guard Retirement Points History Statement) to the Soldier's Unit and/or HOR.	AR 135-180 NGR 680-2	DD Form 2656-5 NGB Form 23B NGB Form 23D		If the Soldier is deployed, the RPAM-Admin will not issue the NGB Form 23D until the Soldier is released from that period of active service (deployment). RPAM-Admin must receive acknowledgement of receipt of the NOE/Twenty Year Letter.
3	Receive NGB Form 23D, DD Form 2656-5, and NGB Form 23B	Unit Personnel and Soldier receives NGB Form 23D, a copy of DD Form 2656-5, and NGB Form 23B from the RPAM-Admin. The Unit provides these forms to the Soldier if it was not sent to the Soldier's HOR.	NGR 680-2	DD Form 2656-5 NGB Form 23B NGB Form 23D	RPAM	
4	Schedule retirement brief	Unit schedules a retirement brief for the Soldier.				

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5	Perform retirement brief	A certified Reserve Component Survivor Benefit Plan (RCSBP) Counselor performs the retirement brief. The RCSBP Counselor reviews DD Form 2656-5 with the Soldier and provides information about the RCSBP.	<p>U.S. Code, Title 10, Chapter 73, Subchapter II</p> <p>DoDFMR, Volume 7B, Chapter 54</p> <p>DoDI 1332.42</p> <p>AR 600-8-7</p>	DD Form 2656-5		<p>Failure to respond to the RCSBP Election within the 90 day period results in automatic maximum coverage for spouse and children as required by law. Therefore, it is critical that designated RCSBP counselors are qualified and ensure the Soldier and Family understand the options available to them and the impact their elections will have on their retired pay and benefits. (IAW AR 600-8-7)</p> <p>As part of this brief, the RCSBP counselor explains to the Soldier the options for Retirement:</p> <ol style="list-style-type: none"> 1. Transfer to the USAR Individual Ready Reserve (IRR) (Control Group Reinforcement) 2. Transfer to the USAR Retired Reserve 3. Discharge from the ARNG and Army Reserve 4. Remain a drilling ARNG Soldier and USAR

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6	Complete form within 90 days?	<p>The Soldier has 90 days from receipt of the NOE to select one of the three RCSBP elections options on DD Form 2656-5.</p> <p>If the Soldier completes the form beyond 90 days, go to step 7.</p> <p>If the Soldier completes the form within 90 days, go to step 8.</p>	<p>DoDFMR, Volume 7B, Chapter 54</p> <p>NGR 680-2</p>	<p>DD Form 2656-5</p> <p>NGB Form 23B</p>		<p>RCSBP Election Options:</p> <p>(1) Option A (decline to make an election until age 60) (no RCSBP participation).</p> <p>(2) Option B (deferred annuity). If Soldier dies before 60th birthday, the authorized SBP beneficiary is entitled to RCSBP annuity effective the date the Soldier would have attained age 60.</p> <p>(3) Option C (immediate annuity). A Soldier elects coverage requiring that the annuity payments to designated beneficiaries begin immediately upon the death of the Soldier.</p> <p>Soldier should validate accumulated points on NGB Form 23B.</p>
7	Complete NGB Form 23F	<p>If the Soldier does not complete DD Form 2656-5 within 90 days of receiving it, automatic elections are made and are provided by law. RPAM-Admin creates the NGB Form 23F (Memorandum for Reserve Component Survivor Benefit Plan (RCSBP) Automatic Election) stating the automatic election was made for the Soldier.</p> <p>The completed NGB Form 23F is uploaded into Interactive Personnel Electronic Records Management System (iPERMS), go to step 13.</p>	<p>U.S. Code, Title 10, Chapter 73, Subchapter II</p> <p>NGR 680-2</p>	<p>DD Form 2656-5</p> <p>NGB Form 23F</p>	iPERMS	
8	Send DD Form 2656-5	Soldier sends DD Form 2656-5 to the RPAM-Admin for validation.		DD Form 2656-5		

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9	Receive DD Form 2656-5	RPAM-Admin receives DD Form 2656-5 from the Soldier.		DD Form 2656-5		<p>This step may also be completed by a Retirement Services Officer (RSO).</p> <p>The DD Form 2656-5 must be the official hardcopy and be signed by the Soldier, and if applicable, by the Spouse with Notary.</p> <p>Married Soldiers may not, without the written notarized concurrence of their spouse, elect not to participate in SBP, to cover less than the maximum level of coverage, or provide an annuity for a dependent child but not for their spouse (10 USC 1448(a)(3)(A)).</p>
10	Validate DD Form 2656-5	RPAM-Admin validates DD Form 2656-5 for necessary signatures and completeness.		DD Form 2656-5		This step may also be completed by a RSO.
11	Identify error?	<p>RPAM-Admin identifies any errors on DD Form 2656-5. Incorrect/incomplete forms are sent back to the Soldier to amend and complete.</p> <p>If an error is identified, go to step 12.</p> <p>If no error is identified, go to step 13.</p>	NGR 680-2	DD Form 2656-5		This step may also be completed by a RSO.
12	Correct DD Form 2656-5	If an error was identified, the Soldier corrects DD Form 2656-5 and resubmits the form to the RPAM-Admin for processing. Repeat steps 8-11.	NGR 680-2	DD Form 2656-5		

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13	Upload supporting documents and forms (iPERMS) and update Soldier's information and election (SIDPERS)	<p>RPAM-Admin uploads DD Form 2656-5 or NGB Form 23F, and NGB Form 23D into iPERMS.</p> <p>RPAM-Admin updates the Soldier's information and RCSBP election in Standard Installation and Division Personnel Reporting System (SIDPERS).</p>	<p>NG PAM (AR) 25-10</p> <p>NGR 680-2</p>	<p>DD Form 2656-5</p> <p>NGB Form 23D</p> <p>NGB Form 23F</p>	<p>iPERMS</p> <p>SIDPERS</p>	<p>This step may also be completed by a RSO.</p> <p>If election is not returned within 90 days or has a discrepancy the hardcopy must be mailed to the Human Resource Center (HRC) of Excellence for final determination.</p> <p>Human Resource Center of Excellence ATTN: AHRC-PDR-RCR 1600 Spearhead Division Avenue DEPT 420 Ft. Knox, KY 40122-5402</p>
14	Remain a drilling member of the ARNG and as a Reserve of the Army?	<p>Soldier must decide which Reserve Component category to transfer to:</p> <p>If the Soldier decides to request Transfer to the USAR Individual Ready Reserve (IRR) (Control Group Reinforcement), go to step 15.</p> <p>If the Soldier decides to request Transfer to the USAR Retired Reserve, go to step 16.</p> <p>If the Soldier decides to discharge from the ARNG and as a Reserve of the Army, go to step 17.</p> <p>If the Soldier decides to remain a drilling member of the ARNG and as a Reserve of the Army, go to step 18.</p>	<p>NGR 600-200</p>			<p>Soldiers who are eligible to remain a drilling member of the ARNG and as a Reserve of the Army, will continue to drill, earn a salary, accumulate retirement points and be eligible for promotion as long as they have not reached the maximum age of retirement or have not reached the Mandatory Removal Date (Officers).</p>
15	Go to Request Transfer to the USAR Individual Ready Reserve (IRR) (Control Group Reinforcement) Process (Complete Map)	<p>Soldiers who chose to remain in the National Guard may initiate a request for transfer to the IRR. For additional information, go to Request Transfer to the USAR Individual Ready Reserve (IRR) (Control Group Reinforcement) Process</p>				<p>Soldiers who are eligible to transfer to the IRR will receive no pay and are not obligated to drill, conduct annual training, or participate in any military activities.</p>

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16	Go to Request Transfer to the USAR Retired Reserve Process (Complete Map)	Soldiers who chose to remain in the National Guard may initiate a request for transfer to the USAR Retired Reserve. For additional information, go to Request Transfer to the USAR Retired Reserve Process.				Soldiers who are eligible to transfer to the USAR Retired Reserve is comprised of of officers and enlisted personnel who receive pay after retiring from active duty or from the Reserve, or are Reservists awaiting retirement pay at age 60.
17	Go to Request Discharge from the ARNG and Army Reserve Process (Complete Map)	Soldiers who chose to discharge from the National Guard may initiate a request for discharge. For additional information, go to Request Discharge from the ARNG and Army Reserve Process.				Soldiers who are eligible to request discharge from the ARNG and Army Reserve must ensure eligibility has been met.
18	Remain a drilling member of the ARNG and USAR	Soldier remains a drilling member of the ARNG and as a Reserve of the Army.				Soldiers who are eligible to remain a drilling member of the ARNG and as a Reserve of the Army, will continue to drill, earn a salary, accumulate retirement points and be eligible for promotion as long as they have not reached the maximum age of retirement or have not reached the Mandatory Removal Date (Officers).