

**Applying for Non-Regular Retired Pay Process: ARNG Soldiers or Former ARNG Soldiers who are eligible for Non-Regular Retired Pay approaching Retired Pay Eligibility Date (RPED)**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	From the Request Transfer to the USAR Individual Ready Reserve (IRR) (Control Group Reinforcement) Process (Complete Map)	This process will start after the Request Transfer to the USAR Individual Ready Reserve (IRR) (Control Group Reinforcement) Process. See the process map for more information.	AR 135-180			Please see Request Transfer to the USAR Individual Ready Reserve (IRR) (Control Group Reinforcement) Process for more details.
2	From the Request Transfer to the USAR Retired Reserve Process (Complete Map)	This process will start after the Request Transfer to the USAR Retired Reserve Process. See the process map for more information.	AR 135-180			Please see Request Transfer to the USAR Retired Reserve Process for more details.
3	From the Request Discharge from the ARNG and Army Reserve Process (Complete Map)	This process will start after the Request Discharge from the ARNG and Army Reserve Process. See the process map for more information.	AR 135-180			Please see Request Discharge from the ARNG and Army Reserve Process for more details.
4	Request assistance from State G1/Unit Personnel	Soldiers who qualify for retired pay may contact their State G1/Unit Personnel to request an application for retired Pay.	AR 135-180 AR 600-8-7 NGR 600-100 NGR 600-101 NGR 600-200 NGR 680-2			Recommended Timeframe: 6-9 months prior to retired pay eligibility date.  This process is delayed for Soldiers who have received an approved waiver for service beyond the age of 60.

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5	Review eligibility and complete application for retired pay	<p>State G1/Unit Personnel discusses and verifies retired pay eligibility with the Soldier.</p> <p>State G1/Unit Personnel and/or the Soldier completes the retired pay application. The State G1/Unit Personnel and/or Soldier downloads the retired pay application from the U.S. Army Human Resources Command (HRC) Website.</p>	<p>AR 135-180</p> <p>DoDI 1215.7</p> <p>NGR 600-200</p> <p>NGR 680-2</p> <p>U.S. Army Human Resources Command (HRC) Website</p>	<p>AHRC Form 1259</p> <p>AHRC Form 1459</p> <p>AHRC Form 4001</p> <p>DD Form 108</p> <p>DD Form 2656</p> <p>NGB Form 23B</p> <p>SF 1199A</p>		<p>Steps 5 and 6 may occur simultaneously.</p> <p>Retired pay application may include the following forms:</p> <p>From HRC:</p> <ul style="list-style-type: none"> <li>- AHRC Form 1259 (Approximate Point Value for Retirement Benefits)</li> <li>- AHRC Form 1459 (Survivor Benefit Plan Information)</li> <li>- AHRC Form 4001 (Important Information Concerning Your Retired Pay Application)</li> </ul> <p>From State:</p> <ul style="list-style-type: none"> <li>- DD Form 108 (Application for Retired Pay Benefits)</li> <li>- DD Form 2656 (Data for Payment of Retired Personnel)</li> <li>- NGB Form 23B (Army National Guard Retirement Points History Statement)</li> <li>- SF 1199A (Direct Deposit Sign-Up Form)</li> </ul>
6	Collect supporting documents and records (iPERMS)	<p>State G1/Unit Personnel and/or the Soldier collects supporting documents and records in the Soldier's Official Military Personnel File (OMPF) via the Interactive Personnel Electronic Records Management System (iPERMS).</p> <p>Supporting documentation may include, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>- DD Form 214 (Certificate of Release or Discharge from Active Duty)</li> <li>- DD Form 220 (Active Duty Report)</li> <li>- NGB Form 22 (Report of Separation and Record of Service)</li> </ul>		<p>DD Form 214</p> <p>DD Form 220</p> <p>NGB Form 22</p>	iPERMS	

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7	Mail retired pay application	<p>State G1/Unit Personnel and/or the Soldier mails an original signed retired pay application and supporting documents to HRC to the following address:</p> <p>Human Resource Center of Excellence  ATTN: AHRC-PDP-TR  1600 Spearhead Division Avenue  DEPT 482  Ft. Knox, KY 40122-5402</p> <p>Retirement application includes the following forms:</p> <ul style="list-style-type: none"> <li>- DD Form 108 (Application for Retired Pay Benefits)</li> <li>- DD Form 2656 (Data for Payment of Retired Personnel)</li> <li>- NGB Form 23B (Army National Guard Retirement Points History Statement)</li> <li>- SF 1199A (Direct Deposit Sign-Up Form)</li> </ul> <p>Supporting documentation may include, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>- DD Form 214 (Certificate of Release or Discharge from Active Duty)</li> <li>- DD Form 220 (Active Duty Report)</li> </ul>	<p>NGR 680-2</p> <p>U.S. Army Human Resources Command (HRC) Website</p>	<p>DD Form 108</p> <p>DD Form 214</p> <p>DD Form 220</p> <p>DD Form 2656</p> <p>DD Form 2656-5 or DD Form 1883</p> <p>NGB Form 23B</p> <p>SF 1199A</p>		<p>Once an application is submitted, a Soldier requests a waiver to extend beyond their retirement date, the Soldier's retirement application must be pulled before HRC cuts the Soldier's retirement order.</p>
8	Approve retired pay?	<p>HRC has the option to approve or deny the Soldier's application for retired pay.</p> <p>If HRC approves the Soldier's application for retired pay, go to step 9.</p> <p>If HRC returns the Soldier's application for retired pay, repeat steps 5-8.</p>	<p>NGR 600-200, Chapter 6-40</p>	<p>NGB Form 23D</p>		<p>Additional reasons for denying the application for retired pay include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Incomplete form(s)</li> <li>- Lack of a NGB Form 23D (Army National Guard Notification of Eligibility for Retired Pay at Age 60 (Twenty Year Letter))</li> </ul>
9	Issue retired pay order	<p>If HRC approves the Soldier's application for retired pay, HRC issues the Soldier's retired pay order and applicable retirement certificate.</p>		<p>Retirement Certificate</p> <p>Retired List Order</p>		<p>Contact HRC's retirement services for further clarification on retired pay orders.</p>

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10	Send retirement certificate and retired pay order to Soldier	HRC sends retirement certificate and retired pay order to Soldier's home of record (HOR) via certified mail.		Retirement Certificate Retired List Order		Step 10 and 12 occur simultaneously.
11	Receive retirement certificate and retired pay order	Soldiers receives retirement certificate and retired pay order from HRC.		Retirement Certificate Retired List Order		
12	Send retired pay order to Defense Finance and Accounting Service (DFAS)	HRC sends a copy of the retired pay order to DFAS to process the Soldier's Retired pay.		Retired List Order		Step 10 and 12 occur simultaneously.
13	Receive retired pay	Soldier, now Retiree, receives retired pay from DFAS.				