

RETIREMENT CHECKLIST

(01 November 2011)

I, _____, request to be transferred to the Retired Reserve effective _____.

(Soldier's full name and last four of SSN)

Note: Date should be a minimum of 90 days from date of submission to unit commander)

Unit Rep Initials	Member Initials	
		I have been counseled that I am not to attend drill or perform any military duty after my requested retirement date.
		I have received my Notification of Eligibility for Non-Regular Retired Pay (NOE) ("20 Yr Letter"). This is a requirement for my retirement/discharge packet.
		I <u>have / have not</u> completed and returned my Survivor Benefit Plan Election form (if receipt of Notification of Eligibility for Non-Regular Retired Pay (NOE) is within last 90 days.
		I understand that I have one year from the date of the event to inform HRC-Ft. Knox of any changes to my Survivor Benefit Plan Election. Events that trigger eligibility to change coverage include: marriage, remarriage, divorce, acquiring a dependent child, death of spouse. Contact SFC Beverly Claycamp at 785-274-1574 or beverly.claycamp@us.army.mil for assistance and forms.
		I have met my service remaining obligation for retired pay. Enlisted Reference: AR 600-8-19, para 7-8; Officer Reference: ROPMA; Warrant Officer Reference: AR 600-101. If rank/grade at discharge will not be my Retired pay grade, source documents (promotion order/reduction order) will need to be provided to HRC-Ft. Knox when applying for retired pay.
		I understand that it is up to my chain of command whether or not I am required to drill between now and the effective date of my retirement. I will accrue a debt for SGLI and possibly, FSGLI premiums, if I do not drill until my effective date of retirement.
		I understand that it is my responsibility to leave a good phone number and address with my unit and the State Headquarters and that Human Resources Command (HRC) – Ft. Knox, KY (1-800-318-5298), (www.hrc.army.mil) always has a good address for me. Failure to do this may delay or prevent me from receiving my retired pay application.
		I understand that if the State has a good address for me I will receive copies of my retirement discharge order, my final RPAM statement (NGB 23B) and NGB 22 (Report of Separation and Record of Discharge) within approximately 60 days from the effective date of retirement. I will KEEP these documents in a safe location, as they will be needed to apply for retired pay. A copy will be placed in your IPERMS record as well.
		Under age 59: I understand that I will receive an "Application for Non-Regular Retired Pay" the month following my 59 th birthday provided HRC-Ft. Knox has a valid address on file. I must complete this application, provide all supporting documents and submit it to HRC-Ft. Knox by 59 years and 3 months of age to allow time for processing. SFC Beverly Claycamp can assist with this application and check for accuracy. Appointments are required. SFC Beverly Claycamp, 2800 SW Topeka Blvd, Room 110, Topeka, KS 66611, Phone: (785) 274-1574.

		<p>Age 59 or Over: I understand that I must complete my "Application for Non-Regular Retired Pay" while I am still in the National Guard, at least 9 months prior to my 60th birthday (unless an age waiver has been granted and then it is before the expiration of my waiver). I understand retirement is not automatic and that my failure to complete this application in a timely and accurate manner may delay or prevent me from receiving retired pay. SFC Beverly Claycamp can assist with this application and check for accuracy. Appointments are required. SFC Beverly Claycamp, 2800 SW Topeka Blvd, Room 110, Topeka, KS 66611, Phone: (785) 274-1574.</p>
		<p>I have received a list of the ID card facilities and have been advised to make an appointment at the nearest ID card facility to fulfill this requirement within 30 days of receiving my retirement order. I have been advised to check with my unit/MSO to ensure that my DEERS record has been updated to reflect my Retired status before traveling to an ID card location.</p>
		<p>Deployments after 28 January 2008 may be eligible for reduced retirement age. This must be verified by my unit and a memorandum must be completed following the implementation guidance from the National Guard Bureau dtd 22 June 2009. This information can found on the Kansastag.gov website under National Guard, Retirement Services, "Reduced Retirement Age".</p>
		<p>I do not have any pending medical issues? (ex: LOD, Incapacitation Pay, etc)</p>
		<p>I understand the Post 9/11 GI Bill Eligibility can be transferred, if applicable. This CANNOT be transferred AFTER discharge or separation. For eligibility questions, please contact the State Education Office.</p>
		<p>Army Retirement Soldier Commendation Packet (more commonly known as "Flag Set") for M-Day retirees has been requested. This information can be found on the Kansastag.gov website under National Guard, Retirement Services, "Army Commendation Packet".</p>
		<p>Retirement Awards/Certificates have been requested through channels to the State Awards NCO. This information can be found on the Kansastag.gov website under National Guard, Retirement Services, "Army Commendation Packet".</p>
		<p>I have been advised to download my records from IPERMS to CD since Retirees are not authorized a CAC and will lose access to IPERMS. All OER's/NCOER's have been completed and digitally signed prior to effective date of retirement.</p>
		<p>I have received the Handbook for Retirees and have been advised to subscribe to Army Echoes, which is a bulletin for retired Soldiers, surviving spouses & families.</p>

Printed Name of Unit Representative

Soldier Signature

Signature of Unit Representative

Date Completed