

Retired Pay Application HRC Checklist

(All signatures must be originals on the DD Form 108, DD Form 2656, and 1199A)

Documents Required:

- DD Form 108 – Application for Retired Pay Benefits
 - signed and dated
 - complete blocks 1-8 and 18-19
- DD Form 2656 – Data for Payment of Retired Personnel
 - Part IV – Certification, Section XI - signed / dated, and witness signature and date)
 - Part V – Spouse SBP Concurrence, Section XII - Spouse must concur if you elect (a) child(ren) only coverage, (b) does not elect full spouse SBP coverage; or (c) declines SBP coverage
- Retirement Points History Statement (NGB Form 23)
- National Guard Report of Separation and Record of Service (NGB Form 22)
- 20 Year Letter or 15 Year Letter – Eligibility for Retired pay at age 60
- Separation Order (Transfer order to Retired Reserves or Discharged)
- Age 60 Extension Waiver (if applicable)
- DD Form 2656-5 (if applicable)
 - Changes to your survivor benefit plan
- DD Form 2656-6 (RSBP Election Change Certificate) (if applicable)
 - Supporting documents:
 - Marriage Certificate
 - Death Certificate
 - Birth Certificate
 - Divorce Decree
- Reduced Age / 90 Day Drop ← WRITE ON TOP OF DD Form 180 & DD Form 2656
Eligibility must be after 29 January 2008 to qualify for Early Age Drop (if applicable)
 - Submit Mobilization Orders
 - Retired Reserve Orders
 - DD Form 214

Please complete checklist and submit with the applications to:

**U.S. Army Human Resources Command
ATTN: TAGD (AHRC-PDP-TR)
1600 Spearhead Division Avenue, Dept.
482 Fort Knox, KY 40122-9986**

Or email complete packet to : usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil

For further questions, please call HRC at: 1-888-276-9472