



DEPARTMENT OF THE ARMY
JOINT FORCE HEADQUARTERS, LAND COMPONENT
1000 HALSEY AVENUE SE, BLDG 447
MARIETTA GA 30060-4277

October 15, 2020

HR Services Branch, G-1
Georgia Army National Guard

Dear Sir/Madam,

Congratulations on attaining 20 years of service! Enclosed are the pre-retirement checklist for non-regular retirement.

A copy of your NGB Form 23D ("20-year letter"), and your NGB Form 23B (RPAM) have been placed in your iPERMs records for your to review. Your unit representative will also receive a copy of your 20-year letter and, the Georgia Military Pension checklist, and the Survivor Benefit Plan election form with instructions.

When making your plans for retirement, use the timeline below to accomplish everything you need prior to leaving the Georgia Army National Guard, and to get your first retirement check in a timely manner.

Twelve months prior to your desired retirement date, you must attend one of the six Transitions Seminars provided by the G-1 HR Services Retirement section. Your unit will assist you in preparing and processing your retirement packet. You are required to contact the RPAM section using the distro (ng.ga.gaarnng.list.ngga-g1-rpam@mail.mil) for a thorough review of your creditable service points for retirement, and to see if you qualify for the Georgia Military Pension Fund. You are required to review your iPERMS record and your Soldier Record Brief (SRB, formerly the ERB/ ORB) to ensure your military records are accurate and up-to-date. If you are considering Veterans Group Life Insurance (VGLI), you must apply between 365 and 120 days from your retirement date. For more information, visit <https://benefits.va.gov/insurance/vgli.asp>. Finally, check with your unit to see when the next quarterly Transitions seminar (formerly the quarterly retirement briefing) is scheduled.

Special note about reduced retirement age: Soldiers called to active duty on or after 29 January 2008 under certain authorizations may be entitled to move their retirement pay date to be earlier than their sixtieth birthday. Soldiers who claim this qualification should request the adjustment on the RPAM statement via their unit prior to retirement. Valid supporting documentation includes active duty orders and DD Form 214. Retirement Services will verify whether you qualify and will take the necessary action to request the reduction in retirement age. Examples of orders that may qualify include 10 USC 101(a)(13), 101(b), 12301(a), 12301(d), 12302, 12304, 12310; and 32 USC 115, 502(f) (specific to a presidential call-up for National Emergencies; Counter Drug orders under 502(f) do not qualify); and FTNGD or called to state active duty to deter or respond to acts of terrorism or respond to national emergency.

Six months prior to your requested retirement date, you should have attended a Transitions seminar, already. Schedule your exit physical from the Georgia Army National Guard, including a dental exam, with your Medical Readiness NCO. Schedule an induction physical appointment with US Department of Veterans Affairs (DVA). Inquire with TRICARE about what rates they offer for retirees.

Four months prior to your requested retirement date, you should have contacted DVA regarding VGLI, already, if you intend to convert SGLI to VGLI. If you submit your request to convert to VGLI not later than 120 days prior to your retirement date, then you do not need to submit evidence of good health. Review and update your life insurance policies.

Ninety days prior to your requested retirement date, review your personnel records with your unit Readiness NCO and clear supply with your unit Supply NCO. Notify your unit if you desire to participate in a retirement ceremony.

At your last drill, you will sign out of your unit on the last drill day you attend. Make an appointment with DEERS / RAPIDS (ID card office) to receive your red ID card (TESLIN card). You only have 60 days after you retire to get your TESLIN card. You will also verify that your current mailing address is correct in the database.

After retirement, but before you reach age 60, there are some actions you need to take in order to get your first retirement check in a timely manner. Here is what you will need to do:

Twelve months prior to your 60th birthday, contact the Retirement Services Officer (RSO) to request your retirement pay application. Ms. Zulema Williams can be reached at (678) 569-5732 or via email at ng.ga.gaarnq.list.ngga-g1-retirements@mail.mil.

Nine months prior to your 60th birthday, return the packet to the Retirement Services Officer. Note: You are responsible for providing a current mailing address to Retirement Services! Once the retirement pay application is reviewed by the RSO, it will be forwarded to US Army Human Resources Command (HRC) at Fort Knox for processing.

Upon reaching age 60, contact the nearest DEERS / RAPIDS office to update ID cards for you and your spouse. You will turn in your red TESLIN card and receive your blue Indefinite Retired card. Contact TRICARE to update your TRICARE status.

If we can assist you further, please do not hesitate to reach out to us. Retirement Services is at (678) 569-5419 or ng.ga.gaarnq.list.ngga-g1-retirements@mail.mil.

On behalf of the entire team here at HR Services Branch, thank you for your years of service to the Georgia Army National Guard. Enjoy your Retirement!

Simone M. Rozier

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