

## How to apply for Retired Pay

1. Retired pay is not automatic; you must apply!
2. The earliest you can apply for retired pay is nine months prior to your eligibility date.
3. It is highly recommended that you contact the Retirement Services Officer (LTC Ronald Sayer) at 318-290-5672 or [ronald.p.sayer.mil@mail.mil](mailto:ronald.p.sayer.mil@mail.mil) for assistance in completing your application. Incorrect applications will not be processed by HRC/DFAS and will further delay the overall time period in which you receive your first payment.
4. Retired Pay application requirements:
  - DD Form 2656 (provided by RSO)
  - DD Form 108 (provided by RSO)
  - Copy of Retirement Points Statement (NGB 23)
  - 15 or 20 year letter (Notice of Eligibility)
  - Separation order (placing you in the Retired Reserves)
  - Reserve Component Survivor Benefit Plan election (if applicable)

\*\* If you have previously deployed after January 2008, you may be eligible to receive retired pay prior to age 60 (no earlier than age 55). Your DD214 and mobilization order must be submitted as supporting documentation. For early eligibility applications, "Reduced Age/90 Day Drop" must be written across the DD Form 2656 and DD Form 108 for timely processing\*\*

5. Completed applications can be emailed to the following address:  
[usarmy.knox.hrc.mbx.tagd-ask-hrc@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-ask-hrc@mail.mil) or physically mailed to:  
Dept. of the Army  
U.S. Army Human Resources Command  
ATTN: AHRC PDP TR  
1600 Spearhead Division Avenue Dept. 482  
Fort Knox, KY 40122