**Retirement Application Checklist**

Call or Email for appointment!

Mr. Jordan Conner

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**Below are the forms REQUIRED by HRC/ DFAS to start processing your retired pay.**

\_\_\_ DD Form 108 (November 2022) Can fill out during appt or download from HRC site

\_\_\_ DD Form 2656 (March 2022) Can fill out during appt or download from HRC site

\_\_\_ NGB Form 23C (final RPAM Statement signed by MILPO) or AHRC Form 249-2-E showing all points from all components, attach to DD Form 108

**The following forms should be included as available or required.**

\_\_\_ Retirement Orders transferring you into the Retired Reserve **(REQUIRED)**

\_\_\_ 20/15 year letter **(REQUIRED)**

\_\_\_ DD Form 1883 or 2656-5 (RC-SBP Election Certificate, completed when the 20 year letter was issued) **(IF AVAILABLE)**

\_\_\_ NGB Form 22 and any DD 214s (include any and all) **(IF AVAILABLE)**

\_\_\_ Promotion Orders to highest rank held/ Administrative Reduction Orders **(IF AVAILABLE)**

\_\_\_ Marriage Certificate (if married/remarried after initial RC-SBP election) **(IF AVAILABLE)**

\_\_\_ Divorce Decree (if divorced after initial RC-SBP election) **(IF AVAILABLE)**

\_\_\_ Banking Information (Bank Name, Address, Routing Number, Account Number)

\_\_\_ Dependents Information (Names, SSN, Birth Dates, Marriage date, if applicable)