

# Pre-Retirement Checklist

Retired pay is *not* automatic—you must *apply* for it (at age 59).

Visit the following sites for retirement information:

CAARNG Retirement website: <http://www.calguard.ca.gov/G1/Pages/Non-Regular-%28M-Day%29-Retirement-Office-Announcements.aspx>

U.S. Army Human Resources Command (HRC) website: [www.hrc.army.mil](http://www.hrc.army.mil)

MyArmyBenefits website: <http://myarmybenefits.us.army.mil>

## 6 months before transfer to Retired Reserves:

- \_\_\_ Complete DA Form 4187 with an effective date requesting transfer to the Retired Reserves.
- \_\_\_ If you held a higher rank (CSM or 1SG) or grade and voluntarily took an administrative reduction (not by UCMJ or punitive action) converted from Officer to enlisted or Officer to Warrant Officer apply to be retired at the highest grade held on DA Form 4187.
- \_\_\_ Request unit to submit Early Retirement Eligibility Memo if deployed on or after 29 January 2008.
- \_\_\_ Attend CAARNG Pre-Retirement Seminar (check CAARNG website for upcoming dates).  
OR
- \_\_\_ Complete 922-HRR-015 Soldier Non-Regular Retirement Course on GuardU website
- \_\_\_ Out-process from unit using CAL ARNG Form 137-1.
- \_\_\_ Update your AKO password prior to transfer to the Retired Reserves. This will ensure your password is current and you can access AKO. Your AKO account will automatically convert to an Army Retiree account soon after transfer to the Retired Reserves (<https://www.us.army.mil>).

## Upon transfer to the Retired Reserves (Gray Area):

- \_\_\_ Make an appointment to get a “Gray Area” I.D. card for self and dependents (**1-800-538-9552** or <https://www.dmdc.osd.mil/rsl/>).
- \_\_\_ Keep HRC updated with any address changes (**1-888-276-9472**).
- \_\_\_ Sign up for E-Echoes, the electronic Retiree newsletter for the U.S. Army ([https://www.armyg1.army.mil/rso/echoes\\_reg.asp](https://www.armyg1.army.mil/rso/echoes_reg.asp)).
- \_\_\_ Consider SGLI to VGLI conversion within 120 days (**SGLI Pamphlet 74-17**) (<http://www.insurance.va.gov>).
- \_\_\_ Consider TRICARE Retired Reserves within 180 days ([www.tricare.mil/trr/](http://www.tricare.mil/trr/)).
- \_\_\_ Consider joining the California State Military Reserve (CSMR) (application info here: <http://www.calguard.ca.gov/CSMR>).

## **12 months before turning age 60:**

\_\_\_ Apply for retired pay & benefits. Dependent on workload, you may not receive the retired pay application packet from HRC until on or about your 59th birthday. Complete application and return to mailing address below. If no packet is received, you may download the forms (**DD 108, DD 2656, SF 1199A**) from the Calguard website:

<http://www.calguard.ca.gov/G1/Pages/Applying-for-Non-Regular-M-Day-Retirement.aspx>.

Mail complete, original forms to:

HUMAN RESOURCE CTR OF EXCELLENCE  
ATTN: AHRC-PDP-TR  
1600 SPEARHEAD DIVISION AVENUE  
DEPT 482  
FT. KNOX, KY 40122-5402

## **After reaching age 60:**

\_\_\_ Make an appointment to get a Retiree I.D. for self and dependents upon receipt of retirement orders from HRC.

\_\_\_ Contact the VA office (1-800-827-1000) for other benefits you may be eligible for <http://benefits.va.gov/insurance/vgli.asp>.

\_\_\_ Contact HRC (1-888-276-9472) for any retirement related issues.

\_\_\_ Visit MyArmyBenefits website at <http://myarmybenefits.us.army.mil> to see what other benefits you may be eligible for.

## **Contact the CAARNG Retirement Section if you have any questions:**

Office: (916) 854-3150 opt 5

Fax: (916) 854-3210

Email: [ng.ca.caarng.mbx.jfhq-g1-epr@mail.mil](mailto:ng.ca.caarng.mbx.jfhq-g1-epr@mail.mil)

Website: <http://www.calguard.ca.gov/G1/Pages/Non-Regular-%28M-Day%29-Retirement-Office-Announcements.aspx>

SharePoint Portal: <https://ngcaportal.ng.army.mil/sites/g1/enl/retirement/default.aspx>