

M-Day Pre-Retirement Checklist (Grey Area)

This information and tasking's are for M-Day Service Members to ensure they complete prior to the effective date on their Retirement Orders. This will ensure an easy transition into the 'Grey Area' status and will help with the Retirement Application process upon reaching age 60 or RPED.

1. _____ 1. Ensure you have received your NGB Form 23-D, Notification of Eligibility for Retired Pay for Non-Regular Service (20 Year Letter) and completed your Reserve Component Survivors Benefit Plan (RCSBP) prior to requesting to retire. (Retain a copy of both for your records).
2. _____ 2. Review RPAM for accuracy. If incorrect contact the RPAM NCO at (984) 664-6532. Supporting documents may be required for updates and corrections. If applicable, ensure Retired Pay Eligibility Date (RPED) is correct.
3. _____ 3. Retirement request forms (**OTAGNC Form 600-201**) filled out, signed and forwarded through chain of command with projected date of Retirement. (Date subject to change at commands discretion).
4. _____ 4. Ensure your retirement request date is out far enough to give your command time to submit your retirement awards request through the Chain of Command and to the G1 for processing. The G1 won't process your retirement without retirement awards submitted. (Recommend 6 months minimum).
5. _____ 5. Ensure all educational benefit obligations are fulfilled prior to anticipated retirement date (GI Bill Transfer, Federal Tuition Assistance, etc.). Visit: <http://nc.ng.mil/services/eec/Pages/Education-Center.aspx> or call 984-664-6272 to speak with an Education Guidance Counselor.
6. _____ 6. Ensure DEERS is updated and correct with personal and all dependent information.
7. _____ 7. Ensure all supply items turned in and get signed copy of Property Clearance Memo showing complete.
8. _____ 8. If applicable, get any outstanding debt/pay issue resolved.
9. _____ 9. Ensure final OER/NCOER is complete and in IPERMS.
10. _____ 10. Obtain copy of **RCSBP PACKET, 15/20 YEAR LETTER, RETIREMENT ORDER, NGB 22, and CLOSED OUT RPAM** (Closed out RPAM not available until after effective date of Retirement Orders) Forms are required for the Federal and State Pension Application (if applicable).
11. _____ 11. Watch Pre-Retirement Video on NCNG Public site:
<http://nc.ng.mil/services/retirement/Retirement/Pages/default.aspx>
12. _____ 12. If interested in transferring SGLI to VGLI call (800) 419-1473 or go on line to:
<http://www.benefits.va.gov/insurance/vgli.asp>
13. _____ 13. Obtain and save a digital and hard copy of IPERMS record and medical records.
14. _____ 14. Contact NCNG Association at (919) 851-3390 to review/change current policy.
15. _____ 15. Contact and get registered with local VA Office.
16. _____ 16. Contact TRICARE for information on Medical/Dental coverage via (877) 874-2273 or the website:
<http://www.tricare.mil/>.
17. _____ 17. Review Employment & Education Center website for Employment and Education information
<http://nc.ng.mil/services/eec/Pages/default.aspx>.
18. _____ 18. Check Retirement Services and Transition Assistance website frequently for new information
<http://nc.ng.mil/services/retirement/Pages/default.aspx>