

M-Day Pre-Retirement Checklist

Listed information and tasks are for M-Day Service Members to complete prior to the effective date on their Retirement Orders. This will help ensure an easier separation process and will help with the Retirement Application upon reaching age 60 or RPED.

1. _____
NLT 90 DAYS OF RECEIVING 20 YEAR LETTER
Upon receiving your Notification of Eligibility for Retired Pay for Non-Regular Service (20 Year Letter) ensure to complete your Reserve Component Survivors Benefit Plan (RC-SBP) Election; NO ACTION EQUALS OPTION C. Send DD 2656-5 to S1 or RSO.(Retain a copy).

2. _____
NET 1Year and NLT 3 Months
Retirement request must be submitted to leadership. Submit request on a memorandum specifying a date of separation to the Retired Reserves (RR) or Individual Ready Reserves (IRR). IF you are at MRD or ETS and DO NOT submit a Request; YOU be will DISCHARGED only!

3. _____
3 MONTHS FROM SEPARATION
Obtain and save a digital and hard copy of IPERMS record and medical records, to include DD Form 2656-5 (RC-SBP packet), NGB Form 23-D (20 year letter), Retirement orders, NGB Form 22, and NGB Form 23-A.

4. _____
3 MONTHS FROM SEPARATION
Final Review of RPAM for accuracy. If incorrect, contact your RNCO or RPAM NCO to verify the error. Obtain supporting documents (LES / DD 214 / AD Orders) and email RPAM NCO the concern to: ng.ms.msarng.mbx.msng-retirementservices@army.mil.

5. _____
3 MONTHS FROM SEPARATION
Ensure DEERS is updated and correct with personal and all dependent information.

6. _____
3 MONTHS FROM SEPARATION
Call TRICARE for information on Retired Reserve medical coverage (1-800-444-5445) or visit their website: <http://www.tricare.mil/>.

7. _____
2-3 MONTHS FROM SEPARATION
Ensure all supply items turned in and get signed copy of Property Clearance Memo showing completion.

8. _____
1 MONTHS FROM SEPARATION
Contact MSNG Association at (601) 354-7555 to review/change current policy.

9. _____
UPON SEPARATION AND NLT 1YEAR
If interested in transferring SGLI to VGLI call (800) 419-1473 or go on line to: <http://www.benefits.va.gov/insurance/vgli.asp> for additional details. Actual enrollment must be completed within 1 year 120 days.

10. _____
UPON SEPARATION
Contact DEERS / RAPIDS and obtain Retired Reserve (RR) ID Card. If not in Retired Reserves then NO ID card will be issued. **CAC card must be turned IN.**

11. _____
UPON SEPARATION
If interested; you can sign up for Dental and Vision Insurance. Must be in RR with ID Card. Visit: <http://www.benefeds.com> for additional details.

12. _____
AS NEEDED
See retirement information available on US ARMY RETIREMENT SERVICES WEBSITE: <https://soldierforlife.army.mil>

13. _____
RECOMMENDED
Establish "Grey Area" Mypay account. Allows a communication path with you and DFAS. Call 888-332-7411 or visit <https://mypay.dfas.mil/mypay.aspx>.

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To suggest changes to this checklist, send an email to ng.ms.msarng.mbx.msng-retirementservices@army.mil.