

## **1. GUIDANCE FOR RESERVE COMPONENT AND GRAY AREA SOLDIERS REGARDING RESERVE COMPONENT RETIREMENTS PER ARMY REGULATIONS**

1. A. ARMY REGULATION 135-180 (RETIREMENT FOR NON-REGULAR SERVICE), 28 APRIL 2015.
1. B. ARMY REGULATION 600-8-7 (RETIREMENT SERVICES PROGRAM), 18 JANUARY 2017.
1. C. ARMY REGULATION 140-10 (ASSIGNMENTS, ATTACHMENTS, DETAILS, AND TRANSFERS), 25 APRIL 2018.

**2. PURPOSE:** THIS MESSAGE PROVIDES NECESSARY GUIDANCE FOR RESERVE COMPONENT SOLDIERS REQUESTING TRANSFER TO THE RETIRED RESERVE AND GRAY AREA SOLDIERS AWAITING RETIREMENT PAY. DCS, G-1, DIRECTS THE WIDEST DISSEMINATION OF THIS MESSAGE. ARMY COMMANDS, NATIONAL GUARD BUREAU (NGB), HUMAN RESOURCES COMMAND (HRC), OFFICE, CHIEF ARMY RESERVE (OCAR), UNITED STATES ARMY RESERVE COMMAND, ARMY SERVICE COMPONENT COMMANDS, AND DIRECT REPORTING COMMANDS (DRCS) WILL ENSURE DISTRIBUTION TO ALL SUBORDINATE UNITS.

### **3. APPLICABILITY: APPLICABLE TO ALL RESERVE COMPONENT SOLDIERS.**

4. IAW REFERENCES 1.A., 1.B., AND 1.C:

4. A. UPON REQUEST FOR TRANSFER TO THE RETIRED RESERVE, DIRECTOR, ARMY NATIONAL GUARD; OCAR; MAJOR SUBORDINATE COMMAND; DRCS; GENERAL OFFICER COMMAND; AND COMMANDING GENERAL, HRC (FOR INACTIVE READY RESERVE (IRR)/INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) SOLDIERS) WILL:

4. A.1. ENSURE THE COMPLETION OF THE RESERVE COMPONENT RETIREMENT COUNSELING FORM PRIOR TO SOLDIER'S TRANSFER TO THE RETIRED RESERVE (SEE

- [HTTPS://WWW.HRC.ARMY.MIL/CONTENT/RESERVE%20COMPONENT%20RETIREMENTS](https://www.hrc.army.mil/content/reserve%20component%20retirements)).

4. A.2. ENSURE SOLDIERS WITH 18 OR MORE YEARS OF SERVICE ATTEND PRE-RETIREMENT BRIEFINGS.

4. A.3. PUBLISH THE UPDATED RETIRED RESERVE ORDER AFTER COMPLETION OF RETIREMENT COUNSELING AND PRE-RETIREMENT BRIEFING. (SEE

- [HTTPS://WWW.HRC.ARMY.MIL/CONTENT/RESERVE%20COMPONENT%20RETIREMENTS](https://www.hrc.army.mil/content/reserve%20component%20retirements)).

4. A.4. UPDATE THE 15/20 YEAR NOTICE OF ELIGIBILITY (SEE

- [HTTPS://WWW.HRC.ARMY.MIL/CONTENT/RESERVE%20COMPONENT%20RETIREMENTS](https://www.hrc.army.mil/content/reserve%20component%20retirements)).

HRC, RESERVE COMPONENT RETIREMENT BRANCH COMPLETES 15/20 YEAR LETTERS FOR IMA, IRR, AND TROOP PROGRAM UNIT SOLDIERS. NGB COMPLETES 15/20 YEAR LETTERS FOR NATIONAL GUARD PERSONNEL.

4. B. IAW REFERENCES 1.A. AND 1.B., SOLDIERS WILL:

4. B.1. ATTEND A PRE-RETIREMENT BRIEFING.

4. B.2. WORK WITH THEIR S1 TO COMPLETE A RETIREMENT COUNSELING FORM AS A REQUIREMENT FOR REQUEST FOR TRANSFER TO THE RETIRED RESERVE.

4. B.3. NOTIFY HRC OF ANY CHANGES IN THEIR MAILING ADDRESS, EMAIL, AND TELEPHONE NUMBER BY CALLING 1-888-276-9472. SOLDIERS MAY ALSO UPDATE CONTACT INFORMATION BY LOGGING INTO THE HRC RECORD PORTAL AT [HTTPS://WWW.HRCAPPS.ARMY.MIL/PORTAL/](https://www.hrcapps.army.mil/portal/) USING THEIR DS LOGIN.

**4. B.4. APPLY FOR RETIREMENT PAY BY DOWNLOADING THE APPLICATION AT**

- [HTTPS://WWW.HRC.ARMY.MIL/CONTENT/RESERVE%20COMPONENT%20RETIREMENTS](https://www.hrc.army.mil/content/reserve%20component%20retirements).

**RETIREMENT APPLICATIONS ARE MAILED UPON REQUEST ONLY.**

4. C. IAW AR 600-8-7, HRC WILL REGULARLY VALIDATE CURRENT CONTACT INFORMATION BY MAILING MONTHLY AGE-BASED POSTCARDS TO ELIGIBLE GRAY AREA SOLDIERS ON OR ABOUT REACHING AGE 59 (SEE SAMPLE POSTCARD AT

- [HTTPS://WWW.HRC.ARMY.MIL/CONTENT/RESERVE%20COMPONENT%20RETIREMENTS](https://www.hrc.army.mil/content/reserve%20component%20retirements)).

**5. UPDATED FORMS AND SAMPLES ARE LOCATED AT:**

- [HTTPS://WWW.HRC.ARMY.MIL/CONTENT/RESERVE%20COMPONENT%20RETIREMENTS](https://www.hrc.army.mil/content/reserve%20component%20retirements).

THE REFERENCED FORMS ARE: RESERVE COMPONENT RETIREMENT COUNSELING, RETIRED RESERVE ORDER, 20-YEAR LETTER, MONTHLY AGE-BASED POSTCARD, AND THE RETIREMENT APPLICATION CHECKLIST.

**6. POINT OF CONTACT: CHIEF, RESERVE COMPONENT RETIREMENT BRANCH, HRC:**

6. A. 502-613-8452 OR [VANCE.E.CRAWLEY.CIV@MAIL.MIL](mailto:vance.e.crawley.civ@mail.mil).

6. B. 502-613-4836 OR [LEIDA.ANDERSONPAYNE.CIV@MAIL.MIL](mailto:leida.andersonpayne.civ@mail.mil).

7. THIS ALARACT MESSAGE EXPIRES ON 13 MARCH 2020.