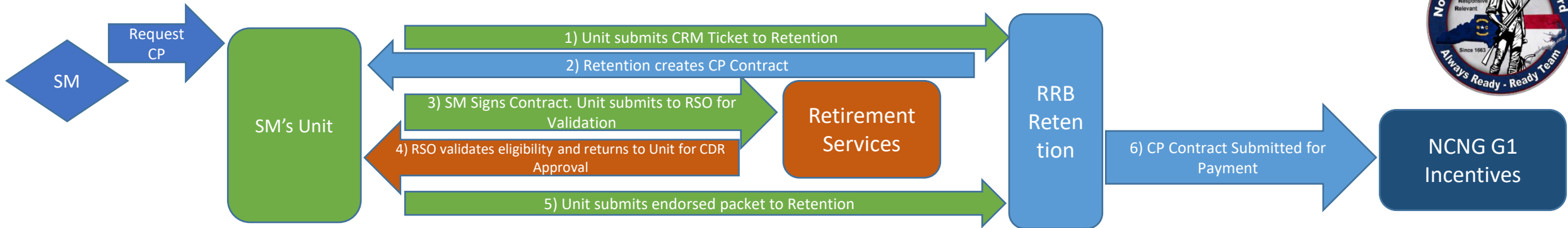


BRS Continuation Pay Request CRM Process



SERVICE MEMBER

- SM enters BRS-CP Window of Eligibility per current CY guidance.
- Must sign contract Prior to 12th Year of Service from their PEBD.

UNIT

- 1) Unit:** Unit Receives SM's Request for CP.
 - Unit ensures SM is in the Blended Retirement System and within current Calendar Year eligibility window. (validated with LES)
 - **Unit creates IPPS-A CRM Help Ticket requesting the Continuation Pay Request Form from RRB. (Retention Provider Group)**
 - Attaches Supporting Documentation to the request and submits. (LES or MyPay screenshot)
- 3) Unit:** Receives CP Request Form from RRB Retention
 - Obtains the SM's signature. (This date is the contract start date and starts the Service Obligation clock)
 - **Submits CP Request Form to Retirement Services Provider Group for certification.**
- 5) Receives Certified CP Request Form from Retirement Services**
 - Receives certified CP Request Form from Retirement Services.
 - **Obtains Unit Commanders Signature for Approval. Submits approved contract to RRB Retention.**

RETIREMENT

- 4) Retirement Receives CP Contract**
 - Validates Time in Service(TIS) from PEBD to ensure Signature date is Before the SM's 12th Year of Service.
 - **Submits certified CP Request Form to Unit for approval.**

RETENTION

- 2) RRB Retention Receives Request from Unit**
 - RRB Creates the Continuation Pay Request Form and assigns the CP control number.
 - **RRB returns CRM Ticket to Unit with attached CP Request Form so the Unit can obtain signatures.**
- 6) RRB Retention Receives completed packet**
 - Uploads Approved CP Request Form Into IPERMS.
 - **Routes CRM ticket with approved CP Request packet to the G1 Incentives for Payment submission to NGB/DFAS.**

INCENTIVES

- Reviews packet for completeness.
- Completes Payment Calculation Spreadsheet with correct multiplier.
- **Submits packet to NGB/DFAS for Establishment/Payment of contract.**
- Closes CRM Ticket.