

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. _____ WITHIN 90 DAYS OF REACHING 20 YEARS OF SERVICE	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 (RC-SBP) prior to requesting to retirement. (Retain a copy of both for your records).
2. _____ 6 MONTHS FROM SEPARATION	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).
3. _____ 6 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. _____ 6 MONTHS FROM SEPARATION	Contact and get registered with local VA Office.
5. _____ 4 MONTHS FROM SEPARATION	Review RPAM for accuracy. If incorrect, contact your RNCO or PSNCO to verify the error, and have them email supporting documents and the error concerned to: ng.nc.ncarng.mbx.g1-retirment@army.mil . Supporting documents will be required for updates and corrections. If applicable, ensure Retired Pay Eligibility Date (IAW PPOM 13-029) is correct.
6. _____ 4 MONTHS FROM SEPARATION	Ensure all educational benefit obligations are fulfilled prior to your 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.
7. _____ 4 MONTHS FROM SEPARATION	Ensure DEERS is updated and correct with personal and all dependent information.
8. _____ 4 MONTHS FROM SEPARATION	If applicable, get any outstanding debt/pay issues resolved.
9. _____ 4 MONTHS FROM SEPARATION	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.
10. _____ 4 MONTHS FROM SEPARATION	Call TRICARE for information on Retired Reserve medical coverage (1-800-444-5445) or visit their website: http://www.tricare.mil/ .
11. _____ 3-5 MONTHS FROM SEPARATION	Ensure final OER/NCOER is complete and in IPERMS.
12. _____ 2-3 MONTHS FROM SEPARATION	Ensure all supply items turned in and get signed copy of Property Clearance Memo showing complete.
13. _____ 1 MONTHS FROM SEPARATION	Contact NCNG Association at (919) 851-3390 to review/change current policy.
14. _____ AS NEEDED	Watch Pre-Retirement Video on NCNG Public site: http://nc.ng.mil/services/retirement/Retirement/Pages/default.aspx
15. _____ AS NEEDED	Review Employment & Education Center website for Employment and Education information http://nc.ng.mil/services/eec/Pages/default.aspx .

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To suggest changes to this checklist, send an email to ng.nc.ncarng.mbx.g1-retirment@army.mil.