

## 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. _____ <b>WITHIN 90 DAYS OF REACHING 20 YEARS OF SERVICE</b>	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. _____ <b>PRIOR TO DECIDING ON SEPARATION</b>	Ensure all educational benefit obligations are fulfilled prior to your anticipated retirement date (GI Bill Transfer, Federal Tuition Assistance, etc.). Visit: <a href="http://nc.ng.mil/services/eec/Pages/Education-Center.aspx">http://nc.ng.mil/services/eec/Pages/Education-Center.aspx</a> or call 984-664-6272 to speak with an Education Guidance Counselor.
3. _____ <b>6 MONTHS FROM SEPARATION</b>	Retirement request forms ( <b>OTAGNC Form 600-201</b> ) filled out, signed and forwarded through chain of command with projected date of Retirement. (Date subject to change at commands discretion).
4. _____ <b>6 MONTHS FROM SEPARATION</b>	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.
5. _____ <b>6 MONTHS FROM SEPARATION</b>	Contact and get registered with local VA Office.
6. _____ <b>4 MONTHS FROM SEPARATION</b>	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: <a href="mailto:ng.nc.ncarng.mbx.g1-retirement@mail.mil">ng.nc.ncarng.mbx.g1-retirement@mail.mil</a> . Supporting documents <b>will</b> be required for updates and corrections. If applicable, ensure Retired Pay Eligibility Date (IAW PPOM 13-029) is correct.
7. _____ <b>4 MONTHS FROM SEPARATION</b>	Ensure DEERS is updated and correct with personal and all dependent information.
8. _____ <b>4 MONTHS FROM SEPARATION</b>	If applicable, get any outstanding debt/pay issues resolved.
9. _____ <b>4 MONTHS FROM SEPARATION</b>	If interested in transferring SGLI to VGLI call (800) 419-1473 or go on line to: <a href="http://www.benefits.va.gov/insurance/vgli.asp">http://www.benefits.va.gov/insurance/vgli.asp</a> for additional details. Actual enrollment must be completed within 1 year 120 days.
10. _____ <b>4 MONTHS FROM SEPARATION</b>	Call TRICARE for information on Retired Reserve medical coverage (1-800-444-5445) or visit their website: <a href="http://www.tricare.mil/">http://www.tricare.mil/</a> .
11. _____ <b>3-5 MONTHS FROM SEPARATION</b>	Ensure final OER/NCOER is complete and in IPERMS.
12. _____ <b>2-3 MONTHS FROM SEPARATION</b>	Ensure all supply items turned in and get signed copy of Property Clearance Memo showing completion.
13. _____ <b>1 MONTHS FROM SEPARATION</b>	Contact NCNG Association at (919) 851-3390 to review/change current policy.
14. _____ <b>AS NEEDED</b>	See retirement information available on the NCNG public website: <a href="http://nc.ng.mil/services/retirement/Retirement/Pages/default.aspx">http://nc.ng.mil/services/retirement/Retirement/Pages/default.aspx</a>
15. _____ <b>AS NEEDED</b>	Review Employment & Education Center website for Employment and Education information <a href="http://nc.ng.mil/services/eec/Pages/default.aspx">http://nc.ng.mil/services/eec/Pages/default.aspx</a> .

Last updated: 4 MAR 2018

To suggest changes to this checklist, send an email to [ng.nc.ncarng.mbx.g1-retirement@mail.mil](mailto:ng.nc.ncarng.mbx.g1-retirement@mail.mil).