

INSTRUCTIONS

GENERAL. Brief instructions for making entries are provided below in numerical order. Submission of official statements of service is not required. If all information required is not readily available, prepare form to the best of our ability.

1. Addresses of Headquarters of Armed Forces for purpose of forwarding application for retired pay are listed. Application will be addressed to the Armed Force in which you are presently (or were last) a member.

ARMY: US Army Human Resources Command
1600 Spearhead Division Avenue, Department 482
Fort Knox, KY 40122

NAVY: Commander, Navy Personnel Command (PERS-912)
5720 Integrity Drive
Millington, TN 38055

AIR FORCE: United States Air Force Military Personnel Center (AFPMPR)
Building 499C
Randolph Air Force Base, TX 78148-9997

MARINE CORPS: Commandant
United States Marine Corps
(Code MMSR-5)
3280 Russel Road
Quantico, VA 22134

COAST GUARD: Commandant
United States Coast Guard (SP-4)
Washington, DC 20593-0001

2. Enter your name in the order indicated.
3. Enter correct date of birth (*proof of date of birth*)
4. Enter date you desire retired pay to begin (*cannot be before age 60*).
- 5a. Enter your Present home address
- b. Telephone number.
6. Enter highest grade or rating held in Armed Forces.
7. Enter the complete designation of your present organization. If you are presently a member of a National Guard organization, give name of state. If not a member of a reserve organization, enter "none."
- 8a. Enter service (serial) number. If you have been a member of more than one Armed Force, enter the service number of each, i.e. "2 532 430 ARMY" and "603-1-91NAVY."
- b. Enter your Social Security Number.

NOTE: Primary purpose of Items 9 through 17 is to enable reviewing authority to verify service which may not be record. Detailed completion of these items are not required if all service reflects correctly in your statement of service. If blocks 9-17 are not completed, you must write a statement across the corresponding spaces that you will accept records of service as maintained by the service department from which you are retiring and sign the statement. Using this statement does not preclude your right to have records corrected in the future.

9. Enter the Armed Force and component for periods of service covered in Item 11. Example: "Army, USAR", "Navy, USNR." All enlisted service will include organization to which you were assigned. For National Guard service, include name of state.
10. Enter the highest grade or rating held during each period of service shown in Item 11.
11. Enter approximate dates of each individual period of service.
Example: 2 May 1936 to 1 May 1939; 20 Oct 1942 to 15 Nov 1946.
12. Enter inclusive dates of all periods of active duty performed during each individual period of service indicated in Item 11.
13. Enter inclusive dates of each individual year of service performed after 30 June 1949. Example: If you were a member of a reserve component on 1 July 1949, your retirement year will be from 1 July 1949 to 30 June 1950, your second year will be 1 July 1950 to 30 June 1951, etc. If you were not a reservist on 1 July 1949 or have had a break in service since that time, your retirement year will begin on the date of acquiring an active status in a reserve component and end one year later. Example: 15 Sep 1956 to 14 Sep 1957.
14. Enter the Armed Force and component in which you served during each year as shown in Item 13. All enlisted service will also include the organization to which you were assigned during the year specified, and, in the case of National Guard service, name of state.
15. Enter highest grade or rating held during each year of service shown in Item 13.
16. Enter inclusive dates of all periods of active duty, including active duty for training, performed during the year or years indicated in item 13.
17. Enter the total retirement points earned for each period shown in Item 13. This total to include points earned through drills, correspondence courses, active duty, membership, etc.
18. Place your signature in this space. Signature appearing therein must coincide with the name shown in Item 4.
19. Insert date application is prepared.