

## **Active Reserve (SELRES/IRR) to RET-2 (awaiting pay)**

1. Earn/Complete 20 Total Qualifying years of Service (TQS).
  2. No less than 100 days and no greater than one year in advance to requested/expected retirement date, complete and submit a CG-2055A (Retirement Request) to local Admin.
  3. Member's Admin must ensure member is eligible to retire by confirming member has earned a 20 year letter or 20 TQS as detailed in member's Reserve Member Balance.
  4. CG-2055A must be signed by the member and command in block 16.
  5. Admin must verify member's Expected Loss Date (ELD) is sufficient to meet the member's desired retirement date.
  6. Admin submits documents to CG PSC-RPM-1 via email at: [ARL-PF-CGPSC-RPM-1-Status@uscg.mil](mailto:ARL-PF-CGPSC-RPM-1-Status@uscg.mil) no less than 100 days in advance of requested/expected retirement date.
  7. CG PSC-RPM-1 will route the request for review and approval. Member will be notified with approved RET-2 request within 30 days.
- If member is still drilling, retrieve the CG-2055A from the CG-PPC Portal site: <https://cg.portal.uscg.mil/units/ppc>.  
If member is no longer drilling, retrieve documents from CG-PPC's website: <http://www.uscg.mil/ppc/ras/>.
  - Members currently in the IRR should contact CG PSC-RPM-3 regarding the command endorsement of their CG-2055A.

## **RET-2 to RET-1 (on 60<sup>th</sup> birthday)**

1. CG-PPC will attempt to contact members regarding RET-1 requests no less than six months in advance of member's 60<sup>th</sup> birthday at the last known address. If a member has not been contacted, it is the member's responsibility to apply for RET-1 retired pay through CG-PPC by submitting a Trouble Ticket to CG-PPC at:  
<http://www.uscg.mil/ppc/ccb/>.
2. Member shall complete and submit original CG- 4700 (Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election) to CG-PPC (RAS). This form cannot be submitted electronically; it must be printed, signed, and mailed to CG-PPC (RAS) at:

Commanding Officer (RAS)  
U. S. Coast Guard  
Pay & Personnel Center  
444 SE Quincy St  
Topeka KS 66683-3591

- Member can retrieve the necessary documents from CG-PPC's website at:  
<http://www.uscg.mil/ppc/ras/>.
- Members in a retired status who apply later than their retirement eligibility date may be entitled to retroactive pay, up to six years, as long the member was not in a paid status (e.g. retired recall).

## **Active Reserve (SELRES or IRR) to EARLY RET-1**

1. Earn/Complete 20 Total Qualifying years of Service (TQS).
  2. No less than 100 days and no greater than one year in advance of requested/expected retirement date and/or 60<sup>th</sup> birthday, complete and submit a CG-2055A (Retirement Request) AND the original CG-4700 (Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election) to local Admin.
  3. Member's Admin must ensure member is eligible to retire by confirming member has earned a 20 year letter or 20 TQS as detailed in member's Reserve Member Balance.
  4. Member's Admin must ensure both RET-1 and RET-2 selection boxes are marked on CG-2055A.
  5. The CG-2055A must be signed by the member and command in block 16.
  6. Admin must verify member's Expected Loss Date (ELD) is sufficient to meet the member's desired retirement date.
  7. Admin shall submit documents to CG PSC-RPM-1 via email at: [ARL-PF-CGPSC-RPM-1-Status@uscg.mil](mailto:ARL-PF-CGPSC-RPM-1-Status@uscg.mil) no less than 100 days in advance of requested/expected retirement date.
  8. CG PSC-RPM-1 will route the request for review and approval. CG-PPC (ADV) will verify eligibility based on information in the Direct Access database and calculate the date the member is eligible to start drawing retired pay.
  9. CG-PPC (ADV) will forward the completed calculations and CG-2055A to RPM for approval or disapproval.
  10. Once the request has been approved, CG PSC-RPM-1 will forward the completed request to CG-PPC (RAS) for final processing. CG PSC-RPM-1 will notify members of their early retirement date and will provide the necessary forms to initiate retirement pay.
- If member is still drilling, retrieve the CG-2055A from the CG-PPC Portal site: <https://cg.portal.uscg.mil/units/ppc>.  
If member is no longer drilling, retrieve documents from CG-PPC's website: <http://www.uscg.mil/ppc/ras/>.
  - Members currently in the IRR should contact CG PSC-RPM-3 regarding the command endorsement of their CG-2055A.

## RET-2 TO EARLY RET-1

1. Member must submit a Trouble Ticket to CG-PPC at: <http://www.uscg.mil/ppc/ccb/>. With a completed CG-2055A (Reserve Retirement Transfer Request) requesting Early RET-1 attached to the Trouble Ticket submission. Requests shall be submitted no more than one year but at least 100 days prior to the requested retirement date to allow processing time.
2. CG-PPC (ADV) will verify eligibility based on information in the Direct Access (DA) database and calculate the date member is eligible to start drawing retired pay.
3. CG-PPC (ADV) will forward the completed calculations and CG-2055A to CG PSC-RPM-1 for approval.
4. Once the request has been approved, CG PSC-RPM-1 will forward the completed request to CG-PPC (RAS) for final processing. RPM will notify members of their early retirement date and will provide the necessary forms to initiate retirement pay.
5. Member shall complete and submit original CG-4700 (Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election) to CG-PPC (RAS). This form cannot be submitted electronically; it must be printed, signed, and mailed to CG-PPC (RAS) at:

Commanding Officer (RAS)  
U. S. Coast Guard  
Pay & Personnel Center  
444 SE Quincy St  
Topeka KS 66683-3591

- Member can retrieve the necessary documents from CG-PPC's website at: <http://www.uscg.mil/ppc/ras/>.
- If member believes there is a discrepancy with the early retirement calculations, member should work through CG-PPC (with supporting documents) to update DA.
- Members in a retired status who apply later than their retirement eligibility date may be entitled to retroactive pay, up to six years, as long the member was not in a paid status (e.g. retired recall).

## **Active Reserve (SELRES or IRR) to RET-1**

1. Earn/Complete 20 Total Qualifying years of Service (TQS).
2. No less than six months but no greater than one year in advance of requested/expected retirement date and/or 60<sup>th</sup> birthday, complete and submit a CG-2055A (Retirement Request) AND the original CG-4700 (Retired (Active or Reserve) Pay Account Worksheet and Survivor Benefit Election) to local Admin.
3. Member's Admin must ensure member is eligible to retire by confirming member has earned a 20 year letter or 20 TQS AND will reach the age of 60.
4. CG-2055A must be signed by the member and command in block 16.
5. Admin must verify member's Expected Loss Date (ELD) is sufficient to meet the member's desired retirement date.
6. Submit documents to CG PSC-RPM-1 via email at: [ARL-PF-CGPSC-RPM-1-Status@uscg.mil](mailto:ARL-PF-CGPSC-RPM-1-Status@uscg.mil) no less than 100 days in advance of requested/expected retirement date and/or 60<sup>th</sup> birthday.
7. CG PSC-RPM-1 will route the request for review and approval. Member will be notified with the approved RET-1 request within 30 days of submission.
  - If member is still drilling, retrieve the CG-2055A from the CG-PPC Portal site: <https://cg.portal.uscg.mil/units/ppc>.
  - If member is no longer drilling, retrieve documents from CG-PPC's website: <http://www.uscg.mil/ppc/ras/>.
  - Members currently in the IRR should contact CG PSC-RPM-3 regarding the command endorsement of their CG-2055A.