

VOLUME 7B, APPENDIX P: “DATA FOR PAYMENT OF RETIRED PERSONNEL”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated **February 2015** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks and formatting to comply with current administrative instruction.	Revision
P00102	Added “Authoritative Guidance” paragraph.	Addition
P002	Revised section to reflect information provided in the Department of Defense Form 2656.	Revision
Bibliography	Added a Bibliography.	Addition

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APPENDIX P

DATA FOR PAYMENT OF RETIRED PERSONNEL

P001 GENERAL

P00101. Purpose

This Appendix provides for the administration and completion of the Department of Defense (DD) Form 2656, Data for Payment of Retired Personnel, and DD 2656-1, Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage, if appropriate.

*P00102. Authoritative Guidance

The bibliography at the end of this chapter lists the authoritative references.

*P002 APPLICABILITY AND SCOPE

P00201. Establishing Retired/Retainer Pay Account

Those Service members requesting retirement or members transferring to the Fleet Reserve, Retired Reserve, or Inactive Reserve, and former members who qualify to retire under Title 10, United States Code (U.S.C.), Chapter 1223, must complete the DD 2656 and DD 2656-1, if appropriate. The DD 2656 is the most important financial related document to complete in preparing for military retirement. The Defense Finance and Accounting Service Cleveland (DFAS-CL) will establish the service member's retired/retainer pay account based on the data provided on the form(s) and retirement/transfer orders.

P00202. Required Data

The service member's personnel office and SBP Counselor will assist them in the proper completion and submission of the DD 2656 and DD 2656-1, if appropriate. See section P003. The data provided is required to establish a retired/retainer pay account, including:

- A. Direct deposit/electronic funds transfer information,
- B. Designation of beneficiaries for unpaid retired pay,
- C. Federal and state withholding tax information,
- D. Information on dependents, and
- E. An election of SBP coverage.

Note: The DD 2656 replaced Navy Comptroller Form 2272, Department of Army Form 4240, and Air Force Forms 1266, 1267, and 1268.

P003 RESPONSIBILITIES

P00301. [DFAS-CL](#) Site Responsibilities

The DFAS-CL Site is the primary source for information and technical guidance concerning the DD 2656 and [DD](#) 2656-1. The DFAS-CL Site processes the documents for military retirement submitted by the Military Services.

P00302. Military Service Responsibilities

Each respective personnel activity will provide pre-retirement counseling to prospective retirees. As part of the counseling process, each personnel activity will ensure that the prospective retirees properly complete DD 2656 and [DD](#) 2656-1, if appropriate. The personnel activity will forward the forms and appropriate documentation to the DFAS-CL Site electronically, or mail to:

DFAS
U.S. Military Retired Pay
P.O. Box 7130
London, KY 40742-7130

P00303. Service Member Responsibilities

Members requesting retirement or transfer to the Fleet Reserve, Retired Reserve, or Inactive Reserve, and former members who qualify under 10 U.S.C., Chapter 1223, will complete the DD 2656 and DD 2656-1, if appropriate. Completion of these forms is necessary to establish the retired/retainer pay account. [See paragraph P00202.](#)

***BIBLIOGRAPHY**

APPENDIX P – DATA FOR PAYMENT OF RETIRED PERSONNEL

P001 – GENERAL

10 U.S.C., Chapter 73, subchapter II

P002 – APPLICABILITY AND SCOPE

10 U.S.C., Chapter 1223

Department of Defense Instruction 1332.42