

**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 \* 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 December 2010 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
All	The information in this new Appendix was moved from Volume 7C, Chapter 6.	Add

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**APPENDIX P****DATA FOR PAYMENT OF RETIRED PERSONNEL****P001 PURPOSE**

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

**P002 APPLICABILITY AND SCOPE**

The DD Form 2656 and DD Form 2656-1 (if appropriate), must be completed by those Service members requesting retirement, members transferring to the Fleet Reserve, Retired Reserve, Inactive Reserve, and former members who qualify to retire under Title 10, United States Code (U.S.C.), chapter 1223. This form replaces NAVCOMPT 2272, DA Form 4240, and AF Forms 1266, 1267, and 1268.

**P003 RESPONSIBILITIES****P00301. DFAS-Cleveland Site Responsibilities**

The DFAS-Cleveland Site is the primary source for information and technical guidance concerning the DD Forms 2656 and 2656-1. The DFAS-Cleveland 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 DD Forms 2656 and 2656-1 (if appropriate), are properly completed by the prospective retirees. The forms and appropriate documentation will be forwarded to the DFAS-Cleveland Site electronically (Army uses TRANSPROC), or mailed to:

Defense Finance and Accounting Service  
US Military Retired Pay  
PO Box 7130  
London, KY 40742-7130

**P00303. Service Member Responsibilities**

Members requesting retirement or transfer to the Fleet Reserve, Retired Reserve, Inactive Reserve, and former members who qualify under 10 U.S.C., chapter 1223, will complete the DD Form 2656 and DD Form 2656-1, if appropriate. Completion of these forms is necessary to establish the retired/retainer pay account, designate beneficiaries for Survivor Benefit Plan electors, determine Federal tax withholding, and establish payee address information.