

VOLUME 7B, CHAPTER 15: “PROOF OF EXISTENCE”**SUMMARY OF MAJOR CHANGES**

Change are identified in this table and also 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 [October 2018](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks, statutes, and formatting in compliance with current administrative instructions.	Revision
1.2 (150102)	Updated language for “Authoritative Guidance” to comply with new instructions.	Revision
2.1 (150201)	Added a note to highlight that this policy does not apply to United States residents with direct deposit retired military pay.	Addition
2.3 (150203)	Added paragraph for “Exceptions” and renumbered subsequent paragraphs.	Addition
3.2 (150302)	Deleted the section requiring representatives receiving payments on behalf of mentally incompetent retired and annuitant members as Retired Pay Operations and Defense Finance and Accounting Service Office of General Counsel changed this requirement.	Deletion

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CHAPTER 15

PROOF OF EXISTENCE

1.0 GENERAL (1501)

1.1 Purpose (150101)

For the protection of the U.S. Government, certain safeguards are required for retired military paychecks mailed through the international postal system. The proof of existence protects the U.S. Government from continuing to issue payments to deceased retirees. Military retired pay, Combat-Related Special Compensation and/or Concurrent Retired and Disability Pay payment instruments may not be negotiated after the retiree's death.

*1.2 Authoritative Guidance (150102)

The pay policies and requirements established by the DoD in this chapter are derived primarily from, and prepared in accordance with the United States Code (U.S.C.), including Titles 31 and 37. Due to the subject matter in this chapter, the list of authoritative sources is extensive. The specific statutes, regulations, and other applicable guidance that govern each individual section are listed in reference section at the end of the chapter.

2.0 COMPETENT RETIREE (1502)

*2.1 Semiannual Submission of Report of Existence (ROE) (150201)

In order to receive a paper military paycheck in a foreign country, through the international postal system, a retiree must submit semiannual ROEs to the Defense Finance and Accounting Service (DFAS) Indianapolis site. The ROE may be submitted either electronically or by mail.

Note: ROEs are not required for military retirees who reside in the United States and whose military pay is directly deposited by electronic funds transfer.

2.1.1. Electronic Submission. To submit the ROE electronically, the retiree must log in to the myPay system with his or her assigned login ID and password (<https://mypay.dfas.mil/#/>). If the retiree does not have a myPay account, he or she may utilize the instructions on the website to create one.

2.1.2. Mail Submission. The fully executed paper ROE should be mailed to the following address:

DFAS
U. S. Military Retired Pay
8899 East 56th Street
Indianapolis, IN 46249-1200

2.2 ROE Not Required (150202)

An ROE is not required when:

2.2.1. A retiree resides in the United States and his or her retired military paycheck is mailed to an address other than that of a financial institution;

2.2.2. The retiree's military paycheck is mailed to an Army/Air Post Office, Fleet Post Office, or a finance or disbursing officer at an overseas address; or

2.2.3. The retiree's military paycheck is mailed to a financial institution in the United States. The financial institution's endorsement constitutes proof of existence for the retiree.

*2.3 Exceptions (150203)

The Director, DFAS, or designee may suspend ROE requirements when a Federal or State disaster, a pandemic, or any other natural emergency is declared. The Director, DFAS, or designee may also determine the amount of time of the suspension, not to exceed 90 days. Upon expiration of the 90-day term, the suspension may be reviewed for further extension, but in no instance may the suspension exceed one year. The action to suspend the ROE requirement should take into consideration audit and risk management protocols including the ability to validate the identity of the annuitant from other government sources.

2.4 Restriction (150204)

Retired military paychecks must not be addressed to a U.S. Consulate, Embassy, or Military Attaché unless the retiree is employed by that particular agency.

3.0 MENTALLY INCOMPETENT RETIREE (1503)

3.1 Checks to Mentally Incompetent Retirees (150301)

Forwarding checks directly to retirees who are found mentally incompetent to manage their affairs is prohibited. In the case of a mentally incompetent retiree, checks may be made payable to a legal guardian, trustee, or other legal representative after receipt of proper documentation verifying the authority of the guardian, trustee, or other legal representative to receive such payments. See Chapter 16 for appointment or designation of legal representatives.

*3.2 Legal Representative Requirement (150302)

The retired military paycheck may be mailed to the legal representative or to a financial institution established by the legal representative for the retiree (ward).

3.3 Department of Veterans Affairs (VA) Hospital Authority (150303)

In the absence of the appointment of a guardian, trustee, or other legal representative for an incompetent retiree, payment may be made to the Administrator of the VA hospital to provide the retiree with health and comfort items. See Chapter 16.

4.0 MAILING OF RETIRED MILITARY PAYCHECKS (1504)

Retired military **paper** paychecks are **normally mailed** at the end of each month, provided a signed ROE, when required, has been received and certifies the retiree's continued existence. Failure to return the required ROE will result in suspension of retired pay.

