

**CHAPTER 6****DATA FOR PAYMENT OF RETIRED PERSONNEL**0601 **PURPOSE**

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

0602 **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, chapter 1223. This form replaces NAVCOMPT 2272, DA Form 4240, and AF Forms 1266, 1267, and 1268.

0603 **RESPONSIBILITIES**

060301. **DFAS-Cleveland Center Responsibilities.** The DFAS-Cleveland Center is the primary source for information and technical guidance concerning the DD Form 2656 and DD Form 2656-1.

060302. **Military Service Responsibilities.** Each respective personnel activity will provide preretirement 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 Center, Code RO.

060303. **Service Member Responsibilities.** Members requesting retirement or transfer to the Fleet Reserve, Retired Reserve, Inactive Reserve, and former members who qualify under Title 10, United States Code, 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.