

CONTINUATION PAY: BEFORE YOU APPLY

Before a Soldier begins the physical application process, the following annual and situational screenings must occur to identify and document eligibility.

ANNUAL & SITUATIONAL SCREENING PROTOCOLS

- Annual Verification: First-line leaders, career counselors, and unit S1 personnel communicate with Soldiers annually to determine eligibility for continuation pay.
- Readiness & Transition Reviews: Career counselors and HR professionals screen Soldiers specifically during in- and out-processing and during the annual personnel readiness review to verify CP eligibility.
- Inter-Service Transfers: Soldiers transferring from another service into an eligible Army component (active, Active Guard Reserve, National Guard or Reserve) must complete their transfer before reaching 12 years of service (based on their pay entry base date) to remain eligible.

ROLES, RESPONSIBILITIES & COUNSELING

Career Counselors: Serve as the primary screening action officers. They are responsible for:

- Collaborating with HR Professionals to identify eligible Soldiers.
- Advising unit commanders on actions affecting assigned personnel.
- Maintaining physical/digital documentation tracking all screened Soldiers and the final results of those screenings.

First-Line Leaders: Once a screening identifies a Soldier as eligible, first-line leaders (with the assistance and support of career counselors) will formally counsel the Soldier in writing regarding:

- Their eligibility status.
- The mandatory CP financial training requirement.
- Detailed application instructions.

Unit S1 Pool: Responsible for verifying and validating the Soldier's pay entry base date. If any service date discrepancies are discovered, the S1 and career counselor will resolve them using a DA Form 1506 (Statement of Service) and a "Service Dates" Admin Records Correction PAR in IPPS-A *prior* to starting the CP application.