

# CONTINUATION PAY: HOW TO APPLY & RECEIVE YOUR PAYOUT

## DETERMINE YOUR ELIGIBILITY

Active Duty, Reserve and National Guard Soldiers must be enrolled in the Blended Retirement System (BRS). Soldiers must meet time in service (TIS) requirements, as computed from the Soldier's pay entry base date (PEBD):

- Calendar Year 2026: Minimum 7 years TIS - maximum 12 years TIS
- Calendar Year 2027: Minimum 7 years TIS - maximum 10 years TIS

## FIVE-STEP APPLICATION PROCESS

If you are eligible to receive continuation pay (CP), follow the application process:



### Step 1: Mandatory Financial Training

Eligible Soldiers must complete financial training prior to signing the "Request for Continuation Pay (Blended Retirement System)" form. Training must be completed through one of three approved methods:

- [Entitlement to Continuation Pay](https://olms.armyfamilywebportal.com) training can be taken via the Online Learning Management System (OLMS) at <https://olms.armyfamilywebportal.com>.
- Face-to-face with an approved, credentialed financial counselor.
- Group training with an approved financial educator.

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## Step 2: Preparing the Request

- **Locate PEBD & BRS Status:** Find your PEBD and BRS enrollment status on your leave and earning statement (LES). Verify this date with your career counselor or S1.
- **Calculate CP Amount:** Your base pay rate is determined using the monthly basic pay table provided by DFAS in effect on the date of the Soldier's signature on the CP election form, based on pay grade and years of service.
- **TSP Setup:** If you wish to route your payment to your Thrift Savings Plan (TSP), you must update your MyPay allotment and TSP settings prior to submitting the request.
- **Complete the Application Form:** Complete and sign the Request For Continuation Pay (Blended Retirement System) form available at <https://api.army.mil/e2/c/downloads/2025/10/02/5e91e8a7/cy25-continuation-pay-request-form-eff-1-jan-2025-v2.pdf>
  - **Command Pre-Certification (*optional*):** A commander (O-5/LTC or above) can sign and certify this request form prior to PAR submission. If pre-certified, the PAR will not need to route back to the commander in Step 4.

## Step 3: Initiating the IPPS-A Request (Admin Records Correction)

The Soldier or HR professional must generate an Admin Records Correction (PAR) - BRSCP by logging into IPPS-A using the below steps.

Access this self-service guide for step-by-step within the IPPS-A system:

[IPPS-A Continuation Pay Self-Service Request Job Aid](#)

- **Navigate To:** Self Service > My Personnel Action Requests. Click Create Personnel Action.
- **Effective Date:** Enter the exact date the Soldier signed the CP form.
- **Action:** Select Admin Records Corrections.
- **Reason:** Select OTHER, then click CONTINUE.
- **OTHER type field:** Type BRS-CP.
- **More information field:** Paste the mandated statement affirming your 4-year obligation, multiplier, lump sum amount (based on the DFAS monthly basic pay table on the date of your signature), and training completion.
  - a. AC and AGR personnel: "I am eligible to and agree to serve four years of service (commencing from the date on my request) in the component in which i am currently serving. I agree to accept 2.5

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times my Active Duty monthly basic pay for this service obligation which is a gross lump sum payment of \$XXX. I have read the administrative rules for BRS-CP and completed the prescribed training. I understand I will not be voluntarily released from my current duty status before fulfilling the additional obligated service term."

- b. USAR and NG personnel: "I am eligible to and agree to serve four years of service (commencing from the date on my request) in the component in which i am currently serving. I agree to accept 0.5 times my monthly basic pay for this service obligation which is a gross lump sum payment of \$XXX. I have read the administrative rules for BRS-CP and completed the prescribed training. I understand I will not be voluntarily released from my current duty status before fulfilling the additional obligated service term."
- Attach Documents: Click ADD ATTACHMENT and upload:
  - a. The signed CP request form.
  - b. Proof of BRS enrollment (*such as your current LES*).
- Click SAVE, then NEXT.
- Click VALIDATE & CHECK ELIGIBILITY (validates completeness, not policy eligibility), then click NEXT, and click SUBMIT.

## Step 4: S1 Verification & Command Certification

- Validation: The unit S1 pool verifies the Soldier's PEBD, correct base pay rate (referencing the active DFAS pay table on the date of the signature), and the gross CP amount.
- Command Review:
  - a. If the uploaded form is already pre-certified by an O-5/LTC or above, the PAR will not route back to the commander for signature.
  - b. If the form was not pre-certified, S1 routes the PAR to an eligible commander (O-5 or above) to certify within 30 days. This authority cannot be further delegated.

## Step 5: Record Archiving & Legacy Finance Submission

- AMHRR & iPERMS Upload: Once the PAR is approved, the CP contract must be uploaded to the Soldier's permanent record (AMHRR) via iPERMS. This action is strictly split by rank:
  - a. For Officers: The unit S1 pool is responsible for uploading the officer CP contracts to iPERMS.

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- b. For NCOs & Soldiers: Career Counselors are responsible for uploading the NCO/Soldier CP contracts to iPERMS (and forwarding the packet to the S4 ADSO processing organization).
- Payment Trigger: The approved BRS-CP written agreement PAR and the hard copy form must be manually submitted to the servicing finance office through legacy processing to execute the payment.