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STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085

Series 43

WV MILITARY REGULATION (Army)
NUMBER 608-1

6 November 1990

VERIFICATION OF 20 YEARS' SATISFACTORY FEDERAL SERVICE FOR RETIRED PAY
AND
SUBMISSION OF SURVIVOR BENEFIT PLAN ELECTION FORM (DD FORM 1883)

CHAPTER I - GENERAL

1-1. Effective 1 October 1978, Public Law 95-397, extended eligibility for coverage under the Survivor Benefit Plan (SBP) to members of Reserve Components having 20 or more years of qualifying service by who have not reached age 60.

1-2. This law offers members the opportunity to provide a monthly annuity of up to 55% of their retired pay to their survivors following the members death, whether it occurs before or after becoming age 60. It is a matter of law that the SBP election cannot be made until the service member has received his 20 year letter of eligibility for retirement at age 60. Because of this, it is even more important that requests for Notification of Eligibility for Retired Pay at Age 60 be processed with the utmost speed and efficiency. The purpose of this regulation is to set forth the procedures for requesting 20 year verification letters and the processing of Survivor Benefit Plan Elections (DD Form 1883).

CHAPTER 2 - PROCESSING "REQUEST FOR NOTIFICATION OF RETIRED PAY AT AGE 60."

2-1. Upon determination by the unit administrator that service members has acquired 20 years of creditable service for retirement purposes, they will immediately request verification of 20 years service by:

a. Complete AGO Form 640-1, and attach the following documents:

(1) All reserve retirement point forms or cards, if any.

(2) All NGB Forms 23 Closed out prior to 1 April 1987.

(3) Copies of all DD Forms 214 or other evidence of active service.

2-2. Above data will be forwarded to the Adjutant General's Office, ATTN: Enl Pers/Off Pers, as appropriate, for review and determination of creditable service.

2-3. Be advised that service can be verified only through the last RYE date and those individuals who acquire 20 years of creditable service between RYE dates will not be verified until:

a. The next retirement year ending date, or

b. The accumulation of 50 retirement points in that year, or

c. Entering a status which would change their anniversary date, i.e., separation, transfer to Inactive National Guard, retirement, etc.

Supersedes WVMR (Army) 608-1, dated 10 January 1981

FILED IN THE OFFICE OF
THE SECRETARY OF STATE
THIS DATE Nov 15, 1990
ADMINISTRATIVE LAW DIVISION

2-4. When the "Notification of Eligibility for Retired Pay at Age 60" has been issued, the following takes place:

- a. Original is forwarded to individual at home address.
- b. Copy to 201 file at AG office.
- c. Copy to unit for inclusion has permanent document in MPR NOTE: It is letter of Notification of Eligibility for Retired Pay at Age 60 that is filed as permanent document, not the AG forwarding letter.
- d. Copy to RPAS noncommissioned officer.

**CHAPTER III. SURVIVOR BENEFIT PLAN (SBP)
ELECTION CERTIFICATE - DD
FORM 1883**

3-1. When the AGD forwards Notification of retired Pay at Age 60 to individuals home address, as prescribed in paragraph 2-4a above, a packet describing the SBP options and procedures for making selections is attached.

3-2. Individuals are advised to contact their unit administrator for assistance and are urged to make election promptly. Individuals are advised to make elections in two copies; one for their file, and return the original to this office for further distribution as follows:

FOR THE GOVERNOR:

- a. Original to Commander, ARPERCEN.
- b. Copy to AG 201 file.
- c. Copy to unit, if not processed through unit.

3-3. AG office maintains a suspense system to ensure that individuals make elections after being forwarded SBP packet.

3-4 As an additional check, upon receipt of unit copy of Notification of Eligibility for Retired Pay at Age 60, units will contact individual to ensure that the individual received his SBP packet and is taking prompt action.

3-5. Immediately upon receipt of 20 year verification letter, the procedures set forth in Chapter 3 will be initiated.



JOSEPH J. SKAFF
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The Adjutant General