



The Blended Retirement System Continuation Pay Process

This PowerPoint outlines the steps for processing
Continuation Pay (CP) for Service
Members (SMs) in the Oklahoma Army National
Guard (OKARNG).



What is Continuation Pay?

Continuation pay is a direct cash payout, like a bonus, available to service members enrolled in the Blended Retirement System (BRS). It is targeted at the mid-career mark, payable between completion of eight years of service, but before completion of 12 years of service (calculated from a service member's Pay Entry Base Date). Jan 1, 2026, it will be lowered to 7 years of service. It requires the SM to have a 4-year remaining service obligation.

1 Month Active-Duty Base Pay x 2.5 Multiplier = CP Amount



Continuation Pay Example

SGT Joe, Smith has 8 years in Service and is an E5.
E5 Monthly Active-Duty base pay with 8 years of service
is \$4,142.40.

CP Multiplier as of 07 OCT 2025 is 2.5.

$$\$4,142.40 \times 2.5 = \$10,356.$$

SGT Joe, Smith will receive \$10,356 in Continuation Pay
before taxes.



Unit Level

Continuation Pay Process



Step 1: Unit Level (Administrative & Readiness Personnel)

Complete the DA Form 4856 (Continuation Pay Counseling).

Have the Service Member (SM) complete the online CP training:

<https://olms.armyfamilywebportal.com/>

Upload the CP training certificate to the Digital Training Management System (DTMS).

Use following link for BRS CP submission guidance

<https://ok.ng.mil/ARNG-Retention/>.

Submit BRS CP documents to PSNCO.

State Retention Team

Request the Control Number in the Guard Incentive Management System (GIMS) and send it to NGB.

Update control number and CP status in the Share Point.

State Retention Team

Notifies the Admin, Readiness, & PSNCOs the CN is in GIMS.

Conduct quality assurance/quality control (QA/QC) of the following:

- DA Form 4856
- DTMS training update with BRS CP training

Complete BRS CP Request form and upload the following to the Retention SharePoint:

- DTMS screenshot
- DA Form 4856
- https://armyetaas.sharepoint-mil.us/sites/NGOK-G1/_layouts/15/listforms.aspx?cid=ZmNjMWM1MmEtNGZlYy00OWQ3LTg2NmMtNGYzOGYwMzY3MGY4&nav=MzlwMDJhYTQOTBmOS00NzcwLWE4NmYtZjhmY2FkMmI2MWZj

PSNCOS

Receives the Control Number Request Form
Sends the Control Number via GIMS

NGB



Continuation Pay Process



Unit Level

Admin has SM CAC sign the CP addendum from GIMS.
Send directly to PSNCO if extension is not needed.
Completes a DA 4836 if needed for a 4-year service obligation (Upload DA 4836 & CP Addendum into RMS)

State Retention Team

Has an O5 sign the CP addendum
Uploads the signed CP addendum & DA 4836* into IPERMS
Uploads signed CP Addendum into GIMS & sends it to the QA/QC bucket

NGB

Validates the CP addendum
Confirms service obligation is met
Sends confirmation to DFAS to release payment

QA/QC CP Addendum & DA 4836*.
Adds CP Addendum to the Retention Sharepoint

PSNCO

Conducts QA/QC of CP Addendum
Verifies service obligation is met
Checks IPERMS for DA 4836* & CP Addendum

Education & Incentives Branch (State level)

Receives their CP.
Serves their remaining TIS.

Soldier



Unit Level (Admin or Readiness NCO)

- Complete the DA Form 4856 (Continuation Pay Counseling).
- Have the Service Member (SM) complete the online CP training:
<https://olms.armyfamilywebportal.com/>
- Upload the CP training certificate to the Digital Training Management System (DTMS).
- Have the SM sign the Continuation Pay Control Number Request Form (located on the OKARNG Retention page <https://ok.ng.mil/ARNG-Retention/>).
- Submit the signed Control Number Request Form to your PSNCO.



PSNCOs

Conduct quality assurance/quality control (QA/QC) of the following:

DA Form 4856

DTMS training update with BRS CP training

Complete BRS CP Request form and upload the following to the Retention SharePoint:

DTMS screenshot

DA Form 4856

<https://armyeitaas.sharepoint-mil.us/sites/NGOK-G1/layouts/15/listforms.aspx?cid=ZmNjMWM1MmEtNGZjYy00OWQ3LTg2NmMtNGYzOGYwMzY3MGY4&nav=MzlwMDJhYTQtOTBmOS00NzcwLWE4NmYtZjhmY2FkMmI2MWZj>



State Retention Team

- **Request the Control Number in the Guard Incentive Management System (GIMS) and send it to NGB.**
- **Update control number and CP status in the Share Point.**



National Guard Bureau (NGB)

- NGB receives the Control Number Request Form.
- NGB returns the form with the assigned CP Control Number, which is required to complete the Continuation Pay Addendum.

The signed CP Addendum must be uploaded to the QA/QC bucket within 30 days of receiving CP Control Number from NGB.



State Retention Team

- The State Career Counselor monitors GIMS daily for returned CP Control Numbers.
- Once received, the Career Counselor emails the appropriate unit administrative personnel, readiness personnel, and PSNCOs to notify them that the CP Control Number is available in GIMS.



Unit Level (Admin or Readiness NCO)

- Access the Continuation Pay Addendum in GIMS.
- The SM uses their CAC to sign the following:
 - Continuation Pay Addendum
 - DA Form 4836* (Oath of Extension of Enlistment or Reenlistment), if required*
- Ensure the SM has at least a 4-year service obligation remaining.
- Upload both documents to the Reserve Management System (RMS) if an extension is required*.
- If DA Form 4836 is not required, send the signed CP Addendum to your respective PSNCO.



PSNCOs

- Upload the signed CP Addendum to the Retention SharePoint.



State Retention Team

- An O-5 level officer uses their CAC to sign the CP Addendum.
- Upload the following documents to IPERMS:
 - DA Form 4836*
 - CP Addendum
- Upload the signed CP Addendum into GIMS and submit it to the QA/QC bucket.
- Update the Active-Duty Service Obligation (ADSO) in the Integrated Personnel and Pay System – Army (IPPS-A).



Education & Incentives Branch (State Level)



- Conduct QA/QC on the signed CP Addendum.
- Verifies that the 4-year service obligation is met.
- Ensures the CAC signatures are valid and include the date and time stamp.



National Guard Bureau (NGB)

- Conduct QA/QC on the signed CP Addendum.
- Verifies that the 4-year service obligation is met.
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BRS Continuation Pay Process



Questions?

Please Contact your PSNCO or reach out to the State Retention Team!

[https://ok.ng.mil/ARNG-Retention/
ng.ok.okarng.list.g1-retention-acl@army.mil](https://ok.ng.mil/ARNG-Retention/ng.ok.okarng.list.g1-retention-acl@army.mil)