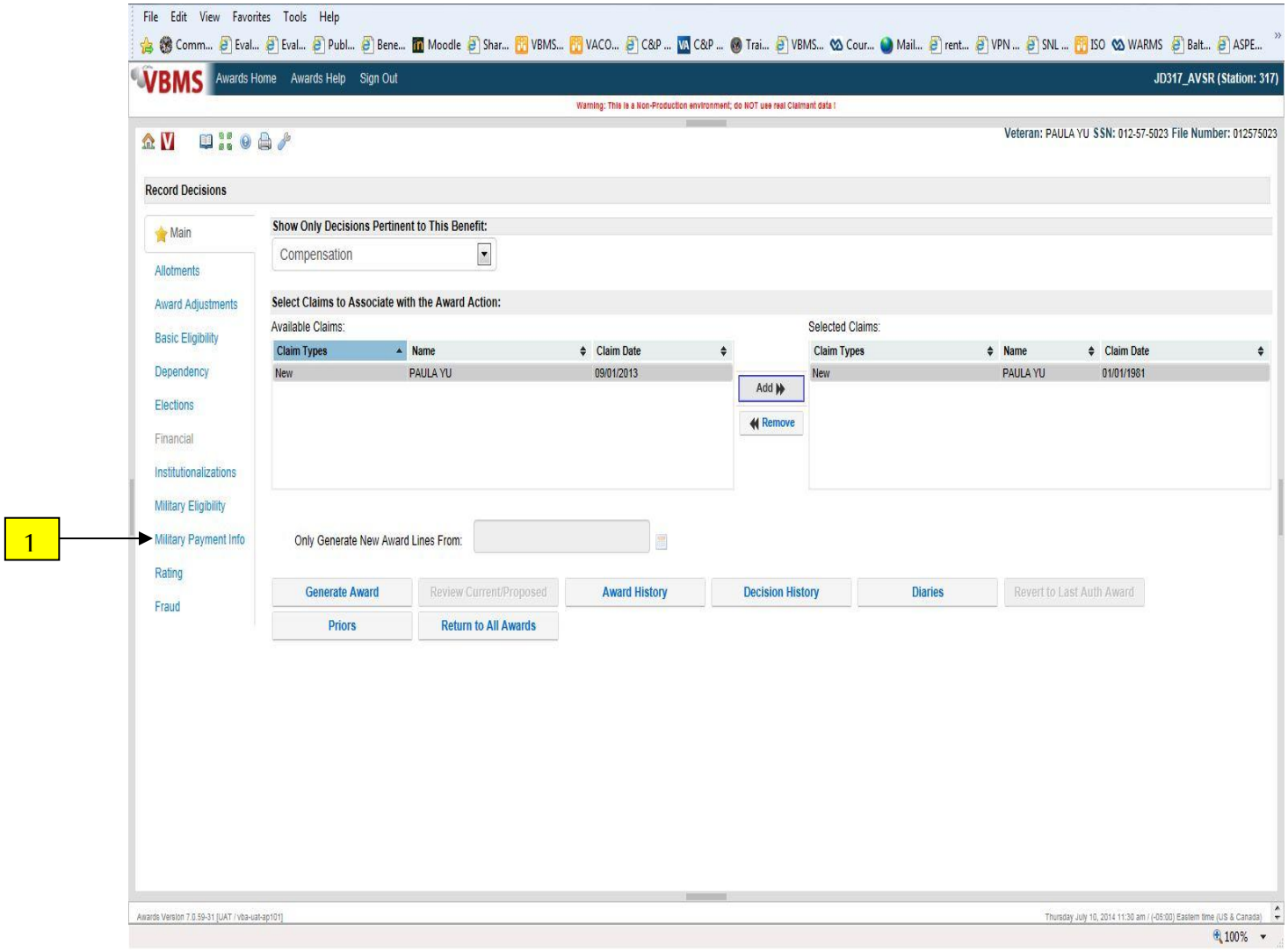
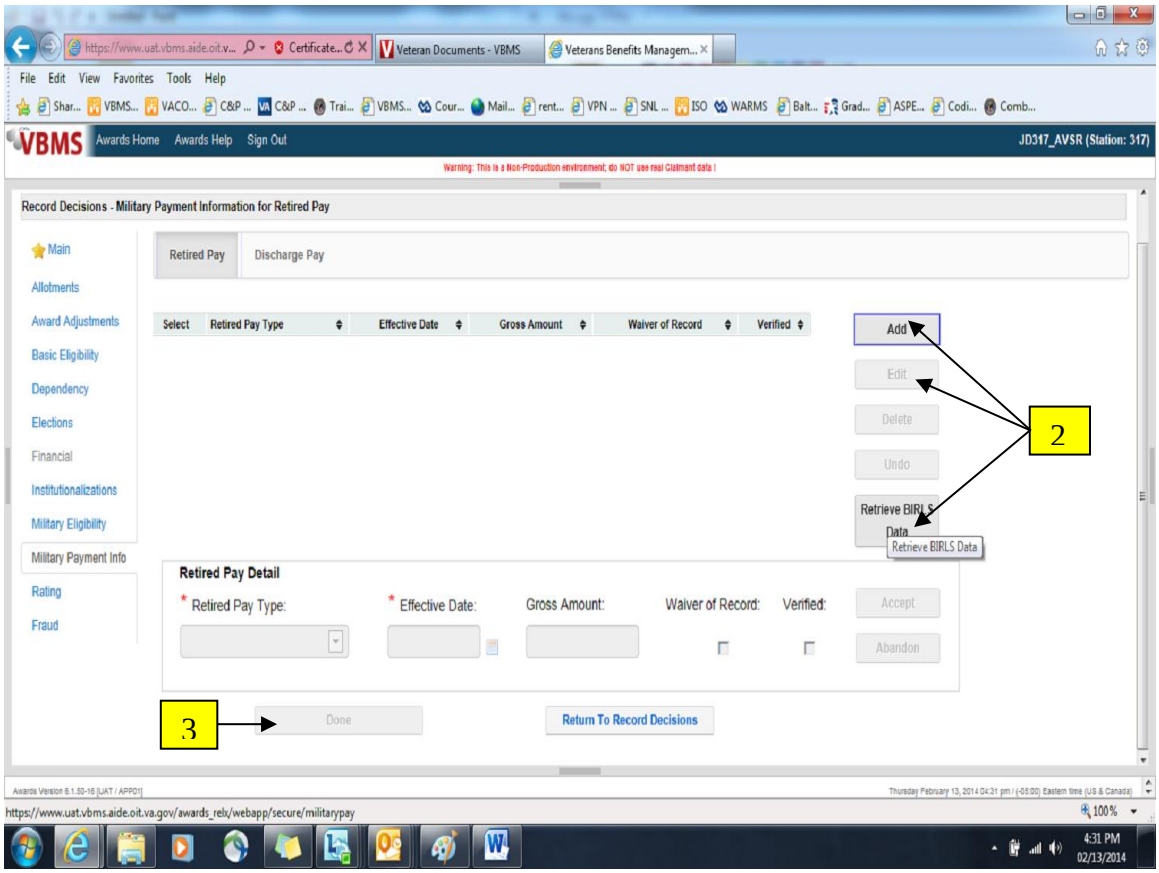
Retired Pay - Basic scenario

1. Access the Military Payment Information screen by selecting the decision button on the Record Decisions screen.



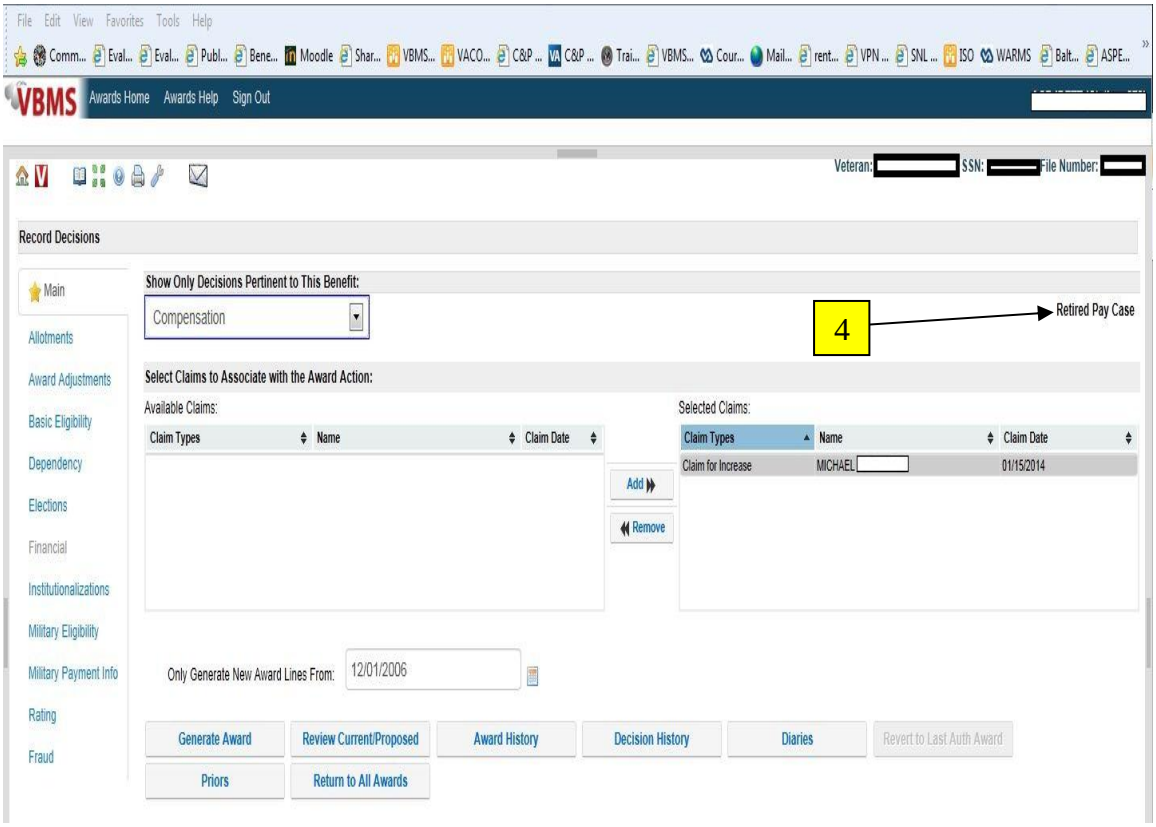
2. View the retired pay data for accuracy. Update the information by selecting the Add, Edit, or Retrieve BIRLS Data button.

3. Select **DONE** to close the screen after adding or editing information.

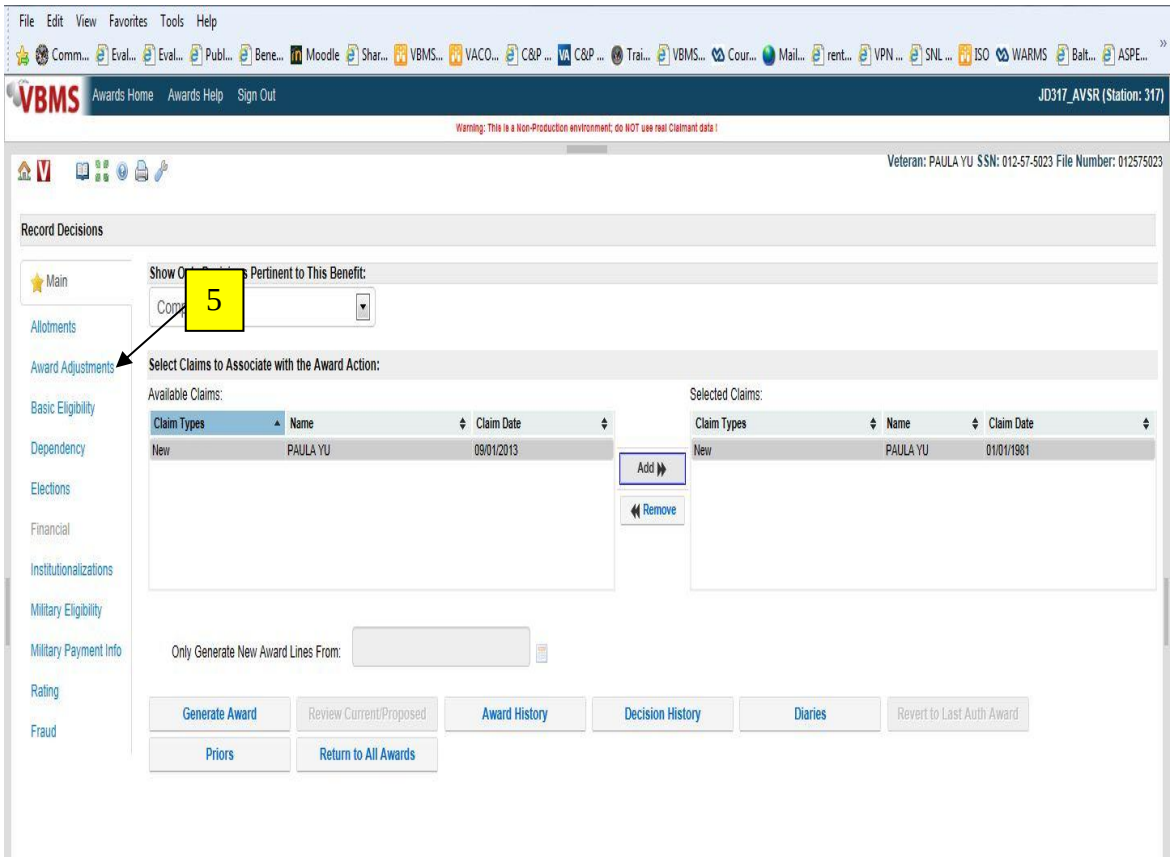


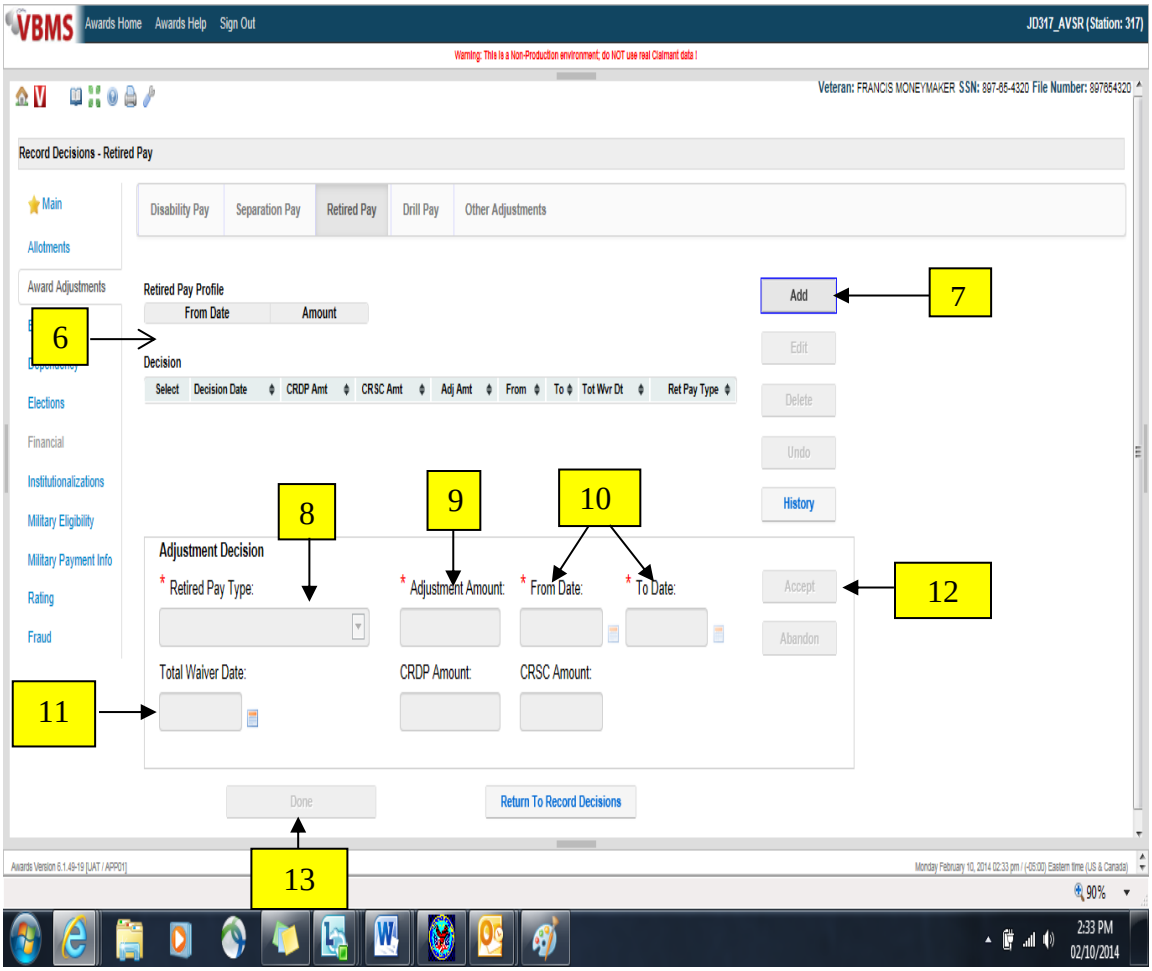
It is very important that the retired pay information is shown on this screen for every retired pay case. Data recorded here is used for the interface with the retired pay center.

4. Note that there is a textual description indicating that this is a retired pay case. This same message will be displayed on the award screen after authorization and will be on the award print.



5. Open the Award Adjustments screen by selecting the Award Adjustments button the Record Decisions screen.





6. Note the display of Retired Pay information in the Retired Pay Profile grid.

7. Select the **Add** button.

8. Select the **Retired Pay Type**.

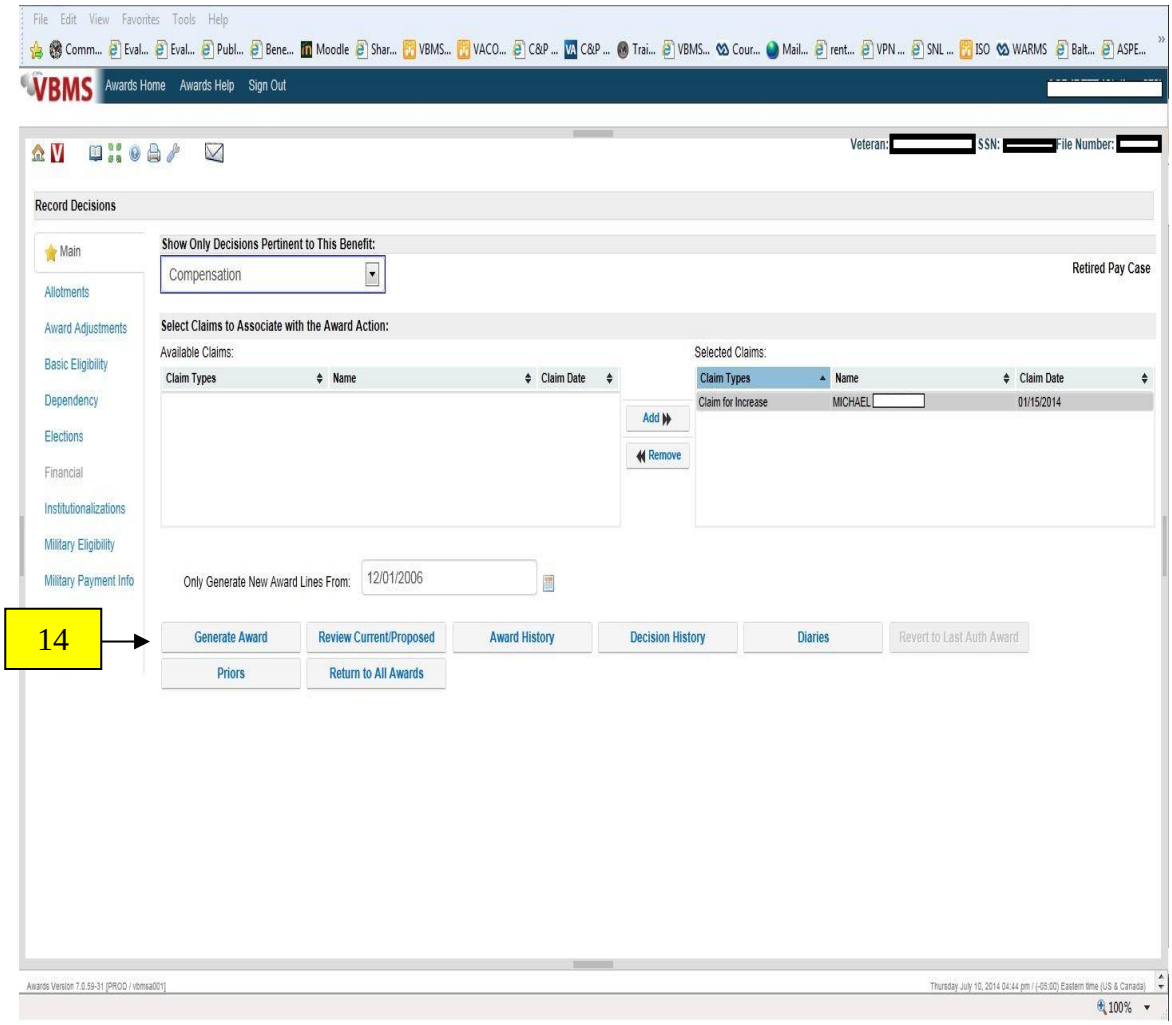
9. Enter the **Adjustment Amount** (the amount to be withheld).

10. Enter the date range for which the withholding should be applied in the **From Date** and **To Date** fields.

11. Record the **Total Waiver Date** if applicable.

12. Select **Accept** to update the grid.

13. Select **DONE** to save the decision and close the screen.

Hint: If you are not sure of the dollar amount to withhold, you can close this screen by selecting the Abandon button, generate the award to get the rates, then return the award to yourself and do the award adjustment.

14. Select **Generate Award**.