

CONTINUATION PAY SELF SERVICE REQUEST JOB AID

This Job Aid assists Members in understanding how to request Continuation Pay within the Blended Retirement System (BRS) via an Admin Records Corrections Personnel Action Request (PAR).

Members enrolled in BRS may be eligible to receive a one-time, mid-career bonus payment in exchange for an agreement to perform additional obligated service of four years.

Continuation Pay is a direct cash payout, like a bonus, available to Members enrolled in the BRS. While it is calculated from a Member's pay, the timing and amount is determined by the Member's service.

NAVIGATION: [Self Service Homepage >](#)
[My Personnel Action Requests Tile](#)

The Continuation Payment amount for all eligible Members is 2.5 times the Active Duty monthly basic pay. It will be computed using the eligible Member's current pay grade and years of service as listed on the monthly basic pay table provided by the Defense Finance and Accounting Service in effect on the date of the Member's signature on the Request for Continuation Pay (BRS) application.

Career Counselors will send the Continuation Pay (BRS) application along with all substantiating documentation to the unit HR Professionals for processing to the supporting Army Military Pay Office.

HR Professionals will scan and upload all certified applications and substantiating documents to the Interactive Personnel Electronic Records Management System (iPERMS).

Continuation Pay Request (BRS)

1. Navigate to the **My Personnel Action Requests** Tile.
2. The **My Personnel Action Requests** landing page displays.
 - 2A. Select **Create Personnel Action** button.
 - 2B. Enter the day the request for Continuation Pay (BRS) application was signed in the **Effective Date** field.
 - 2C. Select **Action** drop-down arrow. Select **Admin Records Corrections**.
 - 2D. Select **Reason** drop-down arrow. Select **Other**.
 - 2E. Select **Continue**.



My Personnel Action Requests 2

Employee Name CW2 HAILEY JANE
Employee ID 0000000000

Personnel Action Requests A Create Personnel Action My Buddy PARs

PAR ID/Sequence	Effective Date/Date Created	Action	Action Reason	Status/Progress	Action
0000000/0	03/01/2027	Admin Records Corrections	VOL Retirement REQ- Officer	Submitted for Approval	Action ☺
	03/05/2025			Step 5/6	

My Personnel Action Requests

Employee Name CW2 HAILEY JANE
Employee ID 0000000000

Personnel Action Requests Create Personnel Action My Buddy PARs

PAR ID/Sequence	Effective Date/Date Created	Status/Progress	Action
0000000/0	03/01/2027	Submitted for Approval	Action ☺
	03/05/2025	Step 5/6	
0000000/0	05/05/2023	Processed	Action ☺
	02/10/2023		
0000000/0	04/20/2023	Processed	Action ☺
	04/20/2023		

Request Details E Continue

B C D

*Effective Date 03/24/2025

*Action Admin Records Corrections

*Reason Other

Cancel

Continuation Pay Request (BRS) CONTINUED

3. The **Admin Records Corrections - Other** page displays.

3A. Enter **BRS-CP** in the **Other Type** field.

3B. Enter the provided statement in the **More Information** field.

3C. Select **Next**.

3D. Select **Add Attachment**. Upload Request For Continuation Pay (BRS) application and proof of enrollment status.

3E. Select **Next**.

Admin Records Corrections - Other

Soldier CW2 HAILEY JANE
Employee ID 0000000000
PAR ID/Sequence 0000000/0

Step 1 of 4: Request Data

Effective Date 03/24/2025
PAR Action Admin Records Corrections
Eligibility Status Not Required
PAR Status Draft
PAR Reason Other

Soldier Data

UIC 000000
Component Active
Rank CW2
Duty Status Present for Duty
UIC Description DMO DCS G1 IPPS-A
Category ACMS-Force Structure Unit Pers-Avail Unknown
Grade W2

PAR Data

*Effective Date 03/24/2025
*Other Type **BRS-CP**

More Information

I am eligible to and agree to serve four years of service (commencing from the date on my request) in component in which I am currently service. I agree to accept 2.5 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.

Next >

Admin Records Corrections - Other

Soldier CW2 HAILEY JANE
Employee ID 0000000000
PAR ID/Sequence 0000000/0

Step 2 of 4: Attachments

Effective Date 03/24/2025
PAR Action Admin Records Corrections
Eligibility Status Not Required
PAR Status Draft
PAR Reason Other

Applicable Attachments

Maximum attachment size is 8 MB.

Attachment Type	Optional/Required	Number Required	Maximum Allowed
Supporting Document	Optional	0	0

Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.

Previous **Next >**

 **NOTE:** Use the *Leave and Earnings Statement (LES)* as proof of enrollment status. Under *Retirement Plan* section, *BRS* must display.

Continuation Pay Request (BRS) CONTINUED

3F. Select **Validate**.

3G. Two green check marks display, indicating the PAR passed validation. Select **Next**.

3H. Review Transaction Summary page for accuracy. Select **Submit**.

Admin Records Corrections - Other

Soldier CW2 HAILEY JANE
Employee ID 000000000
PAR ID/Sequence 0000000/0

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
In Progress

4 Transaction Summary
Not Started

Step 3 of 4: Validate Request

Effective Date 03/24/2025

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

The personnel action request is ready for validation.

Previous

Validate

Admin Records Corrections - Other

Soldier CW2 HAILEY JANE
Employee ID 000000000
PAR ID/Sequence 0000000/0

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
Complete

4 Transaction Summary
Not Started

Step 3 of 4: Validate Request

Effective Date 03/24/2025

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

The personnel action request has passed validation. You may now submit this PAR for approval.

All required fields are completed.

Previous

Next

Admin Records Corrections - Other

Soldier CW2 HAILEY JANE
Employee ID 000000000
PAR ID/Sequence 0000000/0

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
Complete

4 Transaction Summary
Visited

Step 4 of 4: Transaction Summary

Effective Date 03/24/2025

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

Soldier Data

UIC 000000

UIC Description DMO DCS G1 IPPS-A

Component Active

Category ACMS-Force Structure Unit Pers-Avail Unknown

Rank CW2

Grade W2

Duty Status Present for Duty

Summary of Changes

Details	Proposed Information	Current Information
Effective Date	03/24/2025	N/A
Other Type	BRS-CP	N/A
More Information	I am eligible to and agree to serve four years of service (commencing from the date on my request) in component in which I am currently service. I agree to accept 2.5 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 t	

Previous

Submit

Version 1.0 20250423

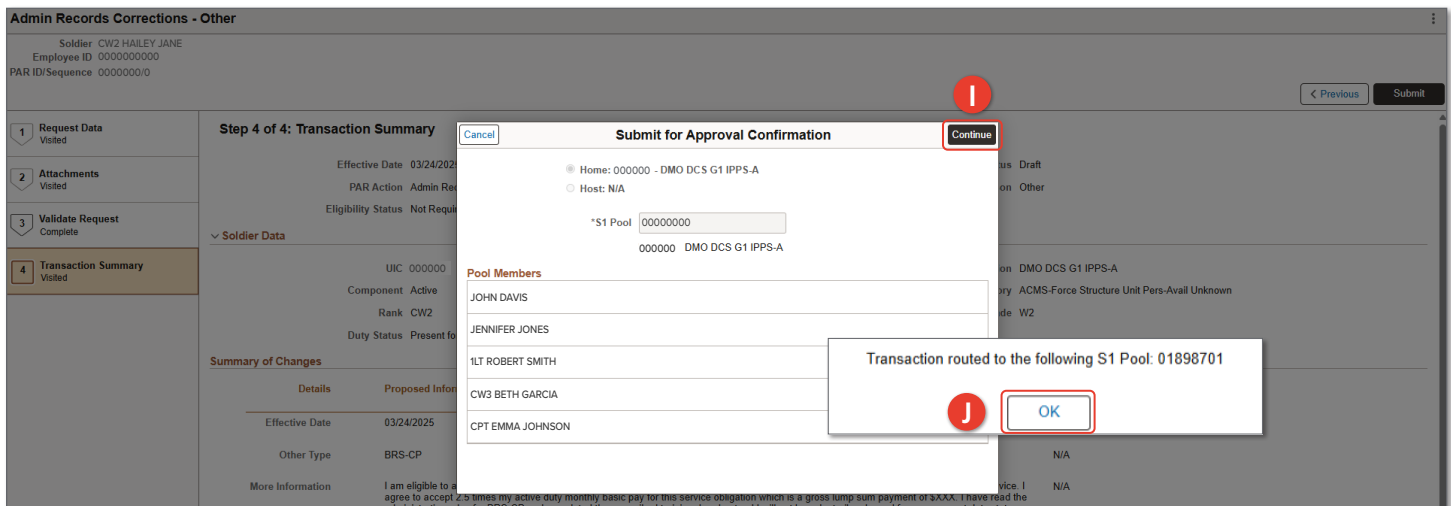
Page 4, continued on next page ►

One Soldier ★ One Record ★ One Army



Continuation Pay Request (BRS) CONTINUED

- 3I. Submit for Approval Confirmation notification displays. Select **Continue**.
- 3J. Notification displays. Select **OK**.



Admin Records Corrections - Other

Soldier: CW2 HAILEY JANE
Employee ID: 000000000
PAR ID/Sequence: 0000000/0

Step 4 of 4: Transaction Summary

Effective Date: 03/24/2025
PAR Action: Admin Re
Eligibility Status: Not Requ

Soldier Data

UIC: 000000
Component: Active
Rank: CW2
Duty Status: Present fo

Summary of Changes

Details	Proposed Infor
Effective Date	03/24/2025
Other Type	BRS-CP
More Information	I am eligible to accept 2.5 times my active duty monetary basic pay for this service obligation which is a gross lump sum payment of \$XXX. I have read the

Submit for Approval Confirmation

Home: 0000000 - DMO DCS G1 IPPS-A
Host: N/A

*S1 Pool: 00000000
000000 DMO DCS G1 IPPS-A

Pool Members

JOHN DAVIS
JENNIFER JONES
1LT ROBERT SMITH
CW3 BETH GARCIA
CPT EMMA JOHNSON

Transaction routed to the following S1 Pool: 01898701

Continuation Pay Request (BRS) Supporting Documents

- Request for Continuation Pay (BRS) application
- Leave and Earnings Statement (LES)

IPPS-A RESOURCES

- [Website](#)
- [Training Aids](#)
- [User Manual](#)