

# 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 03/05/2025	Admin Records Corrections	VOL Retirement REQ- Officer	Submitted for Approval Step 5/6	Action ☺

**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 03/05/2025	Submitted for Approval Step 5/6	Action ☺
0000000/0	05/05/2023 02/10/2023	Processed	Action ☺
0000000/0	04/20/2023 04/20/2023	Processed	Action ☺

**Request Details** E Continue

B \*Effective Date  C

D \*Action Admin Records Corrections C

\*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.

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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

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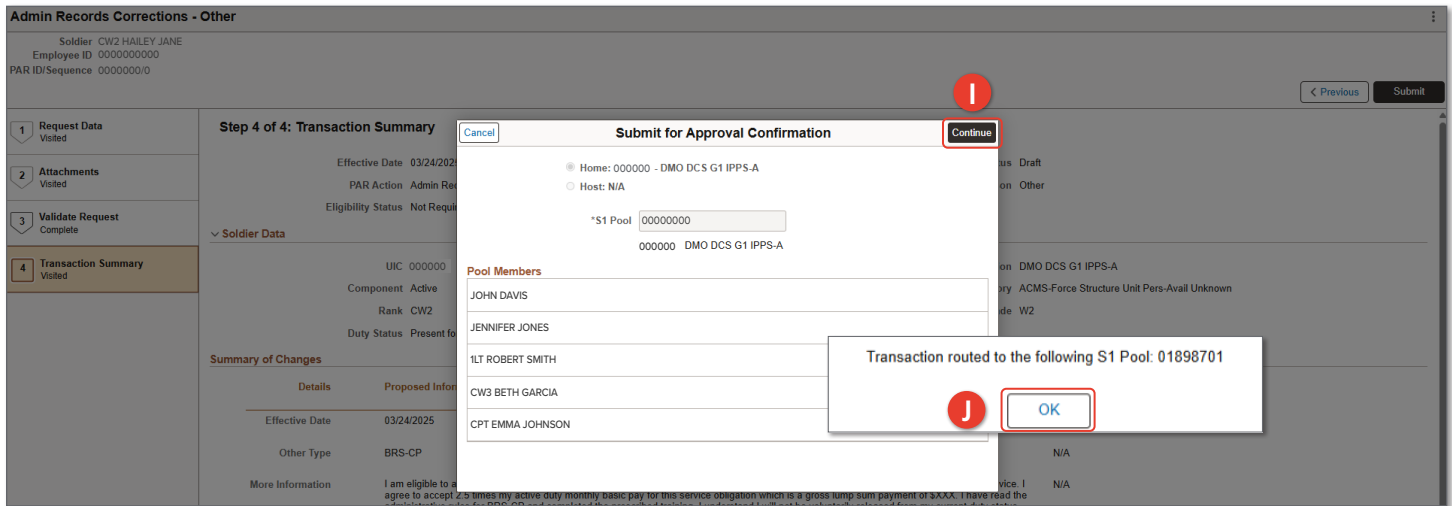
Page 4, continued on next page ►

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

**Pool Members**

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

**Submit for Approval Confirmation**

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

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

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](#)