

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

**Request Details** E **Continue**

Cancel

\*Effective Date 03/24/2025 B

\*Action Admin Records Corrections C

\*Reason Other D

**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: 000000000  
PAR ID/Sequence: 0000000/0

**Step 1 of 4: Request Data**

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

**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 >      Save

**Admin Records Corrections - Other**

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

**Step 2 of 4: Attachments**

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

**Applicable Attachments**

Maximum attachment size is 8 MB.


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

**Uploaded Attachments**

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

Previous <      Next >      Save

Add Attachment

 **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

< Previous **F** Validate

<b>1</b> Request Data Visited	<b>Step 3 of 4: Validate Request</b>
<b>2</b> Attachments Visited	
<b>3</b> Validate Request In Progress	
<b>4</b> Transaction Summary Not Started	

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.

**Admin Records Corrections - Other**

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

< Previous **G** Next >

<b>1</b> Request Data Visited	<b>Step 3 of 4: Validate Request</b>
<b>2</b> Attachments Visited	
<b>3</b> Validate Request Complete	
<b>4</b> Transaction Summary Not Started	

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.

**Admin Records Corrections - Other**

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

< Previous **H** Submit

<b>1</b> Request Data Visited	<b>Step 4 of 4: Transaction Summary</b>
<b>2</b> Attachments Visited	
<b>3</b> Validate Request Complete	
<b>4</b> Transaction Summary Visited	

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

**Soldier Data**

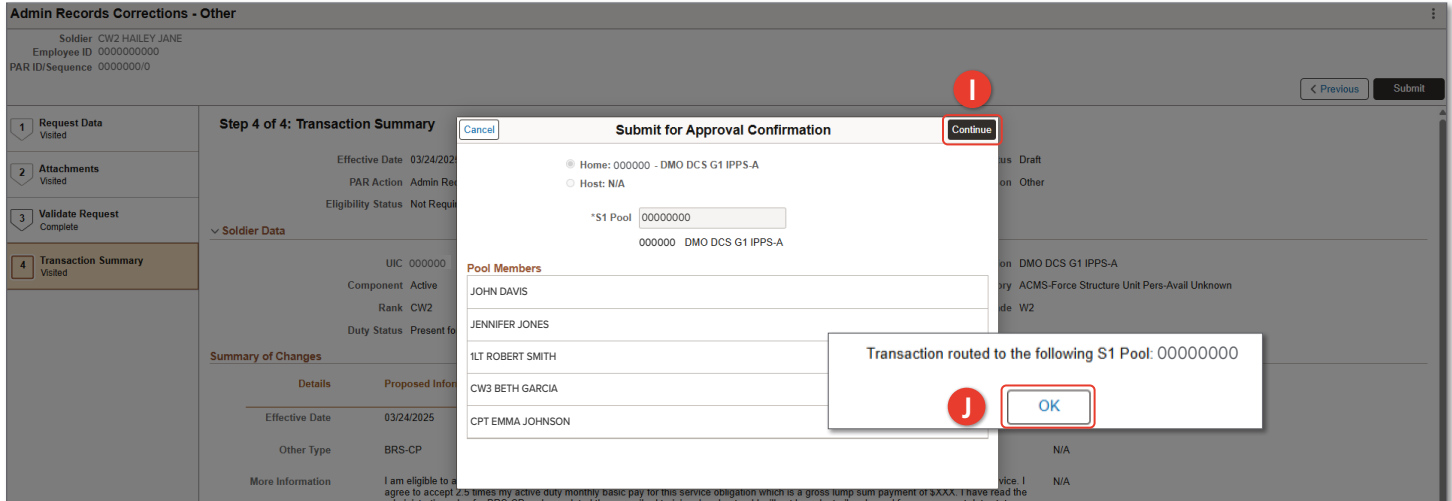
UIC 000000      UIC Description DMO DCS G1 IPPS-A  
Component Active      Category ACMS-Force Structure Unit Pers-Avail Unknown  
Rank CW2      Grade W2  
Duty Status Present for Duty

**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	

## Continuation Pay Request (BRS) CONTINUED

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



The screenshot shows the 'Admin Records Corrections - Other' interface for Soldier CW2 HAILEY JANE. The 'Step 4 of 4: Transaction Summary' is active. A modal dialog titled 'Submit for Approval Confirmation' is displayed, with the 'Continue' button highlighted. The dialog shows the following information:




- Home: 000000 - DMO DCS G1 IPPS-A
- Host: N/A
- \*S1 Pool: 00000000
- 000000 DMO DCS G1 IPPS-A

Below the dialog, a notification message states: 'Transaction routed to the following S1 Pool: 00000000'. The 'OK' button on this notification is highlighted.

## 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](#)