

MILITARY PENSION DIVISION ORDER WORKSHEET

PLEASE PROVIDE A COPY OF THE JUDGMENT OF DIVORCE OR SEPARATE MAINTENANCE OR, IF THERE IS NO JUDGMENT YET, OTHER DOCUMENTATION OF WHAT THE ANTICIPATED AWARD WILL BE, AND A CAPTION PAGE FROM ANY MOTION OR PLEADING CONTAINING COUNSELS' INFORMATION. NOTE THAT THE INFORMATION BELOW MAY NEED TO BE SUPPLEMENTED AFTER REVIEW IF NECESSARY TO DRAFT THE ORDER.

SERVICE MEMBER INFORMATION:

FULL NAME: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

FORMER SPOUSE (ALTERNATE PAYEE) INFORMATION:

FULL NAME: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

DATE OF MARRIAGE _____

DATE OF JUDGMENT OF DIVORCE/SEPARATE MAINTENANCE _____

BRANCH OF SERVICE (SPECIFY IF IN GUARD OR RESERVE) _____

CURRENT RANK _____

RANK AT TIME OF JUDGMENT OF DIVORCE/SEPARATE MAINTENANCE _____

IS THE SERVICE MEMBER RETIRED? _____

IF RETIRED, WHAT WAS THE DATE OF RETIREMENT? _____

IF RETIRED, IS THE SERVICE MEMBER RECEIVING RETIRED PAY YET? _____

IF RETIRED, WHAT WAS SERVICE MEMBER'S RANK AT RETIREMENT? _____

IF RETIRED, PROVIDE A COPY OF DD FORM 2656 (APPLICATION UPON RETIREMENT) COMPLETED BY SERVICE MEMBER AT RETIREMENT

IF RETIRED, PROVIDE A COPY OF A RECENT RETIREE ACCOUNT STATEMENT (RAS)

**IF RETIRED, DID THE SERVICE MEMBER ELECT TO PARTICIPATE
IN THE SURVIVOR BENEFIT PLAN (SBP)? IF SO, WHAT ELECTION
WAS MADE AT RETIREMENT?**

ON WHAT DATE DID THE SERVICE MEMBER ENTER SERVICE?

**IF THE SERVICE MEMBER IS NO LONGER IN THE SERVICE, ON WHAT
DATE DID THE SERVICE MEMBER SEPARATE FROM SERVICE?**

**IS THE SERVICE MEMBER ALSO PARTICIPATING IN THE FERS
OR CSRS GOVERNMENT PENSION PLAN?**

IS THE SERVICE MEMBER COLLECTING MILITARY DISABILITY BENEFITS?

**HAS THE SERVICE MEMBER ELECTED TO RECEIVE PAYMENT UNDER
THE CSB/REDUX OPTION?
IF SO, PROVIDE DOCUMENTATION OF THE ELECTION.**

**IF THE SERVICE MEMBER IS NOT RETIRED, PROVIDE A COPY OF A RECENT LEAVE AND EARNINGS STATEMENT
(LES)**

IF IN THE GUARD/RESERVE, PROVIDE A CURRENT CHRONOLOGICAL STATEMENT OF RETIREMENT POINTS

**IF IN THE GUARD/RESERVE DID THE SERVICE MEMBER RECEIVE
HIS OR HER "20-YEAR LETTER?"**

**IF SO, ATTACH A COPY OF THE LETTER AS WELL AS A COPY OF THE
WRITTEN ELECTION MADE WITH REGARD TO PARTICIPATION IN THE
RESERVE COMPONENT SBP**

HAS THE SERVICE MEMBER PREVIOUSLY BEEN DIVORCED?

**IF SO, WAS THE FORMER SPOUSE FROM THE PRIOR MARRIAGE
AWARDED SBP COVERAGE?**
