

**Supplemental Instructions
DFAS R&A Pay**

**DFAS-CL Form 1800/100
Report of Existence (ROE) for Incompetent Retired Members**

When to use this form:

The DFAS-CL Form 1800/100 is used to verify the existence of retired members who have been deemed mentally incompetent. The Legal Representative (Legal Guardian, Trustee, or Conservator) of the incompetent member must submit a ROE **on a monthly basis** to continue to receive the retired military paycheck. ROEs are automatically mailed to the Legal Representative each month.

To complete the DFAS-CL Form 1800/100, please follow the instructions below. Please note that an incomplete DFAS-CL Form 1800/100 will result in the suspension of the retired pay account.

Instructions by Section

Instructions	Reminder & Tips
Full Name of Retiree	Last, First, Middle Initial
Social Security Number	SSN of Retiree
Recipient's Name (If different than above)	
Number, Street, RFD, Apt. Number	RFD-Rural Free Delivery (rural-area postal system)
City, State, Zip Code (If foreign address; City, Postal Code, Country)	
Remarks	
Signature of Guardian, Trustee, Conservator, or Other	A ROE that is not signed and dated cannot be processed and will be returned to the Legal Representative.
Date	A ROE that is not signed and dated cannot be processed and will be returned to the Legal Representative.

Please return all documents to:

Defense Finance and Accounting Service
Retired Military Pay
P.O. Box 7130
London, KY 40742-7130

or Fax: 1-800-469-6559

Please direct questions to the address above or call our customer service representatives at 1-800-321-1080, between 7:00 a.m. and 7:30 p.m. Eastern Standard Time, Monday through Friday.