

**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

<b>Instructions</b>	<b>Reminder &amp; Tips</b>
<b>Full Name of Retiree</b>	Last, First, Middle Initial
<b>Social Security Number</b>	SSN of Retiree
<b>Recipient's Name (If different than above)</b>	
<b>Number, Street, RFD, Apt. Number</b>	RFD-Rural Free Delivery (rural-area postal system)
<b>City, State, Zip Code (If foreign address; City, Postal Code, Country)</b>	
<b>Remarks</b>	
<b>Signature of Guardian, Trustee, Conservator, or Other</b>	A ROE that is not signed and dated cannot be processed and will be returned to the Legal Representative.
<b>Date</b>	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 8:00 a.m. and 5:00 p.m. Eastern Standard Time, Monday through Friday.