

**SUMMARY OF MAJOR CHANGES TO  
DOD 7000.14-R, VOLUME 7B, CHAPTER 50  
“SURVIVOR BENEFIT PLAN (SBP) - CERTIFICATE OF  
ELIGIBILITY AND REPORT OF EXISTENCE”**

**Substantive revisions are denoted by a ★ preceding the section, paragraph, table  
or figure that includes the revision**

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>EFFECTIVE DATE</b>
500104, 500202	Interim change R 02-02 authorizes the use of electronic signature for Certificate of Eligibility and Report of Existence for SBP purposes.	January 9, 2002
500102.A 500102.B 500102.C.1	Interim change R11-03 changes the management address to the Cleveland site.	August 28, 2003

**TABLE OF CONTENTS**

**SURVIVOR BENEFIT PLAN (SBP) - CERTIFICATE OF ELIGIBILITY AND REPORT OF EXISTENCE**

5001 ANNUAL CERTIFICATE OF ELIGIBILITY

- 500101 Purpose
- ★ 500102 Frequency of Certification
- 500103 Failure to Furnish Certificate
- ★ 500104 Method of Completing Certifications

5002 REPORT OF EXISTENCE (ROE)

- 500201 Purpose
- ★ 500202 Frequency
- 500203 Failure to Return Report of Existence

## CHAPTER 50

**SURVIVOR BENEFIT PLAN (SBP) - CERTIFICATE OF ELIGIBILITY AND REPORT OF EXISTENCE**5001 ANNUAL CERTIFICATE OF ELIGIBILITY

500101. Purpose. The certificate validates continued eligibility of annuitants, whether eligible spouse, former spouse (spouse category), or children. The spouse, former spouse, and child must meet eligibility requirements in section 4401 of this volume.

500102. Frequency of Certification

★ A. Annually. Each year the eligible spouse, former spouse, (spouse category), or custodian or legal fiduciary for a minor child must submit a certificate or eligibility to the DFAS Cleveland [Site](#).

★ B. Biennially. Every 2 years, a medical certification must be submitted to the DFAS-Cleveland [Site](#) for an incapacitated child over 18 years of age, unless medical prognosis indicates the disability is permanent.

C. Other. A student between the ages of 18 and 22 must submit evidence of intent to continue study or training at a recognized educational institution. The certificate is required for the school semester or other period in which the school year is divided.

★ 1. A payment to a student continues during any interval between school years that do not exceed 150 days if the student demonstrates, to the satisfaction of the DFAS Cleveland [Site](#), that he or she has a bona fide intention of resuming or continuing a full time course of study or training in a recognized educational institution immediately after that interval.

2. An eligible student annuitant under SBP properly enrolled in a recognized educational institution employing the usual quarter or semester system, who becomes ill or requires non-elective surgery during the school term, retains his or her student status for the rest of that term.

500103. Failure to Furnish Certificate. Annuity payments are suspended if the annuitant, custodian, or legal fiduciary fails to furnish the certificate as required. Payments are restarted only after receiving satisfactory proof of eligibility.

★ 500104. Method of Completing Certifications. The annuitant as identified above may submit the required certification in writing or by electronic signature via MyPay. A valid electronic signature must include the annuitant's social security number and personal identification number. If payments are made on behalf of the annuitant, the annuitant's name must also accompany the electronic signature. An electronic signature is not authorized for medical certifications or school intent.

5002 REPORT OF EXISTENCE (ROE)

500201. Purpose. The ROE fulfills the requirement for report of existence for:

A. An annuitant who receives payment through foreign postal channels. The ROE is not required when the payment is addressed to a United States Consulate, American Embassy, military attache, or FPO or APO address. NOTE: Do not mail checks to an annuitant living in currency-blocked countries. See Appendix A for a list of blocked countries.

B. A mentally incompetent annuitant who receives payments through a third party.

C. An annuitant whose payment is sent to a third party, other than a financial institution for negotiation under a power of attorney.

★ 500202. Frequency. An ROE is required on a semiannual basis for an annuitant that meets the criteria of subparagraph 500201, above. Receipt of the certificate within the above-prescribed time frame verifies the annuitant's existence. Under no circumstances may the ROE be signed by other than the annuitant, custodian, or legal fiduciary; however, as stated in subparagraph 500104, an electronic signature is authorized.

500203. Failure to Return Report of Existence. Annuity payments are suspended if the annuitant, custodian, or legal fiduciary fails to return the ROE as required. Payments are restarted only after receiving satisfactory proof of existence.

**SURVIVOR BENEFIT PLAN - CERTIFICATE OF ELIGIBILITY AND REPORT OF EXISTENCE**

**5001 - ANNUAL CERTIFICATE OF ELIGIBILITY**

500102.B	DoDD 1332.27, January 4, 1974, paragraph 302
500102.C	Public Law 92-425, section 1447(c), September 21, 1972
500102.C.1	10 U.S.C. 1447(5)

**5002 - REPORT OF EXISTENCE**

500201.A	31 CFR 211. 1, Treasury Fiscal Requirements Manual 2090.10
500202 & 500203	44 Comp Gen 208