



FORT MEADE RETIREMENT SERVICES OFFICE



Pre-Retirement Services

- Coordinates, conducts, and facilitates detailed periodic Pre-Retirement and Survivor Benefit Plan (SBP) group briefings for all retiring Soldiers (highly encourages family members to attend).
- Counsels Soldiers and family members concerning retirement rights, benefits, and privileges.
- Conducts one-on-one SBP counseling for all retiring Soldiers, and their family members.
- Conducts one-on-one (desk-side) Pre-Retirement briefings as needed.
- Assists retiring Soldiers and family members with completion of the DD Form 2656 (Data for Payment of Retired Personnel).
- Processes the DD Form 2656 electronically using TRANSPROC to the Department of Defense Finance and Accounting Services, Cleveland (DFAS-CL).
- Other services and related information (if assigned those duties) related to pre-retirement services, such as, retirement application processing, retirement orders and DD Form 214 processing, and final out-processing procedures.

Post Retirement Services

- Counsels and assists survivors of retired Soldiers, and Soldiers who die on active duty regarding their SBP options and entitlements, and the proper processing of their SBP elections.
- Publishes mails retiree newsletters at least annually.
- Publishes periodic articles for installation and local newspapers.
- Conducts an annual Retiree Appreciation Day (RAD).
- Provides information and filing assistance for the "Annuities for Certain Military Surviving Spouses" -or ACMSS, also known as "Forgotten Widows".
- Provides information and assistance to Soldiers, spouses, and former spouses regarding the Uniformed Services Former Spouse's Protection Act (USFSPA).
- Assists retired Soldiers and family members in obtaining: copies of lost documents (i.e., DD Form 214, retirement orders, and medical records); re-issuance of military awards; and issuance of military ID Cards.
- Assists with retired pay issues.