

RETIREMENT SERVICES SURVIVORS BENEFIT PLAN

When retiring from service, you **MUST SCHEDULE AN APPOINTMENT** with the Retirement Services Officer), to make an election to complete your Survivor's Benefit Plan and set-up your retired pay account. You may schedule your appointment anytime once you have retirement orders and have attended a **MANDATORY PRE-RETIREMENT BRIEFING**. This will be prior to your clearing Finance and final out-processing with the Transition Center. Please email a copy of your retirement and transition orders along with a completed DD Form 2656 (Data For Payment of Retired Personnel, dated Oct 2018) to **usarmy.jbmhh.rso@mail.mil** . The form can be found on the **DFAS website: <https://www.dfas.mil/retiredmilitary/forms.html>** . Please note that the form can not be handwritten, signed or notarized prior to your appointment, and has to be in a pdf format. This is only a draft to ensure you have all necessary information for your appointment. Please **do not sign or have the form notarized prior to your appointment**.

Once I have received these documents, I will email you a calendar invite for an appointment.

usarmy.jbmhh.rso@mail.mil

703 696-5948

Appointments are **Monday-Thursday 0800-11:00**

Except the 1ST Tuesday of the month, closed for the Pre-Retirement Briefing

Please bring the following, if applicable

Divorce Decree, if divorced after 14 November 1986
Marriage Certificate is spouse's last name is different
from service member **Death Certificate if spouse is**
deceased. Please bring social security numbers for
spouse and children