

Pre-retirement Services

- Provide pre-retirement briefings for all retiring Soldiers monthly.
- Counsel Soldiers and Family members about retirement benefits and entitlements.
- Conduct group and individual Survivor Benefit Plan (SBP) counseling for all retiring Soldiers and their Family members.
- Assist retiring Soldiers with completion of the DD Form 2656 (Data for Payment of Retired Personnel) and DD Form 2656-1 (Survivor Benefit Plan Election Statement for Former Spouses Coverage).
- Process the DD Form 2656 electronically to Defense Finance and Accounting Service Cleveland.
- Provide information about retiring, such as retirement application processing, retirement orders, DD Form 214 (Certificate of Release or Discharge from Active Duty) processing, and final out processing procedures.
- Provide information about *Army Echoes* and converting Soldiers' Enterprise email addresses in myPay to commercial email addresses before retirement.
- Provide information and assistance to Soldiers, spouses, and former spouses about the Uniformed Services Former Spouse Protection Act (USFSPA).
- Advise Soldiers about Combat Related Special Compensation (CRSC) and Concurrent Retired and Disability Pay (CRDP).

Post-retirement Services

- Publish a Retired Soldier newsletter annually.
- Conduct a Retiree Appreciation Day annually.
- Advise Retired Soldiers about CRSC and CRDP.
- Advise Retired Soldiers and Family members how to obtain copies of lost documents (DD Form 214, retirement orders, etc.), reissued military awards, and military identification cards.
- Provide Retired Soldiers and their Family members with information and referrals for benefits provided by the Department of Veterans Affairs (VA), TRICARE, Social Security, and other providers.
- Inform Retired Soldiers of their eligibility to receive employment services on a space available basis.
- Use Defense Retired and Annuity Pay System to resolve pay matters.
- Advise and assist Retired Soldiers in maintaining their SBP elections.
- Counsel and assist survivors of Retired Soldiers, and Soldiers who die on active duty about their SBP options and entitlements, and the proper processing of their SBP applications including counseling about VA Dependency and Indemnity Compensation and its relationship to SBP.
- Provide information and assistance to Soldiers, spouses, and former spouses about USFSPA.