ALARACT 034/2020

DTG: R 071802Z APR 20

UNCLAS/FOUO

SUBJ/URGENT ALARACT 034/2020 - RETIREMENT SERVICES COVID-19 ACCOMMODATIONS

THIS URGENT ALARACT MESSAGE IS TRANSMITTED BY JSP ON BEHALF OF HQDA DCS, G-1.

1. REFERENCE. ARMY REGULATION 600-8-7, RETIREMENT SERVICES PROGRAM, DATED 18 JANUARY 2017.

2. PURPOSE. PROVIDE MODIFIED RETIREMENT SERVICES PROGRAM GUIDANCE TO ARMY COMMANDS (ACOMS), ARMY SERVICE COMPONENT COMMANDS (ASCCS), AND DIRECT REPORTING UNITS (DRUS) IN RESPONSE TO THE COVID-19 OUTBREAK.

3. SITUATION. SOLDIERS AND FAMILIES WHO REQUIRE THE SUPPORT OF ARMY RETIREMENT SERVICES OFFICERS (RSO) IN THEIR TRANSITION TO RETIREMENT WILL CONTINUE TO RECEIVE SERVICES USING MODIFIED PROCEDURES OUTLINED IN THIS MESSAGE TO MINIMIZE HEALTH RISKS BY IMPLEMENTING SOCIAL DISTANCING RULES.

4. EXECUTION.

4.A. ARMY RETIREMENT SERVICES OFFICERS (RSOS) WILL CONTINUE TO PREPARE SOLDIERS TO RETIRE IN ACCORDANCE WITH AR 600-8-7, BUT WILL MODIFY PROCEDURES AS DIRECTED BELOW IN ACCORDANCE WITH COVID-19 PANDEMIC GUIDANCE UNTIL SUCH GUIDANCE IS RESCINDED.

4.B. ALL RETIRING SOLDIERS WILL CONTINUE TO RECEIVE THE DEPARTMENT OF THE ARMY (DA) RETIREMENT PLANNING BRIEFING AND EITHER THE DA SURVIVOR BENEFIT PLAN (SBP) BRIEFING OR THE DA RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP) BRIEFING AS APPROPRIATE AT LEAST 12 MONTHS BEFORE THEIR RETIREMENTS.

4.B.2. RSOS WILL PROVIDE THESE SOLDIERS THEIR CONTACT INFORMATION TO PROVIDE ASSISTANCE AND ANSWER QUESTIONS. RSOS MAY ALSO EMAIL ANY OTHER MATERIALS OR RESOURCES THAT THEY WOULD NORMALLY PROVIDE TO SOLDIERS AND SPOUSES.

4.C. IN LIEU OF PERSONAL SBP COUNSELING AND SIGNING THE DD FORM 2656 (DATA FOR PAYMENT OF RETIRED PERSONNEL), RSOS WILL USE EITHER TELEPHONE OR VIDEO PLATFORMS TO ADVISE SOLDIERS. RSOS WILL EMAIL A COPY OF THE UPDATED SBP COUNSELING FORM TO THE SOLDIER PRIOR TO THE COUNSELING. THIS COUNSELING FORM CAN BE SIGNED WITH A DIGITAL OR WET SIGNATURES.

4.D. COMPLETION OF THE DD FORM 2656 WILL OCCUR REMOTELY USING ENCRYPTED EMAILS OR DOD SAFE SOFTWARE AS THE MODE TO TRANSFER PERSONALLY IDENTIFIABLE INFORMATION BETWEEN RSO AND SOLDIER.

4.E. INSTALLATION RSOS WILL CONTINUE TO SUBMIT SOLDIERS' RETIREMENT INFORMATION TO THE DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) USING TRANSPROC AND THE DD FORM 2656. RESERVE COMPONENT SOLDIERS WILL CONTINUE TO SUBMIT THEIR DD FORM 2656 TO U.S. ARMY HUMAN RESOURCES COMMAND WHO WILL SEND TO DFAS.


4.E.2. FOR TICKET SUBMISSION CHOOSE THE CATEGORY “FOR BRANCH OF SERVICE USE ONLY” AND SUBCATEGORY “RETIREE SBP DOCUMENTATION”. THIS TOOL ALLOWS FOR MULTIPLE DD FORM 2656 DOCUMENTS TO BE UPLOADED UNDER THE SAME TICKET. YOU MAY CHOOSE THE SAME PASSWORD FOR MULTIPLE TICKETS.

5. REPORTING. NOT USED.

6. SUSTAINMENT. NOT USED.

7. COMMAND AND SIGNAL.

7.A. HQDA G-1 RETIREMENT SERVICES PROGRAM OFFICE (DAPE-MPL-RS).

7.A.1. MS. LYNN PETERSON, DSN 222-2632, CML (703) 692-2632, E-MAIL LYNN.M.PETERSON.CIV@MAIL.MIL,
7.A.2. MS. PATRICIA CRUZ, DSN 671-7236, CML (703) 571-7236, E-MAIL PATRICIA.K.CR UZ6.CIV@MAIL.MIL

7.B. ARMY NATIONAL GUARD.

7.B.1. MAJ MONIQUE PULLEY, (703) 607-7155, EMAIL: MONIQUE.G.PULLEY.MIL@MAIL.MIL

7.B.2 ARNG RETIREMENT SERVICES GROUP EMAIL: NG.NCR.NGB- ARNG.MBX.NGB-RETIREMENT-SERVICES@MAIL.MIL.

7.C. UNITED STATES ARMY RESERVE (USAR). MAJ CHRIS HENDERSON, (703) 806-7459, EMAIL: CHRISTOPHER.J.HENDERSON20.MIL@MAIL.MIL.

8. THIS ALARACT MESSAGE EXPIRES ON 7 OCTOBER 2020 UNLESS RESCINDED EARLIER.