



FSM Social Security Administration
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MEMORANDUM


To: Branch Managers,
CC: Deputy Administrator, PIO, Division Heads
From: Administrator
Subject: COVID-19 Precautionary Schedule

In light of the ongoing COVID-19 pandemic, branches are hereby directed to adhere to the following schedule beginning April 1, 2020. This weekly task list is aimed at lessening the number of people gathered at any given time at our branch offices to minimize the risk of our staff, beneficiaries and clients contracting and spreading the virus.

- Monday: New claims, finishing up new claims and follow up on claims pending approval at HQ
- Tuesday: Follow up on existing beneficiaries and claim inquiries
- Wednesday: Transactions (Allotments/change of address)
- Thursday: Tax Inquiries/follow ups
- Friday: Transactions (Applications for New SSNs, EINs & Change of Records)

You are directed to announce this new schedule as soon as possible through radio, bulletin posts and any other means available. This will give time for the message to be disseminated before the schedule officially becomes effective on April 1, 2020.

Please do let me know should you require further information on the case.


Alexander R. Narruhn
Administrator

XC: File