

**FINAL OUT PROCESSING INFORMATION FROM THE  
FORT KNOX TRANSITION SERVICES SECTION FOR RETIREMENTS**

**\*\*\*Please read this page in its entirety\*\*\***

**Soldiers stationed other than Fort Knox should report in Duty Uniform to White Hall  
Bldg 1384, Rm 103 between 0730-0830. If your report date falls on a Friday, then report at 0830.**

Office hours are Monday – Thursday 0730-1600 and Fridays 0830-1600.

**Please make copies of documents before you report.**

*Remote Soldiers will complete Survivor Benefit Plan (SBP) Briefing, Finance Briefing, and receive DD Form 214 on report date.*

**Retirement Services: Survivor Benefit Plan Counselors:**

Located in White Hall, Bldg 1384, Rm 103 Phone: (502)624-4315/6419/4641

**INFORMATION *REQUIRED* FOR (SBP) SURVIVOR BENEFIT PLAN BRIEFING:**

- Dependent information (SSN, birth date, address, date of marriage)
- Banking Information (Routing and account numbers, complete bank address) **-Even if you want your retired pay to go to same bank account you have now**
- Divorce decree (**Only if SBP was awarded to former spouse**)

**Transition Center: DD Form 214 Final Out-processing:**

Located in White Hall, Bldg 1384, Rm 103 Phone: (502)624-7236

**ITEMS *REQUIRED* FOR DD FORM 214 FINAL OUT-PROCESSING:**

- Retirement and Transition Orders
- DD Form **2648** Preseparation Counseling Checklist from Soldier for Life: Transition Assistance Program (Formally ACAP) (**Mandatory - Signed by TAP Counselor**)
- DD Form **2958** Individual Transition Plan Checklist from Soldier for Life: Transition Assistance Program (Formally ACAP) (**Mandatory - Must be completed & signed by your Commander**)
- Approved DA Form 31(s) for Transition Leave and/or Permissive TDY
- ERB/ORB/2-1
- Installation (DA Form 137-2) & Unit (DA Form 137-1) Clearance Papers signed by Commander (**Mandatory - Finance requirement or they will withhold 45% of your pay**)

**\*\*PLEASE BRING PROOF OF AWARDS, BADGES, MILITARY EDUCATION – (40 HOURS OR MORE) AND ORDERS FOR OVERSEAS DEPLOYMENTS FOR THIS CURRENT PERIOD OF ACTIVE DUTY IF *NOT* LISTED ON THE ERB/ORB/DA 2-1**

**Fort Knox Finance Retirement Briefing is held daily at 1130**

Office is located in White Hall, Bldg 1384, Rm 107 – Briefing is held in the Basement, Rm B1  
Phone: (502)624-6469/5663/6416/6842/2918/4835

**ITEMS *REQUIRED* TO ATTEND THE FINANCE BRIEFING:**

- Copy of Retirement and Transition Orders
- Copy of Approved DA Form 31(s) for Transition Leave and/or Permissive TDY
- Copy of Installation and Unit Clearance Papers

I encourage you to visit the web site below for additional information and phone numbers you might need:

<http://www.knox.army.mil/Garrison/dhr/ag/mpd/tsb/Default.aspx>

Soldier for Life-TAP Office (Formally known as ACAP): (502)624-2227/5222

VA Office: (502)942-3970/9312

Post Lodging: (502)943-1000

Transportation: (502)624-3927/3943

CIF: (502)624-3772/3037 --- (**By appointment ONLY- Must call to make appt in advance**)

Ireland Army Health Clinic (Central Exams/Retirement Physicals): 1-800-493-9602

If you have any questions or concerns about this document, please feel free to contact our office.