

RETIREMENT CHECKLIST

TIME FRAME	EVENT	LOCATION & CONTACT INFORMATION	DETAILS
364 days from retirement date	Submit Retirement Request	Unit Admin/S1	Officer requests in memorandum format. Enlisted requests on DA Form 4187. Need Transition Leave/PTDY DA Form 31, ERB/ORB, Ceremony info sheet, Sexual Assault memorandum and DA Form 4187-1-R (enlisted) or endorsement memorandums (officer)
2 to 4 days after request is received by Retirement Services	Service Computation Completed	Retirement Services 624-4315	Retirement Services will make contact for service computation. If necessary, service documents will need to be provided such as DD Form 214, USAR point sheets, DA Form 1506, etc.
NLT 120 days prior to retirement	Pre-Retirement Briefing	Bldg 1384 or Bldg 1379 2nd Tuesday of each month 1300 - 1630	Attend the next available briefing once retirement packet has been submitted. Spouse <u>may</u> attend. Call prior to attendance to verify location. http://soldierforlife.army.mil/retirement/
2 years from retirement date	Soldier for Life Transition Assistance Program	Bldg 1109-C 624-2227/5222 https://www.acap.army.mil/default.aspx	Call to schedule briefings. DD Form 2648 and DD Form 2958
90 to 180 days from retirement date	Retirement Physical (Parts 1 & 2) ----- VA Claim (BDD Program)	Central Exams 1-800-493-9602 ----- VA Bldg 1109-B 624-8387 or 942-3970	BY APPOINTMENT ONLY. Copy medical & dental records prior to turning original records in to VA.
Upon receipt of orders but NLT 30 days prior to report date	Attend Out-Processing Briefing (Mandatory for Ft Knox Soldiers only to receive clearing papers)	2nd & 4th Thursday of each month 1430-1630 ----- Ft Knox Soldiers Bldg 2020 626-0183 In/Out Processing	MUST BE IN UNIFORM. Must bring retirement orders and Transition Leave/PTDY DA 31 and completed Exit Survey. *Remote Soldiers pick up clearing papers from unit.
Prior to or while clearing * (but not less than 60 days from retirement date)	Mandatory Survivor Benefit Plan (SBP) / Retired Pay Counseling	Retirement Services 624-7236/6419/4315/4641	BY APPOINTMENT ONLY. Spouse <u>must</u> attend if in the local area. Must bring: Retirement Orders, ID cards, SSN and DOB for ALL dependents, Direct Deposit info, Divorce decree if SBP was awarded to a former spouse. *Remote Soldiers will be briefed on report date.
During SBP appointment	DD Form 214 (Draft)	Transition Retirement Services 624-7236	Review draft DD 214. Documentation must be provided for updates. Must turn in DD Forms 2648 and 2958, clearing papers. Final DD Form 214 will be issued on final out.
While clearing*	Pre-Retirement Finance Briefing	White Hall Bldg 1384 Monday-Friday 1130 624-2553	Must bring: Clearing papers, retirement orders, DA Form 31(s), Termination of Quarters (if applicable) *Remote Soldiers will be briefed on report date.
Upon receipt of orders	Transportation Appointment	White Hall Bldg 1384 2nd floor 624-3927	Must see transportation regardless if you are moving or not.
0-30 days after retirement	TRICARE Prime TRICARE Dental	www.tricare.mil 1-877-874-2273 Dental www.trdp.org 1-888-838-8737	Once you have received your Retired ID card you can enroll in Tricare Prime. To prevent a lapse in coverage enroll within 30 days of retirement.