

FORT BRAGG RETIREMENT PROCESS TIMELINE

TIMELINE	ACTION	INFORMATION
24 MONTHS BEFORE SEPARATION	Submit retirement request	Submit packet through Unit S1. To avoid delays please ensure all required checklist items are included. Follow How to Guide to learn how to upload documents to IPPS-A. https://home.army.mil/liberty/my-fort/all-services/transition-center
12 – 24 MONTHS BEFORE SEPARATION	Start Transition Assistance Program (TAP)	Contact the TAP office to initiate process. Soldier Support Center 1st Floor, Wing C. Note: When the TAP requirements are complete you will receive a DD Form 2648 this document is required for your DD 214 Records Review appointment.
9 -12 MONTHS BEFORE SEPARATION	Schedule Retirement Physical	IAW DoDI 6040.46, this can be done up to twelve months prior to separation/retirement date. Orders are not required to schedule the SHPE.
9 -12 MONTHS BEFORE SEPARATION	Attend Pre-retirement Briefing	Pre-Retirement briefing is held the 4th Tuesday of every month . The briefing location is the Pope Field Training Annex BLDG 372 Virgin St. Sign-in begins at 0830 hrs., briefing starts at 0900 hrs. and ends at 1200 hrs.
9 MONTHS BEFORE SEPARATION	Request CSP approval (if desired)	CSP participation does not require orders. Please contact a Career Skills Program to schedule an appointment. Located at Soldier Support Center, 2nd Floor, Wing A.
6 MONTHS BEFORE SEPARATION	Submit BDD Claim	Retirement orders are not required to request a VA Benefits Delivery at Discharge (BDD Claim) physical. The only requirement is to request the appointment no earlier than 180 days out from retirement date.
Orders and DD 214 worksheet will be created and issued to you – via email (army.mil only) 12 months prior to separation.		
5 MONTHS BEFORE SEPARATION	Attend Transportation Briefing	Wait until you receive orders prior to attending this brief. Briefing is held every Mon/Wed/Fri at 0900. The briefing location is the Soldier Support Center, Basement near the elevators.
5 MONTHS BEFORE SEPARATION	Survivor Benefit Plan (SBP) Briefing	Briefing is held the 4th Tuesday of every month at 1300. The briefing location is the Pope Field Training Annex BLDG 372, Virgin St.
4 MONTHS BEFORE SEPARATION or Departure Date	Schedule CIF turn-in (Appt must be before Departure Date)	To request appointment, you can hand carry the orders to CIF or send it to the following email. usarmy.liberty.406-afsb-lrc.list.afsbn-liberty-cif@army.mil A unit memo signed by CDR can be used in lieu of orders. Call CIF (396-7045/7039) if you have questions.
NLT 2 MONTHS BEFORE FINAL OUT	See S-1 for Coordinating Clearing Papers	All requests must come in the form of an email. Email the OUT-PROCESSING APPOINTMENT FORM supplied by your counselor along with SEPARATION ORDERS and IPPS-A ABSENCE REQUEST TO: usarmy.bragg.usag.mbx.dhr-smd@army.mil .
10 DAYS BEFORE FINAL OUT	Out-Processing Section will send email w/packet	Clearing papers are issued 10 days prior to separation date or start of transition leave.