

FORT LIBERTY 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.
12 – 24 MONTHS BEFORE SEPARATION	Start SFL-TAP	Contact the SFL-TAP office to initiate process. When the SFL-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 specialist to schedule an appointment.
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) six 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	Attend Survivor Benefit Plan (SBP) Briefing	Briefing is held every Thursday at 1315. The briefing location is the Soldier Support Center, Lindsey Lake Media Room, Basement. This briefing is space limited and by appointment only. Your counselor will schedule the briefing for you.
4 MONTHS BEFORE SEPARATION	Schedule CIF turn-in	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.
2 MONTHS BEFORE FINAL OUT	Request 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.liberty.usag.mbx.dhr-smd@army.mil .
10 DAYS BEFORE FINAL OUT	Attend out-processing Brief	Clearing papers are issued 10 days prior to separation date or start of transition leave.