

FORT CAMPBELL RETIREMENT PROCESSING TASK CHECKLIST

TASK	More than 12 months prior to retirement date	6-12 months prior to retirement date	4 months prior to retirement date	3 months prior to retirement date	2 months prior to retirement date	30 Days prior to retirement or transition leave date	2 weeks prior to retirement or transition leave date	Day prior to transition leave start date	Retirement Date
Attend Pre-retirement/Survivor Benefit Plan briefing, held every other Thursday, Bldg 2702, 1300-1600. Call 798-3310 for info.		X							
Determine if you may qualify for Extraordinary Heroism pay (additional 10%) based on MOH, DSC or Soldiers Medal (if heroism would have warranted one of the above mentioned medals in combat). Bring in paperwork including citation to Retirement Services office. RSO will process.	X								
Receive sample retirement application packet from unit S1. Call 956-3819 for more info or visit https://go.usa.gov/xySxt for sample documents.	X								
Submit retirement request (Enlisted-DA Form 4187, Officers-Memorandum) through Bn to Bde for signatures.		X							
Submit retirement request (signed by Bn/Bde Cdr) to Retirement Services Office via S1. Application will be processed by retirement specialist, signed by Soldier (enlisted only), and sent to HRC for approval, unless local approval is authorized.		X							

FORT CAMPBELL RETIREMENT PROCESSING TASK CHECKLIST

TASK	More than 12 months prior to retirement date	6-12 months prior to retirement date	4 months prior to retirement date	3 months prior to retirement date	2 months prior to retirement date	30 Days prior to retirement or transition leave date	2 weeks prior to retirement or transition leave date	Day prior to transition leave start date	Retirement Date
Receive Retirement Order.		X							
Begin SFL-TAP process (up to 24 months prior to retirement). Call 798-5000 for info.	X	X							
Report to Education Center for mandatory pre-clearance briefing after receiving orders. Briefing must be done no earlier than 6 mos prior to retirement date.			X	X	X	X	X		
Attend additional SFL-TAP briefings, prepare resume.		X	X	X	X	X			
Contact VA Benefits Delivery at Discharge site to begin VA compensation process. Bldg 5668. (Separation order required).		X							
Request a copy of medical records be made through medical records section.		X							
Begin tracking award recommendation.		X							
Arrange for shipment of household goods. Call 798-7151 for more info.		X	X	X					
Make a Survivor Benefit Plan election. Must be done by a SBP Counselor at the Retirement Services office prior to start of PTDY/Transition Leave. Call 798-3310/5280 for more info.		X	X	X	X				

FORT CAMPBELL RETIREMENT PROCESSING TASK CHECKLIST

TASK	More than 12 months prior to retirement date	6-12 months prior to retirement date	4 months prior to retirement date	3 months prior to retirement date	2 months prior to retirement date	30 Days prior to retirement or transition leave date	2 weeks prior to retirement or transition leave date	Day prior to transition leave start date	Retirement Date
Begin the process of ensuring total dental health. Go to dental sick call. Correct even the smallest issues with your teeth.		X							
Arrange for retirement ceremony attendance prior to PTDY or leave. Call 798-2728 for info.			X						
Contact commercial life insurance companies to compare/shop for plans.			X						
Prepare OER/NCOER for rated soldiers.				X					
Finalize leave form based on leave accrued as of retirement date. Include 20 days PTDY prior to start of terminal leave.				X					
Investigate Dental insurance opportunities. TRICARE Retiree Dental Program. 888-838-8737 for more info.					X				
Verify completion of Separation History and Physical Examination (SHPE). VA physical can count for this requirement.						X			
Receive OER/NCOER and retirement award.						X			
Make sure records review is current – must be within 12 months of last day in the Army. See BN S1 for record review update.						X			

FORT CAMPBELL RETIREMENT PROCESSING TASK CHECKLIST

TASK	More than 12 months prior to retirement date	6-12 months prior to retirement date	4 months prior to retirement date	3 months prior to retirement date	2 months prior to retirement date	30 Days prior to retirement or transition leave date	2 weeks prior to retirement or transition leave date	Day prior to transition leave start date	Retirement Date
Make appointment with Retirement Services office to verify DD Form 214 information, submit leave form with control number, and initiate installation clearing process. Call 270-798-2712 for appointment, or email usarmy.campbell.rso@mail.mil						X			
Attend Finance briefing, Bldg 2702, Classroom C, 1030 on MWF. Must have two copies of orders and two copies of DA31 with control number.							X		
Fill prescriptions. Ask provider for a 90 supply of required medicine.							X		
Report to Transitions Center for out processing with final clearance paperwork and to pick up finalized DD Form 214/Retiree Commendation Package.								X	
Obtain retired ID cards. 798-2424 or http://www.dmdc.osd.mil/rsl/owa/home .									X
Contact TRICARE to enroll in TRICARE Prime (if applicable).									X
Contact the RSO for assistance. 798-5280/3310	X	X	X	X	X	X	X	X	X

Note- Expect final active duty pay two to three weeks after retirement date.
 Expect first retired paycheck on the first work day of the month following retirement date (+/-30 days after retirement date).