

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 SFL-TAP process (up to 24 months prior to retirement). Call 798-5000 for info.	X	X							
Pre-retirement/Survivor Benefit Plan briefing, and to Make a Survivor Benefit Plan election, contact Mr. Julius Anderson, julius.s.anderson.civ@mail.mil, or Mr. Marcus, 270-798-5280.		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							
Receive Retirement Order.		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			

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Contact VA Benefits Delivery at Discharge site to begin VA compensation process. Bldg 5663. (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					
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						
Prepare OER/NCOER for rated soldiers.				X					
Contact commercial life insurance companies to compare/shop for plans.			X						
Finalize leave form based on leave accrued as of retirement date. Include 20 days PTDY prior to start of terminal leave.				X					

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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			
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			
To verify DD Form 214 and initiate installation clearing process, email leave form with control number, and supporting documentation, along with a civilian email address to send your clearing papers to the RSO who sent orders.						X			
Please read and complete the Finance Separation Brief at https://home.army.mil/campbell/index.php/finance , 30 days prior to your leave start date.						X			
Fill prescriptions. Ask provider for a 90 supply of required medicine.							X		

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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).