

# RETIREMENT CHECKLIST

TIME FRAME	EVENT	LOCATION & CONTACT INFORMATION	DETAILS
No earlier than (NET) 2 years from anticipated retirement date	Transition Assistance Program	building 1378 502-624-2227/5222 <a href="https://www.tap.army.mil/default.aspx">https://www.tap.army.mil/default.aspx</a>	Call to schedule briefings. Receive Department of Defense (DD) Form 2648, Preseparation Counseling Checklist For Active Component, Active Guard Reserve, Active Reserve, Full time support, and Reserve Program Administrator Service Members (Oct 2019) upon completion.
at least 12 months prior to anticipated retirement date	pre-retirement briefing	building 2020, classroom 2nd Tuesday of each month 1300 - 1600	Soldiers who submit their request less than 12 months prior to retirement should attend the next available briefing. Spouse <u>may</u> attend.
364 days from requested retirement date	submit retirement request	Unit S1	Officer requests in memorandum format. Enlisted requests are on a Department of the Army (DA) Form 4187, Personnel Action. Add DA Form 31, Request and Authority for Leave, Soldier Record Brief, Officer Record Brief, ceremony info sheet, sexual assault and endorsement memorandums (officers).
After request is received by retirement services	service computation	Retirement Services building 1384, room 103 502- 624-1280	Retirement Services will make contact for service computation.
90 to 180 days from approved retirement date	retirement physical ----- Veterans Affairs claim	building 871 502-626-9764  building 1379 502-287-5459	Call to schedule appointments.
upon receipt of orders	transportation appointment	building 1384, 2nd floor 502-624-3927	Mandatory for all Soldiers.
upon receipt of orders but NET 60 days prior to report date	attend out-processing briefing <b>(mandatory for Ft Knox Soldiers)</b>	2nd & 4th Thursday of each month 1430 ----- building 2020 502-626-0183  *check for weekly briefs in summer months	Must be in uniform. Bring copy of retirement orders and leave forms. <a href="https://home.army.mil/knox/index.php/about/Garrison/directorate-human-resources/adjutant-general/militarypersonnel-division/process-control-branch/outprocessing">https://home.army.mil/knox/index.php/about/Garrison/directorate-human-resources/adjutant-general/militarypersonnel-division/process-control-branch/outprocessing</a> <b>*Remote Soldiers pick up clearing papers from unit.</b>
Prior to or while clearing * (NLT 60 days from retirement date)	Survivor Benefit Plan (SBP) briefing <b>(mandatory for all Soldiers)</b>	Ft Knox Retirement Services building 1384, room 103 502-624-6419/1280/3114	<b>By appointment only.</b> Spouse <u>must</u> attend if in the local area. Must bring ID cards, dependent and direct deposit information, and divorce decree if SBP was awarded to a former spouse. <b>*Remote Soldiers will be briefed on report date.</b>
during SBP appointment	review DD Form 214, Certificate of Release or Discharge from Active Duty	Ft Knox Retirement Services building 1384, room 103 502-624-7236	Documentation must be provided for updates. Must turn in DD Form 2648, finance leave balance sheet, and clearing papers. Final DD Form 214 will be issued on final out date.
while clearing*	pre-retirement finance briefing	building 1384, room B1 Monday, Wednesday, Friday 1130 502-624-8010	Bring copy of retirement orders, leave form, and clearing papers. Finance will complete a leave balance worksheet. Soldiers will need to turn this leave balance sheet in to Retirement Services to receive the DD Form 214.
0-30 days after retirement	TRICARE Dental/Vision	<a href="http://www.tricare.mil">www.tricare.mil</a> 1-800-444-5445 dental/vision <a href="http://www.benefeds.com">www.benefeds.com</a> 1-877-888-3337	Enroll in TRICARE after receipt of retiree identification card. Enroll within 30 days of retirement to prevent a lapse in coverage.