

RETIREMENT CHECKLIST

TIME FRAME	EVENT	LOCATION & CONTACT INFORMATION	DETAILS
No earlier than (NET) 2 years from anticipated retirement date	Soldier for Life Transition Assistance Program	building 1378 502-624-2227/5222 https://www.sfl-tap.army.mil/default.aspx	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 (Nov 2016) upon completion.
at least 12 months prior to anticipated retirement date	pre-retirement briefing	Complete online briefing and submit data, worksheet, and survey	ONLINE BRIEFING: https://home.army.mil/knox/index.php/about/Garrison/directorate-human-resources/adjutant-general/military-personnel-division/transition-services-branch/soldier-life-rso
364 days from requested retirement date	submit retirement request	Unit S1	Officer requests are in memorandum format. Enlisted requests are on a Department of the Army (DA) Form 4187, Personnel Action. Add DA Forms 31, Request and Authority for Leave, Soldier Record Brief, Officer Record Brief, ceremony info sheet, sexual assault memorandum (officers), and endorsement memorandums (officers) as applicable.
2 to 4 days after request is received by retirement services	service computation	Ft Knox Retirement Services building 1384, room 103 502- 624-4315	Retirement Services will make contact for service computation.
90 to 180 days from approved retirement date	retirement physical ----- Veterans Affairs claim	building 851, room 9-63 1-800-493-9602 building 1379 502-287-5459	Call to schedule appointments.
upon receipt of orders	transportation appointment	building 1384, 2nd floor 502-624-3927	Must see transportation regardless if you are moving or not.
upon receipt of orders but NET 60 days prior to report date	Out-processing briefing (mandatory for Ft Knox Soldiers)	complete online briefing 502-626-0183	https://home.army.mil/knox/index.php/about/Garrison/directorate-human-resources/adjutant-general/military-personnel-division/process-control-branch/out-processing *Remote Soldiers pick up clearing papers from unit
Prior to or while clearing * (NLT 60 days from retirement date)	Survivor Benefit Plan (SBP) briefing (mandatory for all Soldiers)	Ft Knox Retirement Services building 1384, room 103 502-624-6419/4641/4315/3114 ----- **BRIEFING MAY BE CONDUCTED VIA TELEPHONE	By appointment only. 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. *Remote Soldiers will be briefed on report date.
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	Contact unit S1 to complete briefing 502-624-8010	Unit S1 will conduct briefing and submit paperwork to finance. Finance will complete a leave balance worksheet and return it to the S1. 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 TRICARE Dental	www.tricare.mil 1-800-444-5445 dental www.trdp.org 1-888-838-8737	Enroll in TRICARE after receipt of retiree identification card. Enroll within 30 days of retirement to prevent a lapse in coverage.