

**FINAL OUT PROCESSING INFORMATION FROM THE  
FORT KNOX TRANSITION SERVICES SECTION FOR RETIREMENTS**

**\*\*\*Please read this page in its entirety\*\*\***

**Soldiers stationed other than Fort Knox should report in Duty Uniform to White Hall  
Bldg 1384, Rm 103 at 0800. If your report date falls on a Friday, then report at 0830.**

Office hours are Monday – Thursday 0800-1600 and Fridays 0830-1600  
(Lunch-1130-1230)

**Please make copies of documents before you report.**

*Remote Soldiers will complete Survivor Benefit Plan (SBP) Briefing and receive DD Form 214 on report date.*

**Retirement Services: Survivor Benefit Plan Counselors:**

Located in White Hall, Bldg 1384, Rm 103 Phone: (502)624-6419/1280/1765/4171/1404

**INFORMATION *REQUIRED* FOR (SBP) SURVIVOR BENEFIT PLAN BRIEFING:**

- Dependent information (SSN, birth date, address, date of marriage)
- Banking Information (Routing and account numbers, complete bank address) -  
**Even if you want your retired pay to go to same bank account you have now**
- Divorce decree (**Only if SBP was awarded to former spouse**)

**Transition Center: DD Form 214 Final Out-processing:**

Located in White Hall, Bldg 1384, Rm 103 Phone: (502)624-1280/1765

**ITEMS *REQUIRED* FOR DD FORM 214 FINAL OUT-PROCESSING:**

- Retirement and Transition Orders
- DD Form **2648** Preseparation Counseling Checklist from Transition Assistance Program (Oct 2019) (**Mandatory - Signed by TAP Counselor and Commander**)
- Approved Absence Request for Transition Leave and/or Permissive TDY
- STP/ERB/ORB/2-1
- Unit (DA Form 137-1) Clearance Papers signed by Commander  
**(Mandatory - Finance requirement or they will withhold 45% of your pay)**

**\*\*YOUR IPPS-A PROFILE WILL NEED TO BE REVIEWED AND UPDATED WITH YOUR UNIT S1 PRIOR TO REPORTING TO FORT KNOX.  
ANY CHANGES TO AWARDS AND MOS WILL NEED TO BE MADE BY YOUR UNIT S1 IN ORDER FOR THEM TO REFLECT ON YOUR DD 214.\*\***

PLEASE BRING SUPPORTING DOCUMENTATION FOR MILITARY EDUCATION (40+ HOURS) AND OVERSEAS DEPLOYMENTS FOR THIS CURRENT PERIOD OF ACTIVE DUTY IF ***NOT*** LISTED ON THE STP/ERB/ORB/DA 2-1.

**Fort Knox Finance Retirement Briefing**

Monday, Wednesday, Friday at 1130

Located in White Hall, Bldg 1384, Rm B2 Phone: (502)624-8010

I encourage you to visit the web site below for additional information and phone numbers you might need:

<http://www.knox.army.mil/Garrison/dhr/mpd/mpsb/tss/soldierforlife.aspx>

TAP Office (Formally known as SFL-TAP or ACAP): (502)624-2227/5222

VA Office: (502) 287-5459

Post Lodging: (502)943-1000

Transportation: (502)624-3927/3943

CIF: (502)624-3772/3037 --- (**By appointment ONLY- Must call to make appt in advance**)

Ireland Army Health Clinic (Central Exams/Retirement Physicals): 1-800-493-9602

If you have any questions or concerns about this document, please feel free to contact our office.