

RETIREMENT CHECKLIST

TIME FRAME	EVENT	LOCATION & CONTACT INFORMATION	DETAILS
No earlier than (NET) 2 years from anticipated retirement date	Transition Assistance Program	building 1378 502-624-5222 https://myaccess.dmdc.osd.mil/identitymanagement/app/login	Call to schedule briefings. Receive DD Form 2648, Preseparation Counseling Checklist For Active Component, Active Guard Reserve, Active Reserve, Full time support, and Reserve Program Administrator Service Members 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.
12-24 months from requested retirement date	submit retirement request	IPPS-A	Officer requests are still in legacy memorandum format attached to IPPS-A PAR.
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 (mandatory for Ft Knox Soldiers)	Every Thursday @ 1430 ----- building 2020 502-626-0183	Must be in uniform. Bring copy of retirement orders and leave forms. https://home.army.mil/knox/index.php/about/Garrison/directorate-human-resources/adjutant-general/militarypersonnel-division/process-control-branch/outprocessing *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 103 502-624-6419/1280/3114	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.
upon notification from IPPS-A	review draft, DD 214 Certificate of Release or Discharge from Active Duty	IPPS-A and Ft Knox Retirement Services building 1384, room 103 502-624-7236	Updates to MOS and awards made by unit S1 in IPPS-A. 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	www.tricare.mil 1-800-444-5445 dental/vision www.benefeds.com 1-877-888-3337	Enroll in TRICARE after receipt of retiree ID card. Enroll within 30 days of retirement to prevent a lapse in coverage. Enroll in Benefeds within 30 days prior to or 60 days after date of retirement.