**RETIREMENT CHECKLIST**

1. Attend a **Mandatory** pre-retirement counseling session. Attendance is Mandatory if a Soldier has 18 or more years of active service. See the Upcoming Retirement Ceremony & Pre-Retirement Brief Date link for Current Dates. **In lieu of personal or group retirement planning briefings all Soldiers and their spouses are to review the Department of the Army Retirement planning briefing at:** <https://soldierforlife.army.mil/RETIREMENT/RETIREMENT-PLANNING>

2. Call the Soldier for Life-Transition Assistance Program (SFL-TAP) Office, 573-596-0175, a **minimum of twelve months** prior to retirement to initiate transition and employment assistance. **Everyone has to out-process through Soldier for Life Transition Assistance Program.**

3. Initiate DA Form 31 if requesting permissive TDY (Must be signed by a Lieutenant Colonel or Higher) and/or transition leave. Hand carry a signed copy to Retirement Services, Room 2110 B.

4. Physical Exams, Walk in at Victory Clinic (Bldg 885) (Corner of 16th and Alabama Street) between 0800-1430 hours, (573-596-0131, ext 6-1903) for a Phase 1 physical **6 months prior to starting leave**. This physical must be completed prior to starting your VA Claim. Patient Administration at the hospital will **make a copy of your health record** if you allow them sufficient time. You should retain a copy of them for your personal use. A VA representative in Bldg 470 (573-563-8090) will help you complete the VA Form 21-526c, Application for Disability Compensation(Phase 2) **6 months** **prior to your retirement date.**

5. **Retirement Pay** is set up in conjunction with the **Mandatory Survivor Benefit Plan** **(SBP) Election**. Call 573-596-0947 for an appointment. **Information needed: your retirement address, bank account information, routing number, physical address for your bank, your dependents social security numbers and date of births**. **If applicable, the place and date of marriage. Spouse should attend if at all possible.**

6. **Medical Retirements,** Soldiers being medically retired are required to use the benefits calculator at <http://myarmybenefits.us.army.mil/> to get an estimate of retirement pay. Please kindly provide a copy of your estimate from the above web link prior to your scheduled appointment.

7. DD Form 214 – Approximately **4 months** from your retirement date call 573-596-0947 to request a working copy of your DD Form 214 for pickup in Bldg 470, Room 2110 B. If your SBP appointment coincides with this timeline, you can schedule both at

the same time.

8. Participation in the **Post Retirement Ceremony** requires **3-4** **pictures (**not official military photographs**)** turned in before **the 15th of the month prior** **to the Ceremony date**. Send them on digits to **Paul Goodspeed /Thomas Flynn**. Any questions call 573-563-7138. **Ceremony dates**:  **Ceremonies will be held in Lincoln Hall Auditorium** unless notified of a different location. **Rehearsals will** **start at 1300 hours** the day of the ceremony in Army Service Uniform (ASU) with the **ceremony commencing at 1500 hours**. Only immediate family members will be on stage in appropriate civilian attire. See the Upcoming Retirement Ceremony & Pre-Retirement Brief Date link for Current Dates.

9. **Obtain Unit Clearance papers** from your unit. S-1’s must call **Out Processing, Room 2105 (573-596-0131 ext 6-8118)** to make an appointment to pick up **installation clearance papers**.

10. All Retiring personnel must out-process through Finance, **Bldg 470,** **Room 1122**. After picking up installation clearance papers, **schedule an appointment** with **Finance** **(573-596-0021).** Make a finance brief appointment within 60 days of your retirement date. Briefings are conducted on Tuesdays and Thursdays at 10:00 AM – 11:00 AM.

11. Retain a copy of your retirement orders and DD Form 214 in a safe location. **You will receive the original #4 of your DD Form 214 upon final out processing. Both documents are necessary for obtaining your retirement ID Card**. A copy of the DD Form 214 is required by the VA to finalize your claim.

12. Make a clearing appointment with CIF before you start out-processing.

13. **Retired ID cards should be obtained by you and your family members 10 working days before the end of your retirement month. Make an appointment for each family member at** [**https://rapids-appointments.dmdc.osd.mil**](https://rapids-appointments.dmdc.osd.mil) **or to find a DEERS (Rapid Site Locator) in your area** [**http://www.dmdc.osd.mil/rsl**](http://www.dmdc.osd.mil/rsl)

Retired pay mailing address/telephone number:

Defense Finance and Accounting Service

U.S. Military Retired Pay

8899 E. 56th Street Phone Number: 800-321-1080

Indianapolis, IN 46249-1000 Fax: 800-469-6559

POC for FLW Retirement Services Office is Beverly Brewer, Bldg 470, Room 2110 B (573-596-0707/0947).