

RETIREMENT CHECKLIST

1. Attend a pre-retirement counseling session. The sessions are scheduled for: 9 June, 13 October 2015 and 9 February 2016 at Lincoln Hall Auditorium, 0800-1200 hours.
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 1030-1500 hours, (573-596-0131, ext 6-1760) for a retirement physical 6 months prior to your Retirement Date. This physical must be completed prior to starting your VA Claim. Your **original health/dental records** will be turned into the Veterans Administration (VA) office to support your claim. **Make a copy of your health record.** (Patient Administration at the hospital will make a copy if you allow them sufficient time.) A VA representative in Bldg 312 (573-563-8090) will help you complete the VA Form 21-526c, Application for Disability Compensation.
5. Retirement Pay is set up in conjunction with the 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. 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.

7. 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: 9 July, 4 September, 12 November 2015, 21 January, 10 March, and 12 May 2016 in Lincoln Hall Auditorium.** Rehearsals will start at 1300 hours the day of the ceremony in Dress Uniform with the ceremony commencing at 1500 hours.

8. **Obtain Unit Clearance papers** from your unit. S-1's must call **Out Processing, Room 2116 (573-596-0131 ext 6-8118)** to make an appointment to pick up **installation clearance papers**.

9. **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).

10. **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.

11. **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> or to find a DEERS (Rapid Site Locator) in your area <http://www.dmdc.osd.mil/rsl>**

Retired pay mailing address/telephone number:

Defense Finance and Accounting Service

U.S. Military Retired Pay

P.O. Box 7130

London, KY 40742-7130

Phone Number: 800-321-1080

Fax: 800-469-6559

POC for FLW Retirement Services Office is Darlene Kelley, Bldg 470, Room 2110 B (573-596-0947).