

RETIREMENT CHECKLIST

1. Attend a pre-retirement counseling session. The sessions are scheduled for: 21 June 2011, 18 October 2011, 21 February 2012, and 19 June 2012 at Lincoln Hall Auditorium, 0800-1200.
2. Call the ACAP Office, 573-596-0175, a minimum of six months prior to retirement to schedule a counseling session for assessing needs and developing an Individual Transition Plan for use in transitioning. **Everyone has to out-process through ACAP.**
3. Initiate DA Form 31 if requesting permissive TDY and/or transition leave. Hand carry a copy to Retirement Services Office Room 2218H.
4. Call Physical Exams, Victory Clinic after 1030 hours, 573-596-0131, ext 6-1760 to schedule a retirement physical approximately 4 months prior to the beginning of your permissive TDY/leave. This physical must be completed prior to you going on leave. **Make a copy of your health record** before departing FLW. (Patient Administration at the hospital will make a copy if you allow them sufficient time.) Your **original health/dental records** will be turned into the Veterans Administration (VA) office to support your claim. A VA representative in Bldg 312 will help you complete the VA Form 21-526, Application for Disability Compensation. The VA number is 573-563-8090.
5. About **3 months** prior to going on terminal leave, call 573-596-0947 for an appointment to complete DD Form 2656, Survivor Benefit Plan (SBP) Election. **Information needed at this time will be your permanent address after retirement, bank account information, routing number, physical address for your bank, your dependents social security numbers, and dates of birth. You will need place and date of marriage (if applicable). Spouse should attend if at all possible.**
6. DD Form 214 – When you are **within 30 days** of starting your leave, call 573-596-0947 to schedule an appointment to pick up a working copy of your DD Form 214 in Bldg 470, Room 2218 H.

7. Participation in the **Post Retirement Ceremony** requires **3-4 pictures** turned in before **the 15th of the month prior** to the Ceremony date. Send them on digits to Paul Goodspeed /Thomas Flynn or drop them off in Bldg 312, Room 312. Any questions call 573-563-5348/5671. **Ceremony dates: 10 March, 12 May, 14 July, 9 September and 10 November 2011 at Lincoln Hall Auditorium.** Rehearsals will be held 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 **In/Out Processing (573-596-0131 ext 6-3033)** to make appointment to pick up your **installation clearance papers in Room 2118.**
9. **All Retiring personnel must out-process through Finance, Bldg 470, Room 1120.** After picking up installation clearance papers, schedule an appointment at finance. (573-596-0024).
10. **Retain a copy of your retirement orders and DD Form 214** in a safe location. **You will receive the original #4 of your 214 upon final out processing.**
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://es/cac/navy.mil/>.**

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's for FLW Retirement Services Office is Beverly Rowe/Darlene Kelley, Bldg 470, Room 2218H (573-596-0947).