

## ROADMAP TO RETIREMENT

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|------------------------|---|
| 12 to 24 months out    | Start Soldier for Life/Transition Assistance Program  |
| 9 months to 1 year out | Submit application for retirement to RSO thru PAC/S-1. Attend Pre-Retirement Briefing with RSO (receive retirement orders, appointments, and complete Retirement Ceremony Information Sheet).   |
| 6 months out           | Initiate Pre-Retirement physical examination with VA no earlier than 6 months from your separation date (442-2469), also <u>initiate separation physical with Reynold's Army Community Hospital (RACH) 558-8428/8426-Occupational Health at 90 days prior to your final out (DoDI 6040.46, Section 3)</u> ; request copies of medical records; notify Corvias Military Living (If living in quarters; 442-2144); thoroughly check your IPERMS records to ensure all documents are included: update your ERB with your S-1. Become proactive on your retirement award. |
| 2-5 months out         | Arrange for shipment of household goods (442-3903); complete application for Survivor Benefits Program (by appointment with Mrs. Tyler, 442-4251: Update SGLI, DD93 & ERB/ORB; meet with Finance, Janet Baver, (442-1449); turn in your CIF (Mon-Thurs, 12:30-14:45 hrs)  |
| 3 weeks out            | Attend Post Clearance Briefing, Room 140A Bldg 4700, 10:30 hours, Mondays, Wednesdays and Fridays. Since these appointments are scheduled out 9 months ahead, please call 442-5122 to verify location has not changed prior to your appointment. Obtain Unit Clearance (DA Form 137-1) and begin officially clearing installation.  |
| 2 days prior to leave  | Attend DD Form 214 Update appointment with Transition   |
| 1 day prior to leave   | Complete final out-processing with Transition; receive DD Form 214 and Post Clearance Certificate (DA Form 137-2); take copy of DD Form 214 to Finance. Take DD Form 214 and Post Clearance Certificate to your S-1.  |
| Start of Leave         | Sign out on PTDY or Terminal leave  |
| 10 days to Retirement  | Contact TriCare Prime to enroll in your region. *East Region-Humana Military- 1-800-444-5445 or *West Region-Health Net Federal Services, LLC, 1-844-866-9378 visit <a href="http://www.mytricare-east.com">www.mytricare-east.com</a> or <a href="http://www.mytricare-west.com">www.mytricare-west.com</a> .  |
| Date of Retirement     | Your FIRST Retirement ID Card must be done at your nearest ARMY Installation. Call to schedule your ID card appointment (at least 2 weeks ahead) to get Retired ID card and dependents' ID cards from the <u>ARMY ID Card Section</u> nearest you. (Must bring # 4 copy of DD Form 214, dependents, and two forms of ID for yourself and your dependents.)  |