

“ROADMAP TO RETIREMENT”

FORT SILL, OK

1. You may ACAP/TAP up to two years before you retire. ACAP/TAP is a requirement.
 - a. Fort Sill (580) 442-2222
 - b. Tinker AFB (405) 734-5686
 - c. Little Rock AFB (501) 987-6801

Online - some soldiers are not authorized TDY if more than 50 miles from their place of duty. You may ACAP online at:

<https://www.acapexpress.army.mil>

2. Six months before your actual retirement date, contact the VA Pre-discharge Office to set up an appointment for your retirement physical. A retirement physical is **Mandatory** and must be scheduled sufficiently in advance to ensure completion prior to your out processing date.
 - a. Fort Sill (580) 442-2469 – Joe Bayones – BDD Program
 - b. Tinker AFB (405) 734-3079 – Brenda Blair –BDD Program
 - c. Little Rock AFB (501) 370-0466 – Eric Pigg – BDD Program
3. If you would like to be included in a retirement ceremony at Fort Sill, you **MUST** submit a Retirement Information Packet at least 90 days in advance. This packet is completed at the Retirement Services Office (RSO), Room 123N, BLDG 4700. POC for Retirement Ceremonies is Shirley Johnson at (580) 442-6131.
4. Ensure your DA Form 31's for Transitional Leave and Permissive TDY have been received at the RSO. Your leave forms (with control numbers) can be delivered in person, or sent via your Unit Administrator. Your transitioning appointments will be made by the Fort Sill Transition Section. Please contact a representative at (580) 442-1579/4411 to coordinate an appointment for Finance, Survivor Benefit Plan, and Final Out.
5. You will need to complete the DD Form 2656 for Survivor Benefits. This will initiate your retired pay, set-up your federal and state taxes, identify a beneficiary and deem your Survivor Benefit option. Complete this form prior to your SBP appointment. If you are planning on electing anything other than full coverage, you should bring your spouse with you. Your spouse will have to concur with any election that is less than full coverage. Without concurrence, you will automatically be enrolled for full coverage. If your spouse is unable to make your appointments, a certified letter will be sent out, stating what your election is. Your spouse will have to sign this and have it notarized. The form will then need to be returned Retirement Service Office before your retirement date or you will automatically be enrolled for full coverage.
6. You will need to bring the following documents with you when you come for your final appointments.

- a. DA 31's with control numbers and a copy of your orders for your finance appointment
- b. Unit Clearing Papers signed and dated by your S-1
- c. NCOER/OER (if you are not due an Annual, you may clear with your last report and a memo stating that you choose not to receive a close out)
- d. DA Form 2648 ACAP Checklist
- e. VA Disability Claim Form 21-526 w/cover sheet
- f. Original Medical and Dental Records (make sure to keep a copy for yourself)
- g. PERSTEMPO or a memo with all Campaign time while in the Army
- h. Updated ERB/ORB

i. We suggest that you bring all awards, badges, and certificates which are missing from your current ORB/ERB. If you have questions, please contact transition (580) 442-1579/4411.

7. Reserve, National Guard and out of town requests (ONLY), forward the following information for retirement certificates prior to your arrival:

- a. SOLDIER'S FULL NAME
- b. RANK
- c. COMPONENT
- d. RETIREMENT DATE
- e. SPOUSE'S FULL NAME
- f. Did the soldier participate in CSB/REDUX?

8. Make copies for yourself before coming to your final appointments. We will not be able to make copies for you.