

ROADMAP TO RETIREMENT

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 – 9 months out	Initiate Pre-Retirement physical examination (442-2469); 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, Mon-Fri. 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 Transitions; 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. (*South Region 1-888-444-5445 West Region-1-877-988-9378, or North Region 1-877-874-2273) or visit www.mytricare.com.
Date of Retirement	Get Retired ID card and dependents' ID cards from the ID Card Section nearest you. (Must bring # 4 copy of DD Form 214, dependents, and two forms of ID for yourself and your dependents.)