

## FORT SILL RETIREMENT CHECKLIST

SUGGESTED ACTIVITY	9-12 months	6 months	2-3 months	1 month	3 weeks	Day of Final Out	At Retirement	After Retirement
Submit application for retirement to RSO thru PAC/S1 - Mr. Koehn, 2-4251	X							
Register with ACAP (Note 1)								
Attend ACAP briefings, prepare resume (see below) 442-2222								
Initiate retirement physical with VA/ BDD Bldg 4700 3rd floor 442-2469		X						
Attend Pre-Retirement Briefing	X							
Receive retirement orders and appointments from RSO	X							
Notify Picerne (if in Qtrs) Bldg 4700 3rd floor 581-2144		X						
Arrange for shipment of household goods Bldg 4700 442-3903			X					
Arrange for retirement ceremony attendance w/ RSO office 2-2645	X							
Survivor Benefit appt. w/spouse Mrs. Tyler Bldg 4700 442-6131			X					
Receive OER/NCOER and retirement award/Good Conduct Medal					X			
Attend Outprocessing Brief Mon-Fri Bldg 4700					X			
Unit clearance papers, VA claim, PERSTEMPO etc. to Transitions						X		
Pick up DD 214, retirement certificates from Transition						X		
Take copy of DD 214 to Finance and VA						X		
Obtain retired ID card							X	
See Finance Bldg 4700 442-1449			X					
Out Patient Records (RACH basement) for copy of Vaccination Records		X						
Sign up for VGLI if needed								X
Complete travel voucher for final move within one year of retirement								X

**Note (1) ACAP can now be started 24 months prior to retirement date, Bldg 4700, 3rd floor 442-2222**

**Note (2) Sign up for TriCare Prime 10 days prior to your retirement date. RACH 558-3161**