

# RETIREMENT OUTPROCESSING CHECKLIST

The following is a suggested timetable for accomplishing some of your retirement out-processing actions. Your Retirement Services officer (RSO) and Transition Center Staff can provide a more detailed checklist that addresses local installation requirements.

<b>Timeframe</b>	<b>Action</b>
ASAP after decision	<input type="radio"/> Contact the installation Retirement Services Officer (RSO) to arrange a retirement and Survivor Benefit Plan (SBP) briefing.
ASAP after decision	<input type="radio"/> Contact the Army Career & Alumni Program (ACAP) Office for job transition/resume assistance.
4 months prior to	<input type="radio"/> Initiate retirement physical prior to transition leave or retirement.
3 months prior to	<input type="radio"/> Study medical and dental care options for retirees; consider purchasing a TRICARE supplement if needed.
3 months prior to	<input type="radio"/> Make an appointment with the Staff Judge Advocate to prepare a will.
2 months prior to	<input type="radio"/> Contact Transportation for household good shipment; must have orders.
2 months prior to	<input type="radio"/> Complete DD Form 2656, Data for Payment of Retired Personnel (and SBP election). A DD Form 2656-1 is needed if a former spouse SBP election is being made.
2 months prior to	<input type="radio"/> Complete VA Form 21-526, Application for Compensation from Department of Veterans Affairs.
2 months prior to	<input type="radio"/> Complete DD Form 2860, Application for Combat-Related Special Compensation (CRSC), if applicable.
1 month prior to	<input type="radio"/> Obtain SF 1199A, Direct Deposit Sign-Up Form, for electronic transfer of retired pay to financial institution (needed only if changing financial institution).
1 week prior to	<input type="radio"/> Initiate action to obtain retired ID cards.
Within 120 days after desired.	<input type="radio"/> Convert SGLI to VGLI (VA sends application), if desired.
ASAP	<input type="radio"/> Consider joining military service associations and remain Active in support of retiree issues.