

RETIREMENT CHECKLIST

Phone Numbers 717-245-xxxx

TASK	24-12 Mos	12-9 Mos	9-6 Mos	5-1 Mos	3 days prior to Ret date, PTDY, or Start of TRANS Leave	Ret Day	AFTER RET- within 1 st yr
SFL-TAP at ACS x3684 and Start VA Disability Process!!	XX						
Pre-Ret Counseling and Application with MPSD Transition Center, Mr Bobo x3894		XX					
Benefits/SBP Brief with MPSD Ret Svc Ofc, Ms Derr x4501			XX				
SBP Election with MPSD, Ret Svc Ofc X4501			XX				
Ret Phys DUSAHC 4 Months prior to Trans Leave X4500			XX				
Trans Leave & PTDY (DA 31) with PAC or HRD, fwd to Trans Ctr x3894			XX				
Schedule Final Ret Appoint with Trans Ctr MPSD x3894				XX			
Complete Exit Survey (See Ret Orders for website)				XX			
Take completed Survey to Trans Ctr to be Verified x3894				XX			
Take Verified Survey to MPSD, Records Section (Mrs Weaver/Mr Bletcher) & pick up Clearance Form X4683 or X4682					XXXXXXXXXX		
Out-process Post, Go to Trans Ctr for Finance Documents x3894					XXXXXXXXXX		
Mil Pay Affairs for DFAS x4032					XXXXXXXXXX		
Receive DD 214 from Trans Center MPSD x3894					XXXXXXXXXX		
ID Cards at MPSD x3533						XX	
TRICARE Prime Enrollment by lphone/email						XX	
File DD Form 214 at Courthouse or Secure in Fire Box @ Home							XX
Enroll in Ret Delta Dental Program 1-888-838-8737							XX
VGLI conversion from SGLI 1-800-419-1473							XX