

RETIREMENT TIME LINE

Milestone	Required Action	Office/POC
2 years prior to retirement	Schedule a mandatory Pre-separation briefing and counseling IAW US Title 10, Section 1142-1144. (Employment assistance, resume interview preparation, salary/benefits negotiations, employment information).	DHR, ACAP Center, Room 134, Bldg 750 655-1028 www.acap.army.mil
	Attend a pre-retirement orientation briefing conducted semiannually.	DHR, RSO Room 122, Bldg 750 Mr. Rick Gajonera, 655-1585
365 days prior to retirement	Audit personnel records to verify all periods of active federal service, grade, date of rank, awards, etc.	Non-PSDR unit - MPD; PSDR units - Bde S1
	Make a decision regarding location of choice Transition Center	Soldier's responsibility
	Submit retirement application not earlier than 12 months or NLT 9 months before retirement or transition leave. Must be endorsed by the Bde Cdr, or Staff Chief (O6) as appropriate. <ul style="list-style-type: none"> Retirement orders are issued upon approval of the application and receipt of the BIO. Transition orders will be published upon receipt of the approved DA Form 31 w/ control # for PTDY/Transition Leave from the unit or Soldier. 	DHR, RSO Room 122, Bldg 750, Mrs. Keun Cho, 655-5384
180 days prior to retirement or start of PTDY/Transition leave	Attend a Department of Labor Transition Assistance Program (TAP) Workshop	DHR, ACAP Center, Room 134, Bldg 750 655-1028
	Schedule a mandatory Survivor Benefit Plan (SBP) counseling with spouse.	DHR, RSO Room 122, Bldg 750 Mrs. Nan Lucero, 655-1514
120 days prior to retirement or start of PTDY/Transition leave	Initiate a mandatory retirement physical examination. Must be completed no earlier than four (4) months and no later than one (1) month prior to retirement date or start of PTDY/Transition leave.	TAMC, 433-2778, ext 12
60 days prior to retirement or start of PTDY/Transition leave	Make appointment to ship HHG and POV. (Must have your orders) http://www.garrison.hawaii.army.mil/sites/transportation/personalproperty.asp	Bldg 690, Room 1C, 655-1868
	Schedule for clearance of government quarters and information on TLA.	SB: Bldg 950, 275-3149 FS: 438-6198
	Make an appointment with a DAV Transition Service Officer to complete VA Form 21-526, Application for Compensation from Department of Veterans Affairs. Submit this from w/ original Medical & Dental Records to TC upon reporting for separation/retirement processing.	VAMROC, E-Wing 459 Patterson Rd, Room 1-C103 Honolulu, HI 96819 433-0491
	Complete DD Form 2656 , Data for Payment of Retired Personnel and Survivor Benefit Plan (SBP) election at the Retirement Services Office (RSO).	DHR, RSO Room 122, Bldg 750 Mrs. Nan Lucero, 655-1514

30 days prior to retirement or start of PTDY/Transition leave	Attend the mandatory Installation Out-processing briefing at Scho Bks : Mon, Tues, Wed, Fri from 1245 – 1400 and at Ft. Shafter : Mon, Tue, Wed, 0845 hrs, Fri - 0845 hrs for emergency and less than 10 days to clear. Must attend to be issued installation clearance papers.	SB: 655-9538/4848 655-0106/6703; FS: 438-8918/1663
	Make a copy of Military Personnel Record (personal copy)	Soldier's responsibility
	Attend a mandatory pre-separation Finance briefing held every Tuesday at 0930 hrs in Room 208, Bldg 750	Separation Finance Room 102, Bldg 750 655-9100
	Consider TRICARE Prime coverage after retirement.	TAMC http://www.tricare.osd.mil/
	Consider dental coverage after retirement thru TRICARE Retiree Dental Program (TRDP) .	http://www.ddpdelta.org
10 workdays prior to retirement or start of PTDY/Transition leave	Commence out-processing. Obtain DA Form 137 (Clearance Form)	DHR SB: 655-9538/9411; or FS: 438-8918
2 workdays prior to retirement or start of PTDY/Transition leave	Commence final transition processing. Prior to reporting to the Transition Center you must have the following documentation: <ul style="list-style-type: none"> • DA Form 137 (Installation Clearance Record) • Medical records with completed retired physical exam (DA Form 2807 and 2808) • Dental Records • Original DD Form 2648 (Pre-separation Counseling Checklist) from ACAP • If filing a VA Claim: <ul style="list-style-type: none"> -VA Pre-Separation Claim Form if filing with the VA Regional Center at TAMC -VA Form 21-526 (Veteran's Application for Compensation and/or Pension) • 214 Separation Information Sheet from Separation Finance <p>Commence PTDY/Transition leave or retire the next day.</p>	DHR, Transition Center, Room 200, Bldg 750, Telephone #'s: 655-0175 655-0176 655-0180 655-0181

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