

**FINAL OUT PROCESSING INFORMATION FROM THE
FORT KNOX RETIREMENT SERVICES OFFICE**

Retirement Services Officer:

White Hall, Bldg 1384, Room 102A (502) 624-1765 FAX: (502) 624-4186

Survivor Benefit Plan Counselors:

White Hall, Bldg 1384, Room 103 (502) 624-7236/4315/6419/4641

INFORMATION REQUIRED FOR (SBP) SURVIVOR BENEFIT PLAN BRIEFING:

Dependent information (SSN, birth date, address, date of marriage)

Banking Information (routing and account numbers, complete bank address) **-Even if you want your retired pay to go to same bank account you have now**

Divorce decree (Only if SBP was awarded to former spouse)

DD Form 214 Final Out-processing Point of Contact:

White Hall, Bldg 1384, Room 103 (502) 624-6995

ITEMS REQUIRED FOR DD FORM 214 FINAL OUT-PROCESSING:

Please make copies before you report. Soldiers must report in Duty Uniform.

Per the Fort Knox CG policy, Soldiers stationed on Fort Knox will not report before 0900

Soldiers stationed other than Fort Knox –Should report at 0900

Retirement and Transition Orders (2 copies each)

Updated DD Form 93 (on January 2008 form)

Updated SGLV 8286 (Life Insurance Form)

DD Form 2648 (Mandatory - Preseparation Counseling Checklist) (Signed by an ACAP Counselor)

DA Form 31(s) for Transition Leave and/or Permissive TDY (2 copies each)

ERB/ORB/2-1

Installation and Unit Clearance Papers or Clearance Memorandum – (Finance requirement)

Original Medical Records (with Retirement Physical) or VA receipt in lieu of Medical Records

Original Dental Records or VA receipt in lieu of Dental Records

Orders for Foreign Service (if Foreign Service is not listed on your ERB/ORB/2-1)

PLEASE BRING PROOF OF AWARDS, BADGES, MILITARY EDUCATION – (40 HOURS OR MORE), AND OVERSEAS DEPLOYMENTS IF *NOT* LISTED ON THE ERB/ORB/DA 2-1

Fort Knox Retirement Finance Briefing is held daily at 1130

White Hall, Bldg 1384, Room 107 (502)624-5663/6416/6842/2918/4835/6569

Additional information and phone numbers you may need:

http://www.knox.army.mil/garrison/dhr/ag/mpd/rso/retire_proc.asp

ACAP Office: (502) 624-2227

VA Office: (502) 942-3970/9312

New Garden Inn: (502) 943-1000

Transportation: (502) 624-3927/3943

CIF: (502) 624-3772/3037

Ireland Army Community Hospital, Central Exams: 1-800-493-9602 or (502) 624-9325

If you have any questions or concerns, please feel free to contact the Retirement Services Office.