

RETIREMENT TIME LINE

Milestone	Required Action	Office/POC
2 years prior to retirement	Schedule a mandatory Pre-separation briefing and counseling (DD Form 2648 and 2958) IAW US Title 10, Section 1142-1144 and VOW to Hire Heroes Act, Public Law 112-56, 21 Nov 11. (Employment assistance, resume interview preparation, salary/benefits negotiations, employment information).	DHR, ACAP Center Room 136, 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; Email: mathew.d.matunas.civ@mail.mil
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 from HRC. Transition orders will be published upon receipt of the BIO in WORD document format and the approved DA Form 31 w/ control # for PTDY and/or Transition Leave from the unit or the Soldier. 	DHR, RSO Room 122, Bldg 750, Mrs. Nan Lucero, 655-1514/5384; Email: nannette.k.lucero.civ@mail.mil Mr. Rick Gajonera, 655-1585; Email: mathew.d.matunas.civ@mail.mil
300 days prior to retirement	Attend and complete Department of Labor Transition Assistance Program (TAP) Workshop	DHR, ACAP Center Room 136, Bldg 750 655-1028
120 days prior to retirement or start of PTDY/Transition leave	Schedule 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.	Tripler Army Medical Center (TAMC) 433-2778, ext 326
	Schedule a mandatory Survivor Benefit Plan (SBP) counseling with spouse.	DHR, RSO Room 122, Bldg 750 Mrs. Nan Lucero, 655-1514; Email: Nannette.k.lucero.civ@mail.mil
60 days prior to retirement or start of PTDY/Transition leave	Make appointment to ship HHG and POV. (Must have copies of your orders) http://www.garrison.hawaii.army.mil/sites/transportation/personalproperty.asp	Scho Bks Transportation Office Room 140, Bldg 750, 655-1868
	Schedule for clearance of government quarters and information on TLA.	Housing Service Office SB: 655-3073/3076 FS: 438-6198/8830
	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 Survivor Benefit Plan (SBP) election and DD Form 2656 , Data for Payment of Retired Personnel at the Retirement Services Office (RSO).	DHR, RSO Room 122, Bldg 750 Mrs. Nan Lucero, 655-1514 Email: Nannette.k.lucero.civ@mail.mil

60 days prior to retirement or start of PTDY/Transition leave	Make a copy of Military Personnel records and Medical records (personal copy)	Soldier's responsibility
30 days prior to retirement or start of PTDY/Transition leave	Schedule a pre-separation DD214 worksheet overview with the Transition Counselor at Transition Center	DHR, Transition Center Room 200, Bldg 750 655-0176
	Schedule a MANDATORY one-on one pre-separation Finance briefing.	Separation Finance, Room 102, Bldg 750, 655-9100/1583
	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
14 days prior to retirement or start of PTDY/Transition leave	MANDATORY: To obtain CLEARING PAPERS, visit http://www.garrison.hawaii.army.mil/dhr/default.htm . Click on the out-processing briefing slides and follow the instructions. Commence out-processing. Soldier's DA Form 137 must have a " CLEARED " stamped by Out-Processing Section after completion of out-processing process.	DHR, In/Out Processing Room 103, Bldg 750 655-1272/0106
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 with you: <ul style="list-style-type: none"> • DA Form 137 - Installation Clearance Record with Stamp "CLEARED" • Original DD Form 2648 and 2958 - Pre-separation Counseling Checklist and Service Member's Individual Transition Plan Checklist from ACAP • DD214 Separation Information Sheet from Separation Finance • Retirement Award for inclusion to your DD214 Commence PTDY/Transition leave or retire the next day.	DHR, Transition Center Room 200, Bldg 750 Telephone #'s: 655-0175 655-0176 655-0180 655-0181

DHR website: <http://www.garrison.hawaii.army.mil/dhr/>

Retirement Services Office
Room 122, Bldg 750 (Soldiers' Support Center)
Schofield Barracks, HI 96857
Fax: (808) 655-1458
RSO Generic Email: usarmy.schofield.imcom-pacific.mbx.retirement-services@mail.mil

Mr. Mathew D. Matunas, RSO/Retirements and Voluntary Separations
Ph: (808) 655-1585; email: mathew.d.matunas.civ@mail.mil

Mrs. Nannette K.L.N. Lucero, Survivor Benefit Plan Counselor/Retirements and Voluntary Separations
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Updated: 27Jun13