

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, SFL-TAP Center Room 136, Bldg 750 808-655-1028 https://www.sfl-tap.army.mil
	Attend a pre-retirement orientation briefing conducted semiannually.	DHR, RSO, Room 122, Bldg 750 Email: usarmy.schofield.imcom-pacific.mbx.retirement-services@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: Contact MPD; PSDR units: Contact your 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 number for PTDY and/or Transition Leave from the unit or the Soldier. 	DHR, RSO Room 122, Bldg 750, Email: usarmy.schofield.imcom-pacific.mbx.retirement-services@mail.mil
365 days prior to retirement	Attend and complete Department of Labor Transition Assistance Program (TAP) Workshop	DHR, SFL-TAP Center Room 136, Bldg 750 808-655-1028
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) 808-433-3345
	Schedule a mandatory Survivor Benefit Plan (SBP) counseling with spouse.	DHR, RSO Room 122, Bldg 750 808-655-5384/1514/1585
60 days prior to retirement or start of PTDY/Transition leave	Make appointment to ship HHG and POV. (Must have copies of your orders) https://www.garrison.hawaii.army.mil/logistics/transportation.htm	Scho Bks Transportation Office Room 140, Bldg 750, 808-655-1868
	Schedule for clearance of government quarters and information on TLA.	Housing Service Office 808-275-3770/3800
	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 form 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, 808-433-0491
	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 750 808-655-5384/1514/1585

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 750 808-655-0175
	Schedule a MANDATORY one-on one pre-separation Finance briefing.	Separation Finance, Room 103, Bldg 750, 808-655-9100
	Consider TRICARE Prime coverage after retirement.	TAMC http://www.tricare.mil/
	Consider dental coverage after retirement thru TRICARE Retiree Dental Program (TRDP) .	http://www.tricare.mil/trdp
14 days prior to retirement or start of PTDY/Transition leave	MANDATORY: To obtain CLEARING PAPERS, visit http://www.garrison.hawaii.army.mil/dhr . 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 102, Bldg 750 808-655-6845
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: 808-655-0080 808-655-0175 808-655-0176 808-655-0181 808-655-0183

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

Retirement Services Office
673 Ayers Avenue
Room 122, Bldg 750 (Soldiers' Support Center)
Schofield Barracks, HI 96857
Phone: 808-655-5384/1514/1585
Fax: 808-655-1458
RSO Email: usarmy.schofield.imcom-pacific.mbx.retirement-services@mail.mil

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