



# Office of Commissioned Corps Personnel, CDC

## Retirement Checklist

RETIREMENT PLANNING ELEMENTS	OFFICER RESPONSIBILITIES	Check here when completed
<p><b>(A) Retirement Seminar:</b></p>	<p>Attend Retirement Seminar(s) after 15 years continuous active duty. More than one may be needed.</p>	<p>Date: _____</p>
<p><b>(B) Planning Elements for Consideration:</b></p> <p><b>Hints:</b></p> <ul style="list-style-type: none"> <li>• Consider Financial Planning as soon as possible</li> <li>• Prepare retirement documents in advance</li> </ul> <p><b>See Pamphlet #24 – “Information on Commissioned Officers Retirement” for complete information regarding retirement planning.</b></p>	<p>A list of important things to consider when planning retirement:</p> <ul style="list-style-type: none"> <li>a. A Survivor Benefit Plan (SBP)</li> <li>b. A Direct Deposit Form for retirement pay</li> <li>c. An Employees Withholding Allowance Certificate</li> <li>d. A Request for Voluntary State Income Tax Withholding from Retirement Pay</li> <li>e. A request to Establish/Change Mailing Address form</li> <li>f. Choosing a Home of Selection (HOS)</li> <li>g. The Officer’s Leave Record</li> <li>h. A complete Exit Physical Examination</li> <li>i. Terminal Leave and Lump-Sum Leave Payments</li> <li>j. Thrift Savings Plan (TSP) or Financial Planning</li> <li>k. Turning in Active Duty ID Card</li> </ul>	<p>Date: _____</p>
<p><b>(C) Application/Effecting Retirement:</b></p>	<p><b>1) Requesting Permission:</b> Officer must have greater than 20 and less than 30 active duty years. Memo on Agency letterhead must be sent up Chain of Command to receive permission to voluntarily retire.</p>	<p>Date: _____</p>
	<p><b>2) Requesting Retirement:</b> After approval received, officer completes form PHS 1373 “Separation of Commissioned Officer” and forwards to Retirement Coordinator.</p>	<p>Date: _____</p>



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<p><b>(D) Travel and Transportation Allowances:</b></p>	<p>Contact Agency/OPDIV travel representative and Shipping Officer for details related to retirement move and correct forms used for reimbursements. Currently, retiring officers are authorized one final move within the Continental United States (CONUS) that include(s):</p> <ul style="list-style-type: none"> <li>a. Mileage</li> <li>b. Per Diem</li> <li>c. Shipment of Household Goods (HHG)</li> <li>d. 1 year of Non-Temporary Storage (NTS) at <b>point of origin</b></li> </ul> <ul style="list-style-type: none"> <li>o Allowances include dependents</li> <li>o All HHG not put into NTS may use 90 days of Temporary Storage at <b>point of destination</b></li> <li>o Additional assistance and information available at <a href="http://dcp.psc.gov">http://dcp.psc.gov</a> - under "Services"</li> </ul>	<p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p><b>(E) Retirement Benefits:</b></p>	<p>Upon retirement, officers may have the use of the following benefits:</p> <ul style="list-style-type: none"> <li>a. Uniformed Medical Treatment Facilities (MTF)</li> <li>b. Enrollment in TRICARE</li> <li>c. Medicare at age 65</li> <li>d. Use of Military Facilities (Commissaries, Exchanges, Recreational Areas etc.)</li> <li>e. Space-A Travel</li> </ul> <p>It is the officer's responsibility to check and review all benefits offered after retirement.</p>	<p>Date: _____</p>
<p><b>(F) Survivor Benefit Plan (SBP):</b></p>	<p>Plan provides annuity to spouse and dependents upon the officer's death. Contact retirement coordinator for enrollment form and information.</p> <ul style="list-style-type: none"> <li>a. Complete and submit form PHS-5150 "Survivor Benefit Plan election Certificate" prior to the date of retirement.</li> </ul>	<p>Date: _____</p>



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<b>(G) Veterans Affairs Benefits (VA):</b>	<p>Review the following benefits from the VA:</p> <ul style="list-style-type: none"> <li>a. VA Hospitals</li> <li>b. Life Insurance</li> <li>c. Disability Compensation</li> <li>d. Educational Assistance</li> <li>e. Home Loan Guarantee</li> <li>f. Death Benefits</li> <li>g. Dependency and Indemnity Compensation (DIC)</li> </ul>	Date: _____
<b>(H) Employment and Political Activity:</b>	Review the CCPM concerning employment after retirement. Some restrictions apply when conflicts of interest are involved. Contact the agency ethics counselor for more details.	Date: _____
<b>(I) Assistance after Retirement:</b>	Designate an individual who will act as the personal representative in the event the officer becomes incapable of acting on his or her own behalf.	Date: _____
<b>(J) Social Security:</b>	Contact Social Security representative concerning benefits. Information available in the booklet "Your Social Security" available at <a href="http://www.ssa.gov">http://www.ssa.gov</a> or phone 1-800-772-1213.	Date: _____
<b>(K) Former Spouses' Protections Act (FSPA):</b>	If former spouse is involved, review section concerning "Division of Retired Pay" for commissioned officers, or contact Commissioned Corps Support Services (CCSS) at 301-594-2963 for more information.	Date: _____
<b>(L) Survivor Benefits and Assistance:</b>	Review Annuity Benefits and/or Funeral and Burial Expense benefit chart in Pamphlet #24 – "Information on Commissioned Corps Retirement"	Date: _____