



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT CAMPBELL
39 SCREAMING EAGLE BOULEVARD
FORT CAMPBELL KENTUCKY 42223-5617

IMCB-HRM-RS

28 July 2014

MEMORANDUM FOR ALL RETIREES

SUBJECT: Retirement Information

1. This information has been prepared to assist you in a smooth and orderly transition from active duty to civilian life. Read this document thoroughly. Some items will be of pre-retirement interest and some of post retirement interest. Feel free to contact our office at 956-3819 or the Retirement Services Officer at 798-5280/3310, if you have any questions relating to retirement procedures. Do not seek advice from any other source. We have found that the most common source of misinformation has been when Soldiers ask other Soldiers questions about retirement and the Survivor Benefit Plan (SBP).

2. **SURVIVOR BENEFIT PLAN (SBP):** You **must** attend a mandatory Survivor Benefit Plan (SBP) briefing. These briefings are normally held the first and third Thursday of each month at 1230 in Room 103A, Bldg 2577A. Occasionally the briefing may be cancelled. Call 956-3819 or 798-5280/3310 for confirmation of the next briefing. We strongly encourage spouses to attend. Once you have received the SBP briefing you will need to contact the Retirement Services Office to schedule a time to finalize your election. If you elect full coverage, your spouse does not have to sign the election form. Any election less than full spousal coverage requires your spouse's signature concurring or non-concurring with your election. If your spouse does not live in the Fort Campbell area we will prepare a separate packet to be mailed to them. The packet will contain a letter and a statement for your spouse to sign and return to us. The statement must be notarized. If we do not receive your spouse's notarized statement prior to your retirement date you will be automatically enrolled in the SBP with full spousal coverage.

3. **PRE-RETIREMENT BRIEFING:** Mandatory pre-retirement briefings are held immediately after the SBP briefing on the first and third Thursday of each month. Both briefings are schedule to last until 1600 so you should plan your schedule accordingly. Subject areas covered include Retirement Processing, Retired Pay Issues, Transportation, Department of Veterans Affairs (VA) benefits, ID Cards, Employment, CRSC and CRDP. Spouses are encouraged to attend. This briefing also must be completed prior to completing out-processing.

4. **ARMY CAREER AND ALUMNI PROGRAM (ACAP):** ACAP is the installation's primary agency to develop, coordinate, and deliver transition services and employment assistance to separating/retiring Soldiers, Department of the Army civilians and family members. ACAP services are available to prospective retirees as early as 2 years prior to their planned retirement. Call the ACAP Center at 798-5000.

6. **PHYSICAL EXAMINATIONS/BENEFITS DELIVERY AT DISCHARGE SITE:** You

IMCB-HRM-RS

SUBJECT: Retirement Information

must have a retirement physical not earlier than four months nor later than one month prior to the date you sign out on permissive TDY/transition leave or your retirement date. If you had any injury, illness or disease that incurred to you during the period of time you were serving on active duty in the armed services, it is advisable to file a claim for service connected disability compensation from VA. A Disabled American Veteran (DAV) Transition Service Officer (TSO) is available to assist in preparation and completion of your application for VA disability compensation and is located in building 5668 Wickham Ave. For assistance with your claim, bring your original service medical records to the DAV TSO no earlier than 180 days prior to your actual retirement date to schedule a DAV/DOD physical examination (orders are preferred but not required to get an appointment but you must provide them before your physical examination). **This physical will also serve as your retirement physical.** Please note that regardless of the number of days leave that you have, the VA will not accept your claim any earlier than stated above. Your DAV TSO has all required forms and is available on a first come first served basis Monday through Friday. Telephone (931) 431-9472. The VA representatives from the Department of Veteran Affairs Regional Office in Nashville, TN are also located in building 5668, Wickham Ave. Hours are from 0900 to 1500 on Monday, Wednesday and Friday, and 0900 to 1200 on Tuesday and Thursday. The telephone number is (270) 431-5014 or 798-0269.

7. PERSONAL PROPERTY MOVEMENT: You must contact the Transportation Division at least 30 days prior to the date of pickup of your household goods (HHG) either in person or by calling 798-7151. You may contact the Transportation Office as soon as you receive your orders. If you plan to make a DITY move you must have retirement orders that are dated prior to the date of the move. Contact the Transportation Division for instructions on how to make a DITY move. You are entitled to only one shipment of household goods on your retirement orders and you have up to one year after retirement to make this move. Extensions may be granted for additional time due to hospitalization, medical treatment, education, or training under certain circumstances. Requests for extension must be made in advance through a military transportation office. HHG may be placed in storage prior to shipment for a period of one year following retirement.

8. SOLDIERS RETIRING AT LOCATION OF CHOICE TRANSITION CENTER: If you elect to retire at a Transition Center other than Fort Campbell, you will be allowed travel time to your location of choice, per AR 635-8, paragraph 4-8. The cost of the travel to the selected installation will be at your own expense; however, you will be reimbursed for the cost of the travel from Fort Campbell to your home of selection. Your reporting date to the location of choice Transition Center will be two duty days prior to your signing out on Permissive TDY and/or Transition Leave. Your records will be mailed to the Location of Choice Transition Center where your final DD Form 214 will be prepared.

9. TRANSITION LEAVE and PERMISSIVE TDY (PTDY): AR 600-8-10 governs Transition Leave and AR 600-8-10, paragraph 5-35, governs Permissive TDY (PTDY). Transition Leave and PTDY will be on the same DA Form 31. Your DA Form 31 is processed through your normal approval channels. PTDY must be approved by the first LTC in the chain of command. You may take the total number of days leave that you will have accrued through the date of retirement provided your leave approval authority authorizes it. You are authorized to cash in a maximum of 60 days leave during your career. If you have cashed in leave previously you will only be allowed to cash in that amount that would add up to 60 (days

IMCB-HRM-RS

SUBJECT: Retirement Information

previously cashed in + days currently cashing in). You may also divide your leave so that you can cash part and take the rest as transition leave. You are authorized up to 20 days permissive TDY upon retirement.

10. FINANCE PRE-CLEARANCE BRIEFING: Soldiers retiring at Fort Campbell are to report to the Retirement Section Transition Center, Room 118, thirty (30) days prior to the date they sign out on transition leave/permissive TDY. You are to bring two (2) copies of your approved DA Form 31. At this time you will receive information on when to attend your finance pre-clearance briefing (normally 14 duty days prior to signing out) and what items to have with you at your final installation clearance.

11. INSTALLATION CLEARANCE RECORD: (DA Form 137-2)

a. Soldiers will access the In/Out Processing webpage to request clearing papers: https://intranet.campbell.army.mil/garrison/dhr/MPSD/inop/_layouts/15/start.aspx#. Access is Common Access Card (CAC) protected. Soldiers must have a working CAC and know the personal identification number for their CAC. Additionally, Soldiers must use a CAC enabled computer on the Fort Campbell domain. Most computers located at 5SFG, MEDDAC or TF-160 are not Fort Campbell domain (five CAC enabled computer systems are available in building 2577A, Room 126, in the event a Soldier has no access to a CAC enabled, Fort Campbell domain computer).

b. At the webpage the Soldier will view an automated pre-clearance briefing, conduct a Fort Campbell exit survey and complete an out-processing information form that will be used to create clearing papers. Soldiers must know their AKO email address plus a commercial email address (gmail, yahoo, etc.).

c. Approximately five working days after requesting clearing papers, the In/Out Processing office will email clearing papers, instructions for clearing Fort Campbell, a no earlier than date for final out-processing, and a CIF appointment date to the Soldier.

d. Escorts for Soldiers being adversely separated will complete the request in lieu of the Soldier being separated. The documents listed above will be emailed to the escort.

f. All Soldiers must attend the mandatory finance pre-clearance briefing in building 2577A, Room 103A/B at 1000 weekdays.

g. Final out-processing will be conducted in person at the location indicated in the instructions for clearing.

12. FINAL CLEARANCE:

a. Final clearance is conducted one duty day prior to final departure date from 0900-1115 and 1200-1530 Mon-Fri.

b. Your final clearance date will be the duty day before your leave begins or the duty day before your retirement date if not taking leave.

c. When doing your final out processing with Finance Separations, be sure all actions to start, stop, or change allotments are completed.

d. Report immediately to the Retirement Services Counselor to receive your DD Form 214 once you have finished clearing. The following documentation is required (unless already provided to Transition Center/Retirement Services):

1) DA Form 31 for transition leave (recommend you bring your DA Form 31 to the Transition Center/Retirement Services as soon as it is signed).

2) DD Form 2648 and DD Form 2958, ACAP checklist (recommend you bring your DD Form 2648 to the Transition Center/Retirement Services as soon as it is signed).

13. **RETIRED PAY:** Payday for retirees is the first working day of the month. You will receive a letter from DFAS-Cleveland showing entitlements and deductions sometime during the month prior to receipt of your first check. You will only receive one Retiree Account Statement (RAS) per year versus every month for your Leave and Earnings Statement unless you elect to receive your RAS electronically. A new RAS will be generated whenever there has been a change in your retired pay. This normally will be when you receive your annual pay increase or a change to an allotment. You should receive your first pay check on the first working day of the month following the month of retirement, i.e. if you retire on 31 January your first payday will be the first working day in March. Call the RSO at 798-5280/3310 if you need further assistance.

14. **COST OF LIVING ALLOWANCE INCREASES:** There has been a cost of living allowance (COLA) increase given to retirees annually with the exception of 1986 and 2012. The increase is normally effective on 1 December. If you retire during the year, your COLA increase for that year will be prorated based on the number of months you have been retired. After the first year you will receive the full COLA. COLA increases are based upon the 4th QTR FY Consumer Price Index changes versus the prior year.

15. **ALLOTMENTS:** All the allotments you had on active duty may be continued in retirement (see exceptions in paragraph 4). After retirement you may initiate new allotments at <http://www.dfas.mil/retiredmilitary/manage/allotments.html>, by utilizing MyPay online or by calling DFAS-Cleveland directly at 1-800-321-1080.

16. **ID CARDS:** You and your dependents (who currently have ID Cards) will be issued a Retired ID Card upon your retirement. These new cards will be issued on the day of retirement in most cases. If you are taking transition leave/PTDY and will not be near a military installation on your retirement date, the cards may be issued in advance. You should call the ID Cards Section (Bldg 2577A, Room 128) at 798-2424/4838 for any additional information. When applying for a Retired ID Card the Soldier must furnish their retirement order, copy # 4 of their DD Form 214, two forms of photo identification and the old ID Card.

17. **PAYMENT OF TRAVEL PAY:** During out-processing with Finance Separations you will be given travel vouchers to submit for reimbursement of travel for you and your dependents. Travel pay is payable from Fort Campbell to your home of selection (the place you intend to live after retirement). Dislocation Allowance is not payable for a retirement move. You will be given complete instructions during out-processing on when and where to file your travel claim. You cannot submit the travel vouchers until after your retirement date and all travel is complete. Travel payments are made by the Defense Finance and Accounting Service Indianapolis Center (DFAS-IN), Retired Pay Operations, Indianapolis, IN. Travel voucher can be faxed to 317-510-3913. Payment will not be made through an Installation Finance and Accounting Office nor will

advance payments be made.

18. **DD FORM 214:** The DD Form 214 (Certificate of Release or Discharge from Active Duty), is probably the most important document that a soldier receives. DD Form 214 provides a history of your military service. You will be asked by prospective employers and government agencies to provide this form when you apply for government programs. When you apply for Social Security you must show the Social Security Administration all of your DD Form 214s. To obtain a copy of a DD Form 214 that you have lost or misplaced, write to or mail Standard Form 180 to: Commander, National Personnel Records Center (Military Personnel Records), 9700 Page Avenue, St Louis, MO 63123-5100 or go online to <http://www.archives.gov/veterans/evetrecs/index.html> to request a copy online. This will significantly reduce the amount of time to receive a duplicate copy.

19. **INSURANCE (SGLI/VGLI):** Your Serviceman's Group Life Insurance(SGLI) will cover you for 120 days following your retirement date for free. On the 121st day after retirement you can be covered under another plan called Veterans Group Life Insurance (VGLI). During this 120 day period you will receive a packet from the Veterans Administration giving you the opportunity to make an application for VGLI. If you enroll in this plan it will become effective on the 121st day after retirement and the premiums will be deducted from your retired pay. Coverage under this plan is good for five-year periods; however, you can convert the insurance with a participating commercial insurance at that time, or renew with VGLI. VGLI must insure you regardless of any service-connected problems that you have. Rates will be based on your age at that time. If you enroll after the 240th day you may have to provide medical documentation concerning your health. If you elect to pay one year's premium at the time of retirement you will receive a premium discount. If you do not enroll within 1 year and 120 days you are no longer eligible for VGLI.

20. **HEALTH CARE:** Medical benefits are constantly changing, and with those changes come changes to the costs and fees associated with receiving medical care. As a retiree you may or may continue to receive medical care at Blanchfield Army Community Hospital depending on local policies. The TRICARE program is designed to expand the availability of healthcare beyond MTFs. There are three program options under TRICARE - TRICARE Prime, TRICARE Extra or TRICARE Standard. The choice of which option you want or need is up to you. Each option has a different fee structure associated with it. For details of these programs, contact your nearest MTF or TRICARE at 1-800-444-5445 and ask about the TRICARE program.

21. **MILITARY FUNERAL:** At the time of your death your next of kin should report your death to the nearest Army installation Casualty Assistance Office (CAO). If you are anywhere within the State of Tennessee or the 51 lower counties of Kentucky, your death should be reported to Fort Campbell by calling 270-798-2085/4729/4727. Full military honors for retirees are available. Inform your next of kin if you want to have full or no honors. If you will reside outside Tennessee or Western Kentucky, you should find out what honors are available from the installation that will serve you. Funeral Directors generally know where to report the death and the procedures for requesting a funeral detail.

22. **RETIREMENT SERVICES OFFICERS:** Retirement Services Officers are located worldwide to assist you after retirement. Contact information is published in each issue of Army Echoes or can be found online at <http://www.armyg1.army.mil/RSO/default.asp>.

IMCB-HRM-RS

SUBJECT: Retirement Information

23. **CURRENT MAILING ADDRESS:** It is the responsibility of the retiree to maintain a current mailing address with DFAS-Cleveland. This address is needed for you to get your withholding statement (Form 1099R) at the end of each year, the Army Echoes, installation retiree bulletins, and your Retiree Account Statement when there is a change in your retired pay. Use MyPay for the easiest and fastest way to change you address or submit a change of address with your signature and SSN to DFAS-Cleveland. You can do this by letter to the address on the last page of every issue of the Army Echoes. A word of caution; when you change your direct deposit from one bank to another, DFAS-Cleveland does not change your mailing address. A separate communication for the specific purpose of changing the mailing address must be submitted.

24. **MyPAY ACCOUNT:** Retired Soldiers will have the same access to MyPay as they had as active duty Soldiers. Your Personal Identification Number will remain the same and you will have all the capabilities to make changes to your account as you had while on active duty.

25. POC for this office is the undersigned at 798-5280/3310.

///Original Signed///
THEODORE W. FAULKNER
Retirement Services Officer