REGULAR RETIREMENT PLANNING CHECKLIST

Month of Retirement

- ☐ **Month_____ Year_____**

It's crunch time. The days will fly. If you are taking a lot of terminal leave or a TAA, remember to backwards plan and do the following things earlier:

- ☐ Out-process/pick up DD Form 214.
- ☐ Ship household goods.
- ☐ Attend retirement ceremony.
- ☐ If not done yet, make Survivor Benefit Plan (SBP) election (by law, this must be done before you retire).
- ☐ If not done yet, update your will and power of attorney.
- ☐ Pick up your, and your family members' medical/dental records.
- ☐ If active duty, enroll in the Federal Employees Dental and Vision Insurance Program (FEDVIP) (https://www.benefeds.gov/learn/fedvip/fedvip-enrollment) for dental and/or vision care insurance plans up to 31 days prior to your retirement date.