

RETIREMENT PLANNING CHECKLIST

Month of Retirement

It's crunch time. The days will fly. If you are taking a lot of terminal leave or a transition administrative absence, 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 wills and power of attorney.
- Pick up your, and your family member's medical/dental records.
- If active duty, enroll in FEDVIP dental and/or vision care insurance plans.