

M-Day Pre-Retirement Checklist

Listed information and tasks are for M-Day Service Members to complete prior to the effective date on their Retirement Orders. This will help ensure an easier separation process and will help with the Retirement Application upon reaching age 60 or RPED.

1. _____ WITHIN 90 DAYS of REACHING 20 YoS	CRITICAL ACTION: Schedule meeting with Retirement Services via ng.tx.txarng.mbs.s-retirement-services@army.mil . Ensure you have received your 5016, Notification of Eligibility for Retired Pay for Non-Regular Service (20 Year Letter) and completed your DD Form 2656-5 Reserve Component Survivors Benefit Plan (RC-SBP) prior to requesting to retirement. (Retain a copy for your records).
2. _____ PRIOR TO DECIDING on SEPARATION	CRITICAL ACTION: Ensure all educational benefit obligations are fulfilled prior to your anticipated retirement date (GI Bill Transfer, Federal Tuition Assistance, etc.). Visit: https://forms.osi.apps.mil/r/WkeEvEd5sD to make an appointment.
3. _____ 6 MONTHS PRIOR	CRITICAL ACTION: Complete forms DA 4187 and DA 4856 plus any additional requirements with your unit to initiate retirement process.
4. _____ 6 MONTHS PRIOR	CRITICAL ACTION: Obtain and save a digital and hard copy of IPERMS record and medical records, to include DD Form 2656-5 (RC-SBP packet), 20 year letter, NGB Form 22 or DD214-1, DD 214s, Mobilization orders, etc.
5. _____ 6 MONTHS PRIOR	Contact your local VA to begin applying for disability benefits at https://www.va.gov/disability/file-disability-claim-form-21-526ez/introduction
6. _____ 4 MONTHS PRIOR	CRITICAL ACTION: Review 5016 in IPPSA (Retirement Points) for accuracy. If incorrect, contact the RPAM Team at ng.tx.txarng.mbx.tmd-j1-rpam@army.mil
7. _____ 4 MONTHS PRIOR	CRITICAL ACTION: Ensure DEERS is updated and correct with personal and all dependent information. Find local DEERS office at https://idco.dmdc.osd.mil.idco/
8. _____ 4 MONTHS PRIOR	CRITICAL ACTION: If applicable, get any outstanding debt/pay issues resolved. Contact info for Defense Finance and Accounting Service is https://www.dfas.mil/debtandclaims/ or 1-866-912-6488.
9. _____ 4 MONTHS PRIOR	From the date of separation you will have 120 days of SGLI coverage for free. You have 1 year and 120 days from date of separation to convert your SGLI to VGLI. The best time to enroll is within the first 240 days from date of separation as the program will not require a health questionnaire. Enroll through https://www.va.gov/life-insurance/options-eligibility/vgli/
10. _____ 4 MONTHS PRIOR	Ensure final OER/NCOER is complete and in IPERMS.
11. _____ 3-5 MONTHS PRIOR	CRITICAL ACTION: Call TRICARE for information on Retired Reserve medical coverage (1-888-874-9378) or visit their website: https://www.tricare.mil/Plans/Enroll/TRR .
12. _____ 2-3 MONTHS PRIOR	Ensure all supply items are turned in and get signed copy of Property Clearance Memo showing completion.
13. _____ 1-2 MONTHS PRIOR	CRITICAL ACTION: Create DS Logins (non-CAC) to important sites post-retirement (IPPS-A, MyPay, TRICARE, MilConnect, etc.)
14. AS NEEDED	See retirement information regarding being a Gray Area Retiree Information from Human Resources Command Website: https://www.hrc.army.mil/content/Gray%20Area%20Retirements%20Branch or call 1(888)276-9472

More information at <https://tmd.texas.gov/retirement-services>