REGULAR RETIREMENT PLANNING CHECKLIST

06 -12 Months Before Retirement

(12 Months): Month_____ Year_____

(6 Months): Month_____ Year_____

If you are just starting to plan for your retirement or have not yet accomplished all of the items listed in the "24-36 Months Before Retirement," "18-24 Months Before Retirement," and "12-18 Months Before Retirement" checklists, start with those lists first. Between 12 and 6 months from retirement, you will be finalizing your plans and beginning your search for a civilian job.

- ☐ At the 12-month mark, submit your retirement request and leave plan.

- ☐ At the 12-month mark, complete the pre-separation transition checklist (DD Form 2648) with the transition office.

- ☐ Between 9 and 6 months, schedule your retirement physical as close to the 6-month mark as possible, so you can use it in a claim for VA disability compensation while you're still on active duty under the Benefits Delivery at Discharge (BDD) program (https://benefits.va.gov/BENEFITS/benefits-delivery-discharge-program.asp).

- Submit your final request for transition administrative absence (TAA) and terminal leave 60-90 days before you plan to take it. That could be as far out as 6 or 7 months before retirement, depending on how much you take and when.

- Finish buying your job interviewing wardrobe. Start your active job search.