

# **RETIREMENT PLANNING CHECKLIST**

## **24-18 Months Before Retirement**

If you are just starting to plan for your retirement or have not yet accomplished all the items listed in the “36-24 Months Before Retirement” checklist, start with that list. Between 24 and 18 months from retirement, some things you’ll want to do include:

- Schedule yourself (and your spouse, if applicable) to attend the local retirement planning seminar.
- Schedule yourself (and your spouse, if applicable) to attend the local Transition Assistance Program (TAP) and coordinate your attendance with your unit.
- What are your remaining service obligations and when will they be completed?
- Are you scheduled to PCS in the next two years? You normally have to stay on station for one year after you PCS before you can retire.
- How much terminal leave do you want to take? Do you need to start building to that amount?
- Use the MyArmyBenefits calculators to estimate your retired pay and Survivor Benefit Plan annuity and costs.
- Investigate converting your SGLI to VGLI or civilian life insurance.
- Consider buying commercial life insurance before you apply for VA disability compensation.

### **IMPORTANT ARMY POLICY TO KNOW!**

- **If retiring from active duty, you MUST attend both the TAP and the Army Retirement Planning Seminar.**
- **If you are retiring from traditional Reserve Component duty, you MUST attend the Army Retirement Planning Seminar.**