

IR CHECKLIST

RETIREMENT



RANK	FULL NAME	ORG	RETIREMENT DATE	DATE OUT-PROCESSING COMPLETE
Contact your URC for a unit-specific and/or base/post checklist. This checklist is to facilitate your unit/base checklist, if needed.				
Done? Y, N, NA	Description/Action	POC/Org	POC Contact Info	Comments
	Request Retirement via myFSS	ARPC	800-525-0102, option 3, option 1	Notify unit & detachment.
	Retrieve copy of Retirement Order via myFSS	ARPC	800-525-0102, option 3, option 1	Email copy to unit & detachment.
	Request Flag	ARPC		via myFSS Retirement Application
	Request USAF Retired Pin	ARPC		via myFSS Retirement Application
	Plan Retirement Ceremony	Member/Unit		Member preference. Contact unit for assistance.
	Unit Specific Out-Processing Actions	Unit		
	NIPR Account	Unit		Remove from all Security Groups, Share Drives and organizational email accounts, etc. Save anything you need from these resources.
	SIPR Acct / SIPR Smart Card/Token Turn-In	Unit		Turn in your SIPR token to comm if applicable.
	Medical Records	Military Treatment Facility		<ul style="list-style-type: none"> - Medical records will be forwarded to AFPC Service Treatment Record Cell for final disposition - Request copies of your medical records no later than 90 days prior to your final out - Bring 2 copies of your orders and military ID <p>Note: Turnaround time for copies may take up to 30 business days</p>
	Medical Examination Letter	Military Treatment Facility		<p>Requires signature/stamp from your Primary Care Manager (PCM) or medical representative. Contact your PCM as soon as possible for a retirement /separation physical. (Contact MTF if applies)</p> <p>NOTE: The appointment is at least 2 hours long. You must fill out the Medical Exam Memorandum, turn-in to medical and they will medically clear you. You have the option to request a physical exam at that time.</p>
	Dental / Dental Letter	Military Treatment Facility		When you are within 90 days of your retirement date, you are entitled to a final exam. Signature/stamp from dental clinic representative.
	Veterans' Group Life Insurance (VGLI)	eBenefits	1-800-983-0937 www.benefits.va.gov/insurance/vgli.asp	- Optional. If you would like to convert, you have 1 yr and 120 days from your date of separation to apply for VGLI. If you apply for coverage within 240 days of your date of separation, you will not need to answer health questions.
	Veterans' Affairs (VA)	eBenefits	https://www.ebenefits.va.gov/ebenefits/voa	- Apply for VA benefits or request a representative for VA claims.
	Unit Readiness	Unit		- Download a copy of your ARCNet readiness report
	Unit Security Manager	Unit		All members are required to visit their security manager in order to validate the following: 1) Line Badge turn-in (if applicable). 2) Terminate from JPAS. Your AF Form 2587, Security Termination Statement will be required. This must be accomplished prior to visiting the 15 WG/IPO.
	Unit Training Manager (UTM)	Unit		UTM will remove user from myLearning. ENLISTED ONLY: Member must review training records and ensure applicable tasks are signed off, as well as review/sign all comments in 623a if applicable
	Mobility Bags Turn-In	Unit		All mobility assets must be returned to your current unit deployment manager. See your UDM to assist if applicable.
	DTS (Defense Travel System)	Detachment	DTS website: http://www.defensetravel.osd.mil/dts/site/index.jsp	Verify in DTS you have no outstanding orders or vouchers. If you have an outstanding order or voucher, you must take action to resolve these open items (i.e. cancel unapproved orders, submit vouchers for approved orders). Once items are cleared, your DTS account can be released.
	Government Travel Card (GTC)	Unit		Email your unit GTC monitor to turn in your GTC and to verify you have no delinquencies. All unpaid transactions must be cleared NLT 30 days prior to retirement

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	Evaluations (Raters)	Unit		Are you a supervisor of a military member? You may be required to complete an EPR/OPR on your subordinate prior to your departure. If your subordinates do not require an eval you must accomplish an AF Form 77, Letter of Evaluation. Work with your CSS/FSS/AFELM to update the closeout dates of the evaluation(s).
	Evaluations (Ratees)	Unit		An evaluation may become optional when the criteria under AFI 36-2406, para 3.4.9 are met. If you are required to receive an evaluation prior to your departure, you must contact your supervisor or unit CSS/FSS/AFELM.
	Survivor Benefit Plan (SBP)	ARPC	800-525-0102, option 3, option 1	
	Library	Base Library		Ensure you have returned all pending items (if applicable).
	Reserve Pay Office	RIO Reserve Pay	myFSS/myIMA/RIO RPO	Verify you have no pending orders. All unpaid orders must be cleared NLT 30 days prior to retirement.
	Reserve Travel Pay	RIO Travel Pay		Verify you have no pending vouchers in DTS. All unpaid vouchers must be cleared NLT 30 days prior to retirement.
	Leave	Unit Leave Monitor / RIO Pay Office		Ensure all pending leave requests have been processed. Unused leave must be sold back (if eligible).
	TRICARE	TRICARE	http://www.tricare.mil/	Visit the TRICARE website to view your eligibility or change your health plan options.
	Host Aviation Resource Mgt (HARM)	RIO/HARM	(720) 847-3457 DSN 847	If you are an aircrew member or parachutist, you must contact the HARM office for your flight records. If applicable
	DD Form 214	ARPC	1-800-525-0102 (option 3)	Initiate DD Form 214 request via myFSS if applicable. Must be on active-duty orders for 90+ consecutive days or more
	Restricted Area Badge, Facility Access Card	Pass & Registration Office	Specific to members location	Contact your security manager to request an AF Form 2586 prior to reporting to this office. Personnel in possession of automated facility access credentials, issued by the Pass & Registration Office, are required to relinquish them to the servicing Unit Security Manager (USM) or Pass & Registration Office prior to retirement. If access credentials are turned into the USM, the member must provide the Pass & Registration a memorandum with original signature of the USM indicating the credentials have been turned in. You must report to this office NLT 30 days prior to your departure to delete your vehicle from base registration. If applicable
	PRDA/ARMS records	AFPC Secure	https://afpcsecure.us.af.mil	Download a copy of your military records.
	Military Systems	Member		You will no longer be logging in with your military CAC. Ensure you establish a user name and password for all military systems (i.e. myFSS, milconnect, DS log in, myPay, AF Portal, AFPC Secure, etc).
	eBenefits	Department of Veterans Affairs	http://www.ebenefits.va.gov eBenefits Help Desk 1-800-983-0937	
	Transition Assistance Program		DD Form 2648	Pre-Separation Counseling Checklist. Executive TAP Brief for O-6 and above O-5 on space available basis. Military & Family Readiness Center
	Commander / Director	Unit		
	Supervisor	Unit		
	First Sergeant	Unit		
	Unit Reserve Coordinator (URC)	Unit		
	Detachment	HQ RIO/Det 4		Feel free to contact the Det if you have any questions. Are you local to your det? Stop by to say farewell!
	ID Card Turn-In / Re-issuance	FSS Customer Service	https://rapids-appointments.dmdc.osd.mil (only for CONUS locations) To locate the closest DEERS Office, visit: http://www.dmdc.osd.mil/rsl/appj/site;jsessionid=hy6WRtKXTj14ygMrMwy91JnYnnpY155GLhVbpLIL88HMW9mwFWhF!-1857111180?execution=e1s1	You cannot possess a CAC which expires after your retirement date. You can surrender your CAC and obtain your retiree ID up to 120 days prior to your retirement date. Members are counseled regarding their own and dependents ID cards, when they turn them in, etc. This requires a DEERS Verification Officer's signature.

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	Request to remain overseas	Local embassy		Contact your local Embassy to obtain a resident permit.
	FINAL OUT	Unit		Ensure all out-processing actions are complete & this checklist is turned in to your URC.