

RETIRED AD (ENLISTED) CHECKLIST.

Forms for approval - *As Applicable	Unit	IMA
AT IMT 1288 - Recruiter statement certifying the member is still AFSC qualified or retraining statement - Wing CC or PM recommendation / concurrence	Y	Y
Retirement Order or approved retirement in MilPDS	Y	Y
Physical / Medical docs - See AFRCI 36-2001 and SG Guidance	Y	Y
VA Disability with RMU/ARPC Approval	Y*	Y*
Last 3 EPR	Y	Y
DD Form 214	Y	Y
RMVS - Current block	Y	Y
Overage/Overgrade/Under grade waiver / statements	Y*	Y*
Unit, Wing, NAC CC letters of recommendation with specific - Srtong justification for accession and/or exception to policy requests	Y	N
Active duty commander or supervisor letter or recommendation indorsed by the Program Manager with specific Strong justification for accession and/or exception to policy request	N	Y
MAJCOM / Central Managed Manning Stats - provided by PM not more than 30 days old Assigned: _____ Projected Loss: _____ Authorized: _____	N	Y
Forms for enlistment - * As applicable	Unit	IMA
DD Form 4	Y	Y
E-Quip Completed and verified in AFRISS-R - FD-258 forwarded to OPM.	Y	Y
Recruiter QC Date: _____ Signature: _____		
Senior Recruiter QC Date: _____ Signature: _____		
Notification made to RSOI made IAW AFRCI 36-2001 Para 7.7.3		

NOTE: This checklist does not supersede or replace recruiting service requirements outlined in AFRCI 36-2001, AFR Recruiting Procedures. Case file must arrive no later than 10 working days after date of enlistment for CONUS assigned recruiters and 15 working days for all others. IMA enlistment processing and gain action to MilPDS timeline standard is 15 days from receipt of complete and accurate case file at ARPC/DPABA.

Briefings to be completed on enlistment	RIC Initial	Member Initial
SGLI/VGLI Briefing		

<p>a. If retiree covered under VGLI—member will automatically receive SGLI upon entering Reserves unless provides written refusal</p>		
<p>b. Member required to terminate VGLI—contact their website at www.insurance.va.gov/sglivgli or 1-800-419-1473 for more information</p>		
Survivor Benefit Program (SBP) Briefing		
<p>Active Duty SPB remains in effect—Retiree is not eligible for Reserve SBP</p>		
Reserve Personnel Briefing		
<p>a. Promotions/Continuation</p>		
<p>b. Training</p>		
<p>c. Utilization</p>		
Promotion Briefing		
<p>a. If member is promoted while in the Reserves, may elect Reserve retirement pay at the higher grade upon reaching age 60</p>		
<p>b. If member is not promoted while in Reserves, may request recomputation of retired pay to include Reserve participation</p>		
Retirement Pay Briefing		
<p>a. Member will continue to draw retirement pay, but will not receive dual compensation for AD retirement and Reserve participation—</p>		
<p>b. Member will receive reduced AD retirement pay by 1/30th for each day member performs Reserve training</p>		
<p>c. Member will receive full Reserve pay for training performed on that day</p>		