

RETIRED AD (OFFICER) CHECKLIST			
ITEMS REQUIRED FOR AF/RE APPROVAL PACKAGE		RIC Initial	QC Initial
AFRC/DPMF will provide E-mail with AFRC/DP/CV coordination for staffing to USAF/REP (Unit Program)			
Unit, Wing, NAF CC letters of recommendation with specific and strong justification for accession and/or exception to policy request (Unit Program)			
Active duty commander or supervisor letter of recommendation indorsed by program manager with specific and strong justification for accession and/or exception to policy request (IMA Program)			
MAJCOM/Centrally Managed Manning Statistics provided by program manager current within 30 days:			
Authorized ____ Assigned ____ Projected Losses ____ (IMA Program)			
AF Form 1288, Application for Ready Reserve Assignment (with unit and wing commander for unit members or IMA PM for IMAs recommendation/concurrence) (Include approved overages/undergrade/overgrade code with expiration date as required)			
AFSC/Skill Level qualification statement (Recruiter certification as indicated on AF Form 1288)			
RMVS showing position to which applicant projected current within 30 days (IMA Program)			
DD 214, Certificate of Release or Discharge from Active Duty (Last one) and Current SURE/RIP (provide DD Form 214 upon retirement date) for service date computations and retirement verification.			
NGB Form 22, Certificate of Discharge from the Air National Guard (If applicable)			
Retirement Order for service date computations and retirement verification.			
AF Form 707a/b, Last five Officer Performance Reports for quality force review			
All AF Forms 133, Oaths of Office, to verify commission type and service dates			
Last Promotion Order to establish and verify date of rank			
Physical/Medical Documentation based on Continued Military Service Standards IAW AFRCI 36-2001 and AFRC/SG Guidance – SF 88/SF 93 not older than 36 months or 12 months PHA along with DD Form 2807-2 and current AF Form 895			
Does not exceed current TFCSD limitations: 15 yrs for Capt or 23 yrs for Maj (date from TAFCS D to present)			
Does not exceed MSD: 28 yrs for Lt Col or 30 yrs for Col (date from TAFCS D to present); or beyond age 60 for all officers.			
Additional information provided by recruiter:			
DAFSC: _____ Position Number: _____ Authorized Grade: _____			

Unit of Assignment: _____

Assigned PAS Code: _____ **Attached PAS Code:** _____

Date of Retirement: _____ **TFCSD:** _____ **DOB:** _____ **MSD:** _____

Total Active Federal Military Service: _____

Total Years Satisfactory Service: _____

ITEMS REQUIRED FOR APPOINTMENT PACKAGE

Recruiter

Applicant

E-Qip, Personnel Security Investigation/Finger Print Cards (proof of submission of security clearance, if required) (**Initials indicate E-Qip was transmitted with no error**)

Current **AF Forms 133**, Oath of Office

BRIEFING INFORMATION

Recruiter

Applicant

SGLI/VGLI Briefing

a. If retiree covered under VGLI—member will automatically receive SGLI upon entering Reserves unless provides written refusal

b. Member required to terminate VGLI—contact their website at www.insurance.va.gov/sglivgli or 1-800-419-1473 for more information

Survivor Benefit Program (SBP) Briefing

Active Duty SPB remains in effect—Retiree is not eligible for Reserve SBP

Promotion Briefing

a. If member is promoted while in the Reserves, may elect Reserve retirement pay at the higher grade upon reaching age 60

b. If member is not promoted while in Reserves, may request recomputation of retired pay to include Reserve participation

Retirement Pay Briefing

a. Member will continue to draw retirement pay, but will not receive dual compensation for AD retirement and Reserve participation—

b. Member will receive reduced AD retirement pay by 1/30th for each day member performs Reserve paid participation or may elect to participate for points only.

c. Member must complete section II and III of AF Form 1962, Election of Reserve Pay and Allowances or Benefits from Prior Military Service, and submit it to their Reserve Pay Office for initial selection and for any desired change in selection.

Retired Active Duty Reserve Accession Pay Briefing

“As an approved participant of the retired active accession program, I understand that I may encounter Reserve pay/entitlement difficulties due to the new Military Personnel Data System interface with DJMS-RF (Reserve Military Pay File).”