

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 myPers (vPC)	ARPC	800-525-0102, option 3, option 1	Notify unit & detachment.
	Retrieve copy of Retirement Order	ARPC	800-525-0102, option 3, option 1	Email copy to unit & detachment.
	Request Flag	ARPC	800-525-0102, option 3, option 1	
	Request USAF Retired Pin	ARPC	800-525-0102, option 3, option 1	
	Plan Retirement Ceremony	Member/Unit		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.
	Medical Records	Military Treatment Facility		- Bring 2 copies of your orders and ID card - 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 Note: Turnaround time for copies may take up to 30 business days
	Medical Examination Letter	Military Treatment Facility		Requires signature/stamp from your Primary Care Manager (PCM) or medical representative. Contact your PCM as soon as possible for a retirement/separation physical. 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.
	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	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		Schedule an appointment with the Readiness Office to obtain your mobility folder and to be removed from the recall roster. Contact your Unit Deployment Manager (UDM) for assistance.
	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 ADLS. ENLISTED ONLY: Member must review AFTR or TBA 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/in dex.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 EPR/OPR, you must accomplish an AF Fom 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 Office	Cm 720-847-3711 DSN 847 Fx 3960 arpc.riorpo.1@us.af.mil	Ensure you contact RIO/IRO prior to retirement. Verify you have no pending orders. All unpaids orders must be cleared NLT 30 days prior to retirement.
	Reserve Travel Pay Office	RIO Travel Pay Office	1-800-808-5942, Cm 678-655-5800 DSN 625 dobbins.imatravel@us.af.mil	Contact your Reserve Travel Pay Office prior to retirement. Verify you have no pending vouchers. All unpaids vouchers must be cleared NLT 30 days prior to retirement.
	Leave	Unit Leave Monitor / RIO Pay Office	(720) 847-3711 DSN 847 Fx 3960 arpc.riorpo.1@us.af.mil	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.
	DD Form 214	ARPC	1-800-525-0102 (option 3)	Initiate DD Form 214 worksheet via myPers, vMPF, Self Service Action.
	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.
	PRDA/ARMS records	AFPC Secure	Installation	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. myPay, AF Portal, AFPC Secure, etc).
	eBenefits	Department of Veterans Affairs	http://www.ebenefits.va.gov eBenefits Help Desk 1-800-983-0937	
	Pre-Separation Counseling Checklist	AFRC	DD Form 2648	Executive TAP Brief for O-6 and above O-5 on space available basis.
	Commander / Director	Unit		
	Supervisor	Unit		
	First Sergeant	Unit		
	Unit Reserve Coordinator (URC)	Unit		
	Detachment	HQ RIO/Det X	arpc.hqriodetX@us.af.mil, PHONE	Are you near 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/rs/appj/site;jsessionid=hy6WRtKXTj14ygMrMwy91JnYnpY155GLhVbpLIL88HMW9mwFWHF!-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.