

IDANG AGR RETIREMENT CHECKLIST

<u>NAME:</u>	<u>SQUADRON:</u>	<u>PROJECTED RETIREMENT DATE:</u>
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POINT OF CONTACT	DOCUMENTS AND BRIEFINGS	Initials
Command Support Staff	Contact your CSS to verify retirement eligibility and process retirement application in myFSS.	
	Retirement application paperwork DD 2656 (uploaded with VPC retirement application)	
Force Support Squadron <i>Bldg 400</i>	Veterans Group Life Insurance information	
	Retirements Entitlements Fact Sheet	
	Former U.S. Presidents websites to receive a letter of appreciation	
	Complete and return the FW Out-Processing checklist, sent via e-mail, to the 124 FSS (422-5365).	
	Obtain your retired ID Card at your nearest MPF office. -Bring a copy of your discharge/retirement orders for verification.	
Air AGR Manager <i>Bldg 442</i>	Verify AGR tour expiration date	
	Receive copy of AGR personnel file	
Retention Manager <i>Bldg 400</i>	Contact the Retention Office Manager (MSgt Fisher) for Active Duty GI Bill Information (422-5383).	
MEMBER	<p><u>MAKE THIS ONE OF YOUR FIRST PHONE CALLS:</u> <u>Schedule your Separation History and Physical Examination (SHPE) by calling Mtn. Home SHPE POC: Shelly Walters @ 208-828-7401 or SHPE coordinators at 208-828-7725 or 208-828-7473 (this will help out with your VA claim) 4-6 months prior to retirement date.</u></p> <p><u>Complete DD 2807-1 Report of Medical History</u> <u>366 MDG Flight Medicine Clinic Bldg. 6000, 90 Hope Dr. Mtn. Home AFB 83648</u></p> <p>Apply for retirement via ARC Retirement Dashboard in myFSS: https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard</p> <p>AGR Retirement Applications must be completed no less than 6 months, but not more than 1 year from your retirement date (including any terminal leave you plan to take).</p> <p>A signed copy of your DD 2656 (Complete Data for Payment of Retired Personnel) and a copy of your AGR order must be uploaded into vPC as part of your retirement application. Retirement Services Officer Idaho National Guard POC: Bill Fackler</p> <p><u>Contact Idaho National Guard RSO: Bill Fackler</u> <u>Comm: 208-272-3815 Email: william.e.fackler.nfg@army.mil</u></p>	

	Download all pertinent information from PRDA and AROWS 60-90 days prior to retirement (recommended - not mandatory).	
	Contact the Veteran's Administration office at (800) 827-1000 in order to begin your VA Claim. They will put you in contact with the applicable Regional Office.	
	Contact Delta Dental (Monday thru Friday) at (800) 521-2651 or 888-838-8737 for information on dental coverage while in a retired status. *This is only if you desire to enroll in Delta Dental.	
MEMBER'S UNIT	Contact your CSS or First Sergeant to discuss your retirement ceremony options and wishes.	
	If you are requesting Permissive TDY or Terminal Leave allow at least 30 days prior to PTDY/Terminal start date. Use AFI 36-3003 to determine the applicable table and rule. You will then set up a meeting with the Commander to receive authorization and signatures. <u>Please note:</u> For permissive and terminal leave, you will need to notify your supervisor and receive final concurrence and approval via Leave Web from the Commander. --In the remarks section ensure be sure to give a detailed reason for your request (i.e. I am moving to Nevada once I retire and am requesting the Permissive TDY to look for employment and a residence). Please note: Permissive TDY is not guaranteed and may be denied.	
	If necessary, CSS will complete an ANG Form 336 to extend or curtail order for retirement.	
FINANCE <i>Bldg 400</i>	Contact Finance (422-5595) schedule pay briefing as well as your leave balance; to be completed 60 days prior but NLT 45 days prior .	
MEDICAL <i>Bldg 1500</i>	Make a copy of your medical records 60-90 days prior to retirement (recommended - not mandatory).	
AIRMAN & FAMILY SUPPORT <i>Bldg 151</i>	Contact the Family Support Office (422-5374) to schedule 4 day transition seminar (TAPS) 1-2 years prior but no later than 6 months prior to retirement date (optional). If you are attending TAPS, you will need to bring a copy of your medical records with you to class.	
	Contact the Airman & Family Support Office (422-5470) to schedule 5 day transition seminar (TAPS) 1-2 years prior but no later than 6 months prior to retirement date.	
124 LRS <i>Bldg 503</i>	Contact the Travel Management Office if requesting a retirement move (422-5591).	
	Out-processing Clothing Supply and Mobility Bags must be accomplished on Wednesdays or on drill weekends. Member must bring Base Clearance Worksheet with them. Hours of operation are 0800-1130 and 1230-1600.	
RETURN RETIREMENT CHECKLIST TO THE AIR AGR MANAGER UPON COMPLETION		