AGR RETIREMENT TO DO LIST

1. Apply on line through the VPC-GR no earlier than 1 year, but no later than 4 months prior to the effective date (plus any terminal leave/permissive TDY) <https://arpc.afrc.af.mil/vPC-GR/default.asp>
2. Complete Data for Payment of Retired Personnel (DD 2656). Fax to ARPC with cover sheet from the VPC-GR. Fax number is DSN 497-2215.
3. Schedule appointment with 124 FSS/DPMAR to discuss Survivor Benefit Plan in order to complete section IX of DD Form 2656. 422-5395
4. **If you desire to attend a 4 day Transition Assistance Seminar (TAPS),** please contact the Force Support Squadron at 422-5395. TAPS is recommended 1-2 years prior to your retirement, and NLT 6 months prior to the effective retirement date.
5. If you desire to have a Retirement Physical/Dental Exam, contact the 124 MDG at 422-5369.
6. Recommend you make a copy of your medical records 90-120 days prior to retirement date. If you are attending a TAPS briefing, a copy of your medical records will need to be made before the class.
7. Contact Veteran’s Administration Office in order to begin your VA Claim. They can be reached at 800-827-1000 and can put you in contact with the Boise Regional office.
8. Contact the TRICARE Regional Office to discuss your TRICARE Enrollment options. They can be reached at 253-572-1235.
9. Contact Delta Dental in regards to dental coverage while in a retired status. This is only if you desire to enroll in Delta Dental.
10. Contact SMSgt Gary Weiskircher/TMO if requesting a retirement move. 422-5591
11. Contact your CSS (Orderly Room) to discuss your Retirement Ceremony options.
12. Terminal Leave Request & Permissive TDY: Get Authorization/Signature from Squadron Commander on Permissive/Terminal leave request at least 30 days prior to PTDY/Terminal start date. You will need to fill out an AF Form 988 (1-Permissive, 1- Terminal). Permissive and Terminal leave requests will be processed through the FM office.
13. NLT than 14 days prior to your final date, report to the 124 FSS to obtain an out processing checklist.
14. Contact MSgt Milo Davis/ROM for Active Duty GI Bill Information. 422-5393