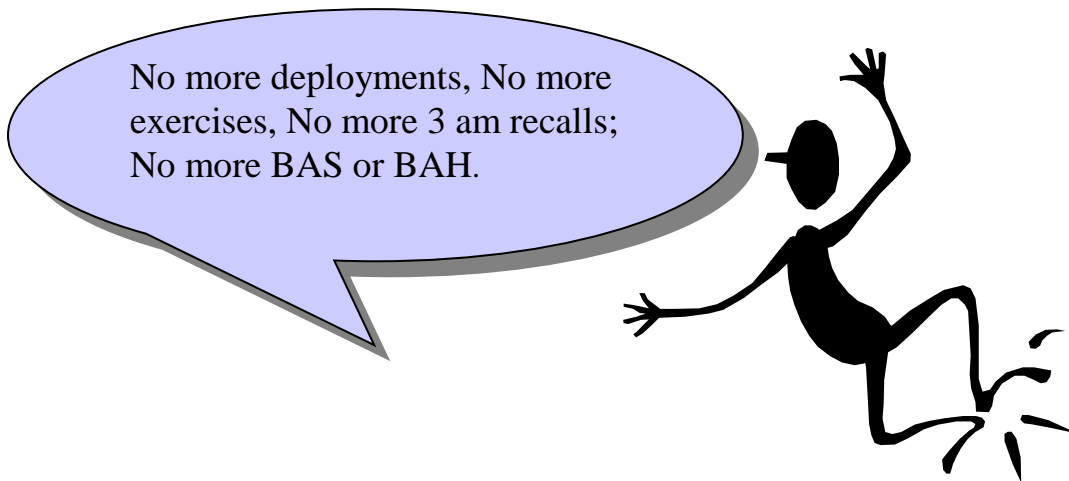


Retirement Out-processing Booklet

(Revised as of 12 May 20)

412 FSS/FS

Voice: 661-277-4281 DSN: 527-4281



Virtual Out-processing Instructions:

Congratulations on your retirement! Now that you have your retirement orders and your vOP checklist, you can now start your out-processing. 412 FSS/FSPD will conduct your Final out Appointment (1 duty day prior to starting Permissive Leave and/or Terminal Leave.)

RETIREMENTS/SEPARATIONS OFFICE HOURS OF OPERATION:

MONDAY – WEDNESDAY & FRIDAY : 0900-1500 HRS

THURSDAY: 0900-1400 HRS

FINAL APPOINTMENTS: 0900 – 1100 Monday - Friday

Final out appointments are by appointment ONLY!

No walk-ins for final out processing, Appointments only and **MUST BE IN UNIFORM!**

Directions to get to your vOP checklists on the vMPF: **PLEASE COMPLETE BOTH THE vOP CHECKLIST AND RETIREMENT BOOKLET TOGETHER.**

Log on <http://www.afpc.randolph.af.mil> Click vMPF link on top right hand side. Click vMPF icon, center of page, type in User ID & Password. **Note:** If you have not created an account scroll

to center of page and click appropriate block. Scroll **down and click on vMPF**. Click **link at bottom of page verifying info**. Click **Individual Actions** link Click **Assignments** link. Click **Out-processing link**. Click on **Out-processing checklist**.

NOTE: Suspense dates on your Virtual Out-processing Checklist are based on your projected departure date. If you have a short notice retirement your Virtual checklist may already include overdue suspense's. Just work it the best you can.

Your DD FM 214 is now accomplished online.

Go to <http://ask.afpc.randolph.af.mil/> Click **vMPF Self-Service Applications** link. Option 1: Insert CAC Card into card reader enter pin. **Click** link at bottom of page verifying info. **Click** on **Self Service Actions** on the left hand side of the page. **Click** on **Retirements** and **click** on **DD 214 Worksheet**.

***Note: If you have any questions pertaining to your DD 214 you will need to contact AFPC at DSN 665-0102 or commercial 210-565-0102.**

****You MUST be in uniform for all out-processing appointments****

MEMORANDUM FOR RETIRING MEMBER

FROM: 412 FSS/FSPD

SUBJECT: Retiring Personnel

Congratulations on your retirement approval. We understand the recent changes in the retirement out-processing procedures are less than smooth. In saying that, the following is our attempt to smooth some of the bumps in this new procedure. We appreciate your patience as well as your constructive input to improve the process.

Now that you have your Projected Departure Date (PDD) and the MPF has uploaded your vOP checklist on the vMPF, you are now on your way to out-processing. You must out-process with the MPF 1 duty day prior to your terminal/permissive leave starting. After completing a task it will be changed to “*completed*” by the responsible agency. **ALL** items **must** be completed prior to your final out processing appointment with the MPF. If the items still show “*Visit Required*” or “*Awaiting Org*” then it is the member’s responsibility to contact that agency to have them change the status to completed. You will also need to check your “*My Stuff*” tab of vMPF for any additional items associated with your retirement out processing which may have been supplied to you by AFPC.

The items listed on page 3 of this booklet are mandatory for your final out processing appointment.

If you have any questions or concerns, please call us at 527-4281.

//Signed//

NCOIC, Assignments, Retirements, & Separations

MEMORANDUM FOR RETIRING MEMBER

FROM: 412 FSS/FSPD

SUBJECT: Final Out-Processing Appointment Checklist

1. It is mandatory that you final out-process with the MPF 1 duty day prior to your permissive/terminal leave starting. **Failure to do so can result in the cancellation of your Permissive/Terminal Leave.**

**FINAL OUT ONE DUTY DAY PRIOR TO YOUR
PERMISSIVE/TERMINAL LEAVE START DATE.**

Please bring with you the following documents/items to final appointment:

- ___ Medical Letter (Page 5)
- ___ VA Dental Letter (Page 7)
- ___ ID Card Requirement Letter (Page 8)
- ___ **AF Form 2587**, Security Termination Letter
- ___ **DD Form 2648**, Pre-separation Counseling Checklist
- ___ Education Letter (Provided by the Education Office)
- ___ Supply Clearance Letter (Provided by the Supply Office)
- ___ Housing Clearance Letter (if applicable)
- ___ **DD Form 2656**, Survivor Benefit Program Briefing Letter/Form (Refer to Page 9)
- ___ Record of Emergency Data (available on Virtual MPF under vRED)
- ___ **988(s) from LeaveWeb**, Permissive/Terminal Leave Forms (Part III)
- ___ Copy of **completed** vOP Checklist
- ___ 2-Copies of Retirement Orders

MEMORANDUM FOR _____
(RANK AND FULL NAME, LAST 4 SSN)

(DATE)

FROM: AFPC/DP3SA

SUBJECT: Medical Examination for Voluntary Retirement or Separation

1. Department of Defense Instruction 6040.46, "The Separation History and Physical Examination (SHPE) for the DoD Separation Health Assessment (SHA) Program" requires that all Service members receive a SHPE as a result of completing a period of active duty service. This requirement is intended for Service members of all Air Force Components to include Active, Guard and Reserve. The SHPE must be completed prior to the release of active duty service.
2. The SHPE was developed to provide a single examination at the time of separation that supports the Department of Veterans Affairs (VA) disability compensation program and the Department of Defense (DoD) mandatory separation physical examination. The SHPE is a standardized health assessment with components that have been agreed upon by all three Military Services and the VA that allow for a comprehensive medical evaluation of each Service Member prior to separation from active duty service. SHPEs can be completed at any DoD military treatment facility.
3. Service members who plan on filing a disability claim with the VA can begin this process PRIOR to separation (pre-discharge) using the SHPE program. Pre-discharge disability claims may result in obtaining VA disability benefits sooner versus filing disability claims after separation. Service members filing pre-discharge disability claims may have their SHPE completed at the VA if they meet the requirements of the program. The goal is to eliminate multiple appointments by allowing DoD to use VA exam results in order to medical clear members for separation/retirement.
4. The first place to start is to contact your servicing Military Treatment Facility's (MTF) Base Operational Medicine Clinic (BOMC) office. They will provide you more information regarding your SHPE appointment options, the ability to file a pre-discharge VA disability claim, and instructions on how to obtain your exam at the VA. If you wish to file a pre-discharge disability claim and obtain your exam from the VA, you must contact the BOMC office as soon as your date of separation is finalized to determine if you meet VA program requirements. If you have not already made contact with your BOMC office, please do so within 3 days after receipt of this letter to discuss SHPE options in order to prevent any impact on terminal leave and to ensure an efficient separation examination process.
5. Air Force Reserve and Guard Service members are eligible to receive a SHPE if they meet the following requirements, (a) Currently serving on active duty orders for 180 days or more of continuous duty; or (b) Currently serving on active duty orders for greater than 30 days of continuous duty in support of a contingency operation. This examination is only required for Guard and Reserve Service members as a result of performing a period of active duty service. In addition, the SHPE must be completed prior to release from active duty orders. Guard and Reserve Service members should work with their local medical units to discuss program availability at this time.

6. Additional information regarding this separation exam and VA disability claims can be found on the Tricare Online website at <https://www.tricareonline.com>, and click on “Service Separation” web link after you successfully login unto the Tricare Online patient portal.

7. You must return this memorandum to your Military Personnel Flight’s (MPF) Career Development element after endorsement by the medical facility. You will not be allowed to complete your final out-processing appointment without obtaining the required endorsement below.

///signed///
(AFPC Retirement or Separation Representative)

1st Ind, _____
(GRADE, NAME)

(DATE)

MEMORANDUM FOR MTF

I acknowledge my requirement to ensure a SHPE is completed prior to my date of separation or final out date whichever comes first. I have contacted the MTF MSME office to begin the SHPE process. I understand I will not be allowed to out-process without obtaining a clearance and endorsement from the MTF listed below.

(Member’s signature)

2nd Ind, MTF

(DATE)

MEMORANDUM FOR MPF Career Development

The above individual has completed the requirements for the SHPE and is medically cleared for separation/retirement.

(Signature - Medical Representative)

MEMORANDUM FOR RETIRING MEMBER

(Date)

FROM: 412 FSS/FSPD

SUBJECT: Veterans Outpatient Dental Treatment

1. Public Law 97-35, The Omnibus Budget Reconciliation Act of 1981, and Title 38 U.S.C. *Veteran's Benefits, Section 1712, Dental care, drugs, and medications for certain disabled veterans; vaccines*, limits eligibility to outpatient dental treatment currently provided by the Department of Veterans Affairs (DVA). You will be eligible for VA dental treatment providing the following criteria are met:

- a. You served at least 180 days of active duty.
- b. You apply to the DVA for required treatment within 90 days of discharge.
- c. Your DD Form 214, **Certificate of Release or Discharge from Active Duty**, does contain a statement that a complete dental examination and all appropriate services and treatment were not provided by the Armed Forces within 90 days prior to your discharge or release.

2. Please acknowledge receipt and understanding in the 2nd endorsement below.

3. You MUST return this Dental letter to the 412 FSS/FSPD at your final out-processing appointment.

//Signed//
NCOIC, Career Development

1st Ind., Member _____
(Members Grade and Name)

(Date)

I have been briefed on the eligibility criteria concerning DVA outpatient dental treatment and understand the provisions mentioned in this letter for applying for required treatment.

(Signature of Member)

1st Ind, 412th Dental Clinic

Member (has) (has not) been provided a complete dental examination and all appropriate dental services and treatment (were) (were not) provided by the armed forces within 90 days prior to his/her discharge or release.

(Signature – Dental Representative)

MEMORANDUM FOR MPF, CUSTOMER SUPPORT

FROM: AFPC/DPSOR

SUBJECT: Identification Card Requirements for Separating or Retiring Personnel

1. _____, is separating or retiring from
Grade / Name
the USAF effective _____. Reenlistment Code (RE) is _____. Please
prepare ID card applications for member and dependents, if applicable, as indicated below:
- a. Involuntary Separation (Temporary ID cards for 90 days).
 - b. Prior to ETS Separation. ID cards are to expire on date of separation as
indicated in paragraph 1 above.
 - c. Temporary Disability Retirement List (TDRL).
 - d. Retirement. (For retirees who plan to continue TRICARE-Prime coverage
and want to pre-enroll before retirement, they must obtain their retired ID Cards first). Obtain
retiring members initials of acknowledgement. _____.
 - e. TAP Eligible.
 - f. Transfer to a Reserve Component. Expiration of Reserve obligation.
 - g. Appellate Review Leave. Temporary ID cards for 1 year.

2. Please complete the first endorsement and return to MPS Relocations.

//Signed//
AFPC Retirement/Separation Representative

Attachment:
Separation or Retirement Order

1st Ind, Customer Service

(date)

SUBJECT: Identification Card Requirements for Separating or Retiring

Personnel TO: MPF, Career Development

- 1. Action requested above has been completed on _____.
- 2. Appropriate ID cards have been confiscated and returned to military control.
- 3. Suspense file has been established to retrieve any ID cards which were not surrendered.

(Signature, Customer Service Representative)

MEMORANDUM FOR ALL RETIREES

FROM: 412 FSS/FSPD

SUBJECT: Survivor Benefit Program Briefing (DD 2656)

1. It is mandatory that you visit the Casualty Assistance Office, for a briefing on the Survivor Benefit Program (SBP). Failure to make an election (to enroll or decline) will result in automatic maximum coverage. The SBP election should be made no later 120 days prior to your approved retirement date. You will not be permitted to out-process without this counseling. Bring your completed DD 2656 to your final out-processing appointment.

//Signed//
Superintendent, Career Development

MEMORANDUM FOR ALL RETIREES

FROM: 412 FSS/FSPD

SUBJECT: DD Form 214

DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY – The DD Form 214 is an extremely important document showing your AF work experience and training. You must accomplish it via the vMPF. It contains information very important to you if you apply for benefits based on your military service under programs administered by the VA or the Dept of Labor. This information will be useful to educational institutions. You will not receive your final DD Form 214 until the official day of your retirement. This form is delivered electronically to your e-benefits account. An original copy will also be filed in your Master Personnel Record Group. In the future, if your DD Form 214 is accidentally destroyed, you may request a copy or address any other inquiries pertaining to your records as follow:

	90 days or more after separation	Within 90 days of separation
Discharged Member	NPRC (Military Personnel Records) 9700 Page Blvd. St. Louis MO 63132-5000	AFPC/DPRSR1 550 C West, Suite 21 Randolph AFB TX 78150-6001
Reserve Member	ARPC/DSMPR 6760 E. Irvington Place # 1700 Denver CO 80280-5000	Same as 90 or more days after separation

NOTE: If you feel your records are in error, you may apply for a correction by submitting a DD Form 149, Application for Correction of Military Records under the provisions of U.S.C. 1552. AFI 36-2604 is the governing directive and provides for a period of three years from the date the error or injustice was discovered to submit your application directly to the appropriate board. You may obtain a DD Form 149 at any Military Personnel Flight Customer Service Section.