



AGR IN-PROCESSING CHECKLIST



Rank:	Name:	Unit:	AGR Start Date: PSN:
Items to be accomplished	OPR/Office	POC Print Name & Sign	
CSS: To in-process at new Unit	Unit in-process & provide rater info Completion of DAF 2096		
Finance Office	Military Pay 108WG: Bldg. 3327, Ext 4099 177FW: Bldg. 408, Ext 6496		
CAC & DEERS update PSM (Leave Web & other system access)	FSS: Customer Service & PSM 108WG Bldg. 3324, Ext 4466 177FW Bldg. 408, Ext 6247		
Education Briefing GI Bills Benefits **Bring copy of AGR order**	FSS Retention Office 108WG Bldg. 3327 177FW Bldg. 400		
Network Access	Comm Flight Help Desk 108WG: 3324, Ext 8278 177FW: Bldg. 407, Ext 6201		
Medical Benefits Medical Requirement	Call Tricare East 800-444-5445; website: https://www.humanamilitary.com/ Visit your wing MDG to receive mandatory Influenza Vaccine		
Flight Pay	HARM Office: 108WG: Bldg., Ext 6143 177FW: Bldg. 400, Ext 6814		
Prior Technicians LWOP	Contact HRO Remote to Complete LWOP Checklist & copy of AGR Order 108WG: Mr. Daniel Sharp 177FW: SMSgt Nicole Hollander		

Please return the completed checklist to your wing HRO Remote Office.

AGR MEMBER SIGNATURE

Date