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 AFF 2096	
Finance Office	Military Pay 108WG: Bldg. 3327, Ext 4099 177FW: Bldg. 408, Ext 6347	
CAC & DEERS update PSM (Leave Web & other system access)	FSS: Customer Service & PSM 108WG Bldg. 3324, Ext 4466 177FW Bldg. 408, Ext 6247	Cust Svc PSM
Education Briefing GI Bills Benefits	FSS Retention Office 108WG Bldg. 3327 177FW Bldg. 408 **Bring copy of AGR order	
Network Access Door Access	Comm Flight Help Desk 108WG: 3324, Ext 8278 177FW: Bldg. 407, Ext 6201 SFS for Bldg./work center entry access (**177 Personnel Only**)	Help Desk SFS
Medical Benefits	Call Tricare East -Humana 800-444-5445; website: https://www.humanamilitary.com/	
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 form to your wing HRO Remote Office.

AGR MEMBER SIGNATURE