

Separation/Retirement Briefing



**READ ALL! IF YOU ARE UNABLE TO ACCOMPLISH THE
FOLLOWING DIRECTIONS, YOU WILL HAVE TO
RESCHEDULE FOR THE NEXT AVAILABLE BRIEF**

BEFORE attending the brief, members **MUST**:

- ❖ Be no more than **30 days** out from projected first day of SkillBridge (if applicable)/permissive/terminal leave.
- ❖ Have SkillBridge(if applicable)/permissive/terminal leave input AND approved in LeaveWeb
 - Calculate terminal leave here:

https://www.my.af.mil/gcss-af/USAF/AFP40/d/sA1FBF31D23D21F6B0123ED377B730575/Files/Terminal_Leave_Calculator.htm#

Members **ATTENDING** the brief **MUST**:

- ❖ Be in uniform
- ❖ Be ON TIME. Doors will close promptly at 1400.

Members **MUST** bring:

- ❖ A copy of orders and any amendments
- ❖ GTC Destruction Letter (Obtained from APC or GTC Manager)
- ❖ SkillBridge Application (If Applicable)

LEADERSHIP WILL BE CONTACTED FOR NO SHOWS!

Briefing Times: Wednesdays at 1400

Location: BLDG 105 Room 154 (Parker Greene BLDG)

Sign up: appt.link/23-cpts/retirement-separation (use GOOGLE CHROME)

Attack • Rescue • Prevail