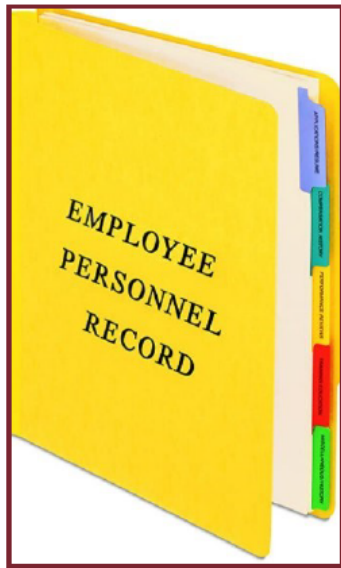


“All About Me” File



You just made a lifetime irrevocable decision about your retirement; now what do you need to do to be proactive in planning?

1. Ensure you receive a copy of all personnel documents/actions you signed.
 - * RI 38-134, RI 38-144, DA 7426, TSP, SF-50, DA 3434, AF2524, etc.
2. Buy a binder or folder and place copies of all personnel documents/actions in it.
 - * When you receive a new document in your E-OPF or personnel record, print a copy for your “All About Me” file.
 - * Over the years record transfers or system migrations occur and you want

to ensure your file is complete when it comes time to accurately process your information.

3. It is **critical** to review your bi-weekly Leave and Earnings Statement (LES) to ensure your elected benefits are being deducted accurately.
 - * DO NOT assume your HRO and payroll have you in the correct plan.
 - * Make it a habit to review block 30 in your SF-50 after each new RPA for accuracy.
4. Bottom line, be proactive in your finances, benefits and retirement planning; not reactive!

***“Be proactive in your finances, benefits and retirement planning;
not reactive.”***