



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

14 September 2023

MEMORANDUM FOR ALL HQ RIO PERSONNEL

FROM: HQ RIO/CC

SUBJECT: HQ RIO Retirement Process

1. Member should reference the following link to determine which application is applicable to them (Active, Medical, Reserve, or Reduced Retirement):

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000001D8CAI>

2. Member should access the myFSS training library, Click Helpful links, select myFSS training library, click Air Force Reserve (AFR), then click ARC Retirements. Open the user guide applicable to you.

3. Member will:

- a. Click the myRetirements tile to submit an application.
- b. Route the package to the HQ RIO Talent Management Consultant (TMC) by name: Russell Clayton Cornell

4. TMC will review the following:

- a. Any submission request within 6 months requires a waiver – TMC notifies Det POC
- b. PCARs review/upload to verify 20 years
- c. Verify Retirement Certificate Information - Name capitalized, Rank spelled out
- d. Answer mandated questions - Retraining, Continued Service and education benefits
- e. Verifies if member has an incentive and if debt needs to be collected
- f. If member has transferred Post-9/11 GI Bill and Obligation End Date

5. TMC will route to the Det POC (The Det is responsible for providing TMC with updated POCs.)

6. Det POC will:

- a. Coordinate with the URC to send a certification request via email or myFSS to the members AD Unit, see attachment 1.
- b. Forward the retirement request to the Detachment Commander for concurrence.

7. Detachment Commander will:

- a. Review request and concur or non-concur
- b. Send approved request to ARPC/ DPTTR via myFSS for processing

8. ARPC/DPTTR will:

- a. Perform a quality check of the retirement application.
 - b. Validate request for the retirement depending upon if member is having a retirement ceremony.
 - c. Perform MilPDS update/project retirement
9. Once member reaches effective retirement date they move to “the parking lot” passcode.
10. Members may contact the ARPC Reserve Retirement Counseling Cell at arpc.dpt.rcc@us.af.mil or call 1-800-682-1929 for questions and/or concerns.

DIXIE A. DUKE, Colonel, USAF
Commander

Attachments:

1. Certification Verification for AD Unit

ATTACHMENT 1

(Rank Last Name) has requested a (Reserve/Active Duty) Retirement via myRetirements, with an effective date of (Date). For our Det X/CC to approve the member's request, the certification of the member's AD organization is required in order to ensure that there are no derogatory actions pending that would preclude this request.

Please reply to this email or via this myFSS case, with the following information:

1. I concur/do not concur with the member's decision to apply for retirement
2. I certify that the member:
 - a. Has / Has Not misused or is delinquent in his/her government travel card responsibilities
 - b. Does / Does Not currently have a UIF on file
 - c. Does / Does Not have any other pending actions (i.e. administrative discharge actions, etc.) that will affect member's retirement application.
3. Additional reason(s) member's retirement should not be approved:

FOR ALL OFFICER RETIREMENTS ONLY: IAW AFI 36-3209, para 5.14.6, this retirement coordination also requires an Officer Grade Determination, (OGD). Request that the Commander make a recommendation by responding to the following statements:

1. The officer (has / has not) had a court-martial conviction.
2. The officer (has / has not) had a civil court conviction for misconduct involving moral turpitude.
3. The officer (has / has not) received punishment under Article 15, UCMJ, within 2 years of the date of the application.
4. I (do / do not) find another basis for an OGD.

Please provide certification by (2 WEEKS)