

# U.S. Department of the Air Force ARC Retirements

User: How to Submit an Active Duty Retirement Application

The purpose of this Job Aid is to guide all Air Reserve Component Personnel on how to submit an Active Duty Retirement Application through the navigation of the myFSS platform.

# Introduction

#### **Revision History**

Version	Date	Revision Description
1	5 April 2023	Process for all Air Reserve Component Personnel to submit an Active Duty Retirement application.

#### 1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Retention Office Manager (ROM) / Talent Management
- Commander
- ARPC

#### 2. TARGET AUDIENCE:

This release is for all Air Reserve Component Personnel on how to submit an Active Duty Retirement application.

# User: How to Submit an Active Duty Retirement Application

- 1. Navigate to <u>https://myfss.us.af.mil/</u> using Microsoft Edge or Google Chrome and select from the three choices listed below to begin the login process:
  - CAC Login Normal everyday login
  - Non-CAC Login Login after Non-CAC User Registration
  - First-time Non-CAC User Registration If you do not have a CAC



2. Click Sign in with PIV / CAC Card.



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Last Modified: 5 APR 2023 Page 3 of 20 3. Read the myFSS DoD Notice and Consent and Privacy and Security Notice. Click **I Agree – Continue**.



4. Following a successful navigation to the Airman Community Landing Page, scroll down to **Available Now** area and look for **myRetirement**.



5. Click on myRetirement to open the Retirement Home page.



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6. The **Retirement Home** page will look like this.

# RETIREMENT HOME

7. Click on **ARC Retirements** to bring up the Retirement Information & Cheat Sheets.



8. This is the home page of the Retirement Information & Cheat Sheets. Click on **Begin Application Process**.

#### Retirement Information & Cheat Sheets









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## HOW IT SHOULD BE

9. The **Pre-Application Information** page will come, then click the **Plus Sign** to expand the.

	By clicking "Start Application" below you are acknowledging that you have rea	d and understand all of the a
here will be <b>6 sec</b> t	tions that appear, expand each section by clicking	on the <b>Right A</b>
Pre-Application Informatio	n	
Please read the retirement mate	erials below and check the boxes to acknowledge each section of information before proceeding t	to the application.
Section 1 - Mandatory Se	eparation Date/High Year Tenure Date (If Applicable)	
Section 2 - Retirement Ir	ntroduction/Pre Application	
Section 3 - Pre-Application	on Information	
Section 4 - Retirement R	estrictions	
Section 4 - Retirement R Section 5 - Withdrawal, G	estrictions Cancellation, or Change of Retirement Effective Date	

# 11. Read all 6 Sections carefully, then click the box for I understand and acknowledge the information above.

2.5.5	Members who have received a letter from HQ ARPC regarding automatic transfer to the Retired Reserve on the mandatory separation date (MSD) or
	high year tenure date (HYTD) do not need to apply for retirement unless an earlier retirement date is requested. A retirement application is not
	required, but strongly recommended to expedite processing. Please review Section 2 and select the Retirement Type that best fits the situation. Th
	member's MSD or HYTD is available in the application.
	• NOTE: As of 1 July 2002, Section 517 of FY02 of the National Defense Authorization Act (NDAA), members who meet Maximum Age, MSD, HY1
	or are twice deferred for promotion are automatically transferred to the Retired Reserve, unless the member applies to be discharged.

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12. Once the final section is finished there will be a **Check Mark** next to Pre-Application Information.

	Application Timeline
Pre-Application Information >	<ul> <li>Voluntary retirement applications for ANG and AFR member than 6 months prior to the requested retirement effective da</li> </ul>
<i>₩</i>	All ARC active duty retirement requests should factor in term
	<ul> <li>Reserve retirement applicants must use all leave prior to the</li> </ul>

#### 13. Look at the bottom and click **Start Application.**

Autosaved undefined	Back to Dashboard Expand All View Coordination Chain Save Progress Start Application

#### 14. Look for **Member Application Actions** and click the **Plus Sign** to expand.

Pre-Application Information	>	Pre Application Information	
Member Application Actions     Retention Office Managers Actions	>	Member Application Actions	
Member's Commander / RIO Detachme	nt Commander	Retention Office Manager / Talent Management Consultant Actions	
		Member's Commander / RIO Detachment Commander	

#### 15. These **4 areas** require your information.

Member Application Actions	վել
Application Information	>
Member Contact Information	>
Retirement Certificate Information	>
Required Document(s)	>

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#### 16. Click on the **Down Arrow** to expand **Application Information**.

Application Information		
Please choose the retirement type based on e	ligibility described in the Pre-Application Information section.	
Retirement Type		
Member Contact Information	Reserve Retirement	
Retirement Certificate Information	Active Duty Retirement (20 or more years of Federal Active Military Service)	
	RRPA (Reduced Retirement Pay Age)	

# 17. Click on **Retirement Type** and choose **Active Duty Retirement (20 or more years of Federal Active Military Service)**.

Member Application Actions		
Application Information		
Please choose the retirement type based on eligit	pility described in the Pre-Application Information section.	
Retirement Type	····	
Member Contact Information	Reserve Retirement	>
Retirement Certificate Information	Active Duty Retirement (20 or more years of Federal Active Military Service)	>
Required Document(s)	RRPA (Reduced Retirement Pay Age)	>
Detection Office Manager / Talant Manage	Age ou neurement	<u>т</u>

# 18. Enter all information in the **Application Information** tab. For Active Duty Retirements, the **Requested Retirement Date** must be the 1<sup>st</sup> of the month.

Please choose the retirement type based on eligi	bility described in the Pre-Application Information section.	
Retirement Type	Active Duty Retirement (20 or more years of Federal Active Military Serv	~
Are you an ART?	◯ Yes ◯ No	*.e
Mandatory Separation Date/ High Year Tenure (HYT) Date	9	
Expiration Term of Service (ETS) Date 🧿	5/30/2025	
Requested Retirement Date: 🕐	<b></b>	
Anticipated Last Day Member Will <b>(</b> ) Accumulate Points:	<b></b>	
Your Current Grade Is: 🗿	E-8	
Your Grade Effective Date Is:	11/7/2020	$\mathbb{R}^{2}$
Is this your highest grade held?	○ Yes ○ No	
Would you like a ceremony?	🔿 Yes 🔘 No	

#### 19. Collapse the Application Information tab by clicking on the **Down Arrow**.

Member Application Actions			
Application Information			~
Please choose the retirement type based on eligi	bility described in the Pre-Application Information section.		
Retirement Type	Active Duty Retirement (20 or more years of Federal Active Military Serv	~	
Are you an ART?	○ Yes ○ No		
Mandatory Separation Date/ High Year Tenuro (HYT) Date	9	<u>_</u>	
Expiration Term of Service (ETS) Date 🕐	5/30/2025	3	
Requested Retirement Date: 🕐	<b></b>		
Anticipated Last Day Member Will 🛛 🧿 Accumulate Points:	<b>=</b>		
Your Current Grade Is: 🍘	E-8		

# HOW IT SHOULD BE

#### 20. Click the **Right Arrow** to expand the Member Contact Information tab.

Member Contact Information	ĥ	>
Retirement Certificate Information		>
Required Document(s)		>

#### 21. Enter all information in the **Member Contact Information** tab.

Member Contact Information	~
Home Telephone 🕥	
Alternate Telephone 🕜	
Military Email	
Alternate Email	
Residential Address Line 1	
Residential Address Line 2	
Residential Address Line 3	
City State	
Zip Code Country	
Mailing Address is different from Residential Address	

#### 22. Collapse the Member Contact Information by clicking on the **Down Arrow**.

Member Contact Information		~
Home Telephone 🕐		
Alternate Telephone 🕐		
Military Email		
Alternate Email		
Residential Address Line 1		
Residential Address Line 2		
Residential Address Line 3		
City	State	
Zip Code	Country	
Mailing Address is different from Residential	Address	

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## HOW IT SHOULD BE

23. Click the **Right Arrow** to expand the Retirement Certification Information tab.

,		
Member Contact Information	Γ.	>
Retirement Certificate Information		>
Required Document(s)		>

# 24. Enter your information in the **Retirement Certificate Information** tab. This information will be printed on your **Retirement Certification**. \***Note:** Spell out your **Rank**.

ease ensure spelling, capitalizatio	on, spacing, hyphenation, etc. is accurate in all fields. Spouses are eligible to receive a certificate.
rst Name	
iddle Initial 🕐	
ast Name	
ıffix	
ank 🧿	
ould you like a Spouse ertificate?	○ Yes ○ No

#### 25. Collapse the Retirement Certification by clicking on the **Down Arrow**.

etirement Certificate Information				
Please ensure spelling, capitaliza	ion, spacing, hyphenation, etc. is accurate in all fields. Sp	ouses are eligible to receive a certificate.		
First Name				
Middle Initial 🧿				
Last Name		ിന		
Suffix				
Rank 🕐				
Would you like a Spouse Certificate?	○ Yes ○ No			

# HOW IT SHOULD BE

#### 26. Click the **Right Arrow** to expand the Required Documents tab.

,,,		
Member Contact Information	ĥ	>
Retirement Certificate Information	2"	) >
Required Document(s)		>

# 27. Attach the applicable documents in the **Document Checklist** by clicking on the **Upload Files** button at the bottom.

Red	quired Document(s)		~	
F	or guidance on applicable waivers, please refer to T	able 3.2 <u>AFI 36-3203</u> .		
۵	II waivers are submitted in memorandum format. P	ease refer to the <u>Tongue &amp; Quill for formatting</u> .		
F	Refer to <u>AFI 36-3203</u> , for additional guidance on requ	Jired documents.		
F	or retire pay request (Age 60/AGR/RRPA), please co	mplete and attach the DD Form 2656 and applicable life changing event documents.		
C	Io not attach any documents that contain Protected	I Health Information/PHI.		
C	Jocument Checklist		$\Im$	
C	10 Form 2656 🧿			
N	Aarriage Certificate (if applicable) 🧿			
C	Divorce Decree (if applicable) 🧿			
C	Jeath Certificate (if applicable) 🧿			
C	Current Active Duty Order (if applicable) 🤿			
Brov	Browse			

28. Once the supporting documentation have been uploaded, click Done.

	Refer to AFL38-3203 for additional auidance on required docum	hente	
	opidad Files		аррисаріе і
PDF	1.DD Form 2656_LNAME.pdf 34 KB	o	
PDF	2.Current Active Duty Order_LNAME.pdf 34 KB		
2 of 2	files uploaded	Done	
	Booth Partificate (if applicable)		

29. Then you will notice the **Member Application Actions** step in the application is marked complete.

	Death Certificate (if applic	able] 🕐			
Pre-Application Information	Current Active Duty Order	(if applicable) 🔊			
Member Application Actions	Browee				
O Retention Office Manager Actions	⊥ Upload Files Or drop	files			
O Member's Commander / RIO Detachment Commander					
	Title 🗘	Created By	File Extension 🗘	File Type 🗘	
	3.Previous Active Duty Order_LNAME		pdf	PDF	• View 📋 Delete
	1.DD Form 2656_LNAME		pdf	PDF	• View 🛱 Delete
	2.Current Active Duty Order_LNAME		pdf	PDF	• View 🛱 Delete
	4.Marriage Certificate_LNAME		pdf	PDF	● View <b>1</b> Delete
					Viewing 1-4 of 4

30. Click **Next Action** at the bottom right on the screen.

Autosaved 3/30/2023 12:43 pm	Back to Dashboard Expand All View Coordination Chain Save Progress Next Action

31. The initial part of the application is complete.

	Next Action: Assign and Notify		
Assign to Individual to send the application.			
Assign To Individual Unit members must send to Retention Office Manager (ANG)	/ Talent Management Consultant (AFR) / IMA Members send to RIO Det C	с.	
Search Results Individual must have an active myFSS account. If inactive, plea	se have an individual sign in to myFSS to activate their account.		
Search for an individual by entire Last Name, entire First Nam	e, and/or Email Address.		
Last Name	First Name	Email	w 🗋 🖬
Search Clear			w D
Notes (Optional)			
			A Viewing
		Send	
	Close	$\Im$	

32. You must send it to the next individual in your Chain of Command. Look this member up by their Last Name, First Name, or Email, then click Search.
\*Note: If you are an Air National Guard member, this will be sent to your Retention Office Manager. If you are an Air Force Reserve member this will be sent to your Talent Management Consultant. If you are an IMA member this will be sent to your Rio

**Detachment Commander**. If you do not know this individual, contact your **FSS or CSS**.

Last Name		First Name		Email michael.fields.21.ctr@us.af.mil	
Search Clear					
Select from following matchin	g Personnel:				
SELECT	PERSONNEL	GRADE	ORGANIZATION	EMAIL	
Select	CIV FIELDS, MICHAEL R	E-7	0003 USAF ACAD PREP SQL	JADRO michael.fields.21.ctr@us.af.mil.inv thisisanexample@outlook.com	
Notes (Optional)					

#### 33. Once you find the correct member click on **Select**.

.ast Name	<u> </u>	First Name	Email michael fields 21 c	tr@us af mil
Search Clear				
elect from following match	ing Personnel: PERSONNEL	GRADE	ORGANIZATION	EMAIL
Select	CIV FIELDS, MICHAEL R	E-7	0003 USAF ACAD PREP SQUADRO	michael.fields.21.ctr@us.af.mil.inv thisisanexample@outlook.com
Notes (Optional)				

#### 34. Enter any additional **Notes** then click **Send**.

Selected Member: MSG FIELDS, MICHAEL R	
Select Different Member	
Notes (Optional)	 
	 <u>}</u>
	Send

#### 35. You will get this image before sending. If everything is correct, click **Send**.

Assign to Individual to cand the annihistion		
	Are you sure you are ready to send?	
	?	
		Go Back Send

## HOW IT SHOULD BE

#### 36. Your application was successfully sent, click Go to Dashboard.

Application Successfully Sent	
Application successfully sent.	
	Go to Dashboard

#### 37. Once back at Retirement Information & Cheat Sheets, scroll down to Active Applications.

Point Credit Summary		>
Waiver Process Information		>
Active Applications	2 lm	>
Completed		>

#### 38. Click on the Right Arrow to expand Active Applications.

Point Credit Summary		>
Waiver Process Information		>
Active Applications	2 lm	>
Completed	U	>

#### 39. Click the **Down Arrow** to expand In Coordination.

Activ	re Applications		~
	Ready For Action	>	
	In Coordination	~	

#### 40. You can view your application that was submitted.

eady For Act	ion									>
n Coordinati	on									~
								Search Routin	g Steps	o,
	Applicant 💲	Application ID 💲	Status	Date Coordinated 💲	Date Submitted	Retirement Date 💲	Current Coordinator	Days Pendinį		
	-	App-0000257	New -	3/29/2023	3/29/2023	3/1/2024	Michael FIELDS	(	• View	~

#### 41. From this drop-down click the **Details** tab.

App-00000257 New - 3/29/2023 3/29/2023 3/1/2024 Michael FIELDS	Application ID 💲	Status	Date Coordinated 🗘	Date Submitted	Retirement Date 💲	Current Coordinator	Days Pendinį
	App-00000257	New - Coordina	3/29/2023	3/29/2023	3/1/2024	Michael FIELDS	View M
						1.7	Details

#### 42. Here you will see the basic Details fields: Full Name, Status, and Retirement Type.

	Pay & Benefits	5.	App	lication Process	
	А	PPLICATION A	PP-0000026	6	×
	Details	Comments	f	Related Documents	
	Full Name		Status New - Coordination	7	
	Retirement Type Active Duty Retirement (20 or Retirement Requested Date	more years of Federal	Active Military Service	e)	
	3/1/2024				
ation II	Created Date 3/31/2023 11:10 am	1	_ast Modified Date 3/31/2023 11:23 am	22. 22.	Coord
0000266	New - 3/31/202	3 3/31	./2023 3/1	/2024	Michael FIELDS

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#### 43. Click the **Comments** tab.

	Pay & Benefi	ts		Application Proc	ess
	,	APPLICATION	APP-000	00266	×
	Details	Comment	5	Related Documer	nts
	Full Name	Ş	Status New - Coord	lination	
	Retirement Type Active Duty Retirement (20 Retirement Requested Da	or more years of Feder te	al Active Milita	ary Service)	
ation II	Created Date 3/31/2023 11:10 am		Last Modifi 3/31/2023 11	ed Date :23 am	Coordir
000026	6 New - 3/31/20	23 3/	31/2023	3/1/2024	Michael FIELDS

44. Emails and Comments between you and the Service Agent are displayed in the **Comments tab**.

A	PPLICATION APP-00	000257		×
Details	Comments	Relat	ed Documer	nts
Message	$\bigcirc$		New Co	omment
			Cancel	Post
			Viewing	0-0 of 0

45. If necessary, add additional comments/notes to the case by typing in the **Message** box, then click **Post**.

	APPLICATION APP-00000257				
	Details	Comments	Related Documen	ts	
	Message		New Co	mment	
		Ĩ			
on II			Cancel	Post	loordinato
025			Viewing (	0-0 of 0	IELDS

#### 46. Click the **Related Documents** tab.

		0000257 ×		
	Details	Comments	Related Documents	
	Message		New Comment	
	1	Ĩ		
n IC			Cancel Post	loordinato
025			Viewing 0-0 of 0	IELDS

47. If you need to add additional documents, they can be uploaded here.

Details	Comments	Related Documents
ttach New File		Ν

#### 48. Scroll down to Active Applications and click the Down Arrow to expand.

Active Applications		 راس
Ready For Action  Active Applications  There are currently no active applications.	(m)	~

# 49. If further action is required, it will be under **Ready For Action**, which can be viewed by clicking the **Down Arrow** to expand.

Active Applications		*
Ready For Action	վել	~
Active Applications     There are currently no active applications.	U	

# 50. Once everything is approved it will move over to the **Completed Tab**, click on the **Right Arrow** to expand.

Point Credit Summary	>
Waiver Process Information	>
Active Applications	>
Completed	
	<u>(</u> )

#### 51. Scroll to the top and click the **U.S. Air Force** tab to return to myFSS home page.

	ny obra community) sy are rearement additionara					×		· L
	Search Knowledge Articles <b>Q</b>	My Apps 🗸	Helpful Links 🗸	Ask A Question	Ð ~			
Walcome Master Sergeant MICHAEL D E	FLIDS						_	