



# **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):

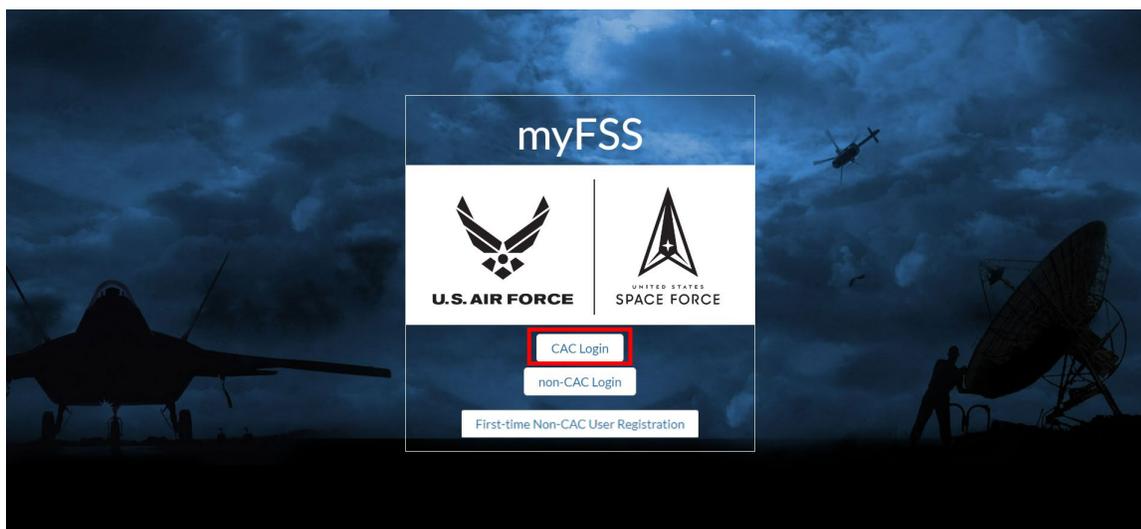
- Retention Office Manager (ROM) / Talent Management
- Commander
- ARPC

#### 2. TARGET AUDIENCE:

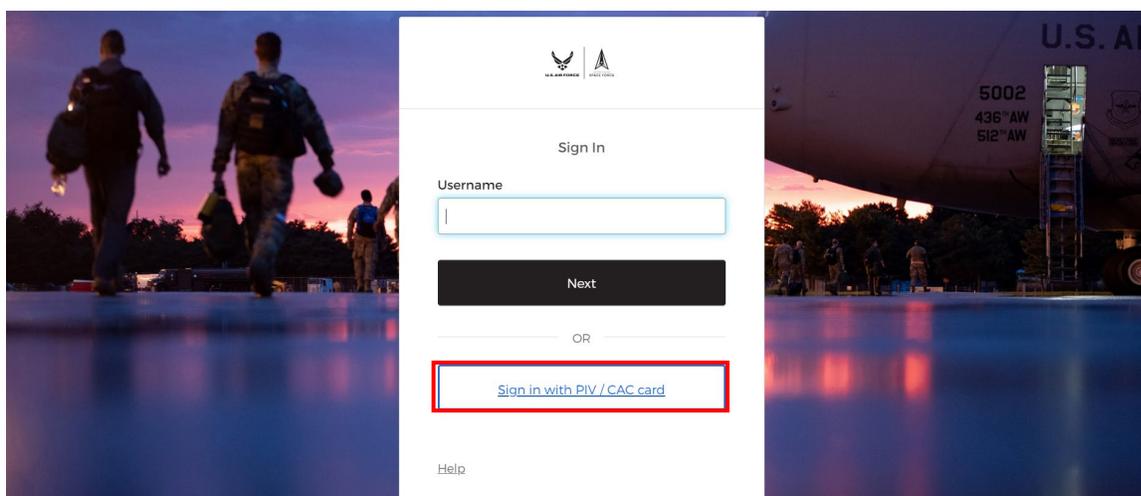
This release is for all Air Reserve Component Personnel on how to submit an Active Duty Retirement application.

## User: How to Submit an Active Duty Retirement Application

1. Navigate to <https://myfss.us.af.mil/> 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



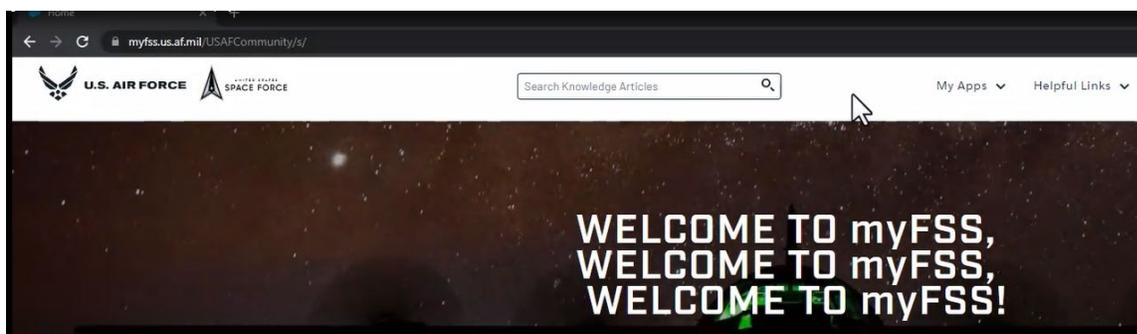
2. Click **Sign in with PIV / CAC Card**.



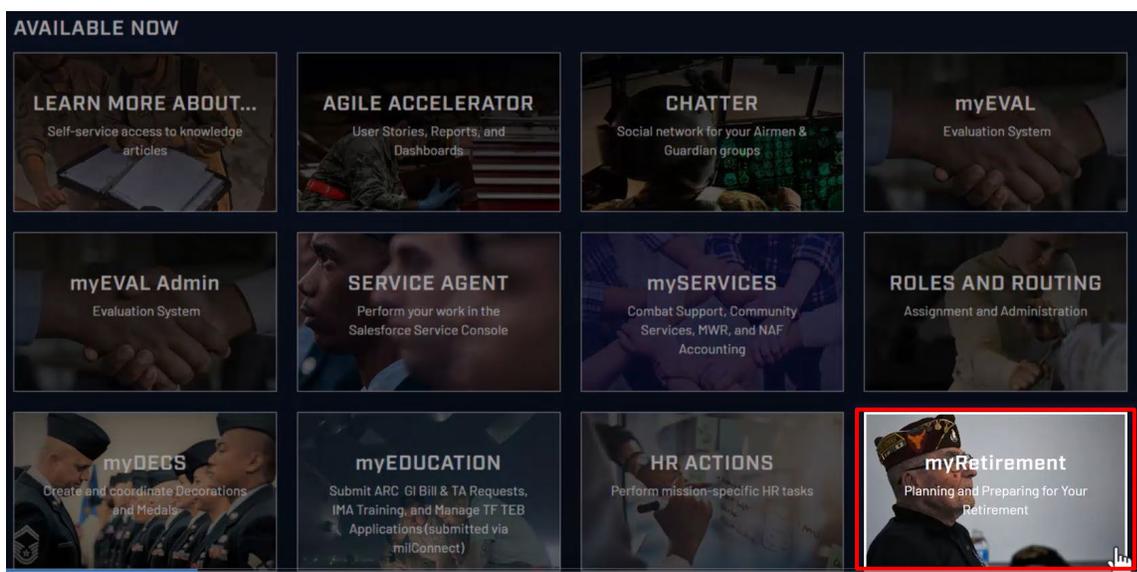
3. Read the myFSS DoD Notice and Consent and Privacy and Security Notice. Click **I Agree – Continue**.



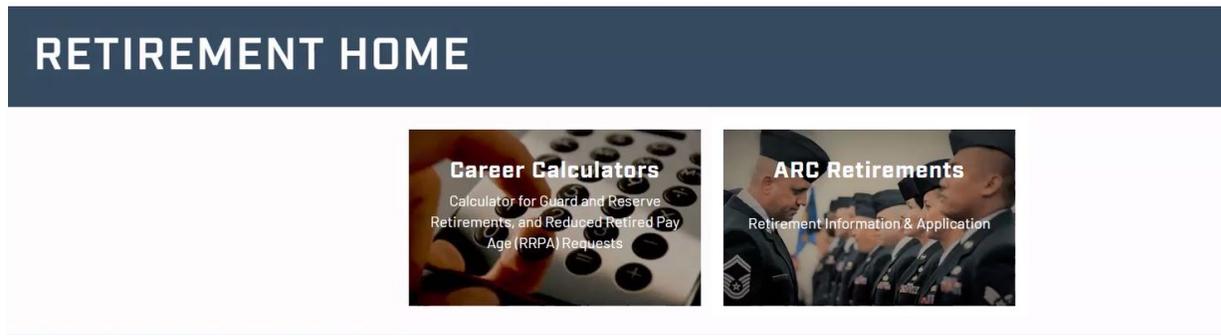
4. Following a successful navigation to the Airman Community Landing Page, scroll down to **Available Now** area and look for **myRetirement**.



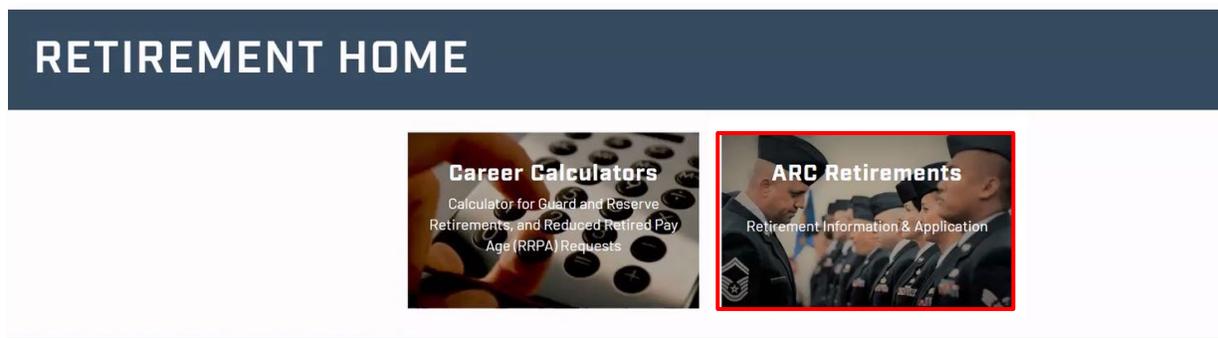
5. Click on **myRetirement** to open the Retirement Home page.



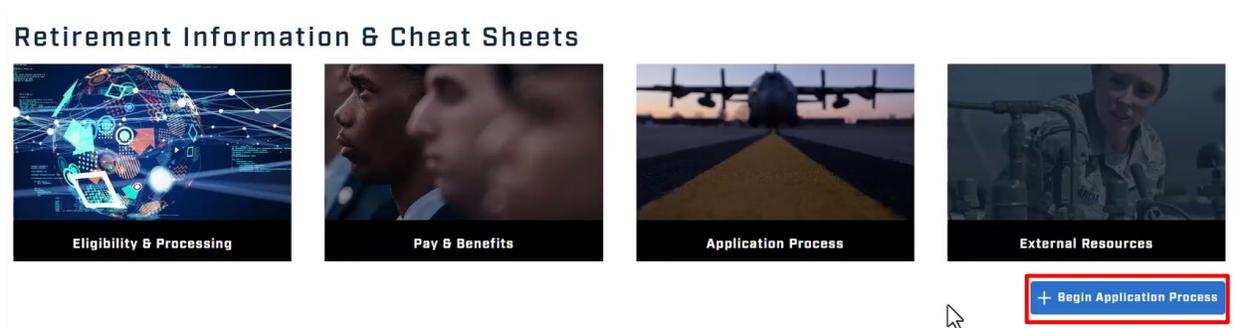
6. The **Retirement Home** page will look like this.



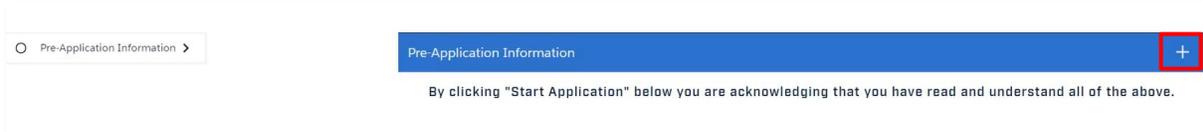
7. Click on **ARC Retirements** to bring up the Retirement Information & Cheat Sheets.



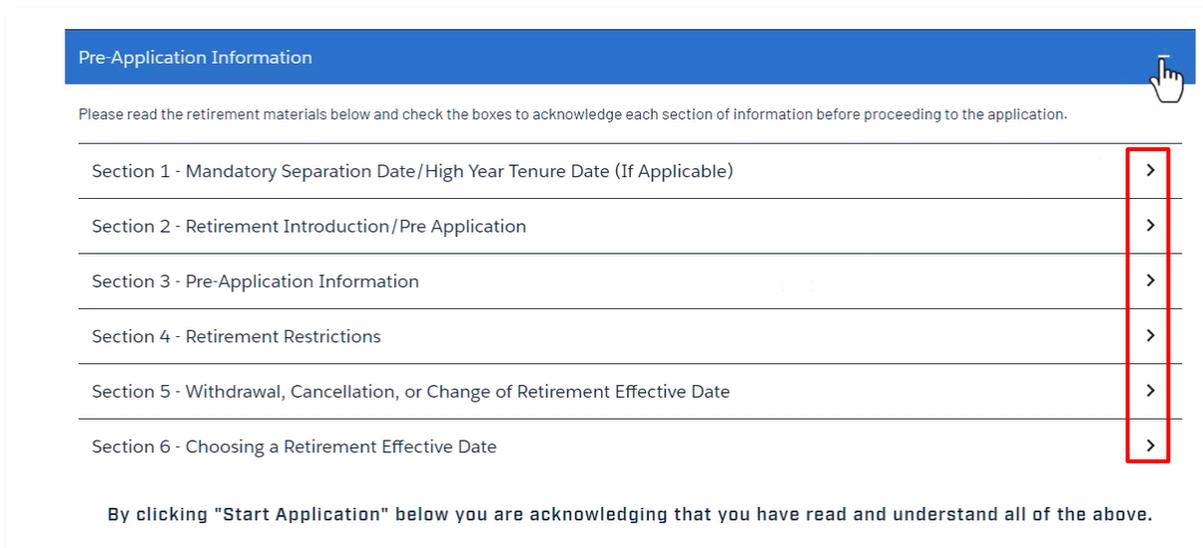
8. This is the home page of the Retirement Information & Cheat Sheets. Click on **Begin Application Process**.



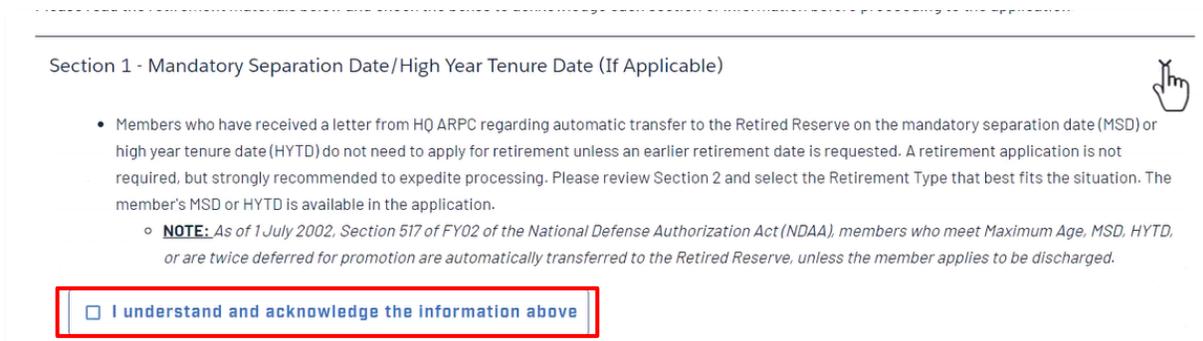
9. The **Pre-Application Information** page will come, then click the **Plus Sign** to expand the.



10. There will be **6 sections** that appear, expand each section by clicking on the **Right Arrow**.



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



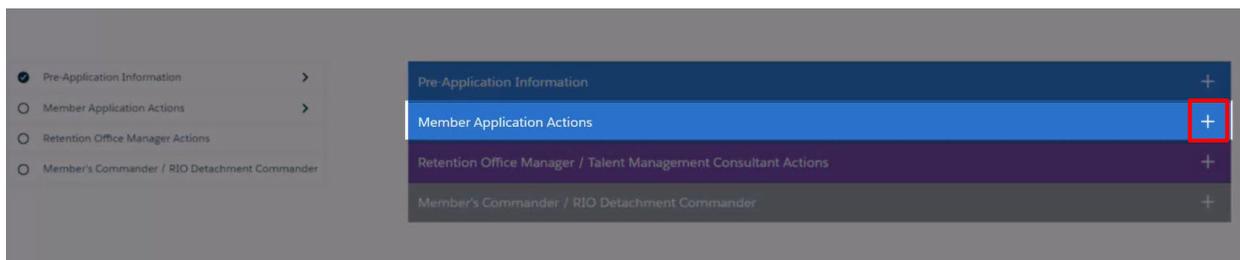
12. Once the final section is finished there will be a **Check Mark** next to Pre-Application Information.



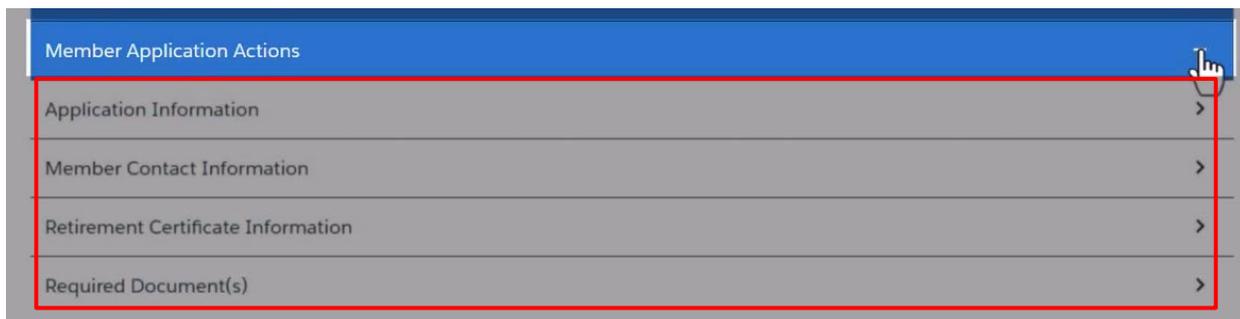
13. Look at the bottom and click **Start Application**.



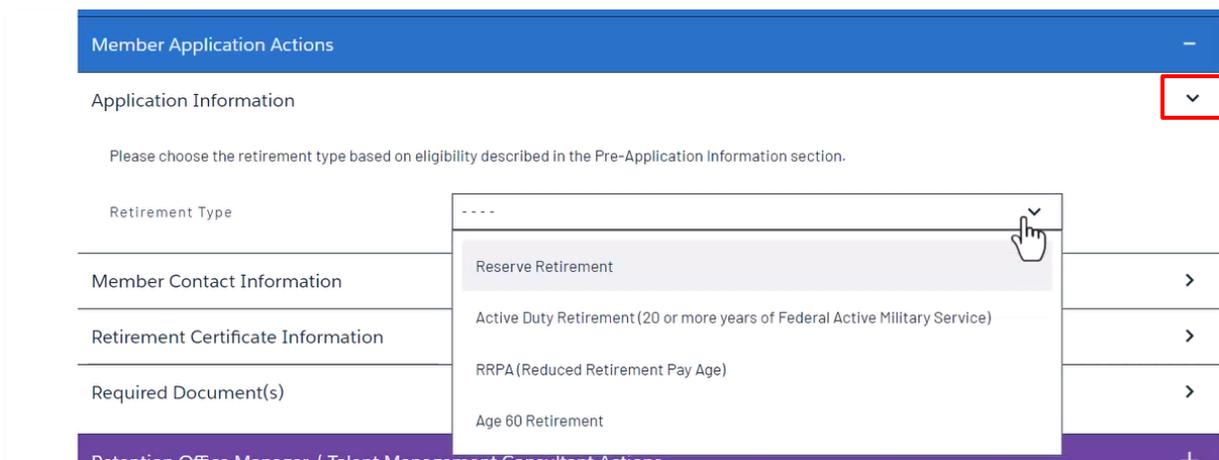
14. Look for **Member Application Actions** and click the **Plus Sign** to expand.



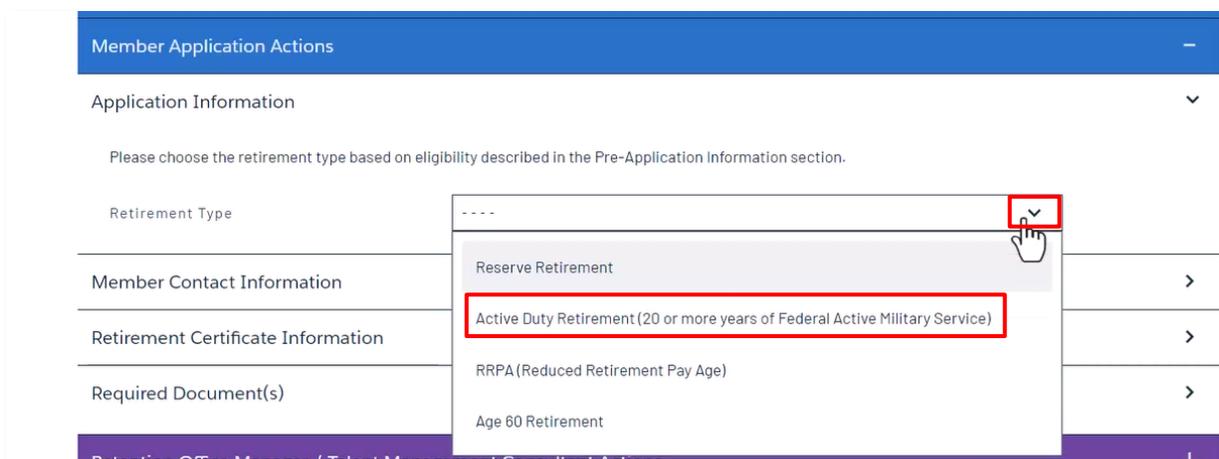
15. These **4 areas** require your information.



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



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



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 eligibility 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 Tenure (HYT) Date

Expiration Term of Service (ETS) Date ⓘ 5/30/2025

Requested Retirement Date: ⓘ

Anticipated Last Day Member Will Accumulate Points: ⓘ

Your Current Grade Is: ⓘ E-8

Your Grade Effective Date Is: 11/7/2020

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 eligibility 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 Tenure (HYT) Date

Expiration Term of Service (ETS) Date ⓘ 5/30/2025

Requested Retirement Date: ⓘ

Anticipated Last Day Member Will Accumulate Points: ⓘ

Your Current Grade Is: ⓘ E-8

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

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

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

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

24. Enter your information in the **Retirement Certificate Information** tab. This information will be printed on your **Retirement Certification**.

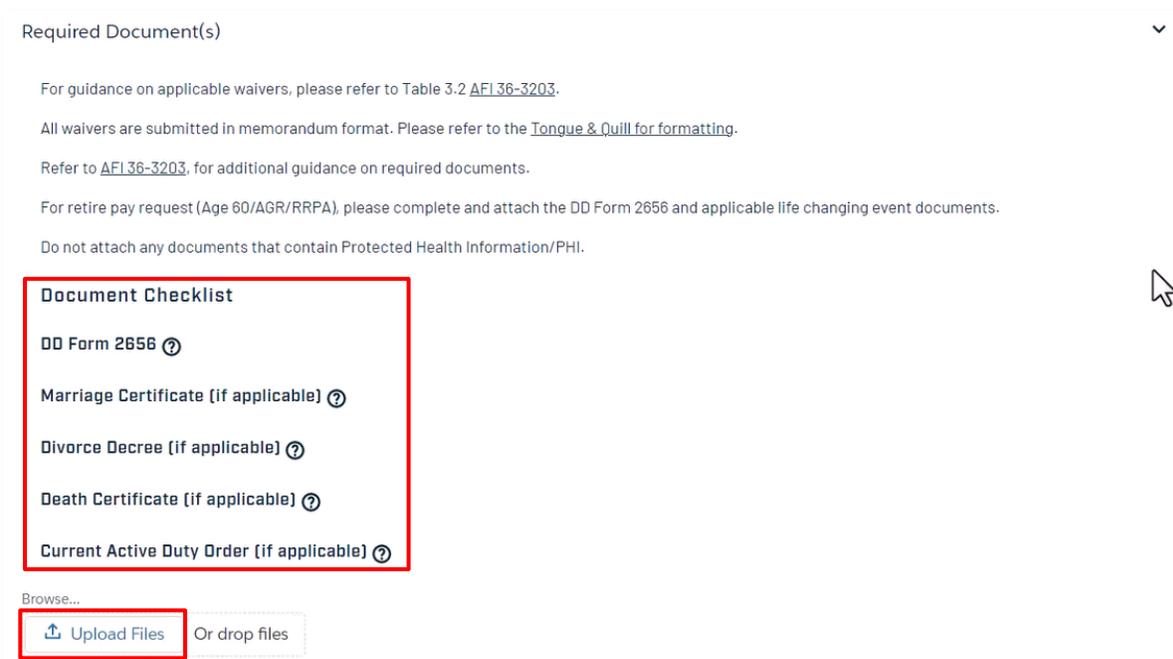
**\*Note:** Spell out your **Rank**.

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

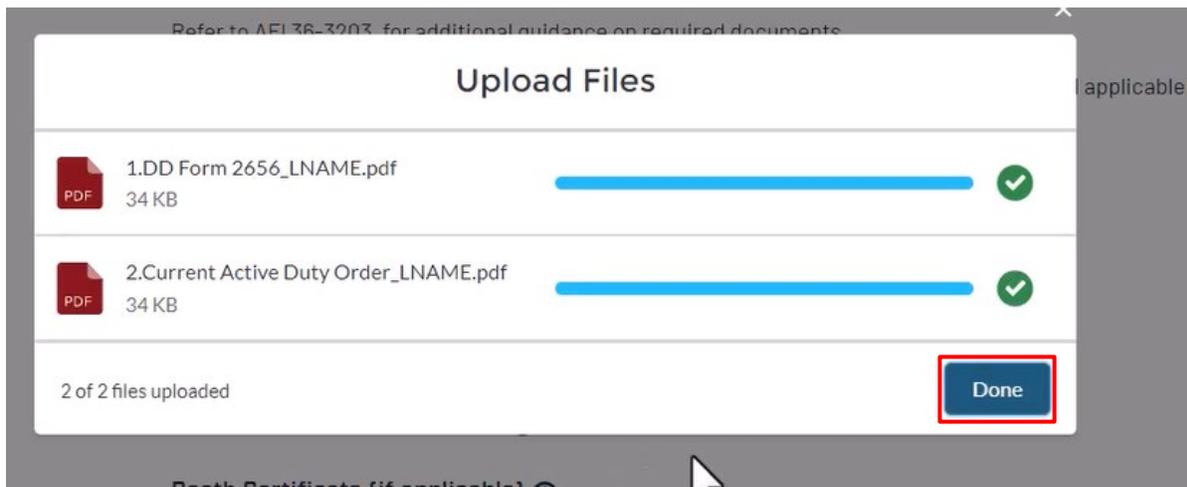
26. Click the **Right Arrow** to expand the Required Documents tab.



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



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



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



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



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 CC.

**Search Results**  
Individual must have an active myFSS account. If Inactive, please have an individual sign in to myFSS to activate their account.  
Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Last Name  First Name  Email

Notes (Optional)

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

Select from following matching Personnel:

SELECT	PERSONNEL	GRADE	ORGANIZATION	EMAIL
<input type="button" value="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)

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

Last Name  First Name  Email

Select from following matching Personnel:

SELECT	PERSONNEL	GRADE	ORGANIZATION	EMAIL
<input type="button" value="Select"/>	CIV FIELDS, MICHAEL R	E-7	0003 USAF ACAD PREP SQUADRO...	michael.felds.21.ctr@us.af.mil.in... thisisanexample@outlook.com

Notes (Optional)

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

Selected Member: MSG FIELDS, MICHAEL R

Notes (Optional)

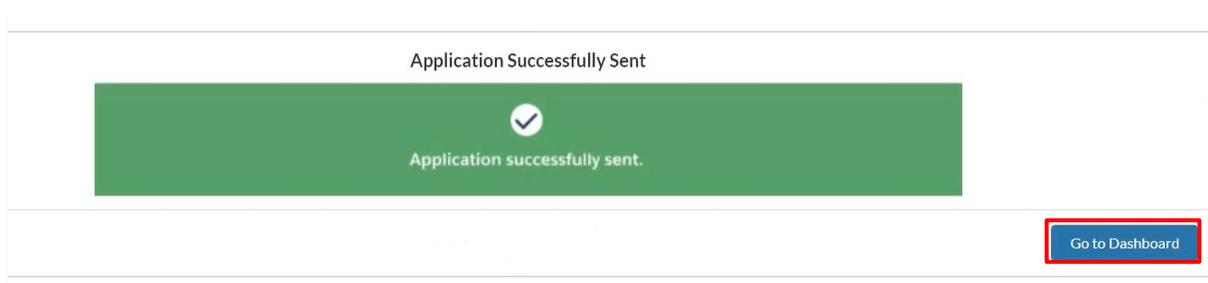
35. You will get this image before sending. If everything is correct, click **Send**.

Action to Individual to send the application

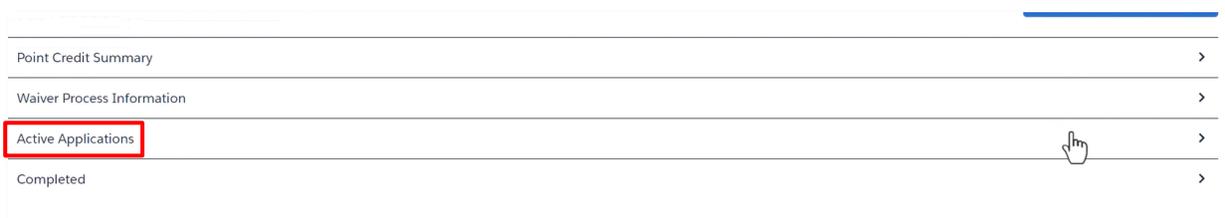
Are you sure you are ready to send?



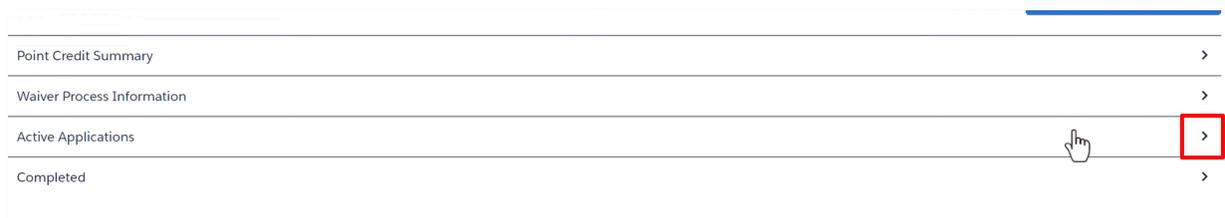
36. Your application was successfully sent, click **Go to Dashboard**.



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



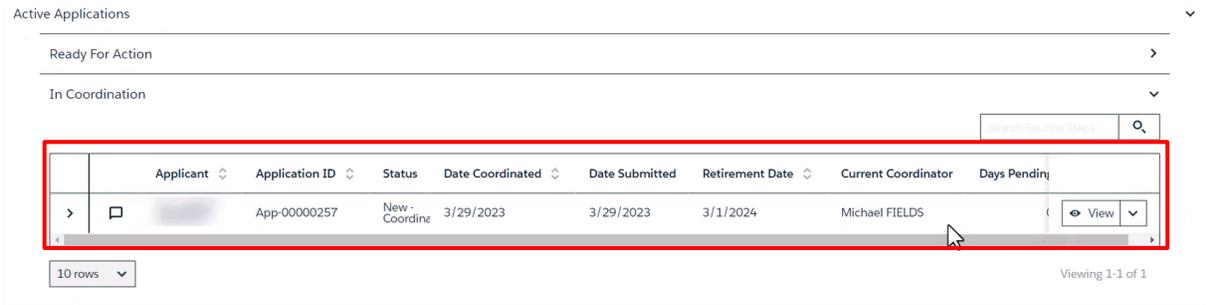
38. Click on the **Right Arrow** to expand Active Applications.



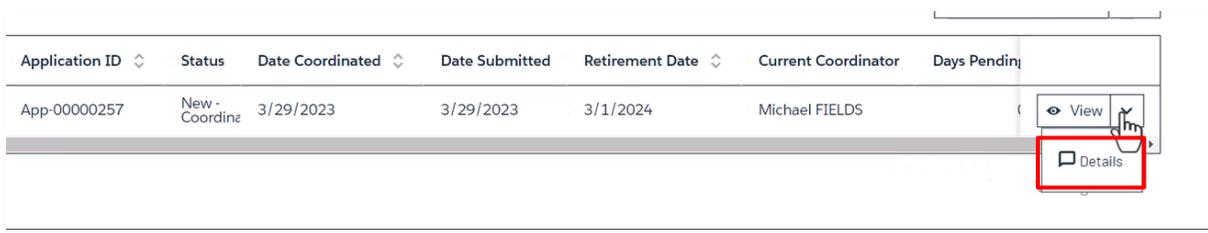
39. Click the **Down Arrow** to expand In Coordination.



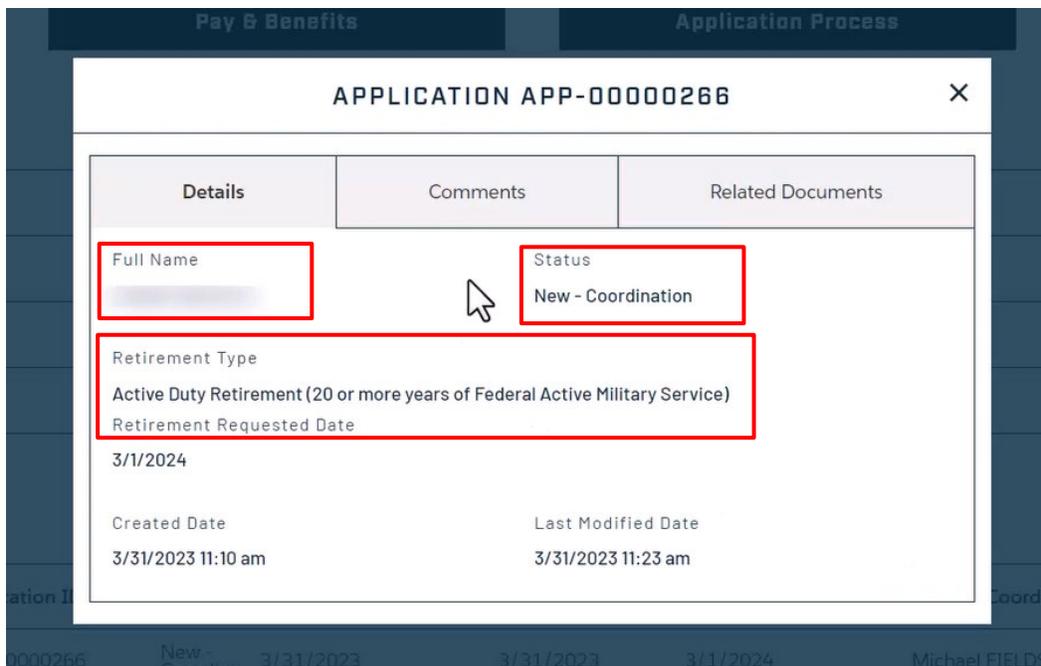
40. You can view your application that was submitted.



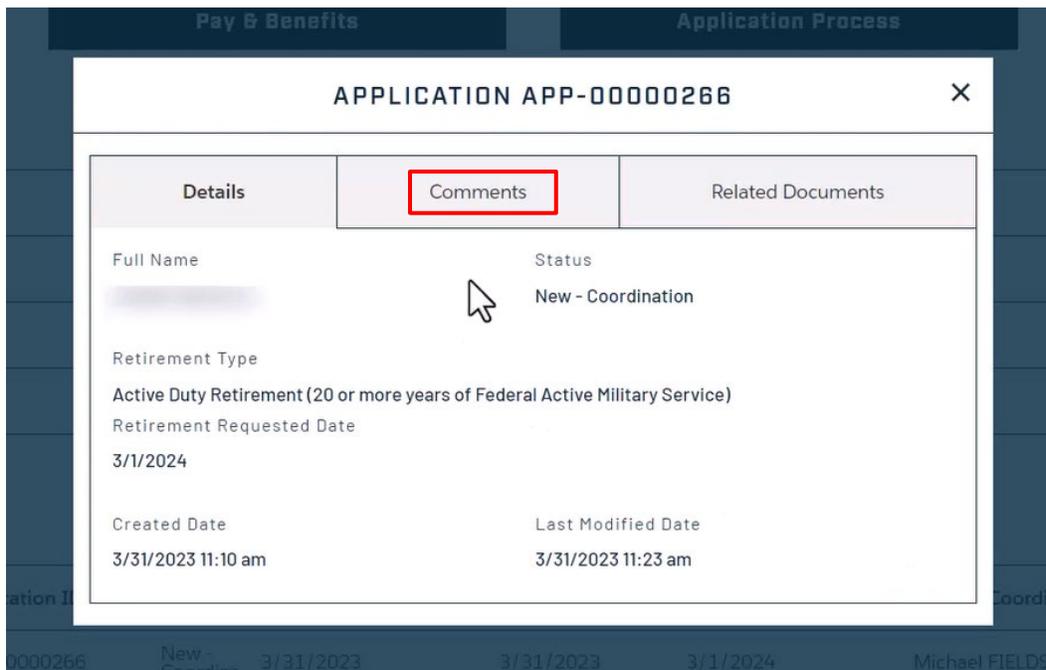
41. From this drop-down click the **Details** tab.



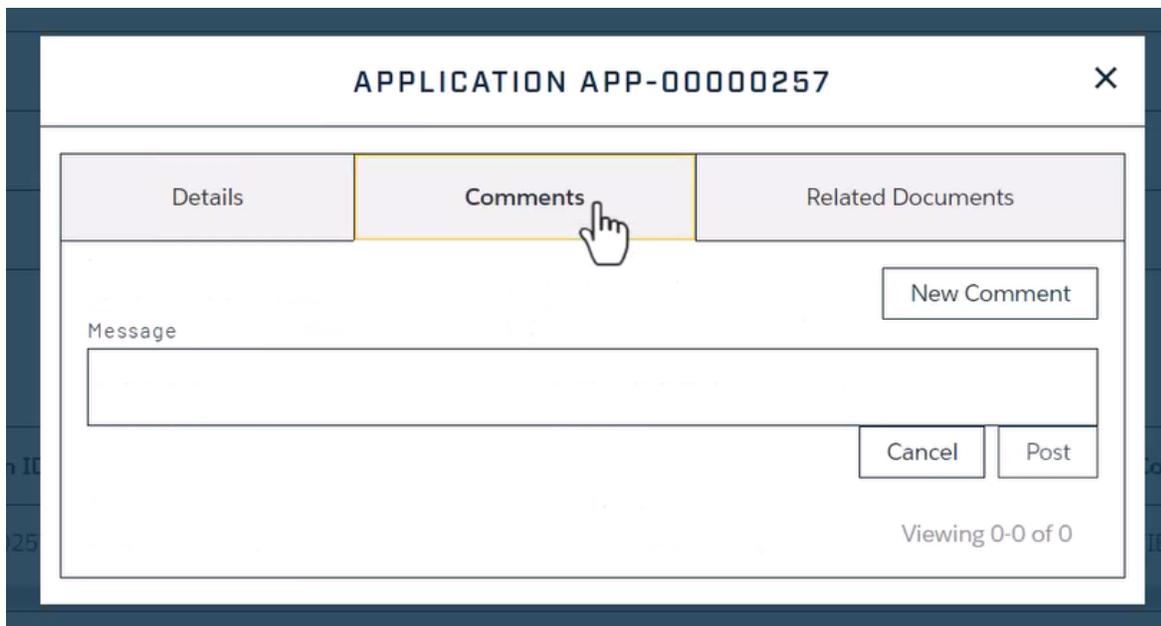
42. Here you will see the basic Details fields: **Full Name**, **Status**, and **Retirement Type**.



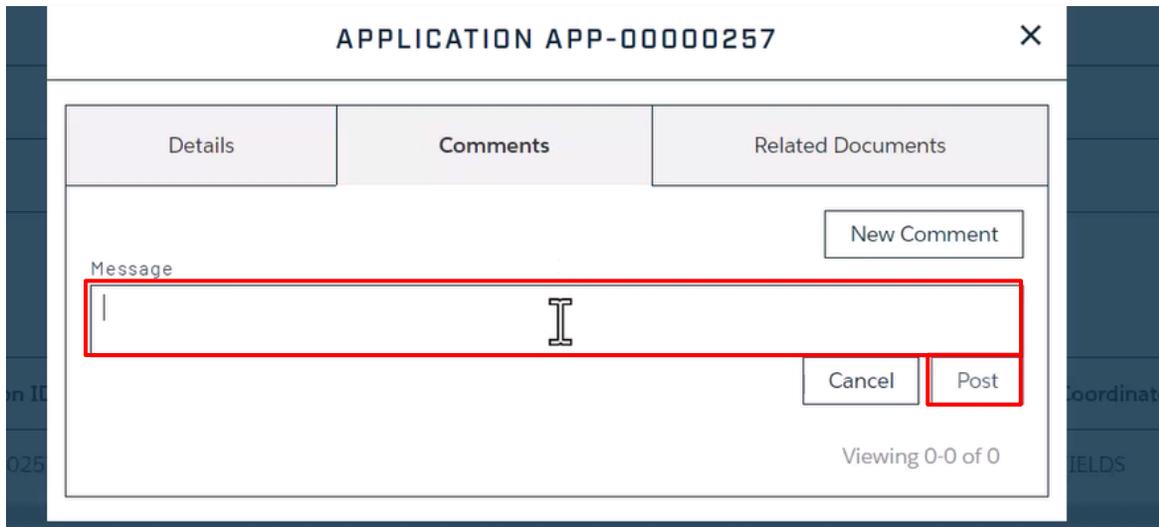
43. Click the **Comments** tab.



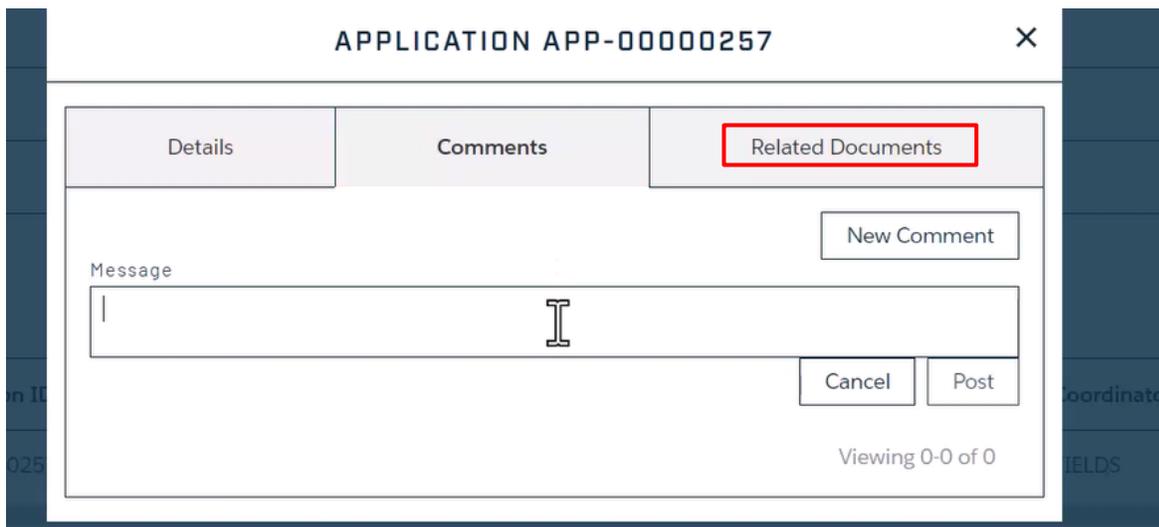
44. Emails and Comments between you and the Service Agent are displayed in the **Comments** tab.



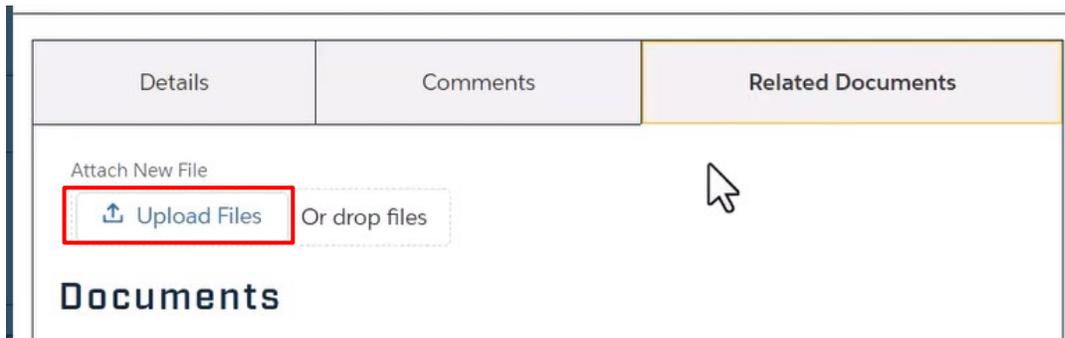
45. If necessary, add additional comments/notes to the case by typing in the **Message** box, then click **Post**.



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



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



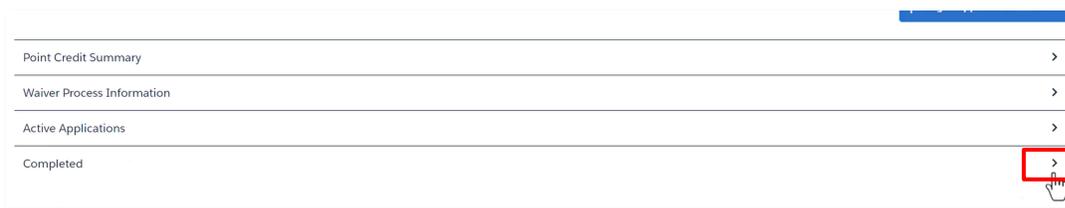
48. Scroll down to **Active Applications** and click the **Down Arrow** to expand.



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



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



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

