U.S. Department of the Air Force
ARC Retirements

User: How to Submit a Reserve Retirement Application

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

Introduction

Revision History

Version	Date	Revision Description
1	5 APR 2023	Process for all Air Reserve Component Personnel how to submit a Reserve 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 a Reserve Retirement application.

User: How to Submit a Reserve 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
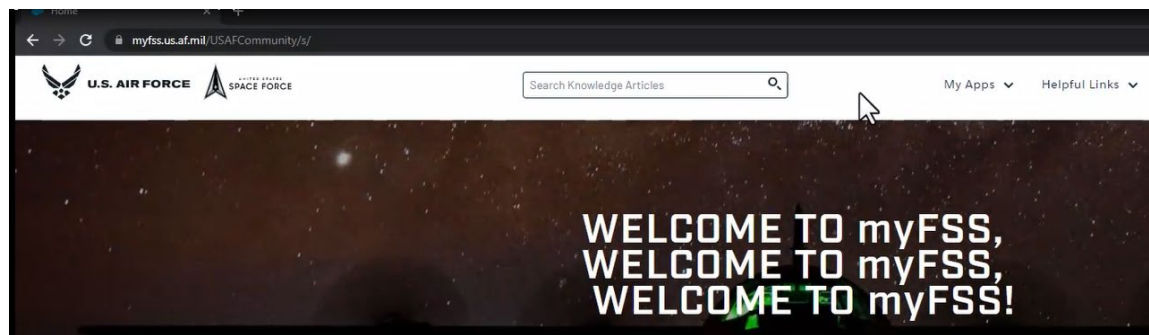   - First-time Non-CAC User Registration – If you do not have a CAC
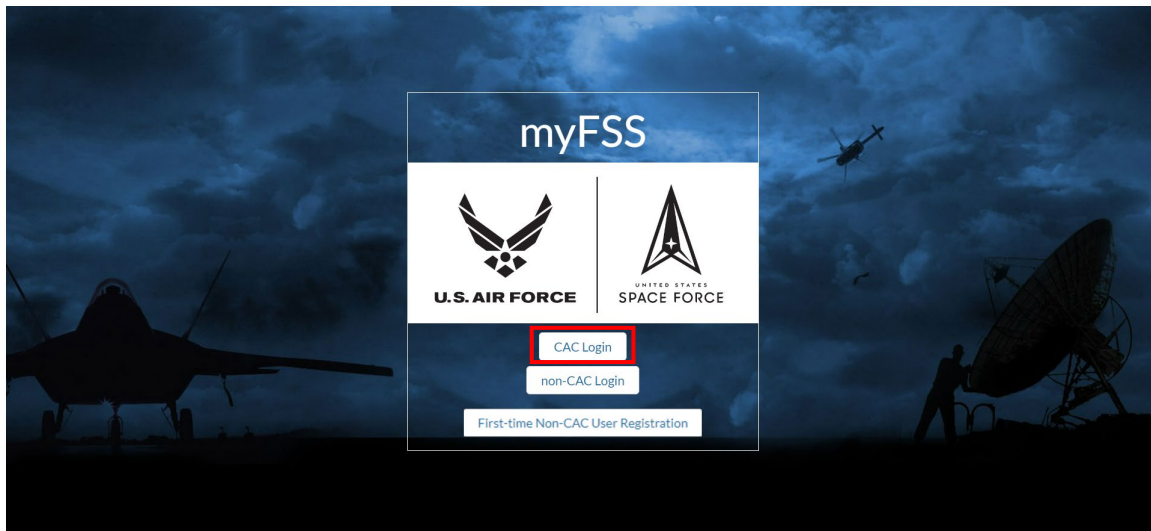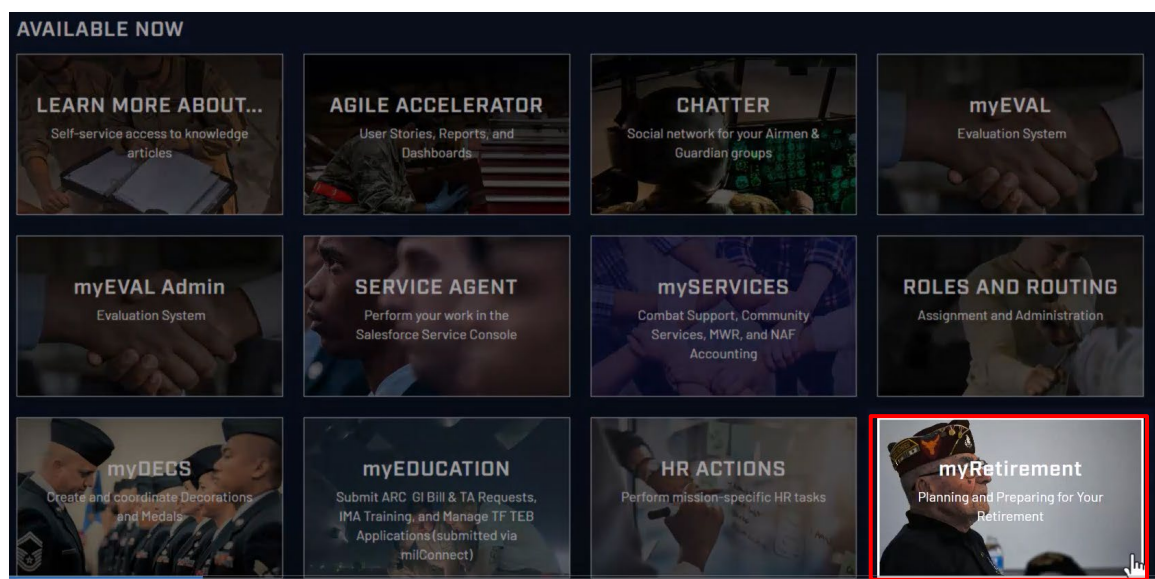

2. Click **Sign in with PIV / CAC Card**.
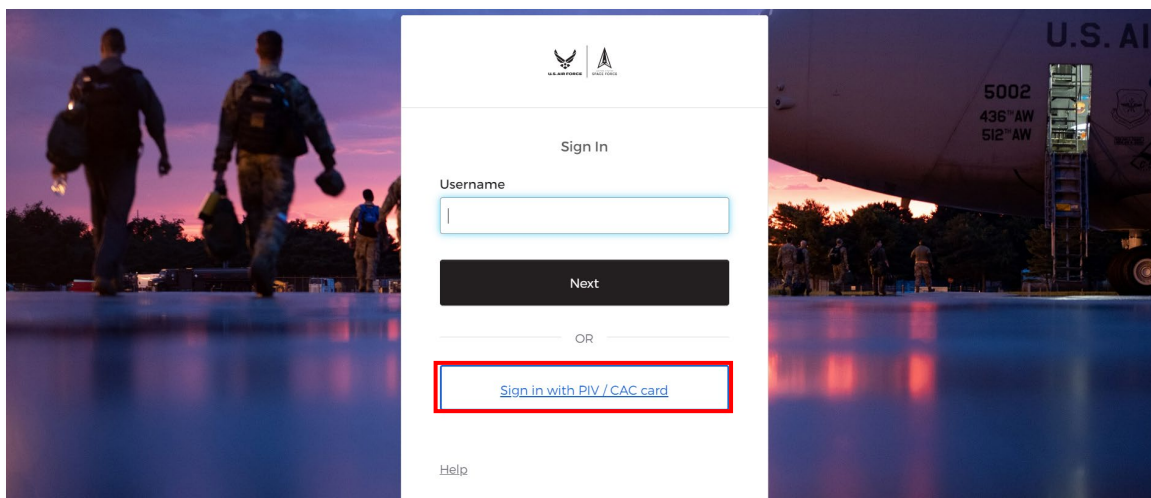
3. Read the myFSS DoD Notice and Consent and Privacy and Security Notice. Click **I Agree – Continue**.
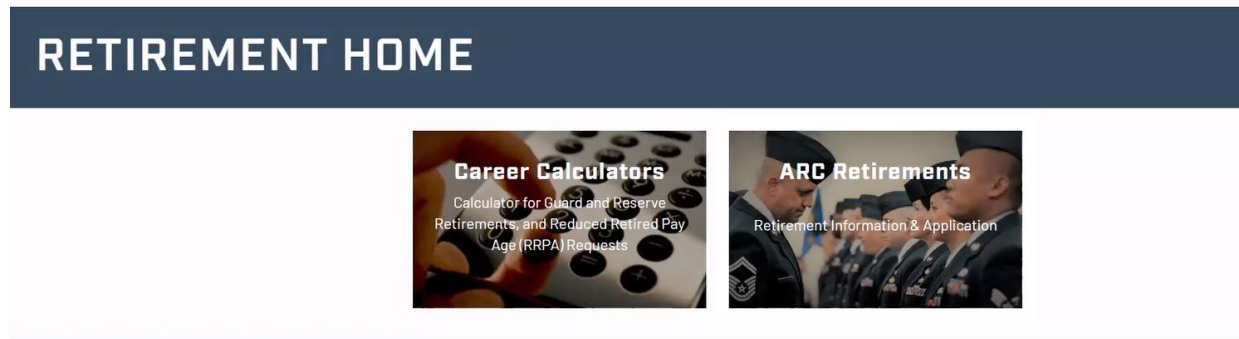

4. Following a successful navigation to the Airman Community Landing Page, scroll down to **Available Now** area and look for **myRetirement**.
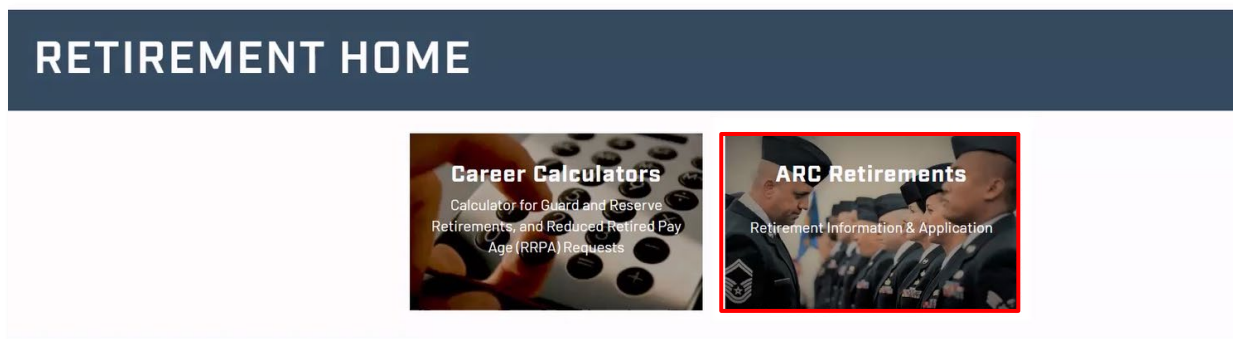

5. Click on **myRetirement** to open the Retirement Home page.

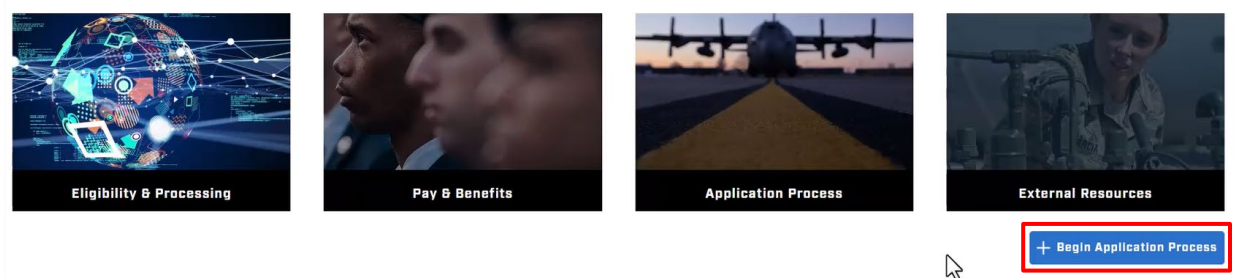6. The **Retirement Home** page will look like this.

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 up, click on the **Plus Sign** to expand.

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.
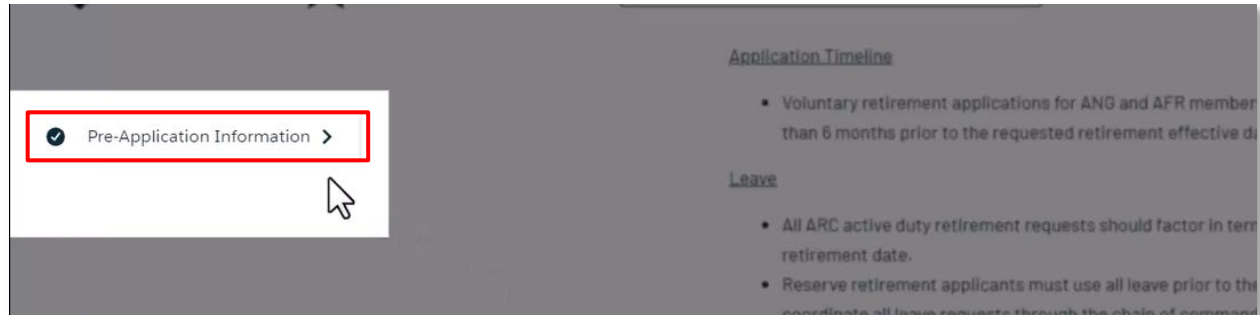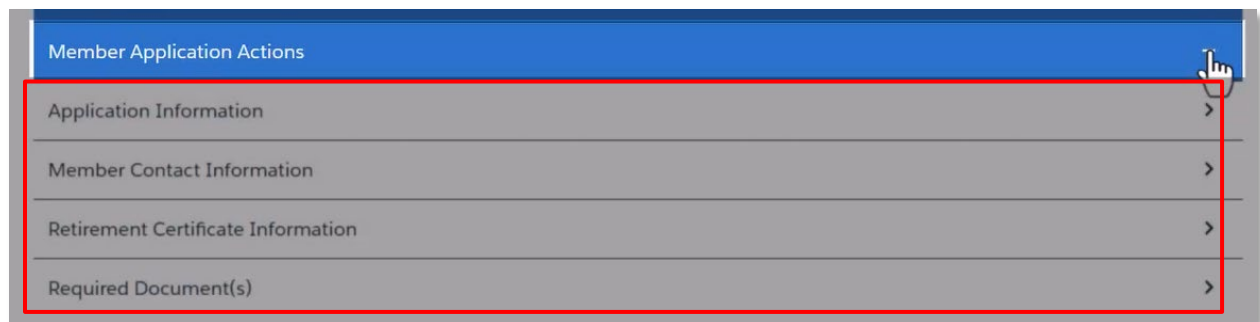

13. Look to the bottom and click **Start Application.**
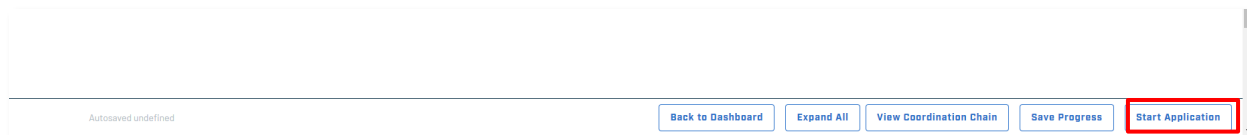
14. Look for **Member Application Actions** and click the **Plus Sign** to expand.
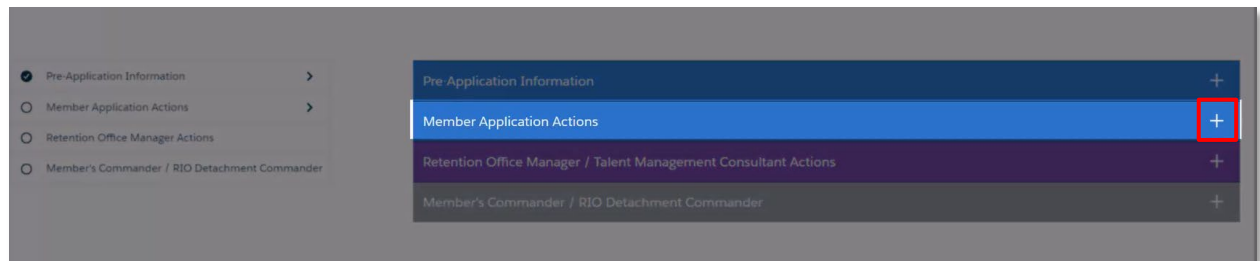
15. These **4 areas** require your information.
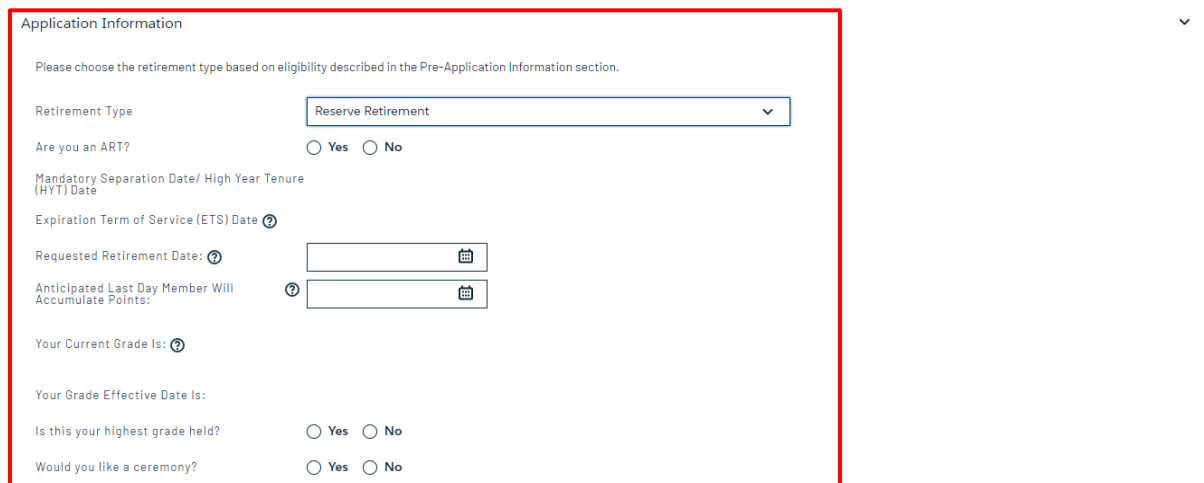
16. Click on the **Down Arrow** next to **Application Information**.

17. Click the **Down Arrow** next to **Retirement Type** and choose **Reserve Retirement**.

18. Enter all information in the **Application Information** tab.
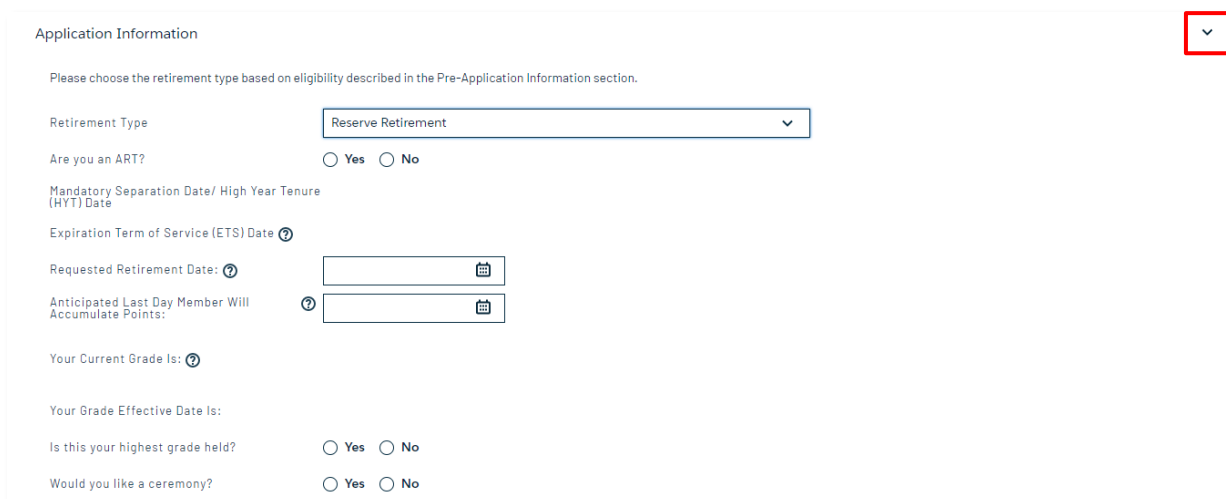
19. Collapse the Application Information tab by clicking the **Down Arrow**.
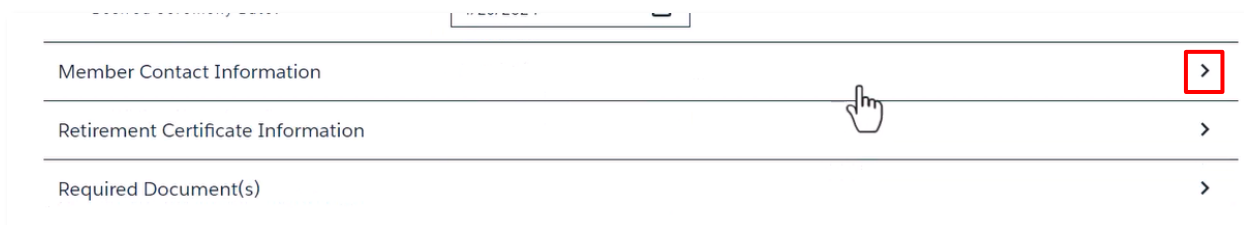
20. Click the **Right Arrow** to expand the Member Contact Information tab.

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

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

23. Click the **Right Arrow** to expand the Retirement Certificate 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**.

Retirement Certificate Information   ⌄

Please ensure spelling, capitalization, spacing, hyphenation, etc. is accurate in all fields. Spouses are eligible to receive a certificate.

First Name   [   ]

Middle Initial ⓘ   [   ]

Last Name   [   ]

Suffix   [   ]

Rank ⓘ   [   ]

Would you like a Spouse Certificate?   ○ Yes   ○ No

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

Retirement Certificate Information   ⌄

Please ensure spelling, capitalization, spacing, hyphenation, etc. is accurate in all fields. Spouses are eligible to receive a certificate.

First Name   [   ]

Middle Initial ⓘ   [   ]

Last Name   [   ]

Suffix   [   ]

Rank ⓘ   [   ]

Would you like a Spouse Certificate?   ○ Yes   ○ No

26. Click the **Right Arrow** to expand the Required Document(s) tab.

Member Contact Information   >

Retirement Certificate Information   >

Required Document(s)   >

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. You will then notice the **Member Application Actions** step in the application is marked complete.

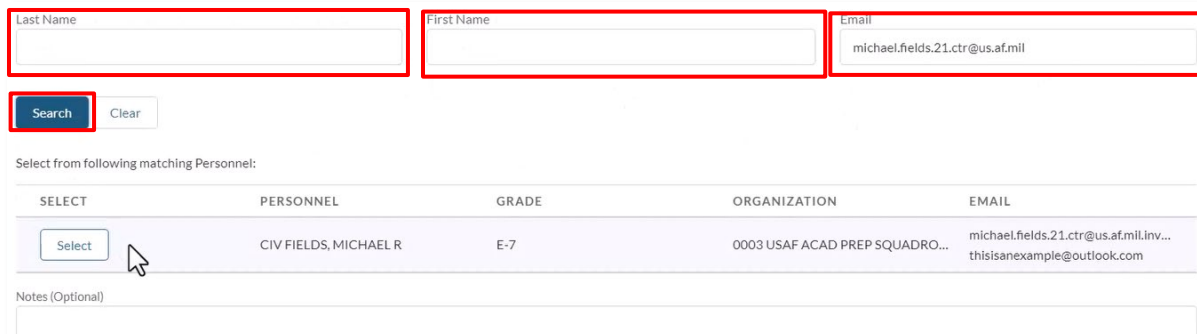30. Click **Next Action** at the bottom of the screen.

31. The initial part of the application is complete.

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 matching Personnel:

SELECT	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)

33. Once you find the correct member click on **Select**.
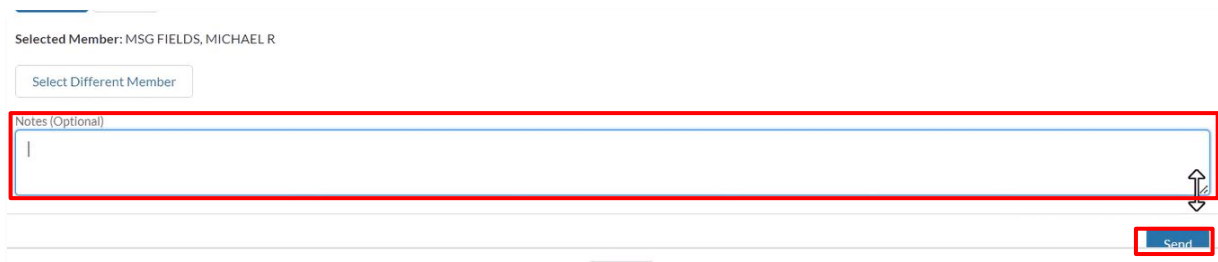
Last Name	First Name	Email
		michael.fields.21.ctr@us.af.mil

Search   Clear

Select from following matching Personnel:

SELECT	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)

Send

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

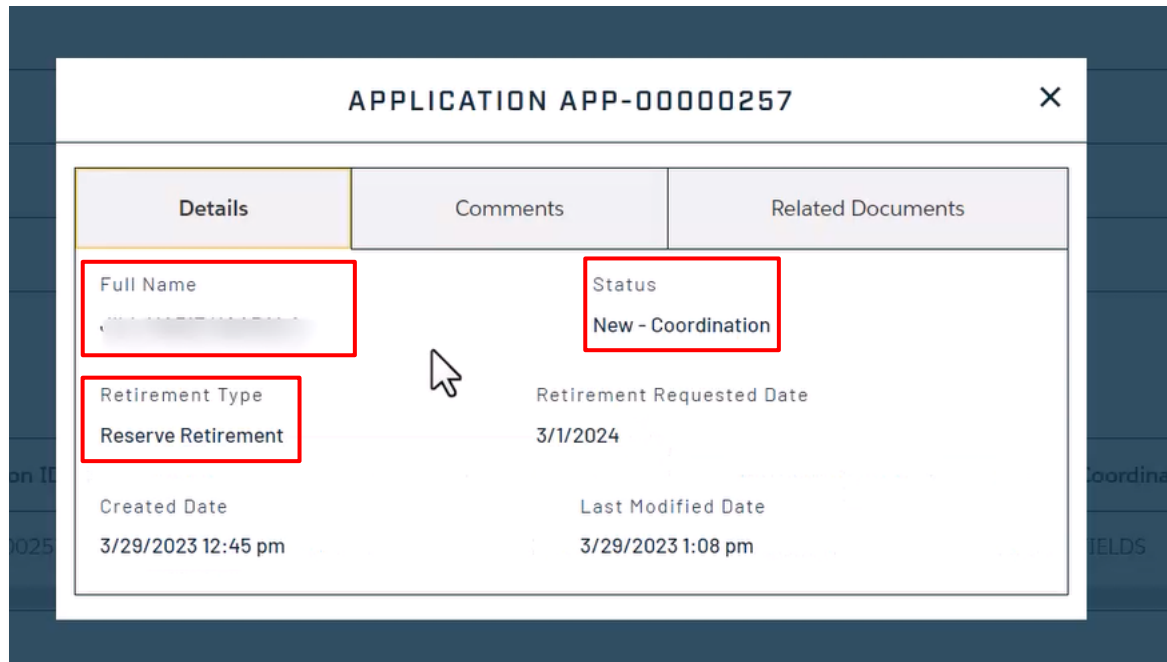39. Click the **Down Arrow** to expand In Coordination.
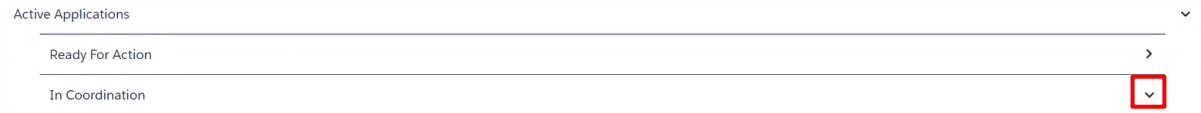
40. You can view your application that was submitted.
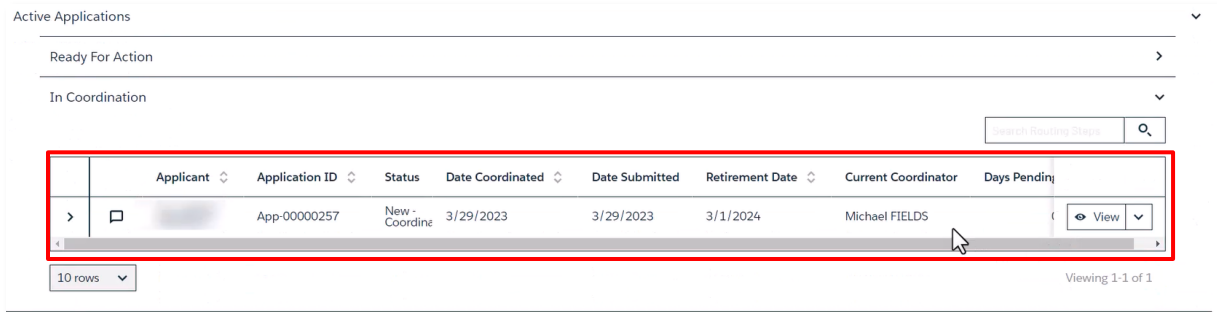
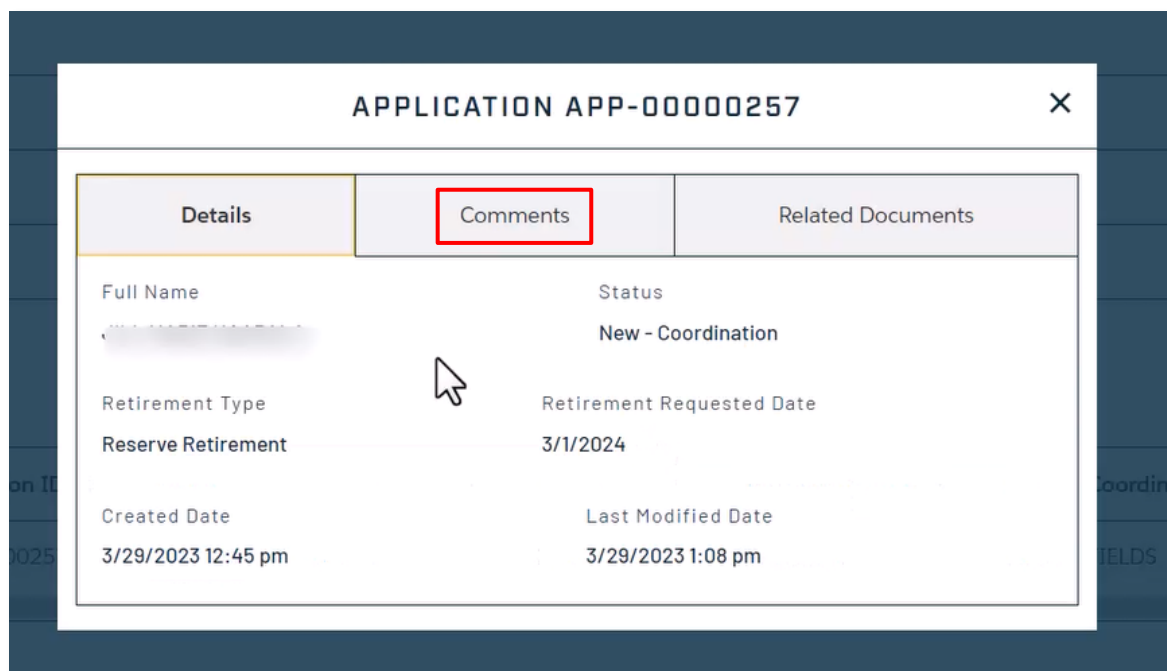

41. From this drop-down click the **Details** tab.

42. Here you will see the basic Details fields: **Full Name**, **Status**, and **Retirement Type**.
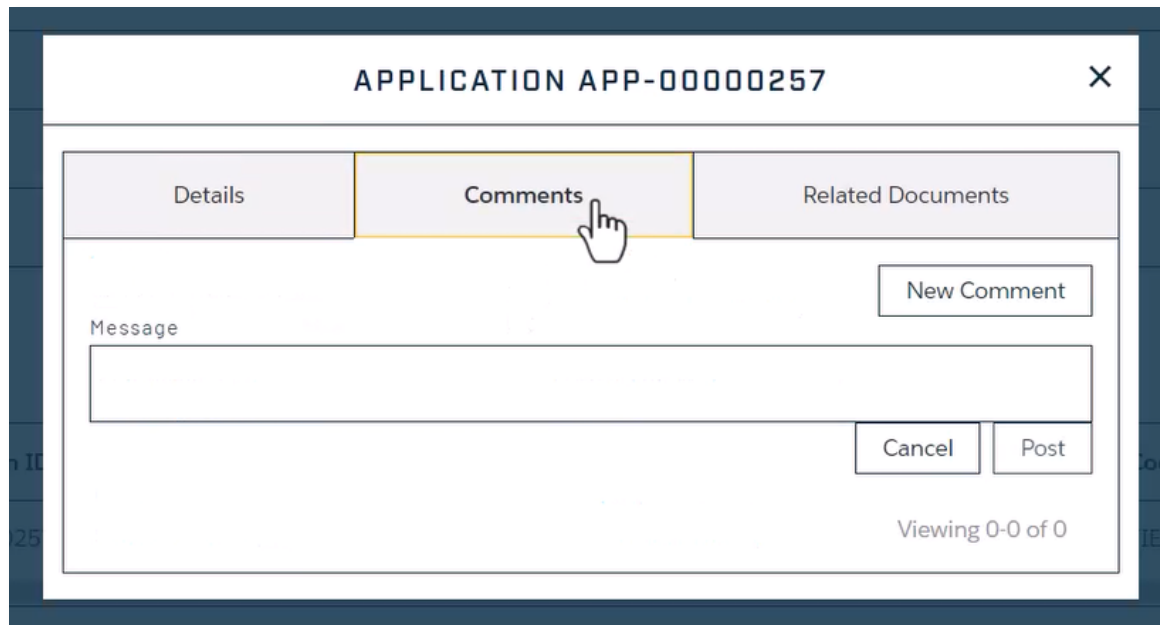
43. Click the **Comments** tab.
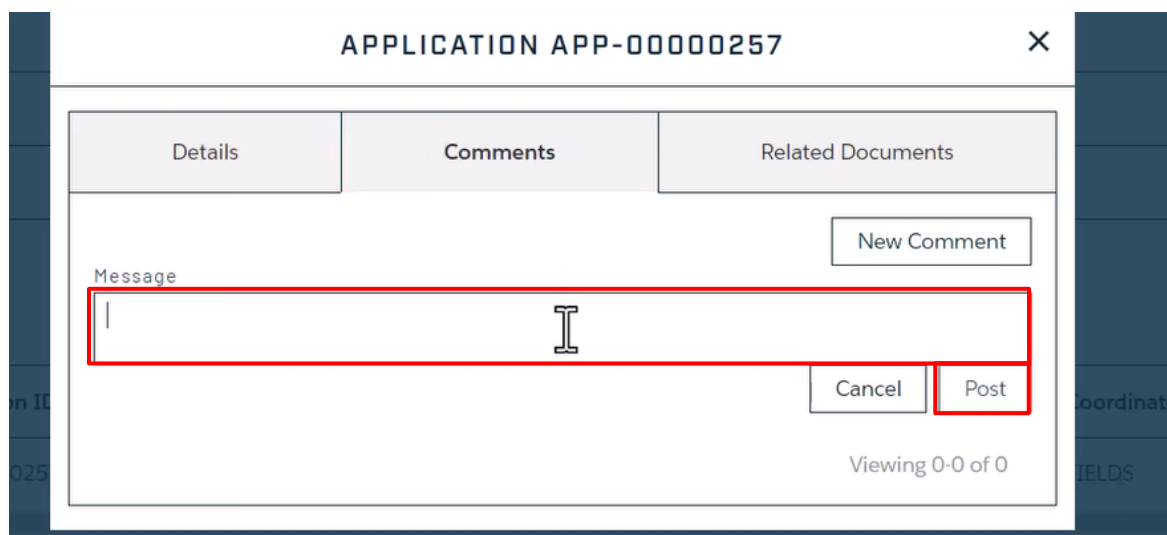
44. Emails and Comments between you and the Service Agent are displayed in the **Comments** tab.

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.

Active Applications	⌄
Ready For Action	⌄

> (i) **Active Applications**
> There are currently no active applications.

50. Once everything is approved it will show up under the **Completed Tab** click on the **Right Arrow** to expand.

Point Credit Summary	›
Waiver Process Information	›
Active Applications	›
Completed	›

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

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Welcome Master Sergeant MICHAEL R FIELDS