How to Upload Documents and Route Your MyFSS MyRetirements Application

Step 1: Log Into MyFSS

Log into MyFSS and select MyRetirements from the dashboard.

Step 2: Open Your Application

Locate your retirement application and select View to the left of the Status column.

This will open your retirement application so you can review or update it as needed.

Step 3: Expand the Required Documents Section

Once the application opens, scroll down to the Required Documents section.

Select the arrow next to Required Documents to expand the section and display the list of required items.
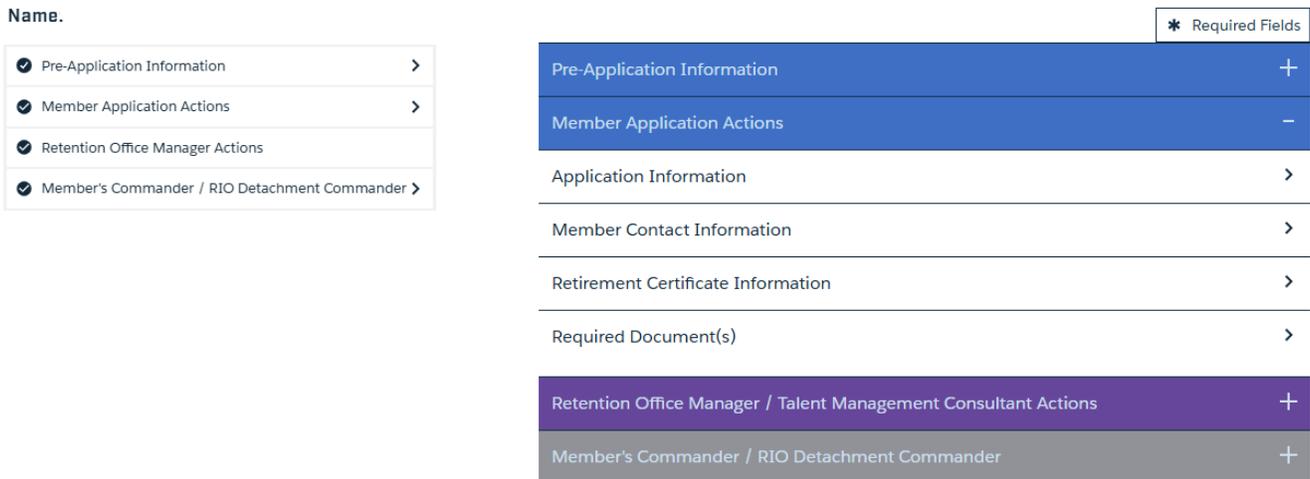
Step 4: Upload Your Documents

After expanding the Required Documents section, locate the document type you need to upload.

Select Upload Files, then choose the required document from your computer and upload it to the application.

Common required documents include:
- PCARS from vMPF
- Active Duty Concurrence Memorandum
- 6-month waiver (only if submitting within 6 months of the requested retirement date)

Make sure the document appears in the application before proceeding to the next step.

Retirement Certificate Information   >

Required Document(s)   ∨

For guidance on applicable waivers, please refer to Table 3.2 AFI 36-3203.

All waivers are submitted in memorandum format. Please refer to the Tongue & Quill for formatting.

Refer to AFI 36-3203, for additional guidance on required documents.

For retire pay request (Age 60/AGR/RRPA), please complete and attach the DD Form 2656 and applicable life changing event documents.

Do not attach any documents that contain Protected Health Information/PHI.

Document Checklist

DD Form 2656 ⑦

Marriage Certificate (if applicable) ⑦

Divorce Decree (if applicable) ⑦

Death Certificate (if applicable) ⑦

Current Active Duty Order (if applicable) ⑦

Browse...

⬆ Upload Files   Or drop files

Step 5: Route the Application

After uploading your documents:

1. Confirm the documents appear in the application.
2. Select Next Action at the bottom of the page.

Viewing 1-1 of 1

Retention Office Manager / Talent Management Consultant Actions   +

Member's Commander / RIO Detachment Commander   +

Back to Dashboard   Expand All   View Coordination Chain   Save Progress   Next Action

Step 6: Assign and Submit the Application

On the Coordination Complete & Assign screen:

1. Under Please select a role, select:
   Retention Office Manager / Talent Management Consultant
2. Under Assign to Individual or HR to send the application, select:
   Assign to Individual
3. Enter the Last Name, First Name, or Email Address of the appropriate POC
4. Select Search and choose the correct individual from the results.
5. Select Submit to route the application for review.

Next Action: Coordination Complete & Assign

Coordination

Prior to pressing submit below, please ensure all information is accurate.

Applications must be reviewed by the Retention Office Manager (ANG) / Talent Management Consultant (AFR) and coordinated on by the member's commander / RIO Detachment Commander before submitting to ARPC.

Please select a role:
- ● Retention Office Manager / Talent Management Consultant
- ○ Member's Commander / Program Manager / RIO Detachment Commander
- ○ Other - select if misrouted or other role than listed above

Assign to Individual or HR to send the application:
- ● Assign To Individual
- ○ Assign To ARPC

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Last Name	First Name	Email

[Search] [Clear]

Notes (Optional)

[Submit]