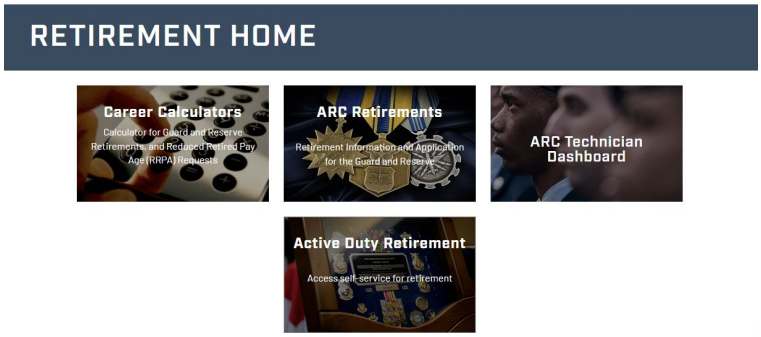
How to Upload Documents and Route Your MyFSS MyRetirements Application

Step 1: Log Into MyFSS

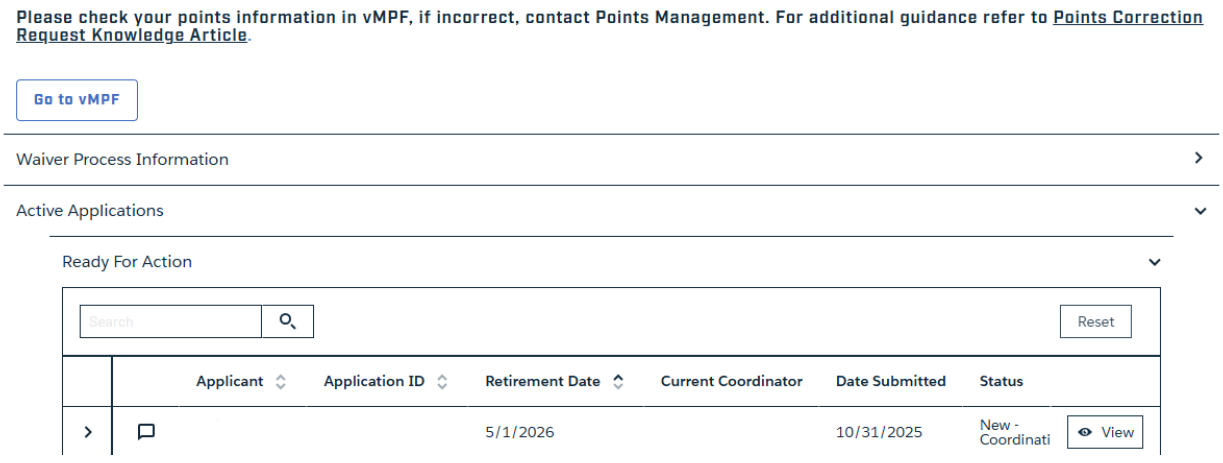
Log into MyFSS and select MyRetirements from the dashboard.



Step 2: Open Your Application

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

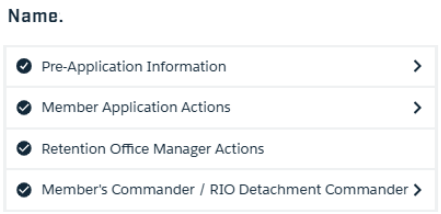
This will open your retirement application so you can review or update it as needed.

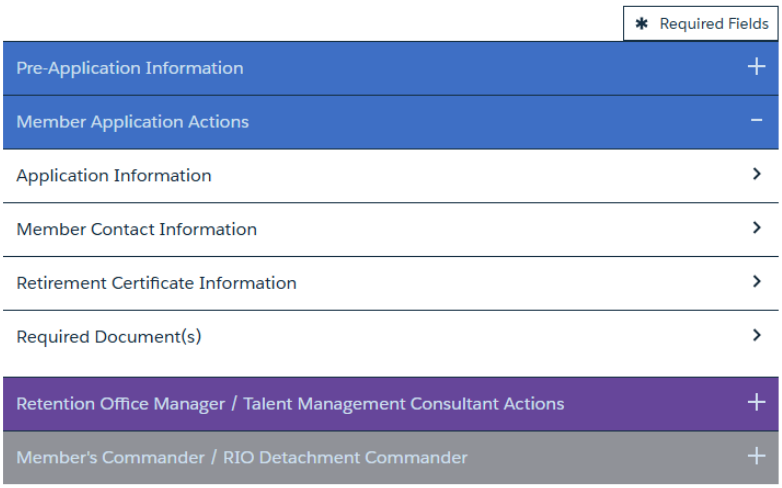


Step 3: Expand the Required Documents Section

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

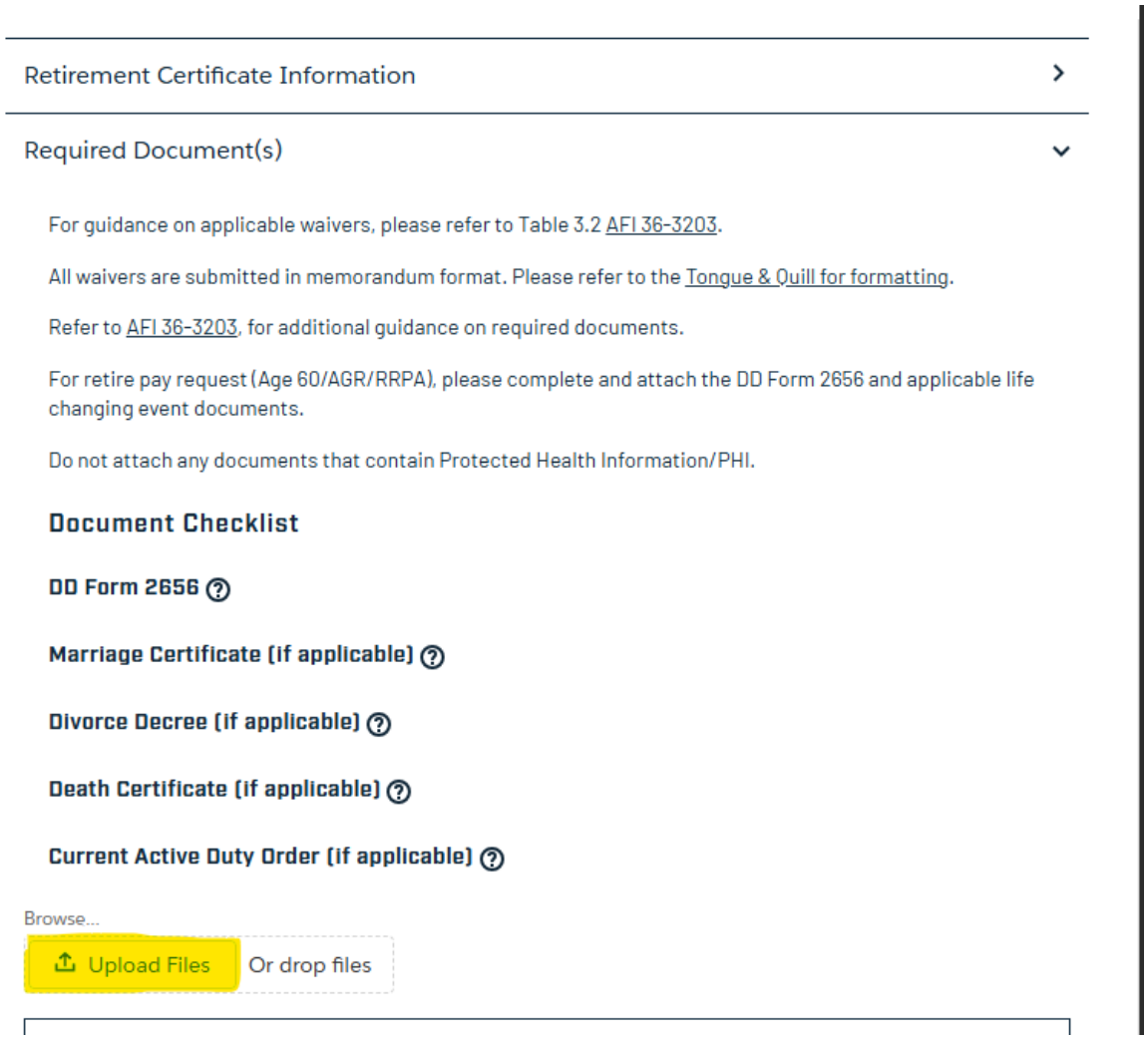
After expanding the Required Documents section, locate the document type you need to upload.

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)

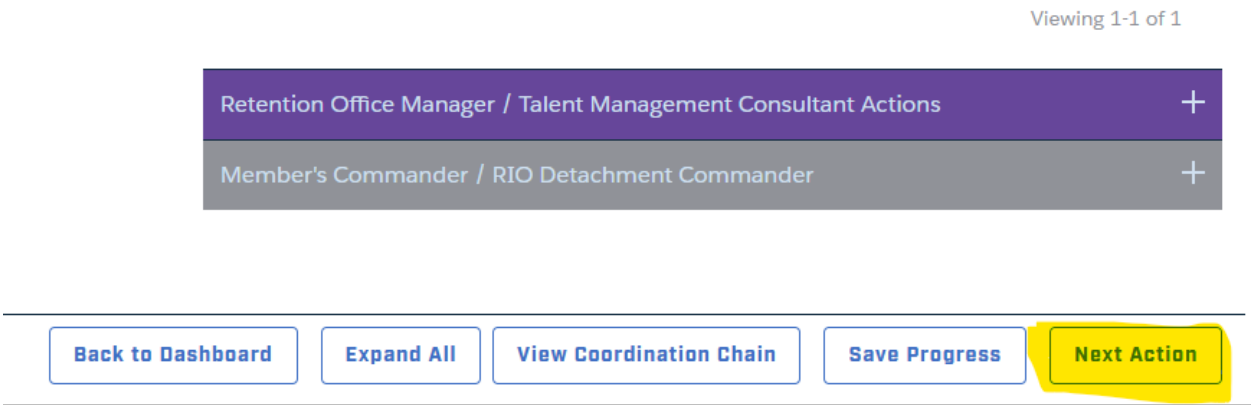
Make sure the document appears in the application before proceeding to the next step.



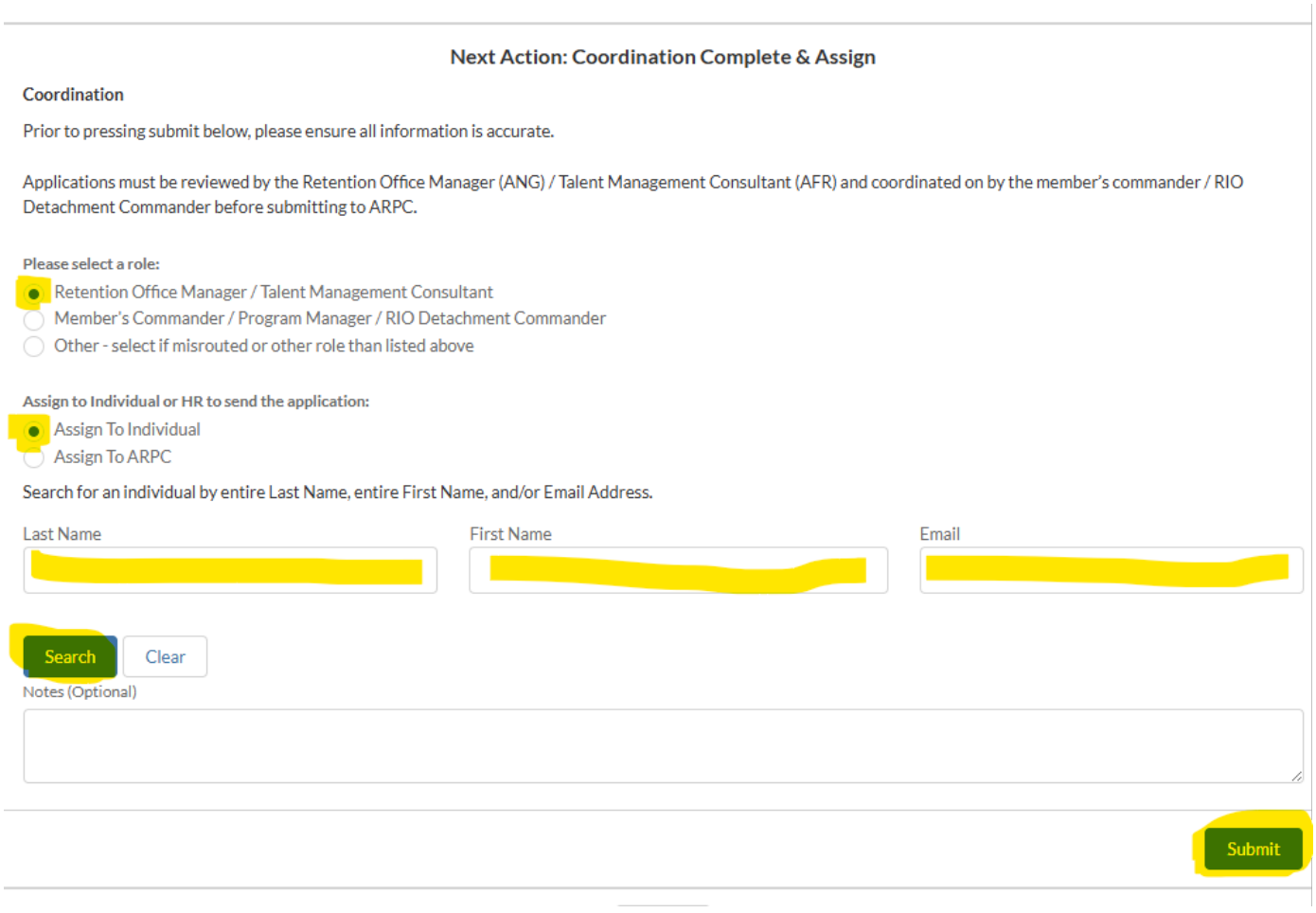
Step 5: Route the Application

After uploading your documents:

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



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.