



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.
2	27 APR 2023	Second Draft

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

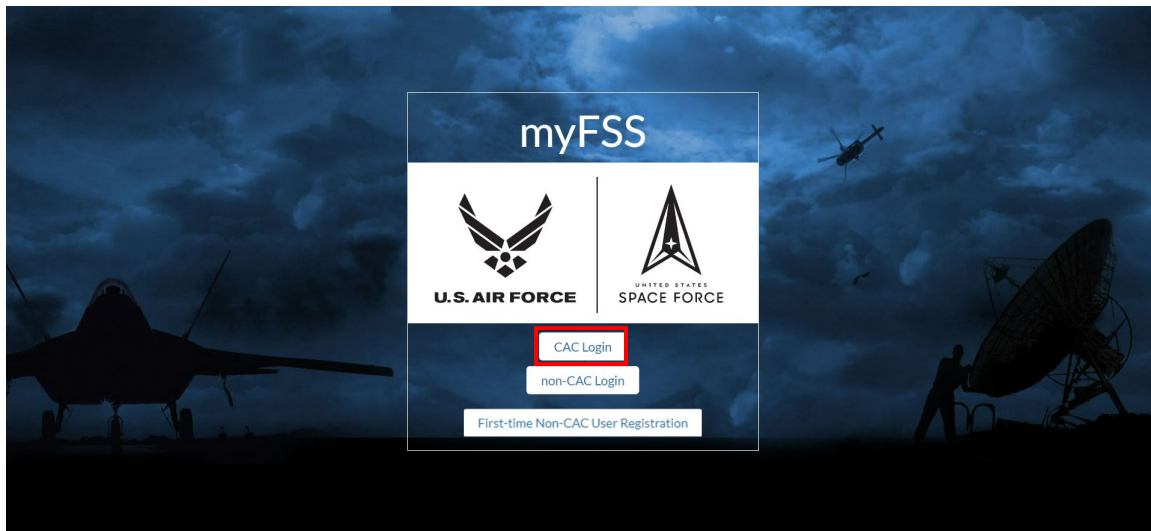
- Retention Office Manager (ROM) / Talent Management
- Commander
- ARPC

2. TARGET AUDIENCE:

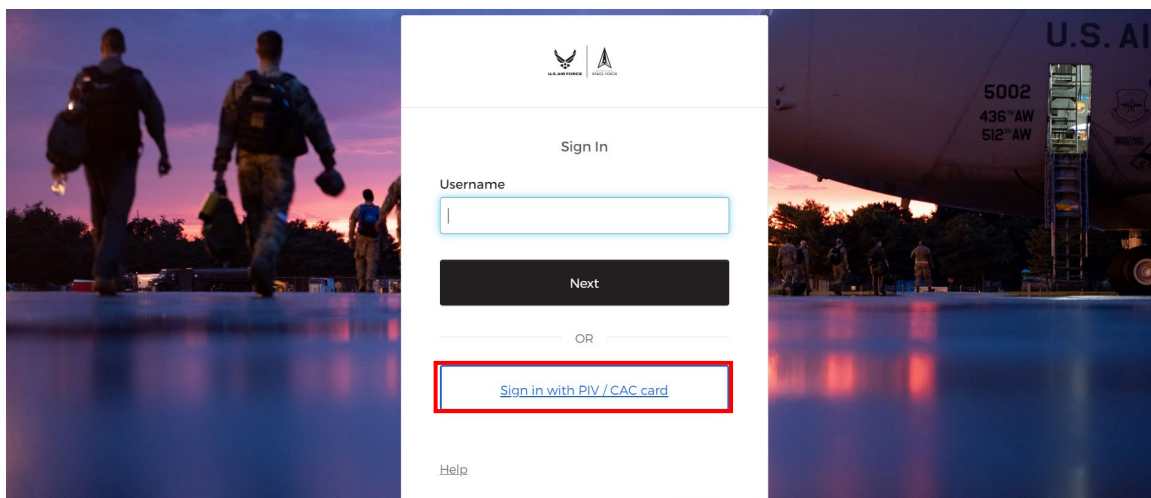
This release is for all Air Reserve Component Personnel on how to submit a Reserve Retirement application.

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



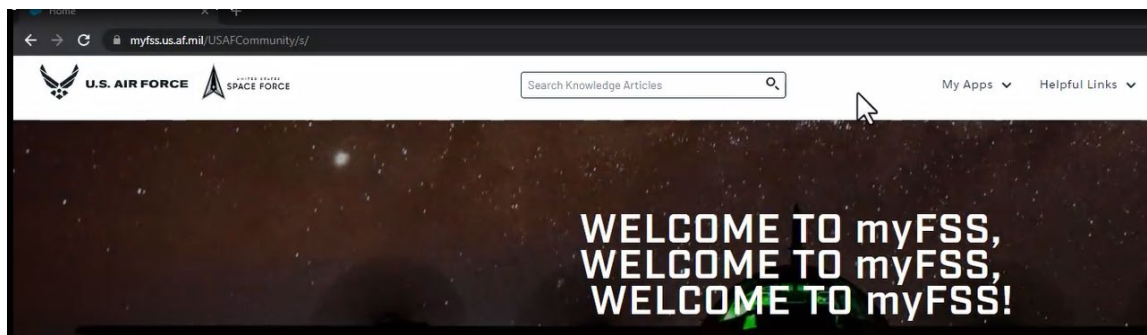
2. Click **Sign in with PIV / CAC Card**.



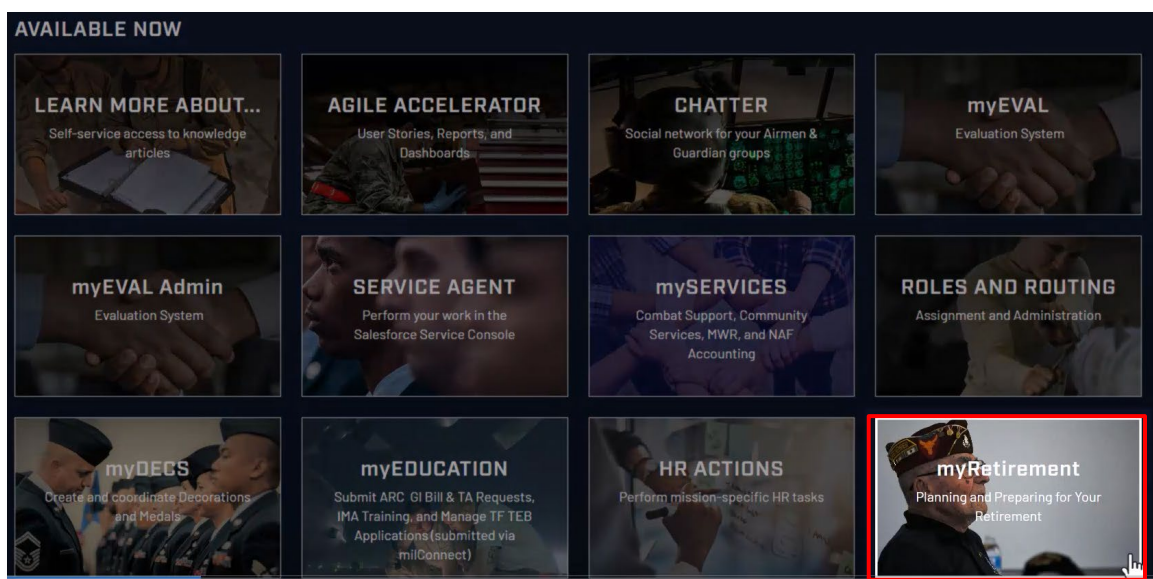
3. Read the myFSS DoD Notice and Consent and Privacy and Security Notice. Click **I Agree – Continue**.

The screenshot shows the myFSS login page with the U.S. Air Force and U.S. Space Force logos. Below the logos, the text reads: "DoD Notice and Consent" and "Privacy and Security Notice". The page contains several paragraphs of legal text regarding the use of the system. At the bottom, there is a red-bordered button labeled "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.



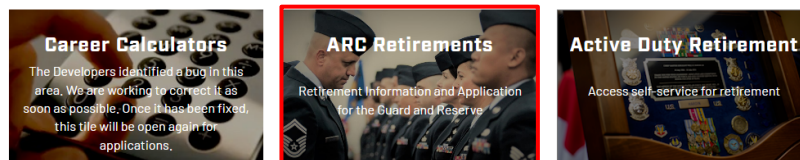
6. The **Retirement Home** page will look like this.

RETIREMENT HOME



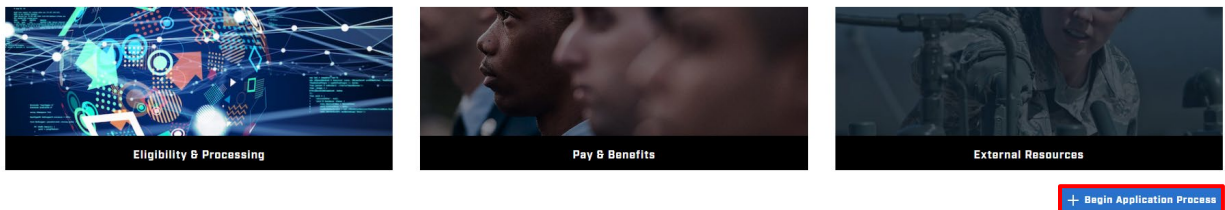
7. Click on **ARC Retirements** to bring up the Retirement Information & Cheat Sheets.

RETIREMENT HOME

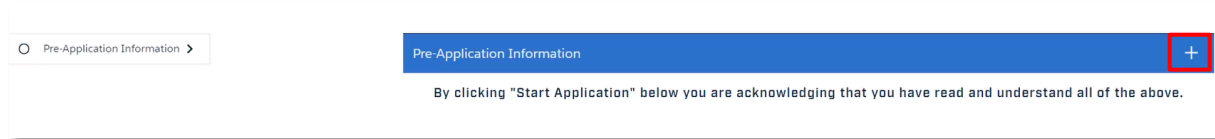


8. This is the home page of the Retirement Information & Cheat Sheets. Click on **Begin Application Process**.

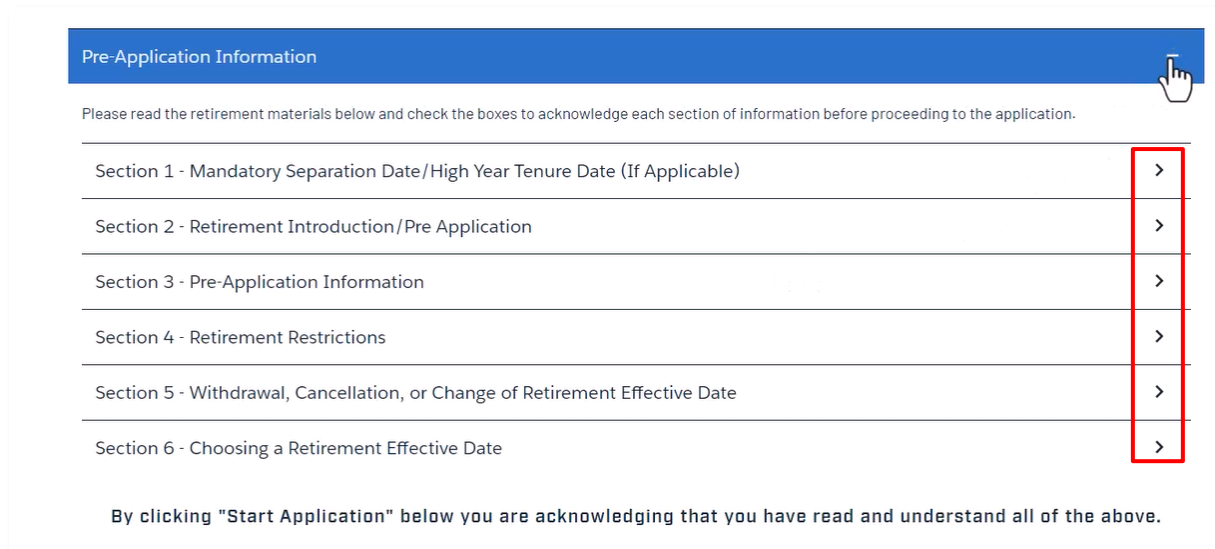
Retirement Information & Cheat Sheets



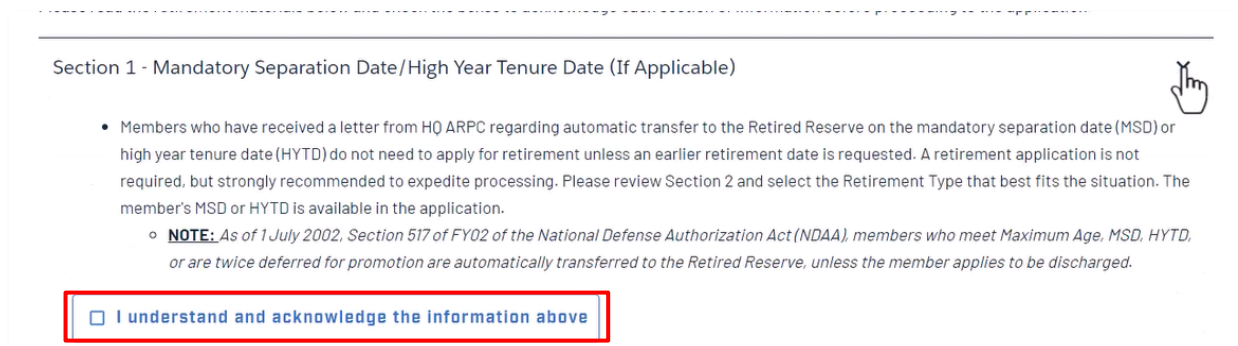
9. The **Pre-Application Information** page will come up, click on the **Plus Sign** to expand.



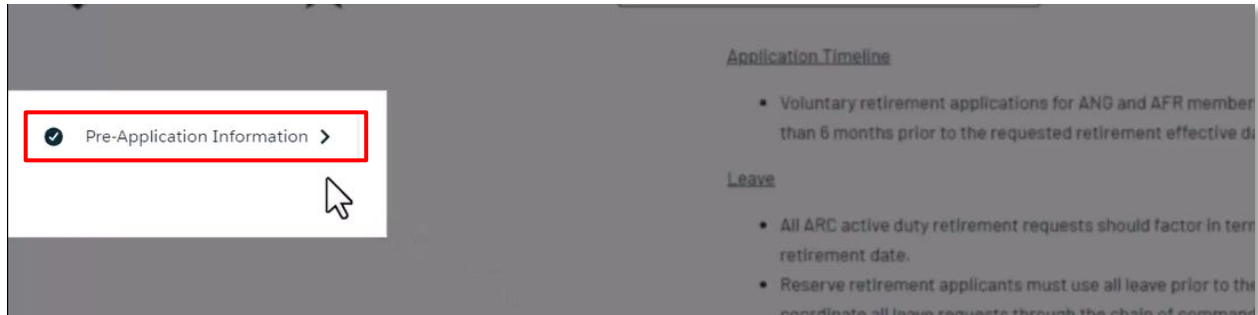
10. There will be **6 sections** that appear, expand each section by clicking on the **Right Arrow**.



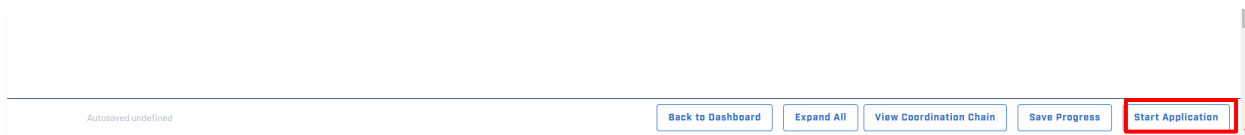
11. Read all **6 Sections** carefully, then click the box for **I understand and acknowledge the information above**.



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



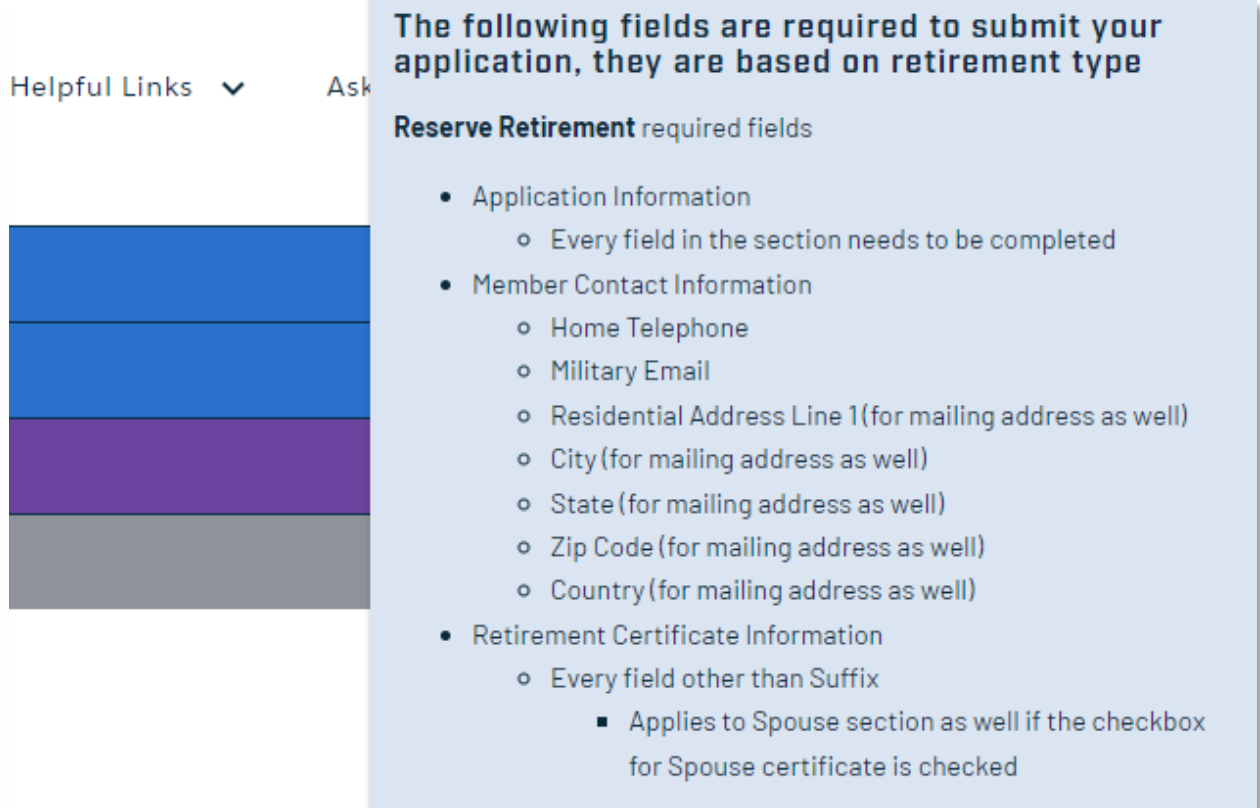
13. Look to the bottom and click **Start Application**.



14. Click on the ***Required Fields** before going to Member Application Actions.



15. These fields are required for the **Reserve Retirement** application.

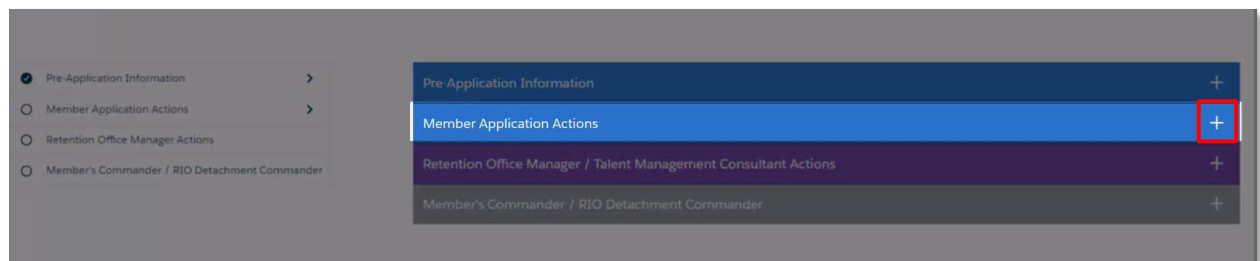


The following fields are required to submit your application, they are based on retirement type

Reserve Retirement required fields

- Application Information
 - Every field in the section needs to be completed
- Member Contact Information
 - Home Telephone
 - Military Email
 - Residential Address Line 1 (for mailing address as well)
 - City (for mailing address as well)
 - State (for mailing address as well)
 - Zip Code (for mailing address as well)
 - Country (for mailing address as well)
- Retirement Certificate Information
 - Every field other than Suffix
 - Applies to Spouse section as well if the checkbox for Spouse certificate is checked

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



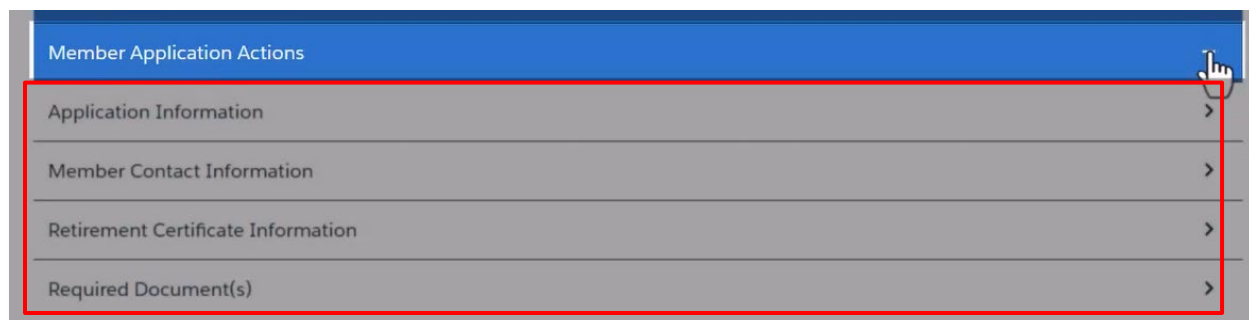
Pre-Application Information > +

Member Application Actions > +

Retention Office Manager Actions > +

Member's Commander / RIO Detachment Commander > +

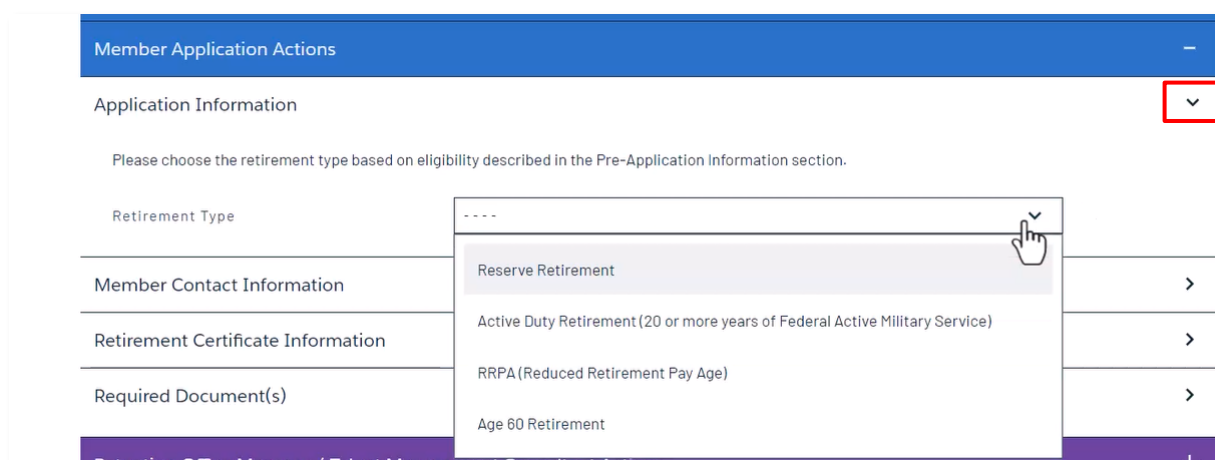
17. These **4 areas** require your information.



Member Application Actions

- Application Information
- Member Contact Information
- Retirement Certificate Information
- Required Document(s)

18. Click on the **Down Arrow** next to **Application Information**.



Member Application Actions

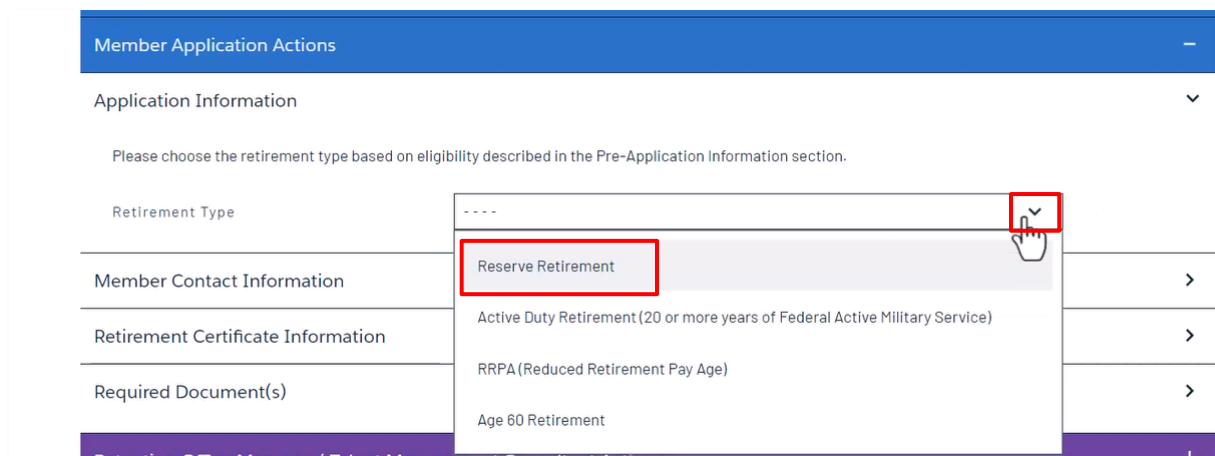
Application Information

Please choose the retirement type based on eligibility described in the Pre-Application Information section.

Retirement Type

- Reserve Retirement
- Active Duty Retirement (20 or more years of Federal Active Military Service)
- RRPA (Reduced Retirement Pay Age)
- Age 60 Retirement

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



Member Application Actions

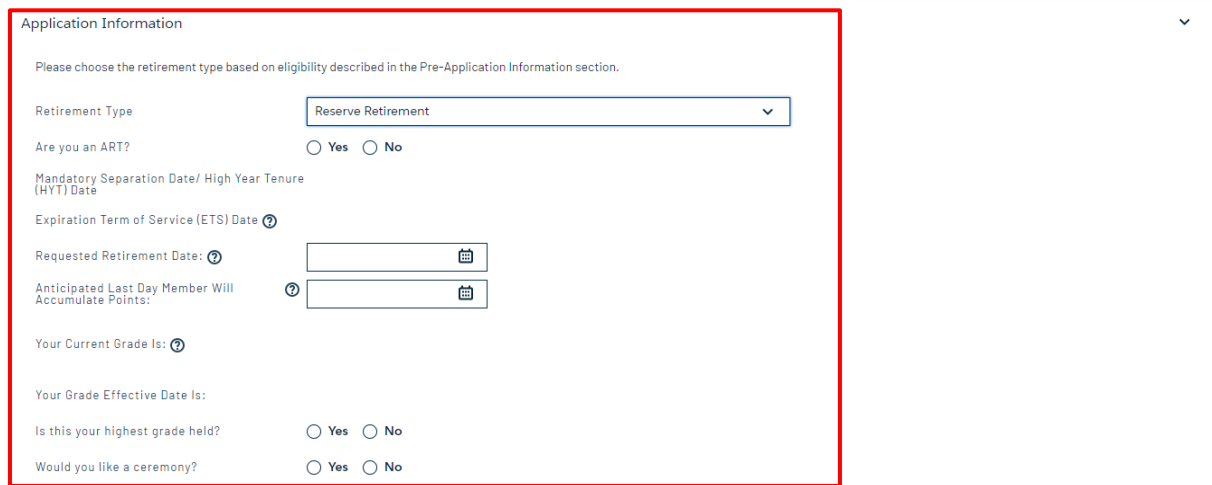
Application Information

Please choose the retirement type based on eligibility described in the Pre-Application Information section.

Retirement Type

- Reserve Retirement
- Active Duty Retirement (20 or more years of Federal Active Military Service)
- RRPA (Reduced Retirement Pay Age)
- Age 60 Retirement

20. Enter all information in the **Application Information** tab.



Application Information

Please choose the retirement type based on eligibility described in the Pre-Application Information section.

Retirement Type: Reserve Retirement

Are you an ART? ☐ Yes ☐ No

Mandatory Separation Date/ High Year Tenure (HYT) Date

Expiration Term of Service (ETS) Date ?

Requested Retirement Date: ?

Anticipated Last Day Member Will Accumulate Points: ?

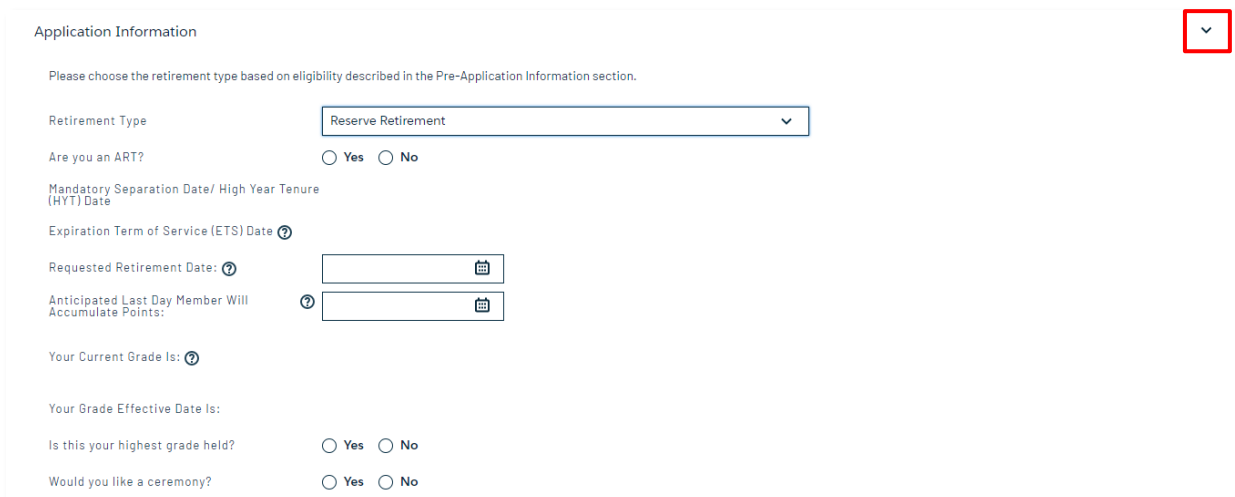
Your Current Grade Is: ?

Your Grade Effective Date Is:

Is this your highest grade held? ☐ Yes ☐ No

Would you like a ceremony? ☐ Yes ☐ No

21. Collapse the Application Information tab by clicking the **Down Arrow**.



Application Information

Please choose the retirement type based on eligibility described in the Pre-Application Information section.

Retirement Type: Reserve Retirement

Are you an ART? ☐ Yes ☐ No

Mandatory Separation Date/ High Year Tenure (HYT) Date

Expiration Term of Service (ETS) Date ?

Requested Retirement Date: ?

Anticipated Last Day Member Will Accumulate Points: ?

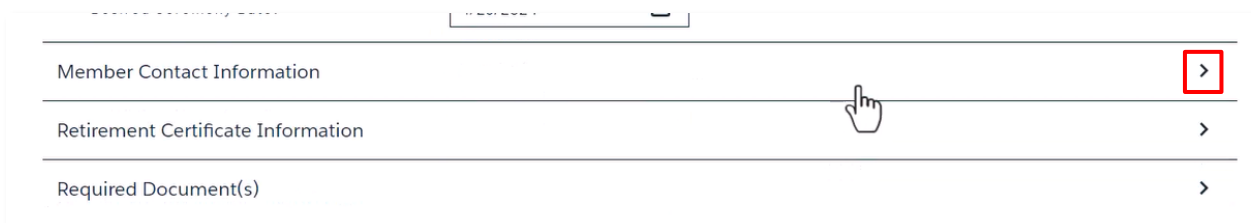
Your Current Grade Is: ?

Your Grade Effective Date Is:

Is this your highest grade held? ☐ Yes ☐ No

Would you like a ceremony? ☐ Yes ☐ No

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



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

23. 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

24. Collapse the Member Contact Information by clicking 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

25. Click the **Right Arrow** to expand the Retirement Certificate Information tab.

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

26. 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

27. 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

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

Member Contact Information 

Retirement Certificate Information 

Required Document(s) 

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

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 ⓘ
- Marriage Certificate (if applicable) ⓘ
- Divorce Decree (if applicable) ⓘ
- Death Certificate (if applicable) ⓘ
- Current Active Duty Order (if applicable) ⓘ

Browse...

Upload Files Or drop files

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

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

Upload Files

PDF

1.DD Form 2656_LNAME.pdf
34 KB

✓

PDF

2.Current Active Duty Order_LNAME.pdf
34 KB

✓

2 of 2 files uploaded

Done

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

The screenshot shows a progress bar on the left with four steps: 'Pre-Application Information' (checked), 'Member Application Actions' (checked and highlighted with a red box and a hand cursor), 'Retention Office Manager Actions' (unchecked), and 'Member's Commander / RIO Detachment Commander' (unchecked). To the right, there are sections for 'Death Certificate (If applicable)' and 'Current Active Duty Order (If applicable)'. Below these is a 'Browse...' button and an 'Upload Files' button. A table lists four documents: '3.Previous Active Duty Order_LNAME', '1.DD Form 2656_LNAME', '2.Current Active Duty Order_LNAME', and '4.Marriage Certificate_LNAME'. Each document has 'View' and 'Delete' buttons. The bottom right corner indicates 'Viewing 1-4 of 4'.

Title	Created By	File Extension	File Type	View	Delete
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	Delete

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

The screenshot shows the bottom navigation bar with five buttons: 'Back to Dashboard', 'Expand All', 'View Coordination Chain', 'Save Progress', and 'Next Action'. The 'Next Action' button is highlighted with a red box.

33. The initial part of the application is complete.

The screenshot shows the 'Next Action: Assign and Notify' screen. It includes a section for 'Assign To Individual' with instructions for unit members to send the application to the Retention Office Manager (ANG) / Talent Management Consultant (AFR) / IMA Members send to RIO Det CC. Below this is a 'Search Results' section with instructions for individuals to have an active myFSS account. A search form is provided with fields for 'Last Name', 'First Name', and 'Email'. There are 'Search' and 'Clear' buttons. A 'Notes (Optional)' text area is also present. At the bottom right is a 'Send' button, and at the bottom center is a 'Close' button. A hand cursor is pointing at the 'Send' button.

34. 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

Search Clear

Select from following matching Personnel:

SELECT	PERSONNEL	GRADE	ORGANIZATION	EMAIL
Select				

Notes (Optional)

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

Last Name First Name Email

Search Clear

Select from following matching Personnel:

SELECT	PERSONNEL	GRADE	ORGANIZATION	EMAIL
Select				

Notes (Optional)

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

Selected Member: MSG FIELDS, MICHAEL R

Select Different Member

Notes (Optional)

Send

37. 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?



Go Back **Send**

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

Application Successfully Sent



Application successfully sent.

Go to Dashboard

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

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

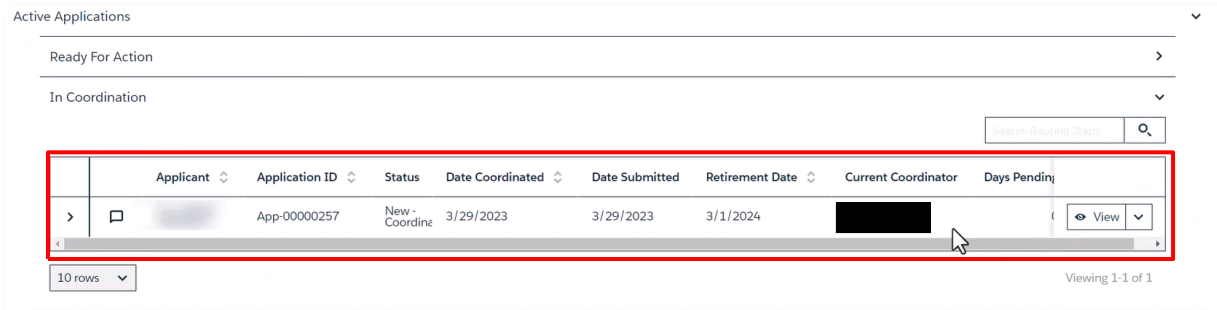
40. Click on the **Right Arrow** to expand Active Applications.

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

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



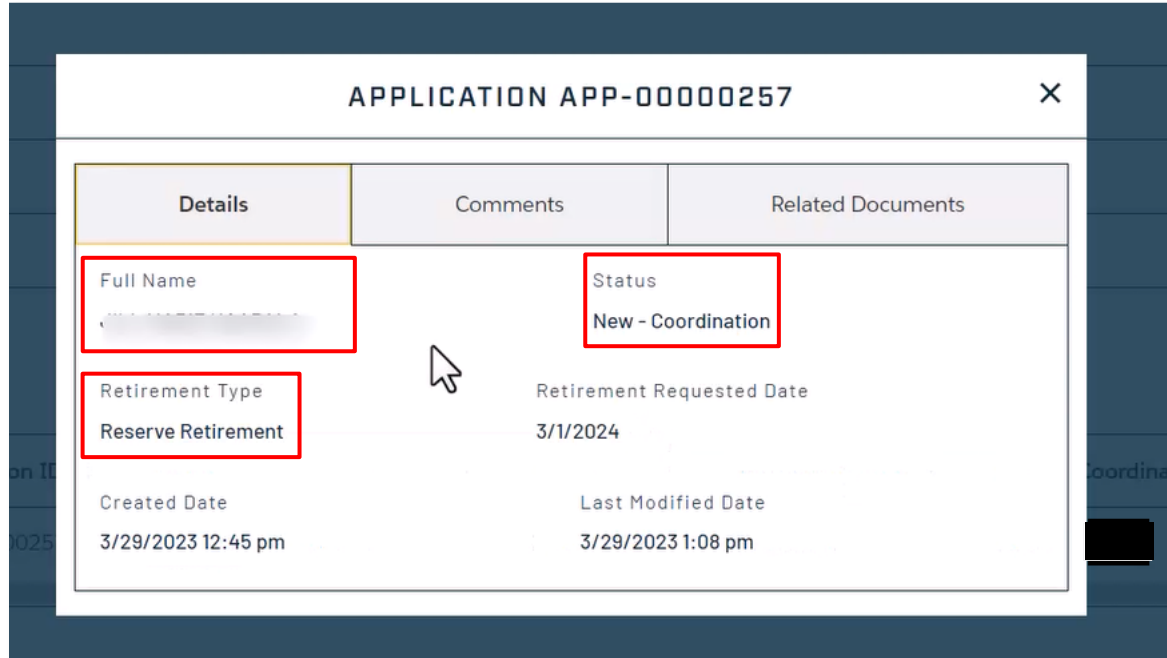
42. You can view your application that was submitted.



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



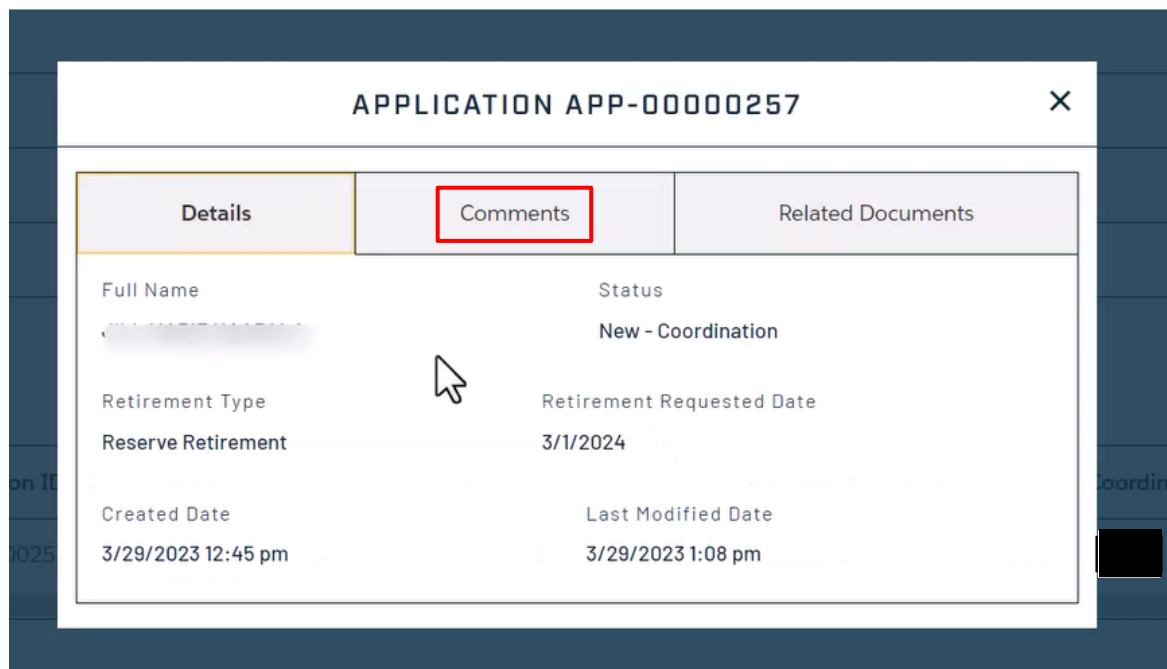
44. Here you will see the basic Details fields: **Full Name**, **Status**, and **Retirement Type**.



APPLICATION APP-00000257

Details	Comments	Related Documents
Full Name	Status	
	New - Coordination	
Retirement Type	Retirement Requested Date	
Reserve Retirement	3/1/2024	
Created Date	Last Modified Date	
3/29/2023 12:45 pm	3/29/2023 1:08 pm	

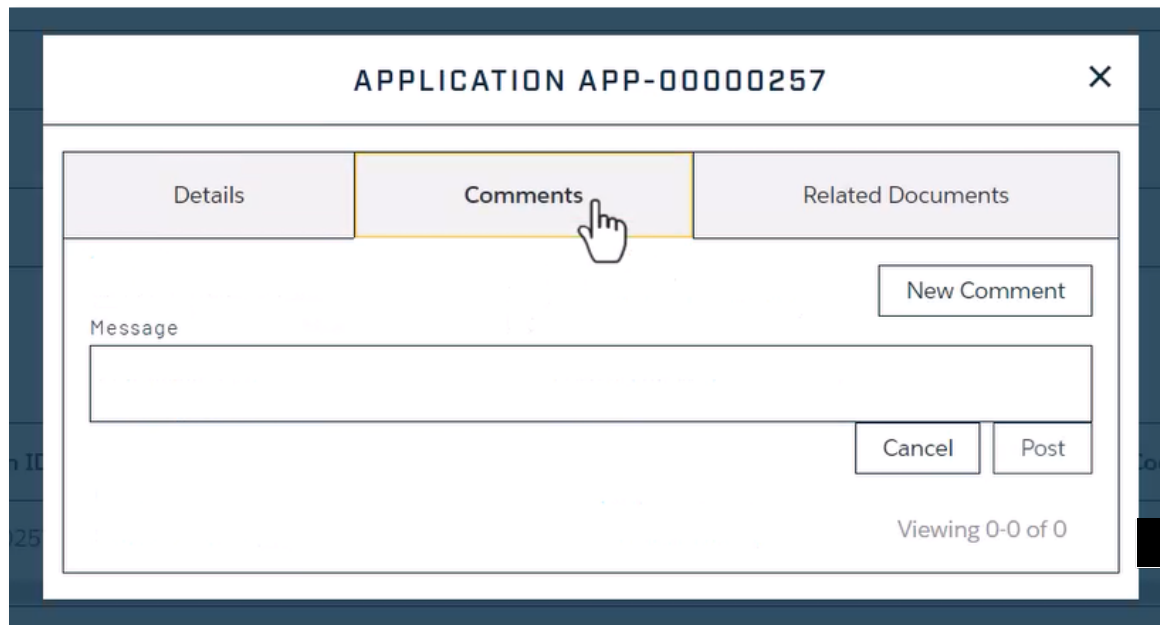
45. Click the **Comments** tab.



APPLICATION APP-00000257

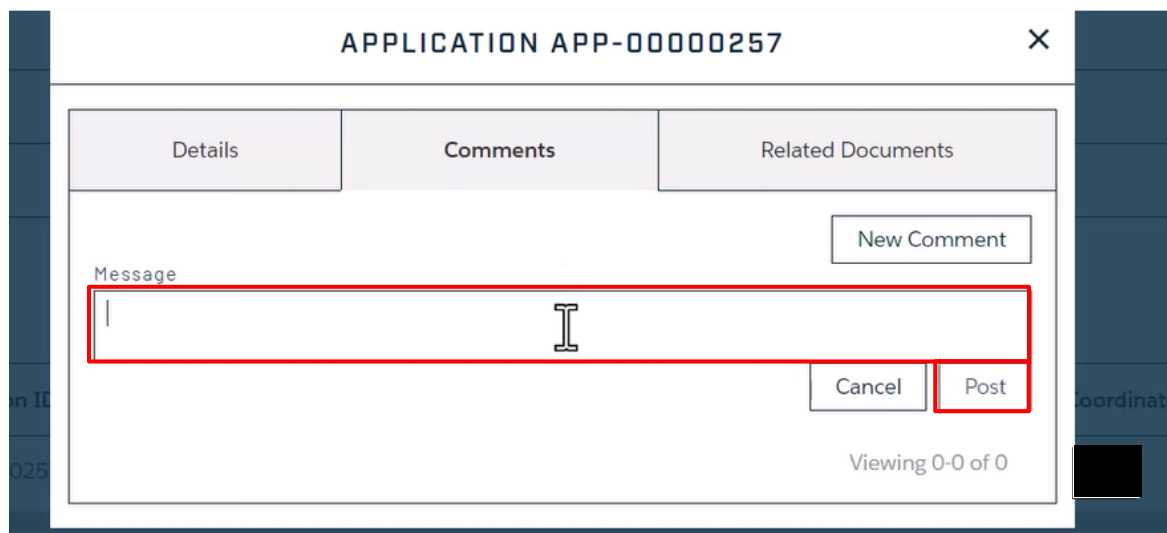
Details	Comments	Related Documents
Full Name	Status	
	New - Coordination	
Retirement Type	Retirement Requested Date	
Reserve Retirement	3/1/2024	
Created Date	Last Modified Date	
3/29/2023 12:45 pm	3/29/2023 1:08 pm	

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



The screenshot shows a web application window titled 'APPLICATION APP-00000257'. It has three tabs: 'Details', 'Comments', and 'Related Documents'. The 'Comments' tab is highlighted with a yellow border and a hand cursor pointing to it. Below the tabs, there is a 'New Comment' button, a 'Message' label, a text input field, and 'Cancel' and 'Post' buttons. At the bottom right, it says 'Viewing 0-0 of 0'.

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



This screenshot is similar to the previous one, but the 'Message' text input field is highlighted with a red border. The 'Post' button is also highlighted with a red border. The rest of the interface, including the tabs and buttons, remains the same.

48. Click the **Related Documents** tab.

The screenshot shows a window titled 'APPLICATION APP-00000257' with a close button (X) in the top right corner. Below the title bar are three tabs: 'Details', 'Comments', and 'Related Documents'. The 'Related Documents' tab is highlighted with a red rectangular box. Below the tabs is a 'Message' input field with a text cursor. To the right of the input field is a 'New Comment' button. Below the input field are 'Cancel' and 'Post' buttons. At the bottom right, it says 'Viewing 0-0 of 0'.

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

The screenshot shows the 'Related Documents' tab selected, highlighted with a yellow border. Below the tabs is the 'Attach New File' section. It contains an 'Upload Files' button with an upload icon, highlighted with a red rectangular box, and the text 'Or drop files' next to it. Below this is a large 'Documents' section.

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

The screenshot shows the 'Active Applications' section. It has a title bar with a 'Down Arrow' button highlighted with a red rectangular box. Below the title bar is a 'Ready For Action' section. It contains an 'Active Applications' status with an information icon and the text 'There are currently no active applications.'.

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



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



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

