



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 APR 2023	Process for all Air Reserve Component Personnel to submit an Active Duty Retirement application.
2	28 APR 2023	Second Draft

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

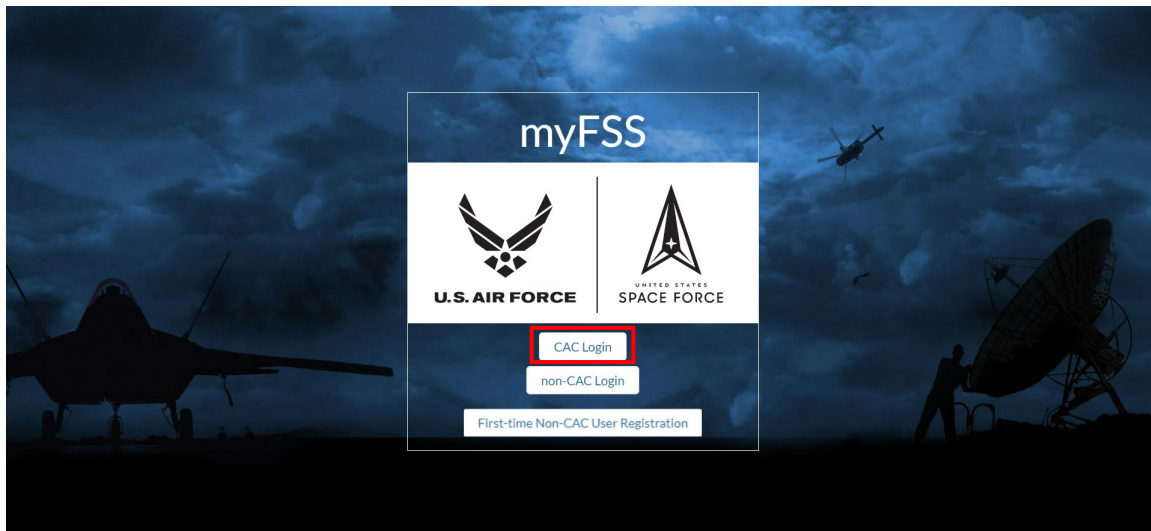
- Retention Office Manager (ROM) / Talent Management
- Commander
- ARPC

2. TARGET AUDIENCE:

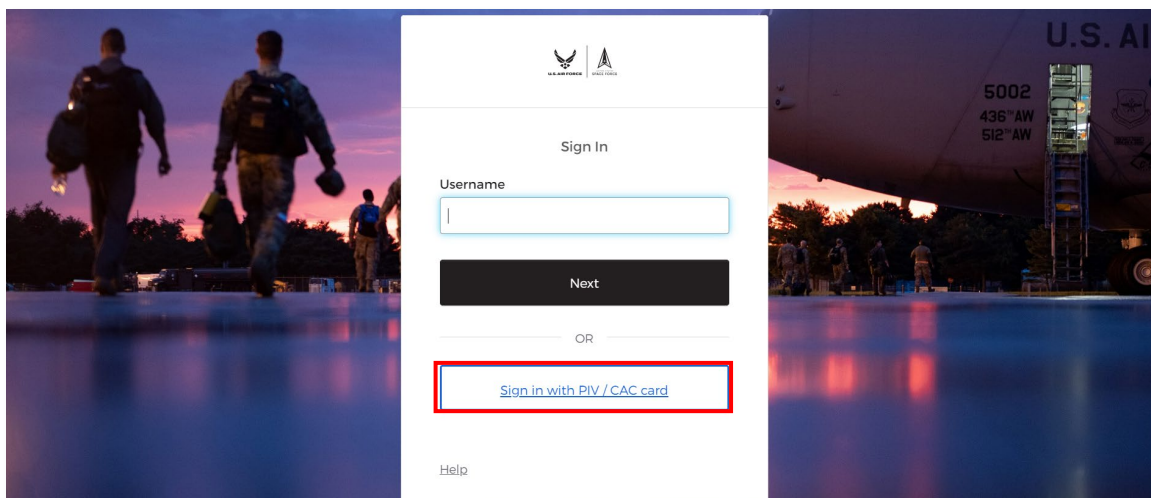
This release is for all Air Reserve Component Personnel on how to submit an Active Duty Retirement application.

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



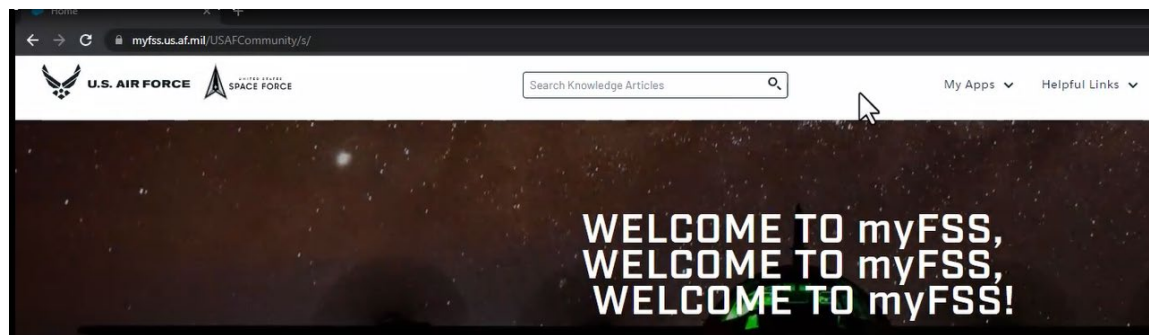
2. Click **Sign in with PIV / CAC Card**.



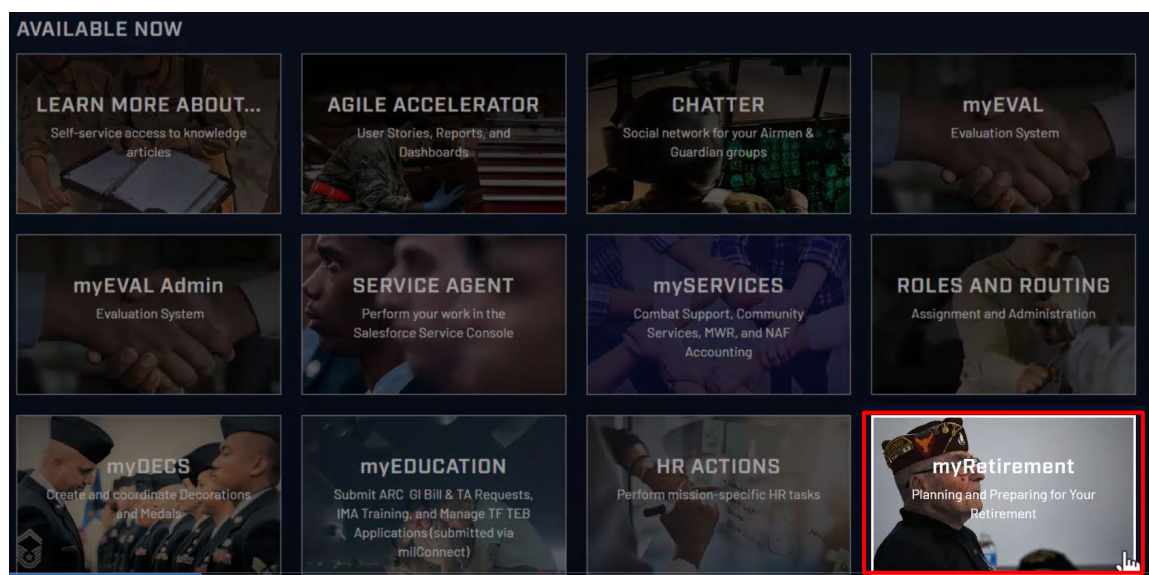
3. Read the myFSS DoD Notice and Consent and Privacy and Security Notice. Click **I Agree – Continue**.



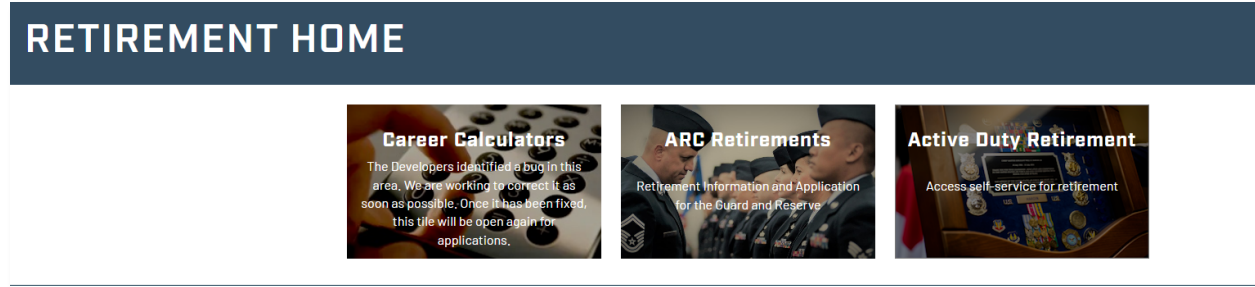
4. Following a successful navigation to the Airman Community Landing Page, scroll down to **Available Now** area and look for **myRetirement**.



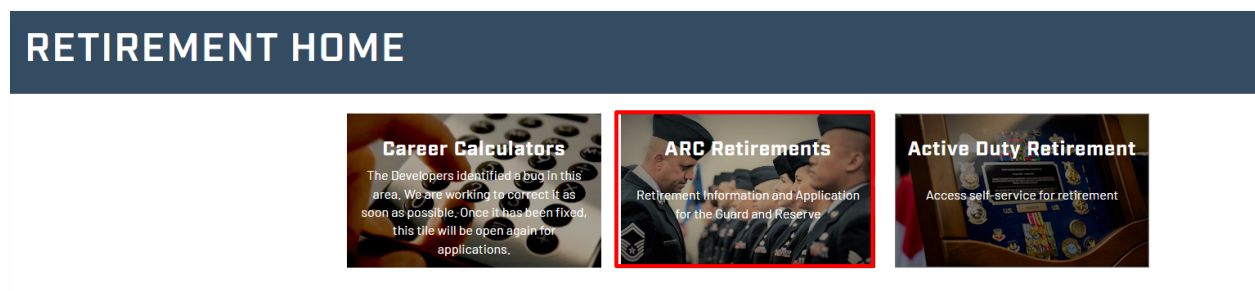
5. Click on **myRetirement** to open the Retirement Home page.



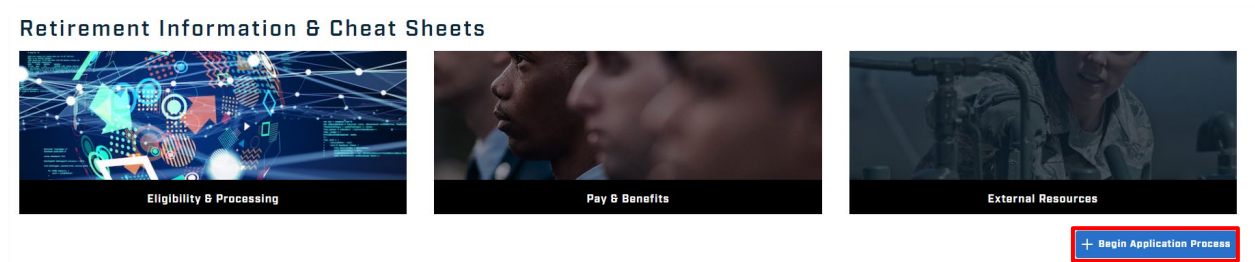
6. The **Retirement Home** page will look like this.



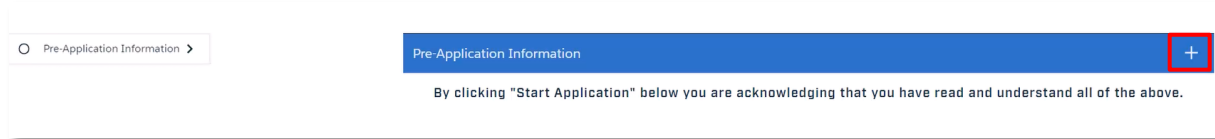
7. Click on **ARC Retirements** to bring up the Retirement Information & Cheat Sheets.



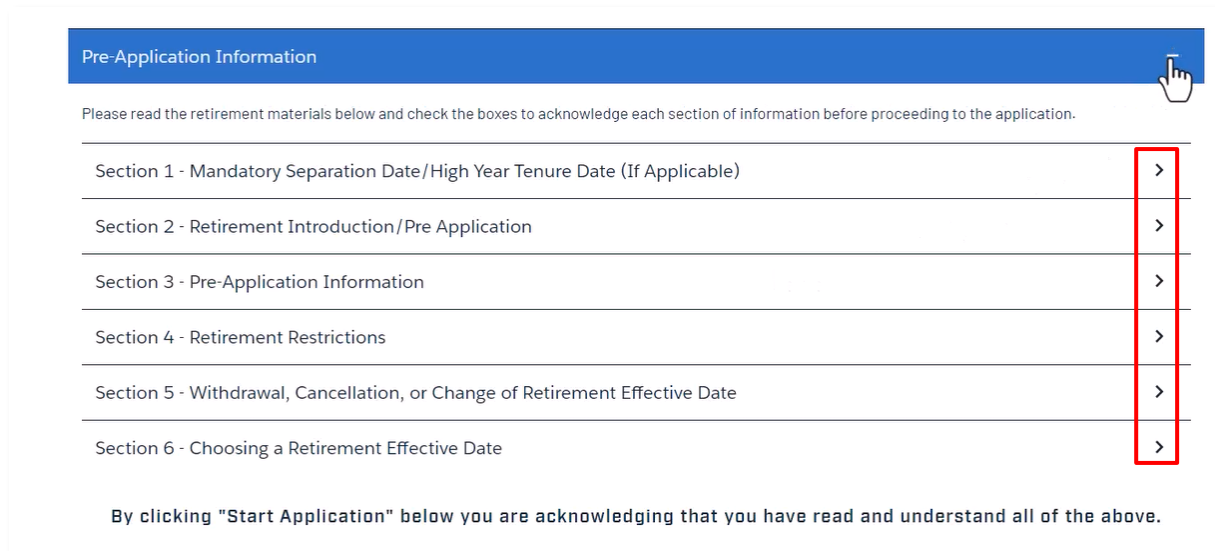
8. This is the home page of the Retirement Information & Cheat Sheets. Click on **Begin Application Process**.



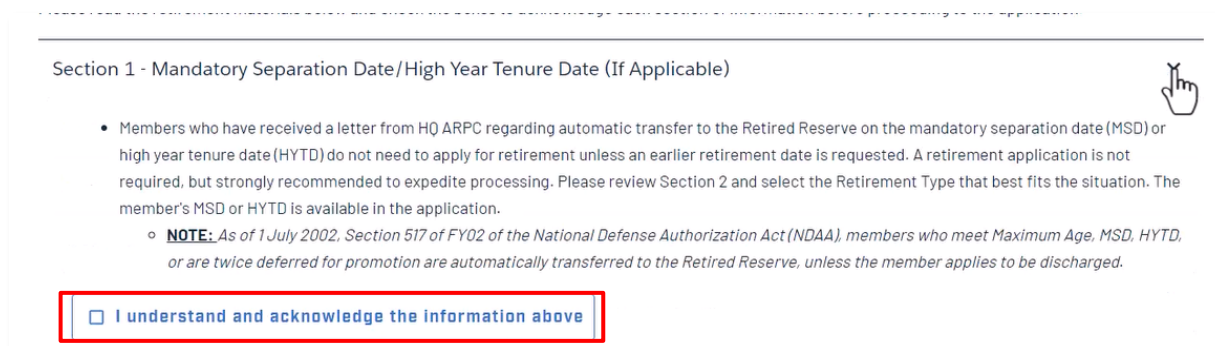
9. The **Pre-Application Information** page will come, then click the **Plus Sign** to expand the.



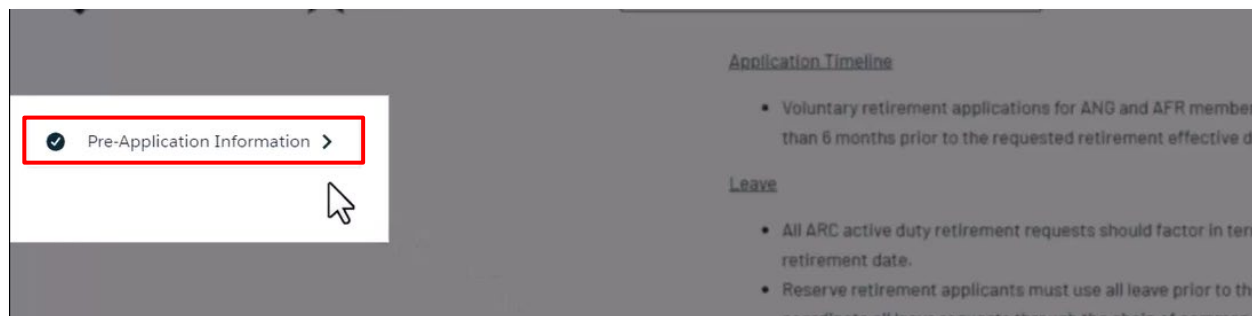
10. There will be **6 sections** that appear, expand each section by clicking on the **Right Arrow**.



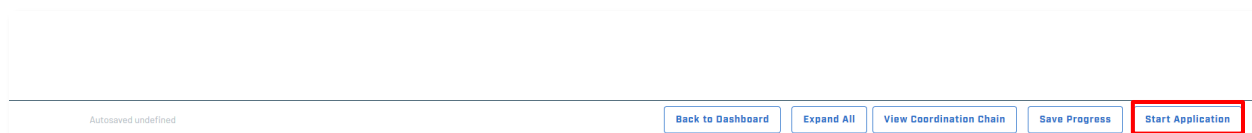
11. Read all **6 Sections** carefully, then click the box for **I understand and acknowledge the information above**.



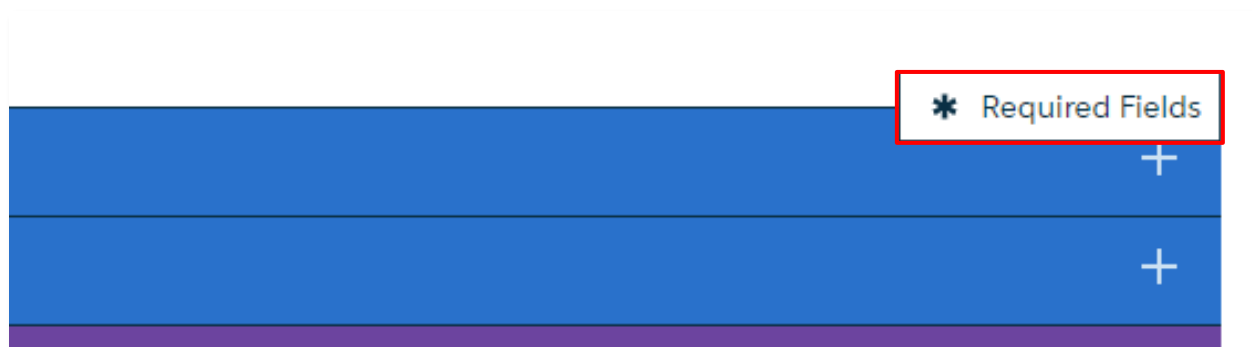
12. Once the final section is finished there will be a **Check Mark** next to Pre-Application Information.



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



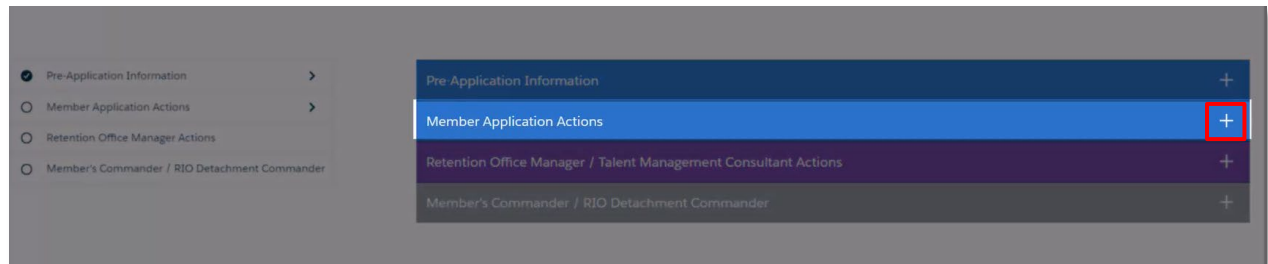
14. Click on the ***Required Fields** before going to Member Application Actions.



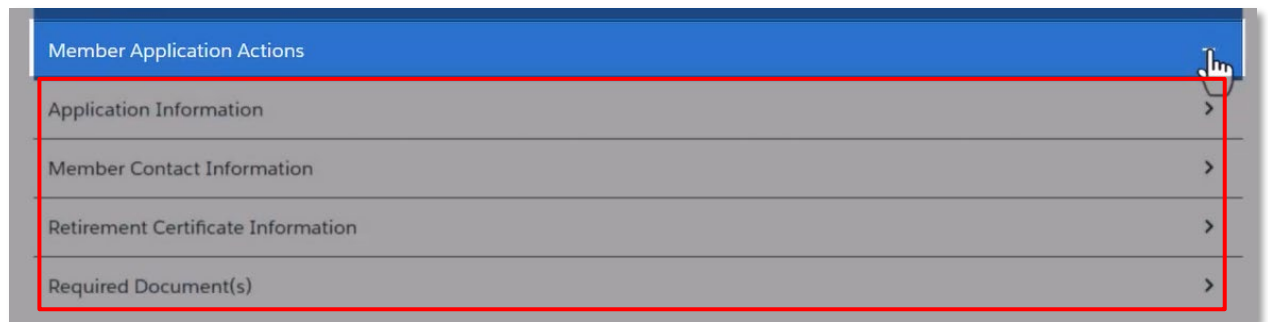
15. There fields are required for **Active Duty Retirement**.



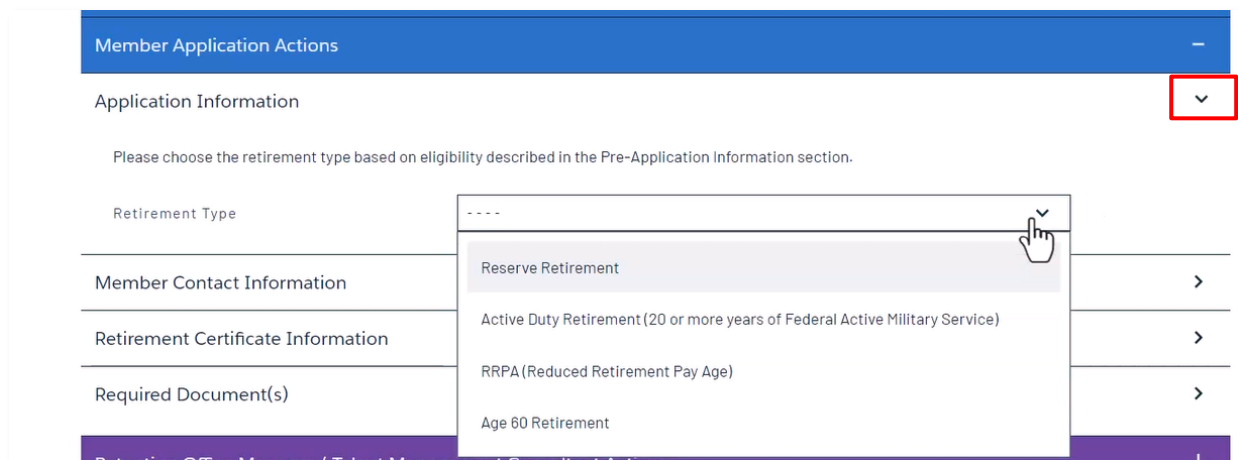
16. Look for **Member Application Actions** and click the **Plus Sign** to expand.



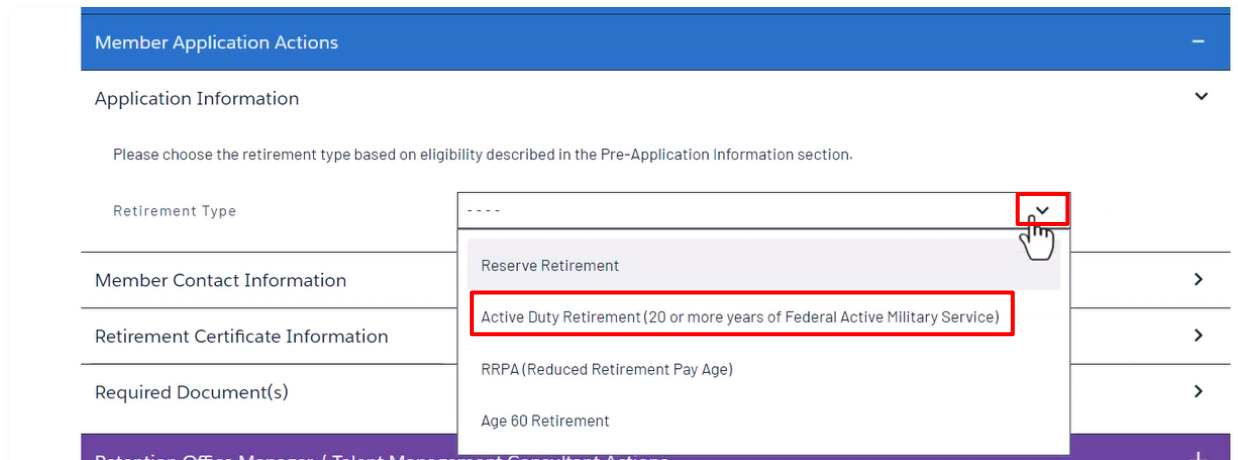
17. These **4 areas** require your information.



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

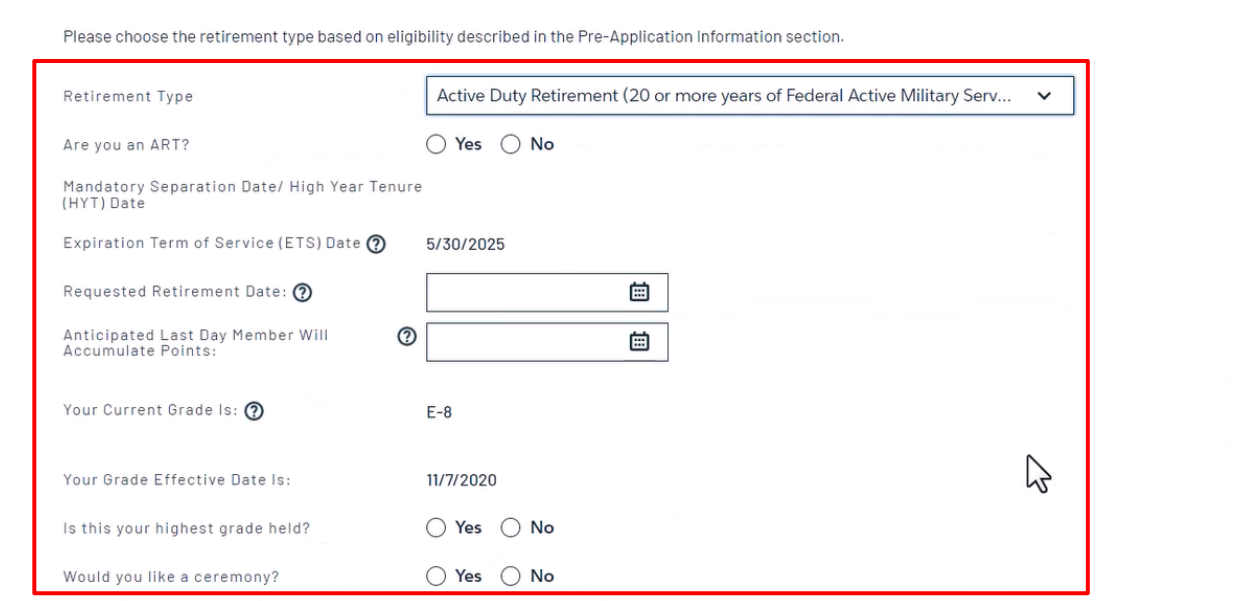


19. Click on **Retirement Type** and choose **Active Duty Retirement (20 or more years of Federal Active Military Service)**.



The screenshot shows the 'Member Application Actions' dropdown menu. The 'Retirement Type' option is selected, and the dropdown list is open. The list includes 'Reserve Retirement', 'Active Duty Retirement (20 or more years of Federal Active Military Service)', 'RRPA (Reduced Retirement Pay Age)', and 'Age 60 Retirement'. The 'Active Duty Retirement (20 or more years of Federal Active Military Service)' option is highlighted with a red box, and a hand icon indicates it is being selected.

20. Enter all information in the **Application Information** tab. For Active Duty Retirements, the **Requested Retirement Date** must be the 1st of the month.



The screenshot shows the 'Application Information' tab. The 'Retirement Type' is set to 'Active Duty Retirement (20 or more years of Federal Active Military Service)'. The 'Are you an ART?' question is answered 'No'. The 'Mandatory Separation Date/ High Year Tenure (HYT) Date' is '5/30/2025'. The 'Requested Retirement Date' is set to '11/7/2020'. The 'Anticipated Last Day Member Will Accumulate Points' is set to '11/7/2020'. The 'Your Current Grade Is' is 'E-8'. The 'Your Grade Effective Date Is' is '11/7/2020'. The 'Is this your highest grade held?' question is answered 'No'. The 'Would you like a ceremony?' question is answered 'No'.

21. 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

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

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

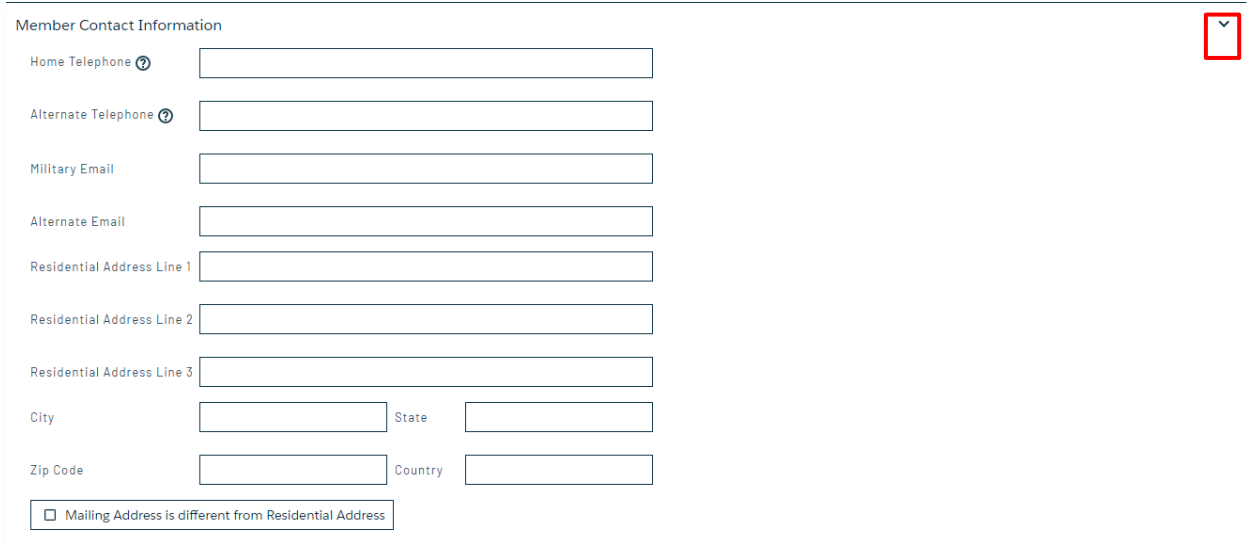
Residential Address Line 3

City State

Zip Code Country

☐ Mailing Address is different from Residential Address

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



Member Contact Information

Home Telephone ?

Alternate Telephone ?

Military Email

Alternate Email

Residential Address Line 1

Residential Address Line 2

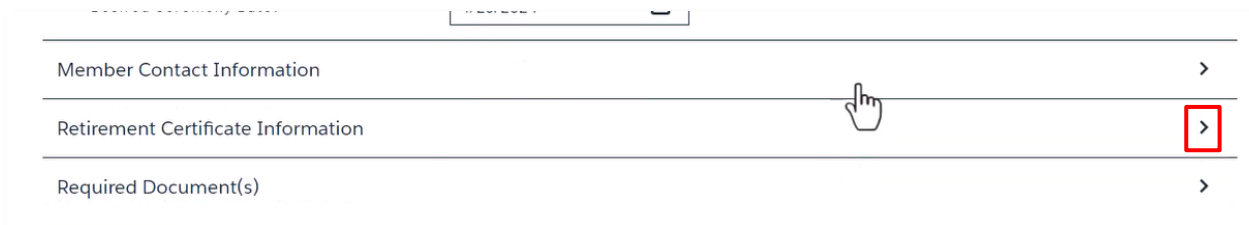
Residential Address Line 3

City State

Zip Code Country

☐ Mailing Address is different from Residential Address

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

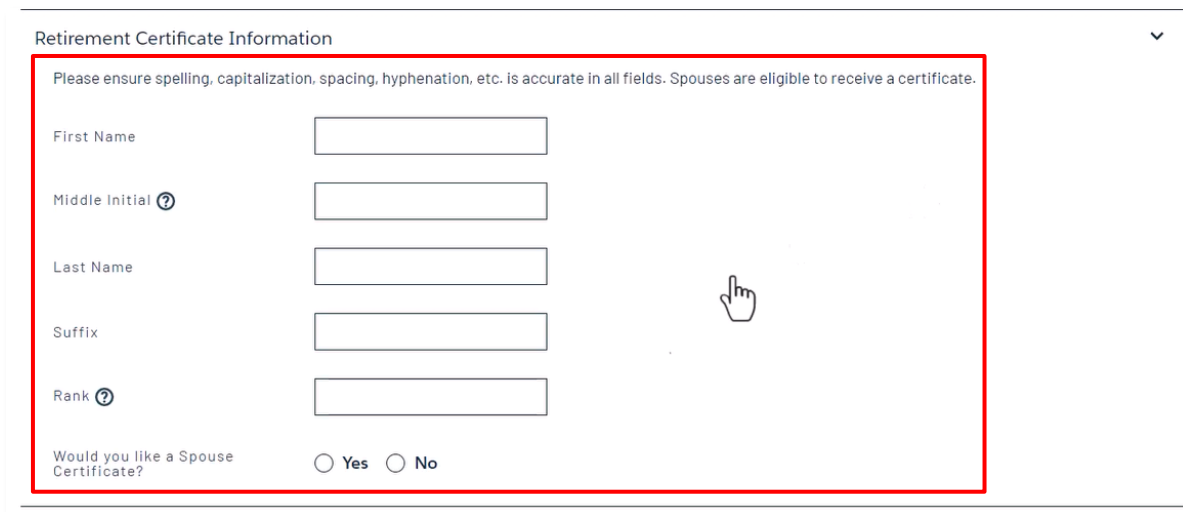


Member Contact Information >

Retirement Certification Information >

Required Document(s) >

26. Enter your information in the **Retirement Certification Information** tab. This information will be printed on your **Retirement Certification**.
***Note:** Spell out your **Rank**.



Retirement Certification 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 Documents 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) ?

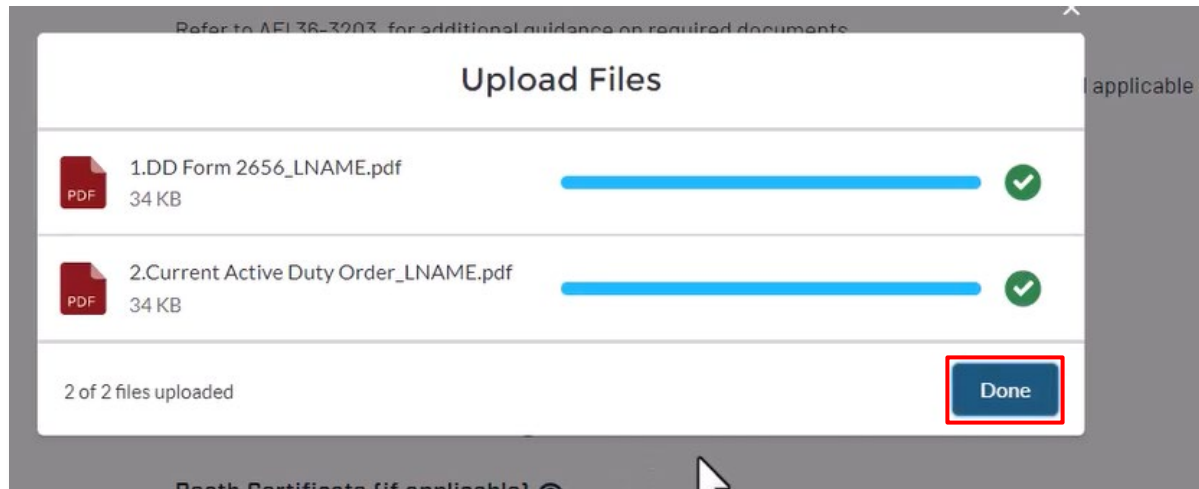
Current Active Duty Order (if applicable) ?

Browse...

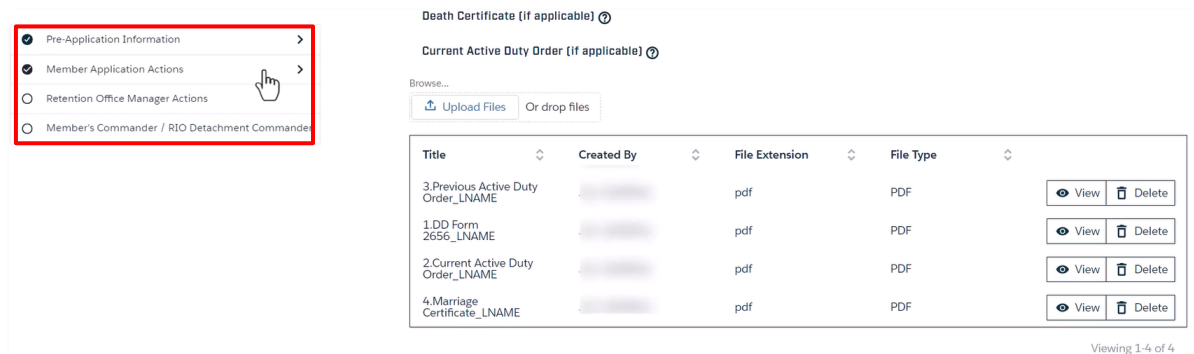
Upload Files

Or drop files

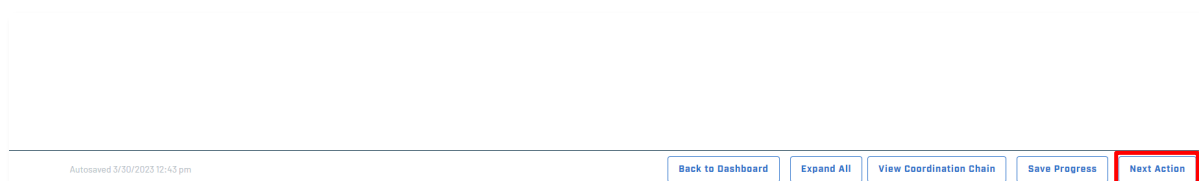
30. Once the supporting documentation have been uploaded, click **Done**.



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



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



33. 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)

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

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

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

Notes (Optional)

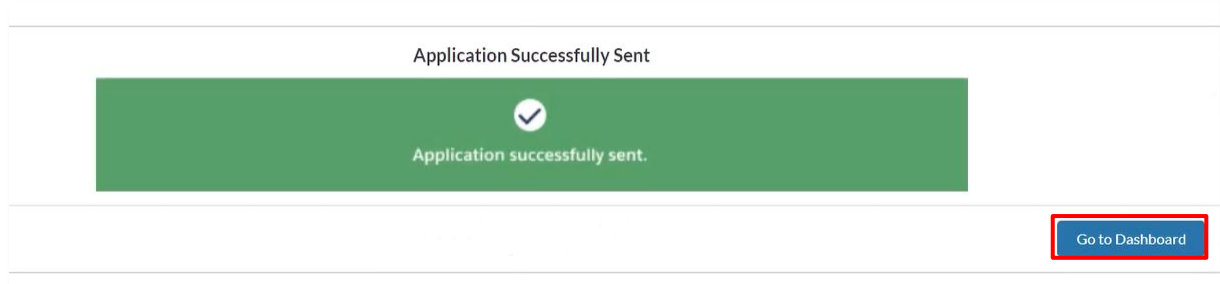
37. You will get this image before sending. If everything is correct, click **Send**.

Action to Individual to send the application

Are you sure you are ready to send?



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



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



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



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



42. You can view your application that was submitted.

Active Applications

Ready For Action

In Coordination

Search Routing Steps

	Applicant	Application ID	Status	Date Coordinated	Date Submitted	Retirement Date	Current Coordinator	Days Pending	
>		App-00000257	New - Coordine	3/29/2023	3/29/2023	3/1/2024			View

10 rows

Viewing 1-1 of 1

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

Application ID	Status	Date Coordinated	Date Submitted	Retirement Date	Current Coordinator	Days Pending	
App-00000257	New - Coordine	3/29/2023	3/29/2023	3/1/2024			View Details

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

Pay & Benefits

Application Process

APPLICATION APP-00000266

Details

Comments

Related Documents

Full Name

Status

New - Coordination

Retirement Type

Active Duty Retirement (20 or more years of Federal Active Military Service)

Retirement Requested Date

3/1/2024

Created Date

3/31/2023 11:10 am

Last Modified Date

3/31/2023 11:23 am

45. Click the **Comments** tab.

The screenshot shows a web application window titled 'APPLICATION APP-00000266'. At the top, there are two tabs: 'Pay & Benefits' and 'Application Process'. Below these, the application details are displayed in a form with three main sections: 'Details', 'Comments', and 'Related Documents'. The 'Comments' tab is highlighted with a red rectangular box. A mouse cursor is pointing at the 'Comments' tab. The 'Details' section contains the following information: Full Name (redacted), Status (New - Coordination), Retirement Type (Active Duty Retirement (20 or more years of Federal Active Military Service)), Retirement Requested Date (3/1/2024), Created Date (3/31/2023 11:10 am), and Last Modified Date (3/31/2023 11:23 am).

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'. At the top, there are two tabs: 'Pay & Benefits' and 'Application Process'. Below these, the application details are displayed in a form with three main sections: 'Details', 'Comments', and 'Related Documents'. The 'Comments' tab is highlighted with a yellow rectangular box. A hand icon is pointing at the 'Comments' tab. The 'Details' section contains the following information: Full Name (redacted), Status (New - Coordination), Retirement Type (Active Duty Retirement (20 or more years of Federal Active Military Service)), Retirement Requested Date (3/1/2024), Created Date (3/31/2023 11:10 am), and Last Modified Date (3/31/2023 11:23 am). The 'Comments' section contains a 'New Comment' button, a 'Message' input field, and 'Cancel' and 'Post' buttons. The 'Related Documents' section is empty. 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**.

APPLICATION APP-00000257

Details Comments Related Documents

New Comment

Message

Cancel Post

Viewing 0-0 of 0

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

APPLICATION APP-00000257

Details Comments Related Documents

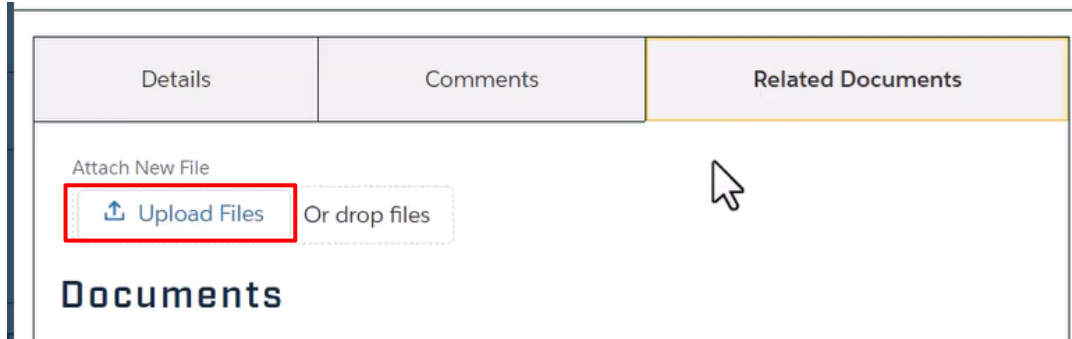
New Comment

Message

Cancel Post

Viewing 0-0 of 0

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



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



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 move over to the **Completed Tab**, click on the **Right Arrow** to expand.



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

