



U.S. Department of the Air Force

ARC Retirements

User: How to Submit a Reduced Retirement Pay Age Retirement Application

The purpose of this Job Aid is to guide all Air Reserve Component Personnel on how to submit a Reduced Retirement Pay Age (RRPA) 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 a RRPA Retirement application.
2	28 APR 2023	Second Draft

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

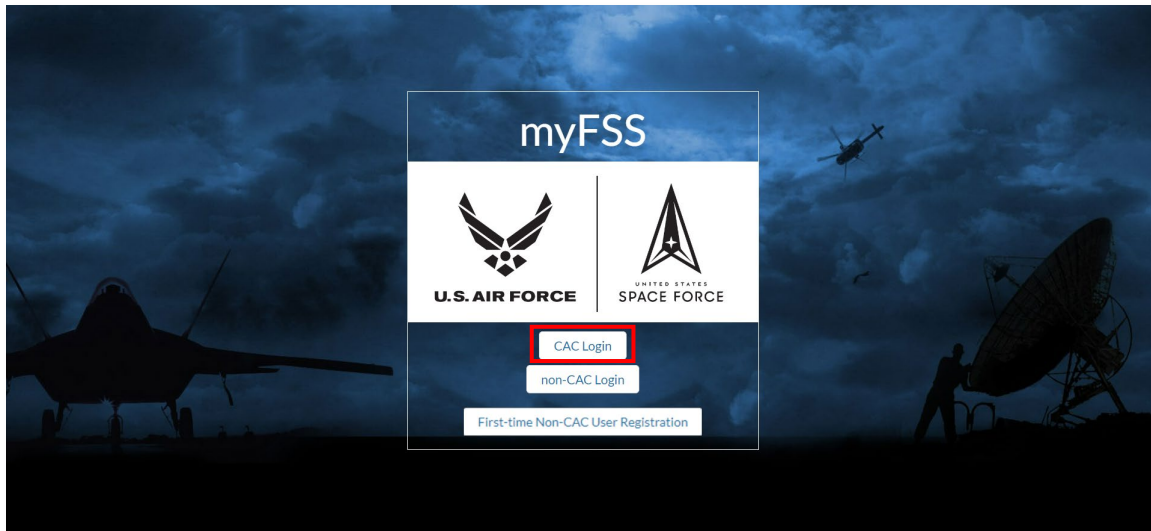
- Retention Office Manager (ROM) / Talent Management
- Commander
- ARPC

2. TARGET AUDIENCE:

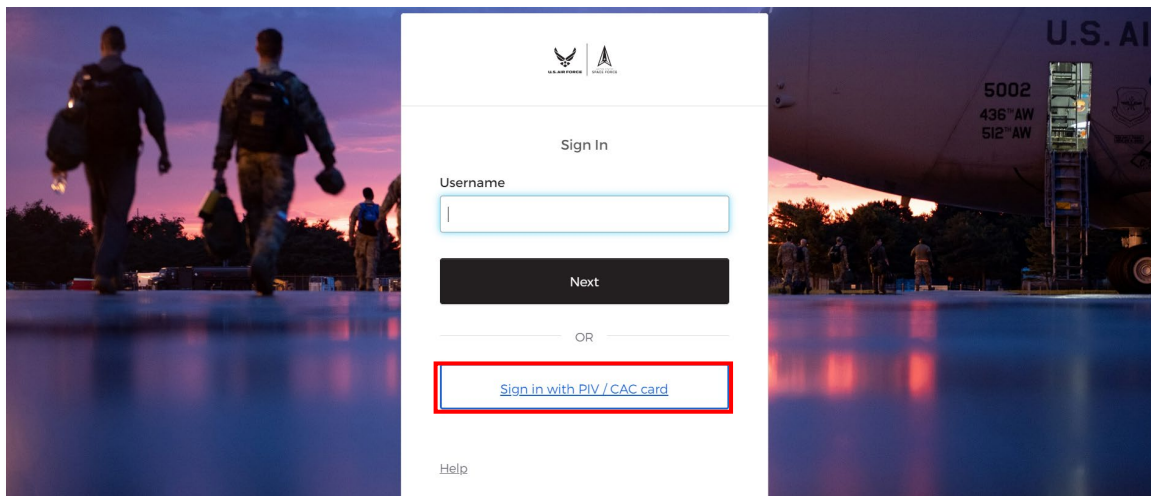
This release is for all Air Reserve Component Personnel on how to submit a RRPA Retirement application.

User: How to Submit a RRPA 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



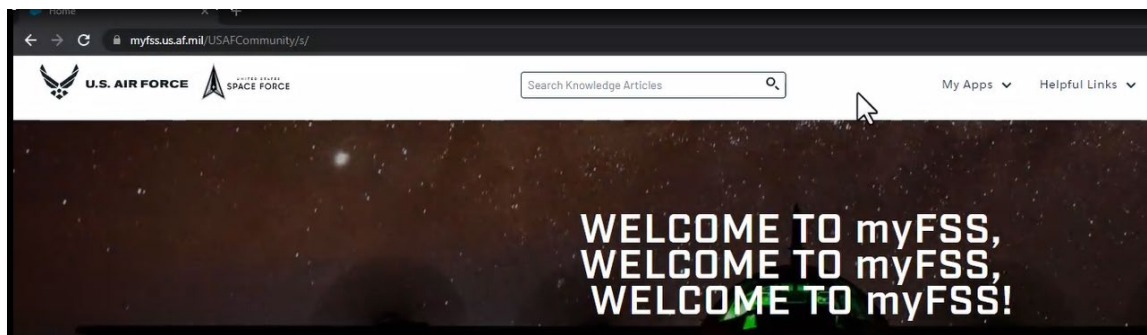
2. Click **Sign in with PIV / CAC Card**.



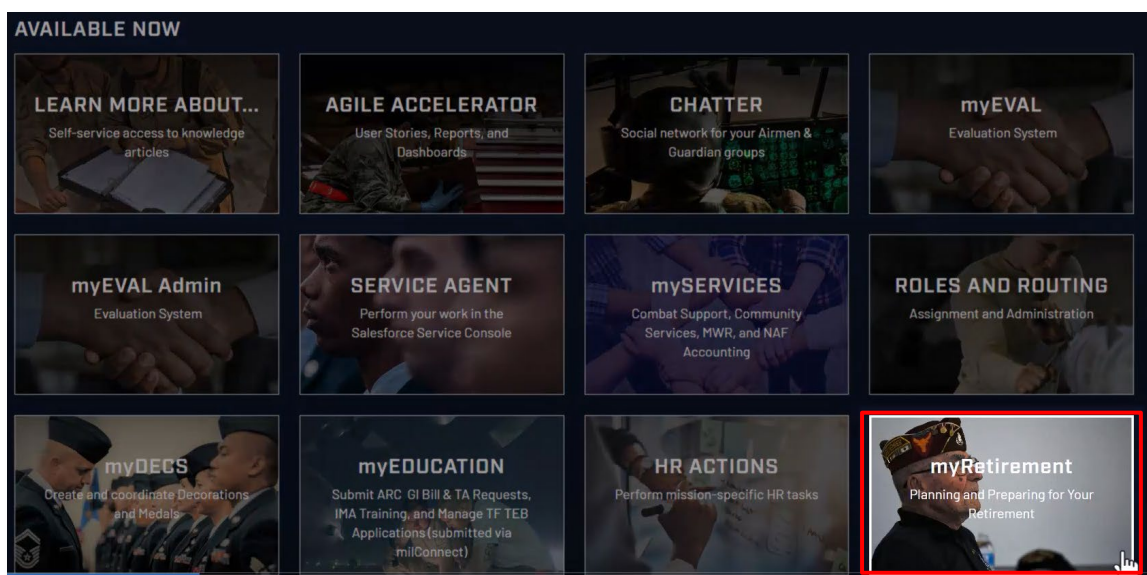
3. Read the myFSS DoD Notice and Consent and Privacy and Security Notice. Click **I Agree – Continue**.

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 sections of text, including a "DoD Notice and Consent" section and a "Privacy and Security Notice" section. At the bottom of the page, there is a red button labeled "I Agree - Continue".

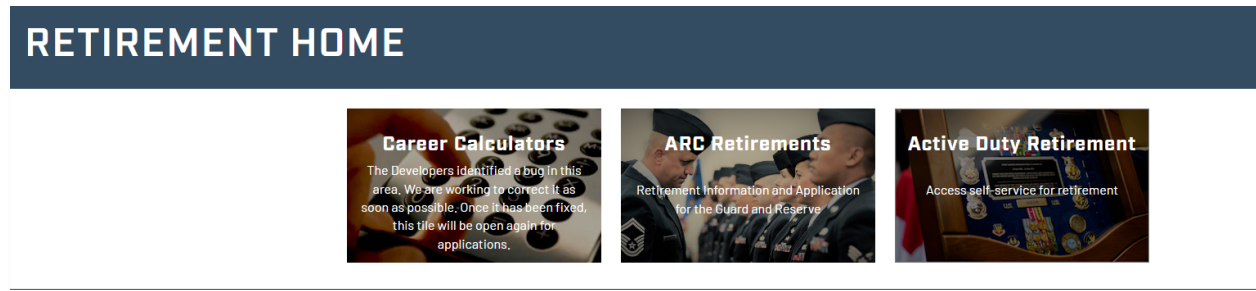
4. Following a successful navigation to the Airman Community Landing Page, scroll down to **Available Now** area and look for **myRetirement**.



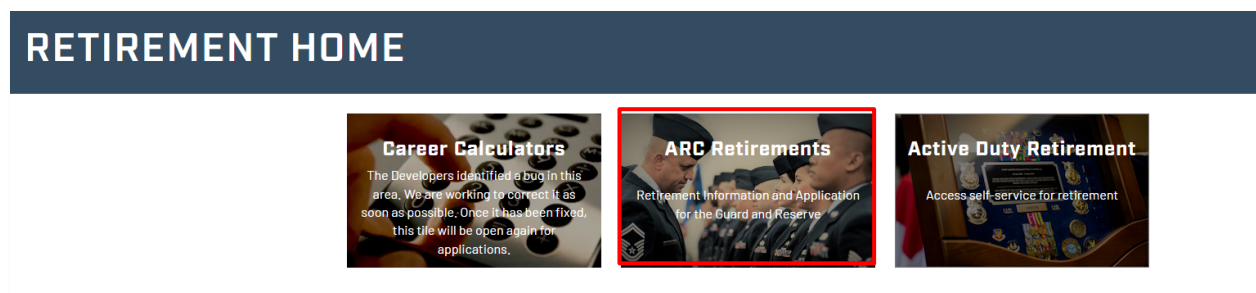
5. Click on **myRetirement** to open the Retirement Home page.



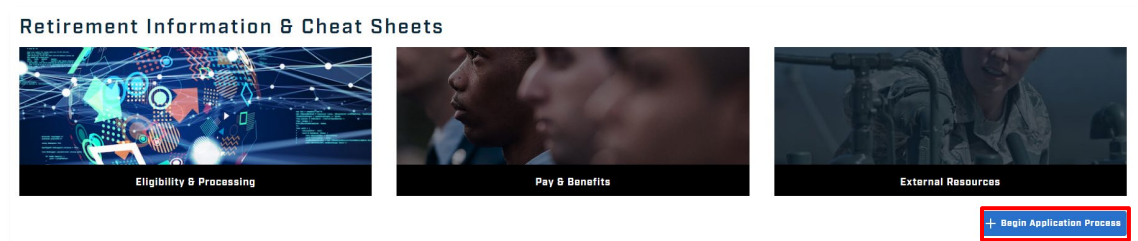
6. The **Retirement Home** page will look like this.



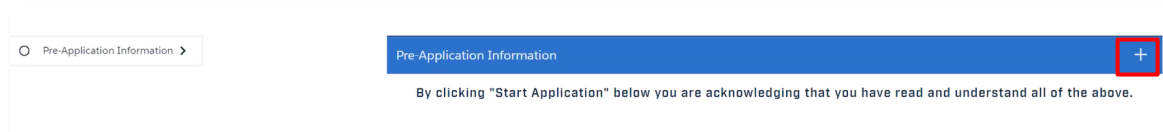
7. Click on **ARC Retirements** to bring up the Retirement Information & Cheat Sheets.



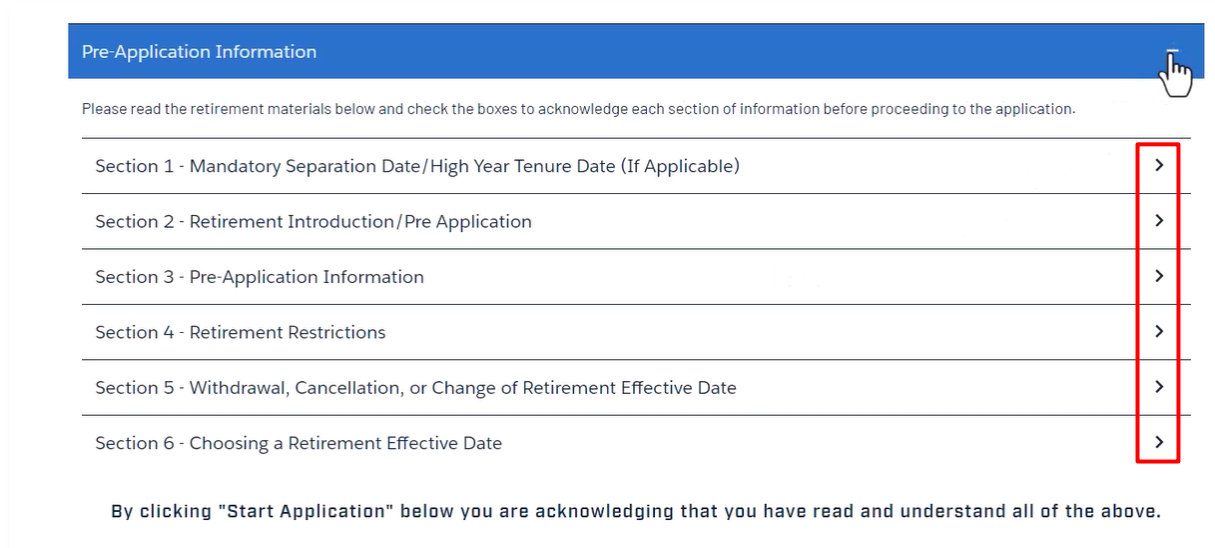
8. This is the home page of the Retirement Information & Cheat Sheets. Click on **Begin Application Process**.



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



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



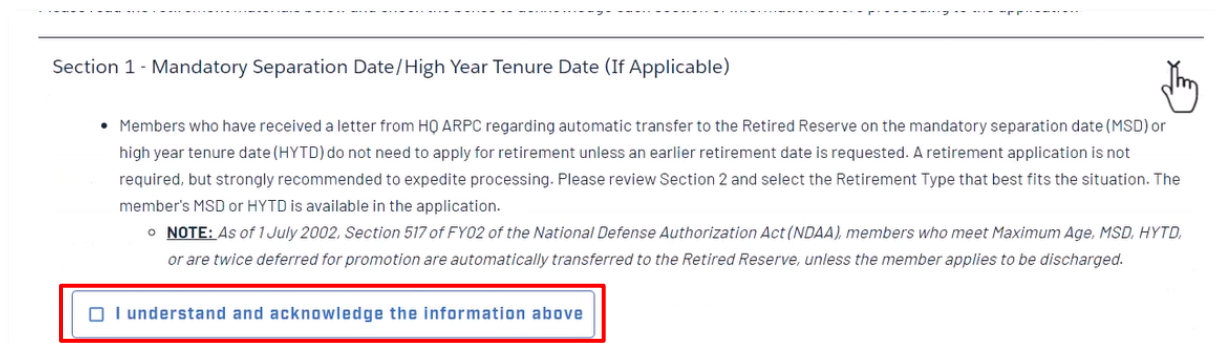
Pre-Application Information

Please read the retirement materials below and check the boxes to acknowledge each section of information before proceeding to the application.

Section 1 - Mandatory Separation Date/High Year Tenure Date (If Applicable)	>
Section 2 - Retirement Introduction/Pre Application	>
Section 3 - Pre-Application Information	>
Section 4 - Retirement Restrictions	>
Section 5 - Withdrawal, Cancellation, or Change of Retirement Effective Date	>
Section 6 - Choosing a Retirement Effective Date	>

By clicking "Start Application" below you are acknowledging that you have read and understand all of the above.

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

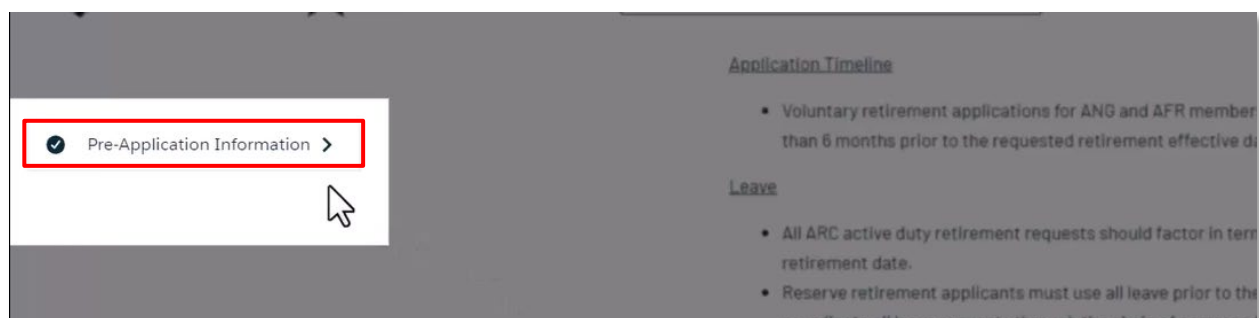


Section 1 - Mandatory Separation Date/High Year Tenure Date (If Applicable)

- Members who have received a letter from HQ ARPC regarding automatic transfer to the Retired Reserve on the mandatory separation date (MSD) or high year tenure date (HYTD) do not need to apply for retirement unless an earlier retirement date is requested. A retirement application is not required, but strongly recommended to expedite processing. Please review Section 2 and select the Retirement Type that best fits the situation. The member's MSD or HYTD is available in the application.
 - NOTE:** As of 1 July 2002, Section 517 of FY02 of the National Defense Authorization Act (NDAA), members who meet Maximum Age, MSD, HYTD, or are twice deferred for promotion are automatically transferred to the Retired Reserve, unless the member applies to be discharged.

☐ 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.



Application Timeline

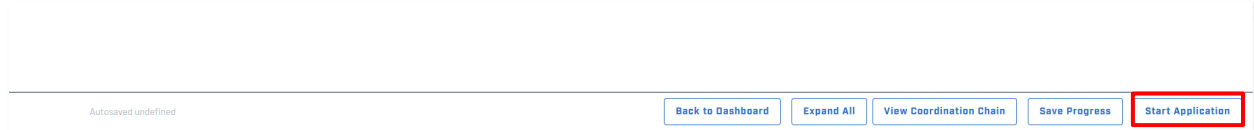
- Voluntary retirement applications for ANG and AFR member must be submitted at least 6 months prior to the requested retirement effective date.

Leave

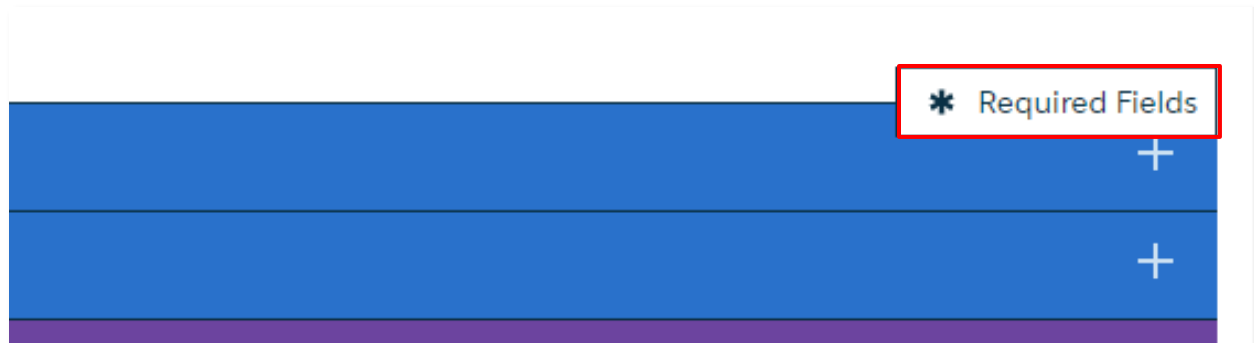
- All ARC active duty retirement requests should factor in term of leave prior to the retirement date.
- Reserve retirement applicants must use all leave prior to the retirement date.

☒ Pre-Application Information >

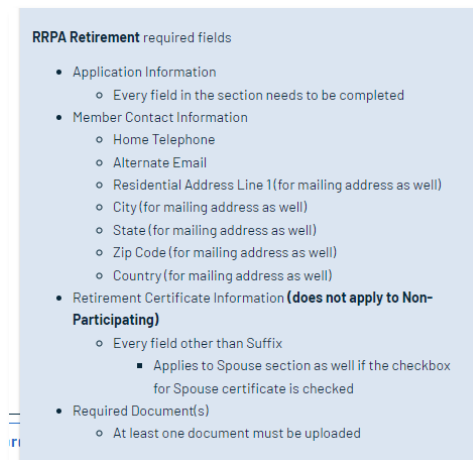
13. Look at the bottom and click **Start Application**.



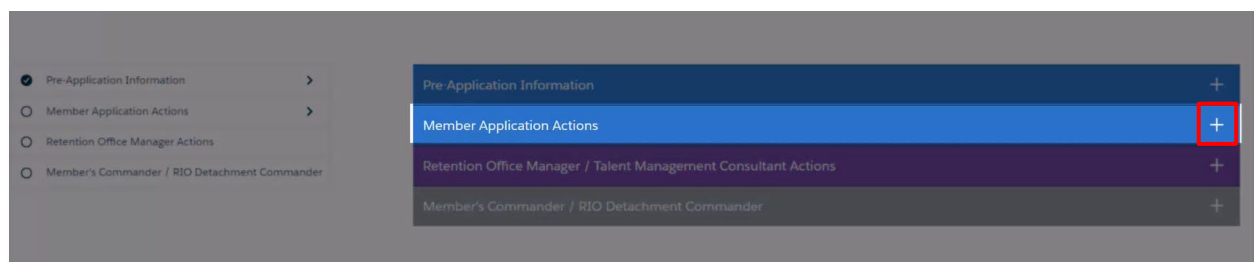
14. Click on the ***Required Fields** before going to Member Application Actions.



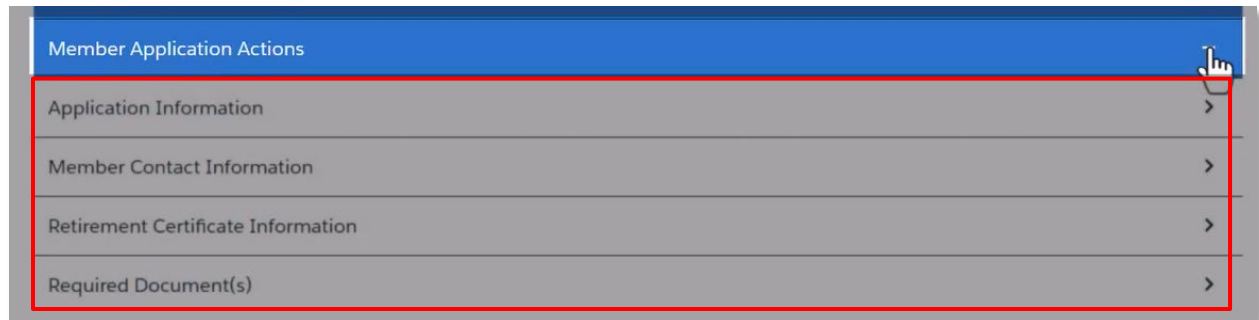
15. These fields are required for **RRPA Retirement**.



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



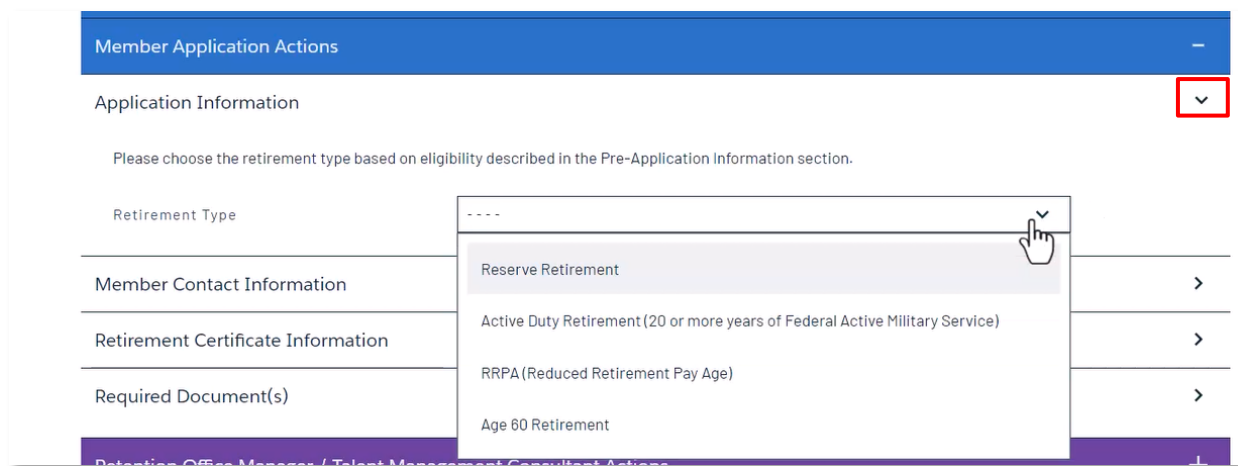
17. These **4 areas** require your information.



Member Application Actions

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

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



Member Application Actions

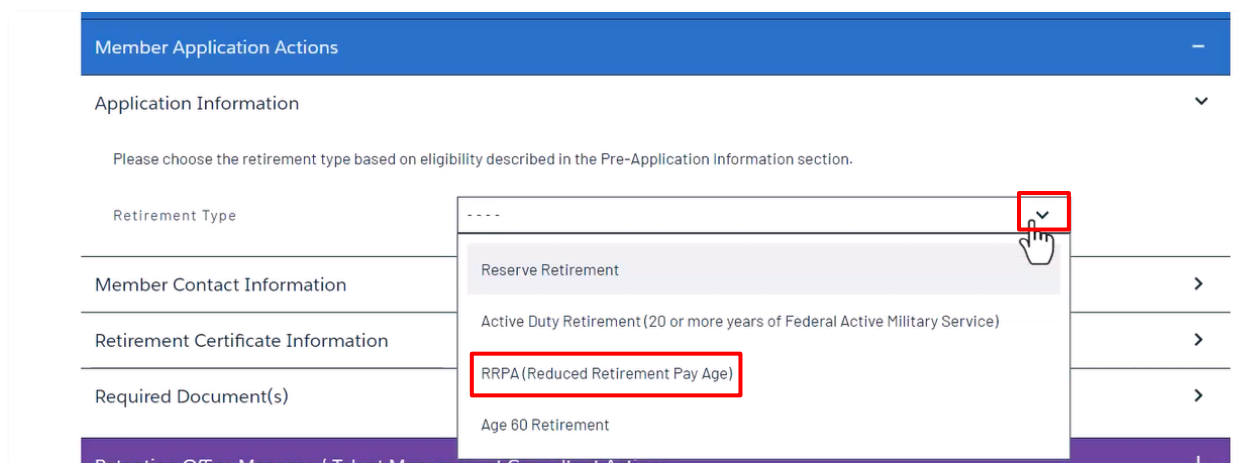
Application Information

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 **RRPA**.



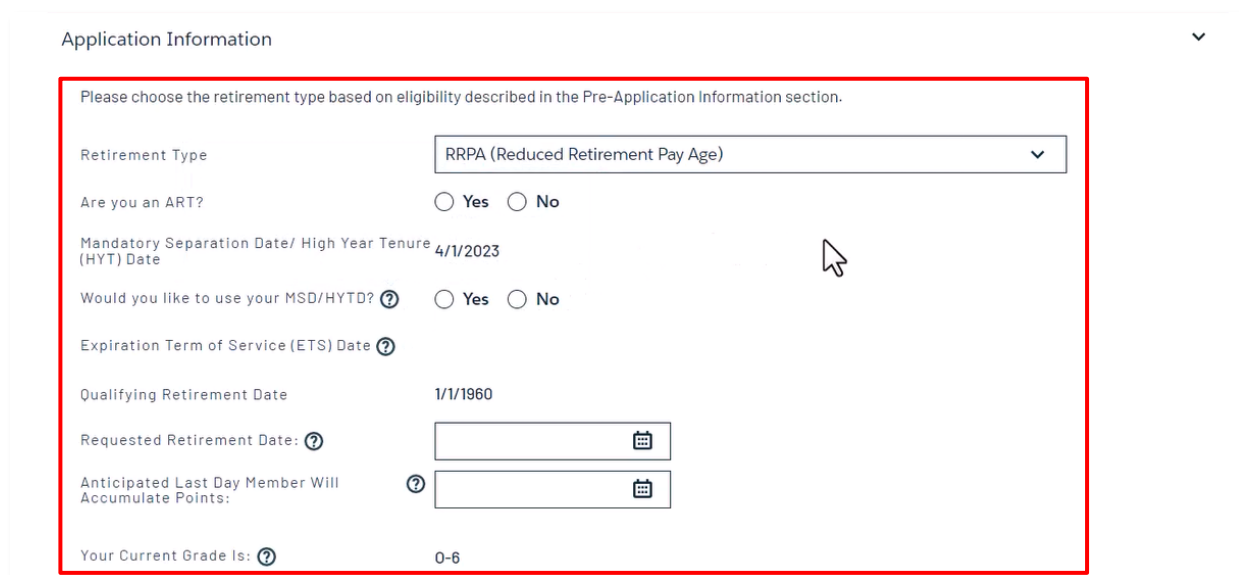
Member Application Actions

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: RRP (Reduced Retirement Pay Age)

Are you an ART? ☐ Yes ☐ No

Mandatory Separation Date/ High Year Tenure (HYT) Date: 4/1/2023

Would you like to use your MSD/HYTD? ☐ Yes ☐ No

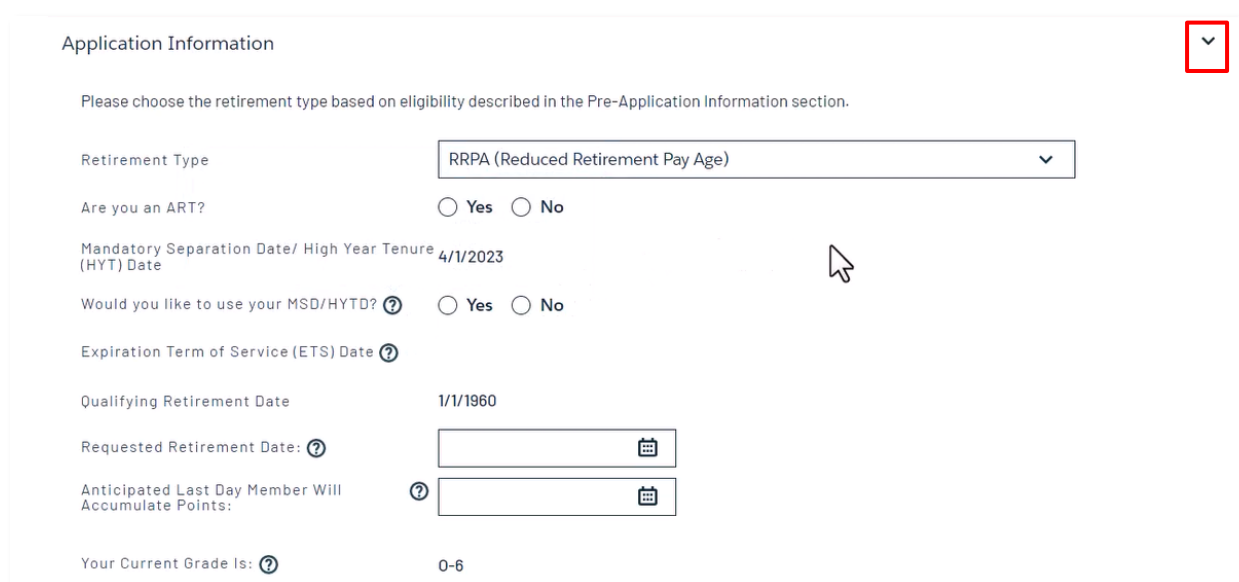
Expiration Term of Service (ETS) Date

Qualifying Retirement Date: 1/1/1960

Requested Retirement Date:

Anticipated Last Day Member Will Accumulate Points:

Your Current Grade Is: 0-6

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

Application Information

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

Retirement Type: RRP (Reduced Retirement Pay Age)

Are you an ART? ☐ Yes ☐ No

Mandatory Separation Date/ High Year Tenure (HYT) Date: 4/1/2023

Would you like to use your MSD/HYTD? ☐ Yes ☐ No

Expiration Term of Service (ETS) Date

Qualifying Retirement Date: 1/1/1960

Requested Retirement Date:

Anticipated Last Day Member Will Accumulate Points:

Your Current Grade Is: 0-6

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

Member Contact Information

Retirement Certificate Information

Required Document(s)

23. Enter your 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

Member Contact Information

>

Retirement Certificate Information

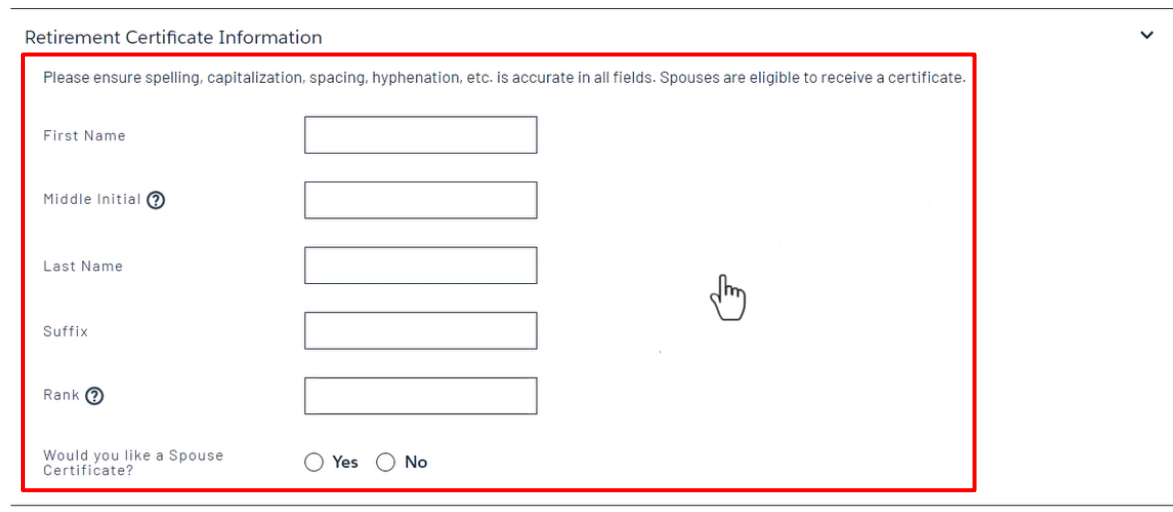
>

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 [?]

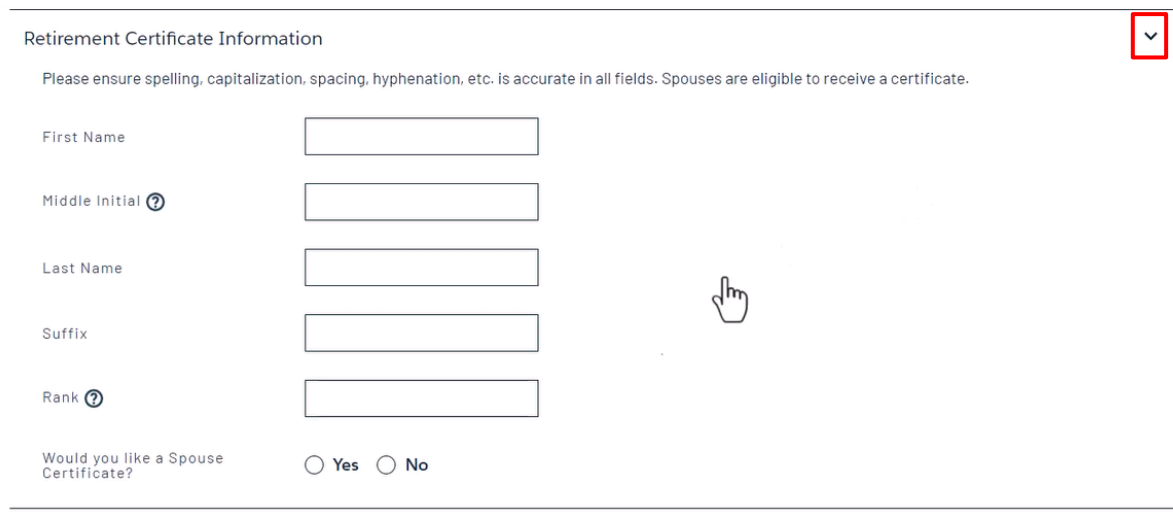
Last Name

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 [?]

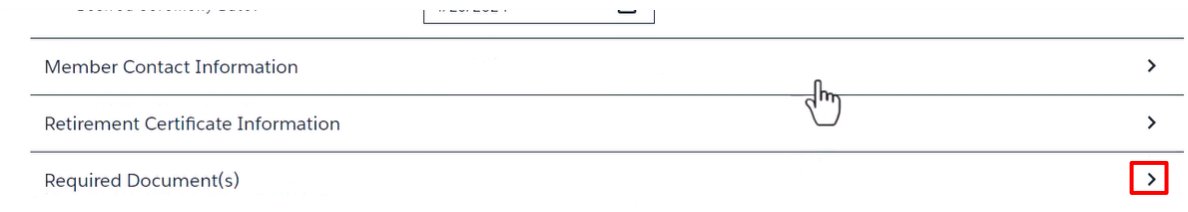
Last Name

Suffix

Rank [?]

Would you like a Spouse Certificate? ☐ Yes ☐ No

28. Click the **Right Arrow** to expand the Required Documents tab.



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

29. Attach the supporting 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

	1.DD Form 2656_LNAME.pdf 34 KB		
	2.Current Active Duty Order_LNAME.pdf 34 KB		

2 of 2 files uploaded

Done

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

Title	Created By	File Extension	File Type	
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

Viewing 1-4 of 4

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

Autosaved 3/30/2023 12:43 pm

[Back to Dashboard](#) [Expand All](#) [View Coordination Chain](#) [Save Progress](#) [Next Action](#)

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

[Search](#) [Clear](#)

Notes (Optional)

[Send](#)

[Close](#)

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**.

The screenshot shows a search form with three input fields: 'Last Name', 'First Name', and 'Email'. The 'Email' field contains a redacted value. Below the fields are 'Search' and 'Clear' buttons. A message 'Select from following matching Personnel:' is followed by a table with columns: SELECT, PERSONNEL, GRADE, ORGANIZATION, and EMAIL. The 'PERSONNEL' column contains a redacted name. A 'Select' button is highlighted with a red box and a mouse cursor. Below the table is a 'Notes (Optional)' text area.

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

This screenshot is identical to the previous one, but the 'Select' button in the table is highlighted with a red box and a mouse cursor, indicating the next step in the process.

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

The screenshot shows the 'Selected Member' field with a redacted name and a 'Select Different Member' button. The 'Notes (Optional)' text area is highlighted with a red box. At the bottom right, the 'Send' button is also highlighted with a red box.

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	>

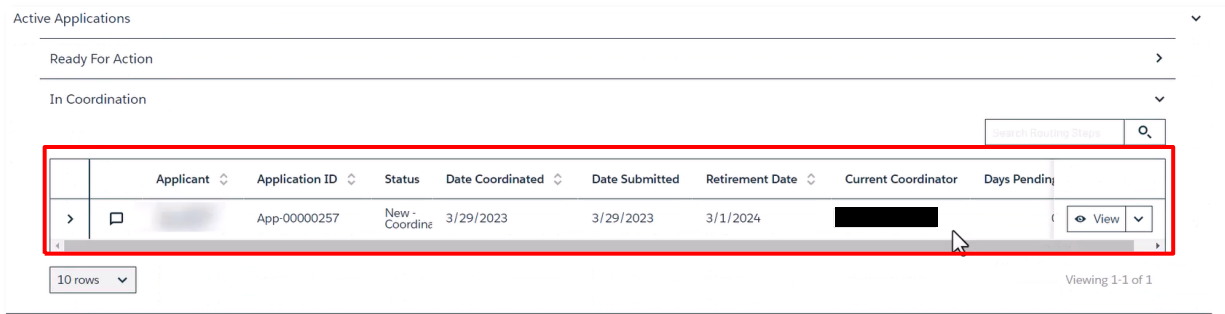
40. Click on the **Right Arrow** to expand Active Applications.

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

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

Pay & Benefits Application Process

APPLICATION APP-00000266 X

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	Last Modified Date	
3/31/2023 11:10 am	3/31/2023 11:23 am	

0000266 New - Coordination 3/31/2023 3/31/2023 3/1/2024

45. Click the **Comments** tab.

Pay & Benefits Application Process

APPLICATION APP-00000266 X

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	Last Modified Date	
3/31/2023 11:10 am	3/31/2023 11:23 am	

0000266 New - Coordination 3/31/2023 3/31/2023 3/1/2024

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' with a close button (X) in the top right corner. Below the title bar, there are three tabs: 'Details', 'Comments', and 'Related Documents'. The 'Comments' tab is selected and highlighted with a yellow border. A hand cursor is pointing at the 'Comments' tab. Below the tabs, there is a 'New Comment' button. Underneath, there is a text input field labeled 'Message'. To the right of the input field are '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, showing the 'APPLICATION APP-00000257' window with the 'Comments' tab selected. In this view, the 'Message' input field is highlighted with a red border, and a text cursor (I) is visible inside it, indicating that text can be entered. The 'New Comment', 'Cancel', and 'Post' buttons are still present, as is the 'Viewing 0-0 of 0' status at the bottom right.

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

The screenshot shows a web application window titled 'APPLICATION APP-00000257'. It has three tabs: 'Details', 'Comments', and 'Related Documents'. The 'Related Documents' tab is highlighted with a red rectangle. Below the tabs is a 'Message' input field with a cursor, a 'New Comment' button, and '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. Below the tabs is a section titled 'Attach New File' with a red rectangle around the 'Upload Files' button (which has an upload icon) and the text 'Or drop files'. Below this is a large 'Documents' section.

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

The screenshot shows the 'Active Applications' section. It has a 'Ready For Action' status and a 'Down Arrow' button (a small triangle pointing down) highlighted with a red rectangle. Below this is a box with an information icon and the text 'Active Applications' and '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 move over to the **Completed** tab click the **Right Arrow** to expand.



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

