



U.S. Department of the Air Force

ARC Retirements

User: How to Submit an Age 60 Retirement Application

The purpose of this Job Aid is to guide all Air Reserve Component Personnel on how to submit an Age 60 Retirement Application through the navigation of the myFSS platform.

Introduction

Revision History

Version	Date	Revision Description
1	5 April 2023	Process for all Air Reserve Component Personnel to submit an Age 60 Retirement application.

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

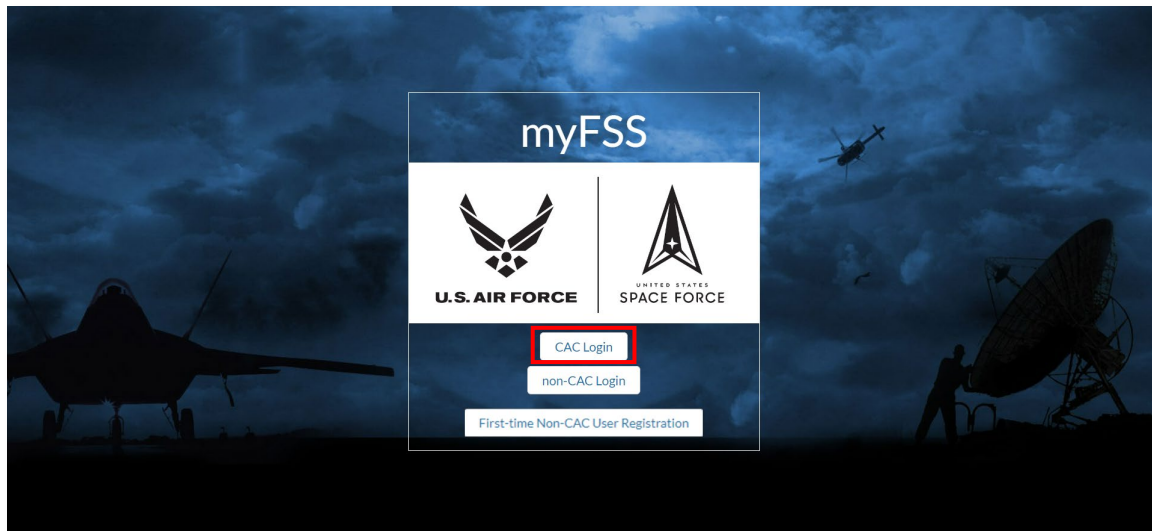
- ARPC

2. TARGET AUDIENCE:

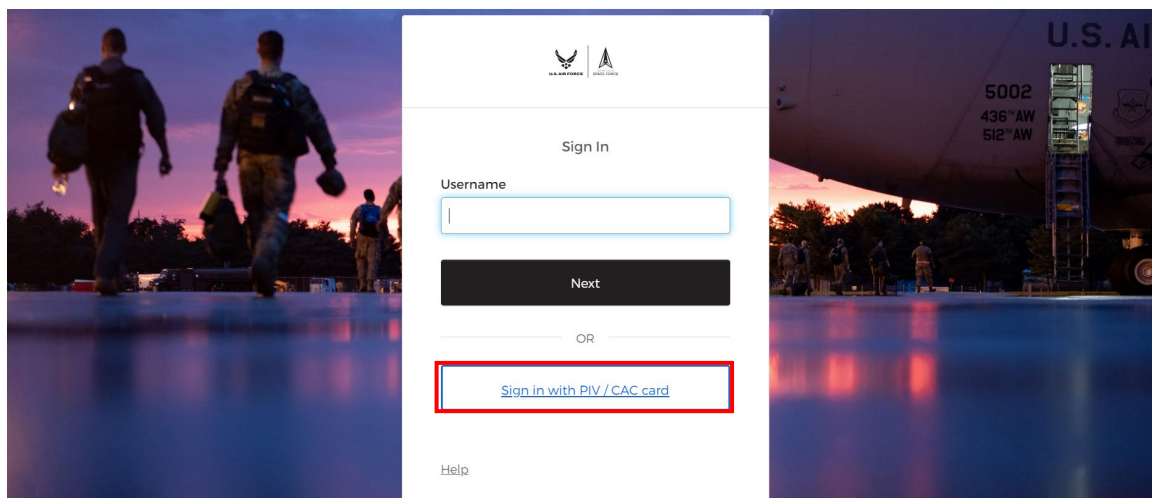
This release is for all Air Reserve Component Personnel on how to submit an Age 60 Retirement application.

User: How to Submit an Age 60 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**.



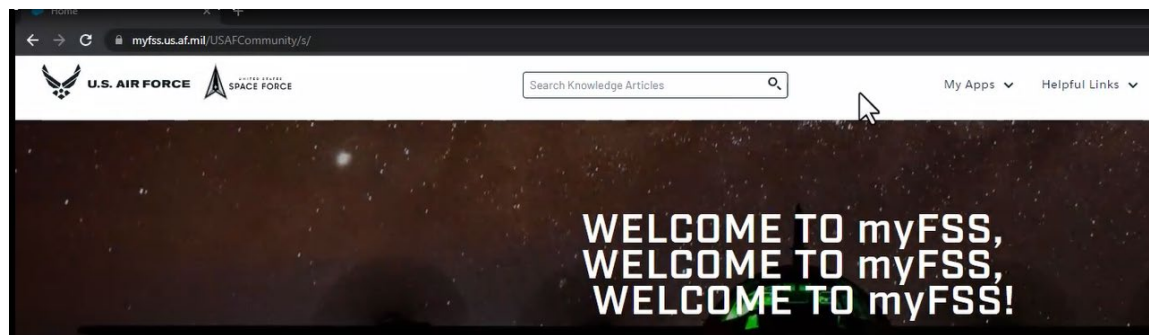
3. Read the myFSS DoD Notice and Consent and Privacy and Security Notice. Click **I Agree – Continue**.

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 bullet points detailing the terms of use, including the U.S. Government's (USG) Information System (IS) and the user's consent to the following conditions:

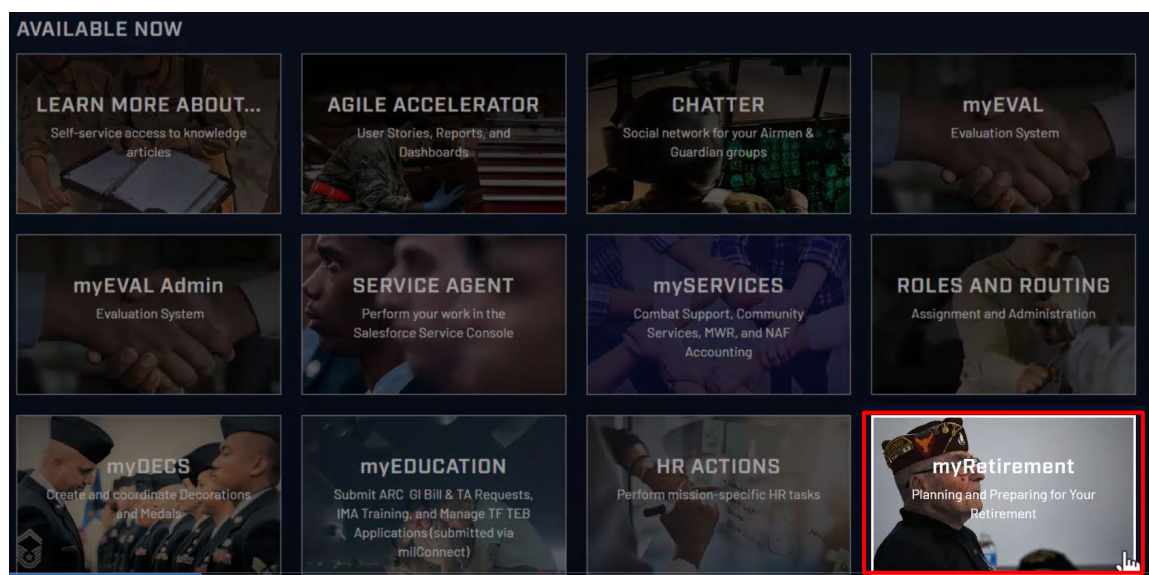
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel recruitment (PR), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PR, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See your agreement for details.

Below the notices, there is a red box containing the text "I Agree - Continue".

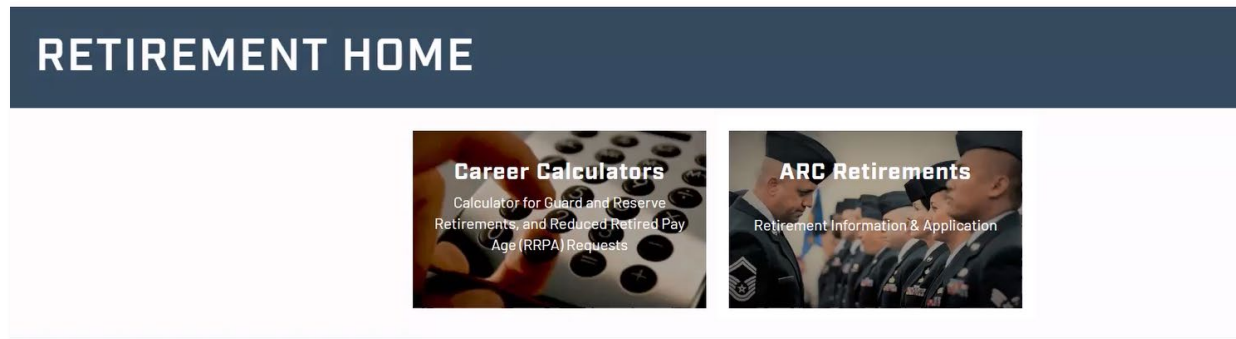
4. Following a successful navigation to the Airman Community Landing Page, scroll down to **Available Now** area and look for **myRetirement**.



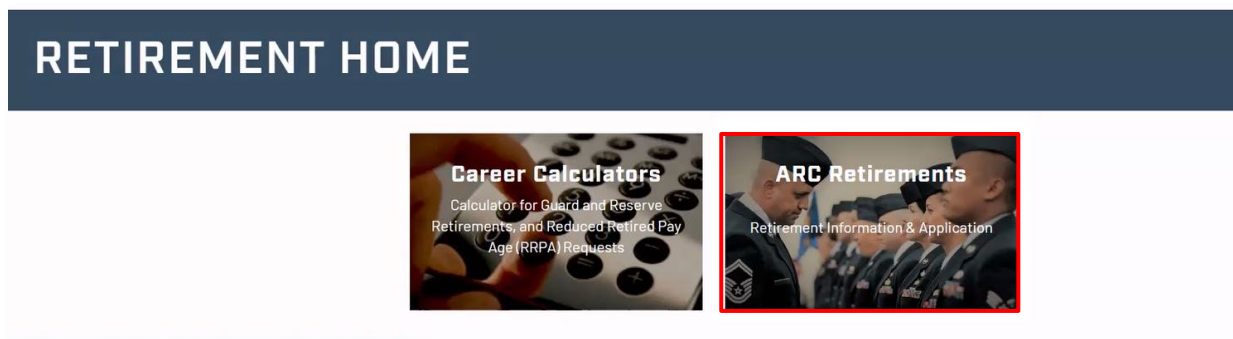
5. Click on **myRetirement** to open the Retirement Home page.



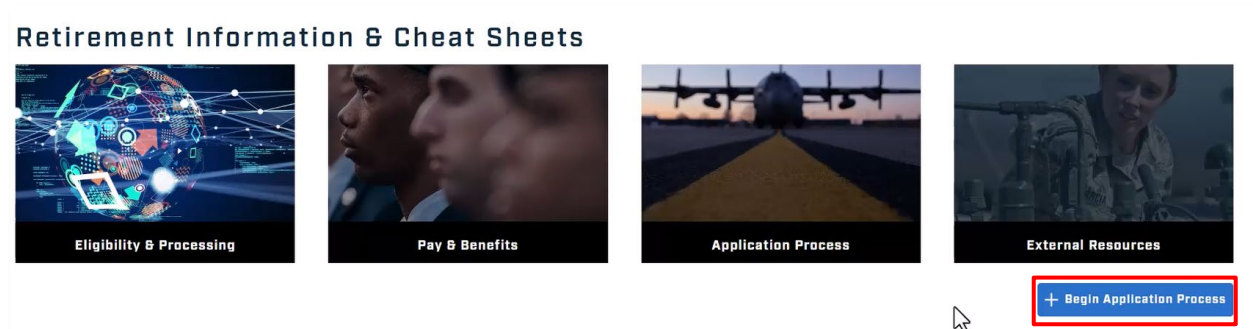
6. The **Retirement Home** page will look like this.



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**.

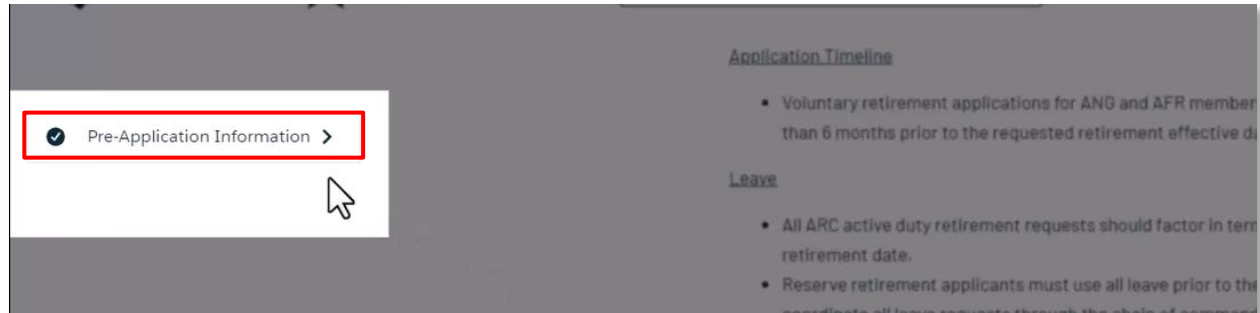


9. The **Pre-Application Information** page will come up, click the **Plus Sign** to expand.

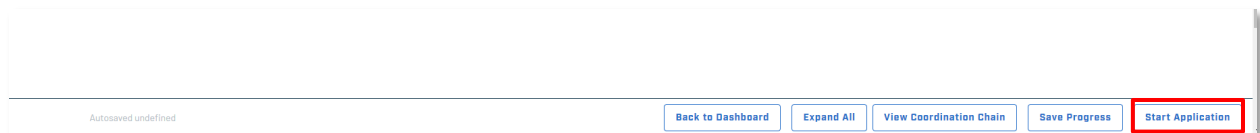
10. There will be **6 sections** that appear, expand each section by clicking on the **Right Arrow**.

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

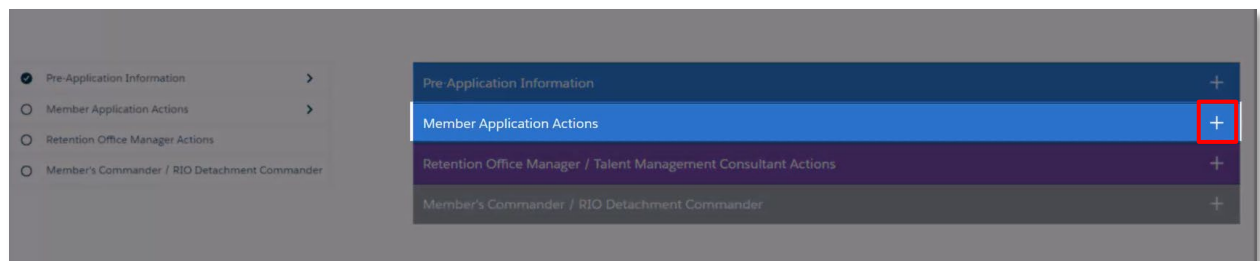
12. Once the final section is finished there will be a **Check Mark** next to Pre-Application Information.



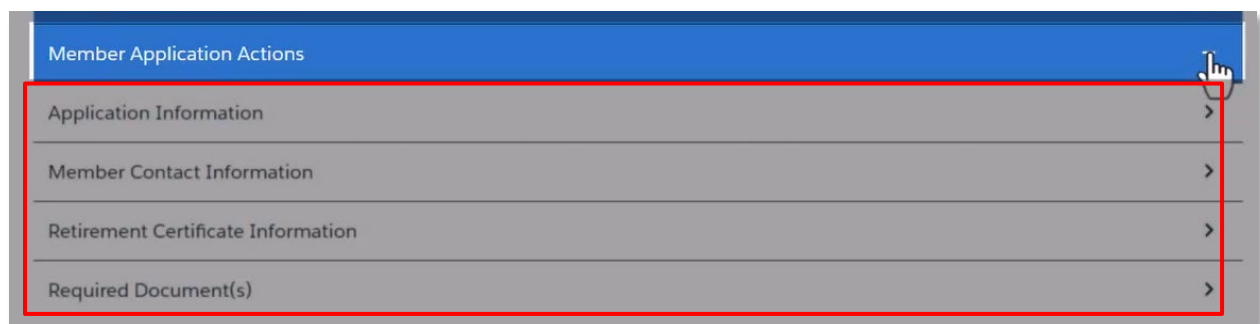
13. Look at the bottom and click **Start Application**.



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



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



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

The screenshot shows the 'Member Application Actions' form. The 'Application Information' section is expanded, indicated by a red box around the down arrow icon. Below this section, there is a instruction: 'Please choose the retirement type based on eligibility described in the Pre-Application Information section.' The 'Retirement Type' dropdown menu is open, showing options: 'Reserve Retirement', 'Active Duty Retirement (20 or more years of Federal Active Military Service)', 'RRPA (Reduced Retirement Pay Age)', and 'Age 60 Retirement'. A hand cursor is pointing at the down arrow of the dropdown menu.

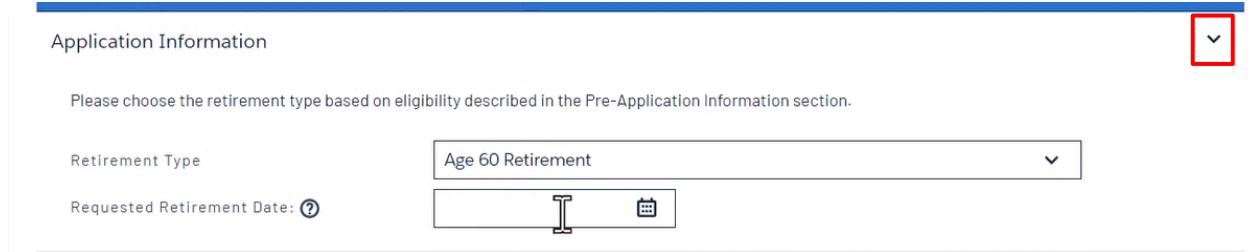
17. Click the **Down Arrow** next to **Retirement Type** and choose **Age 60 Retirement**.

The screenshot shows the 'Member Application Actions' form. The 'Application Information' section is expanded. The 'Retirement Type' dropdown menu is open, and 'Age 60 Retirement' is selected, highlighted by a red box. A hand cursor is pointing at the down arrow of the dropdown menu.

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

The screenshot shows the 'Application Information' tab. The 'Retirement Type' dropdown menu is set to 'Age 60 Retirement'. The 'Requested Retirement Date' field is visible, with a red box around the entire 'Application Information' section.

19. 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: Age 60 Retirement

Requested Retirement Date: ?

The screenshot shows the 'Application Information' tab. A red box highlights a downward-pointing arrow in the top right corner of the tab's header. Below the header, there is a dropdown menu for 'Retirement Type' set to 'Age 60 Retirement' and a date picker for 'Requested Retirement Date'.

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



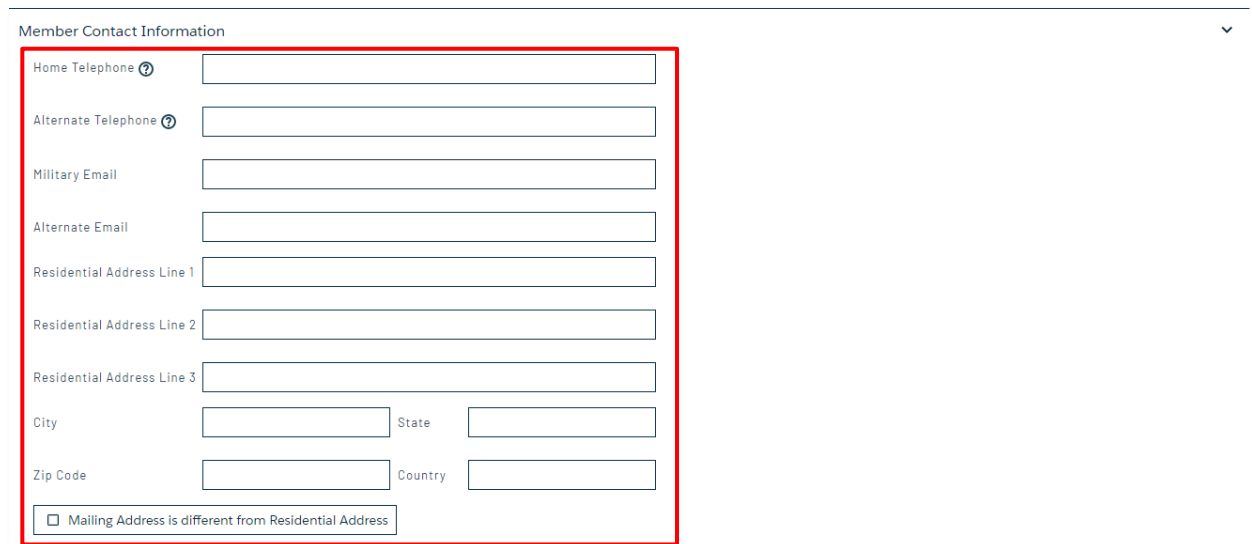
Member Contact Information

Retirement Certificate Information

Required Document(s)

The screenshot shows a list of tabs. The 'Member Contact Information' tab is selected, and a red box highlights a rightward-pointing arrow at the end of its label. A hand cursor is shown pointing at the tab. Below it are 'Retirement Certificate Information' and 'Required Document(s)' tabs, each with a rightward-pointing arrow.

21. 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

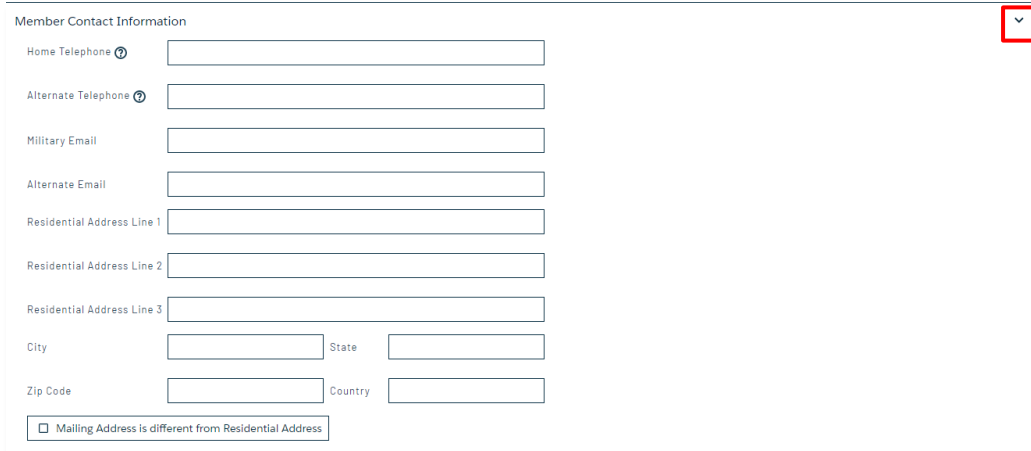
City State

Zip Code Country

☐ Mailing Address is different from Residential Address

The screenshot shows the 'Member Contact Information' tab expanded. A red box highlights the entire form area. It contains several input fields: 'Home Telephone', 'Alternate Telephone', 'Military Email', 'Alternate Email', 'Residential Address Line 1', 'Residential Address Line 2', 'Residential Address Line 3', 'City', 'State', 'Zip Code', and 'Country'. At the bottom, there is a checkbox labeled 'Mailing Address is different from Residential Address'.

22. 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

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

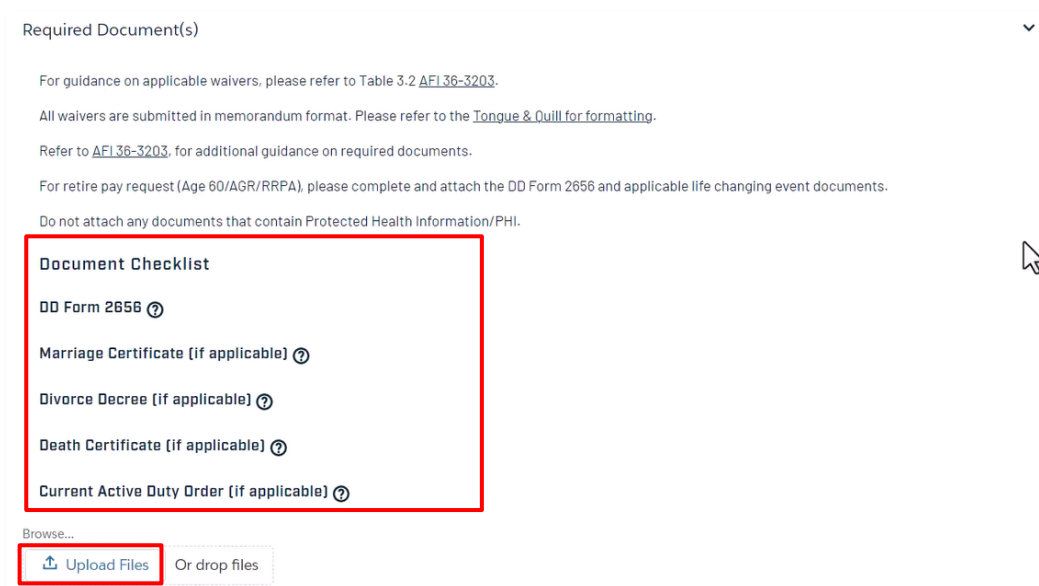


Member Contact Information >

Retirement Certificate Information >

Required Document(s) >

24. 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) ⓘ

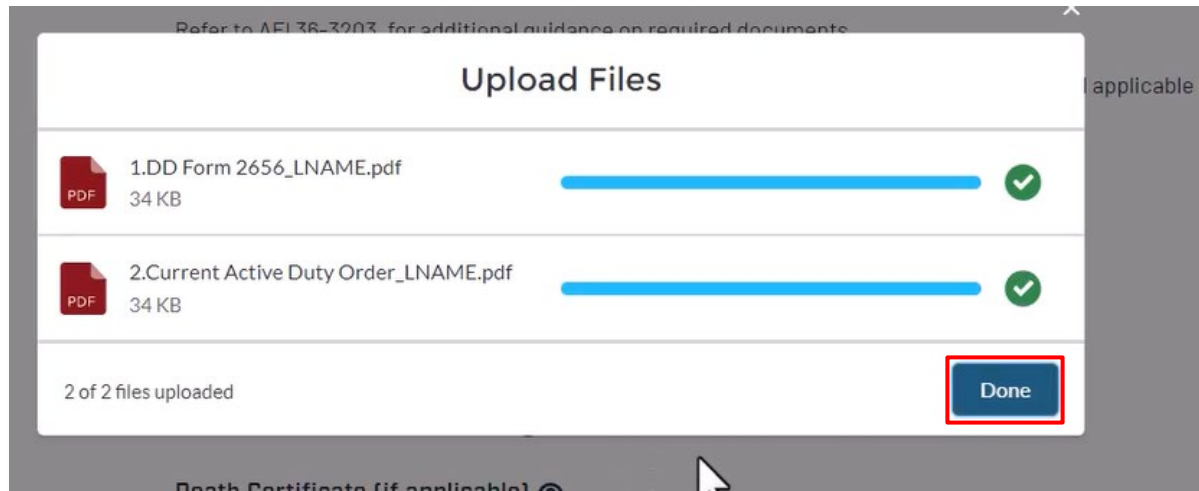
Death Certificate (if applicable) ⓘ

Current Active Duty Order (if applicable) ⓘ

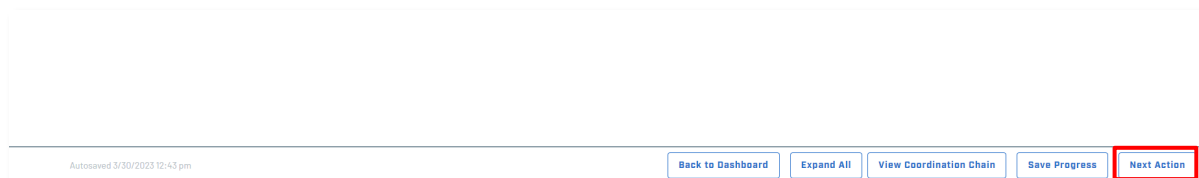
Browse...

Or drop files

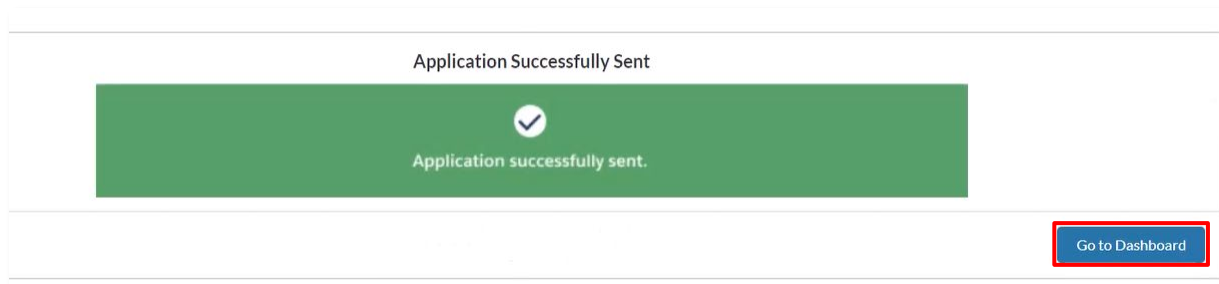
25. Once the supporting documentation have been uploaded, click **Done**.



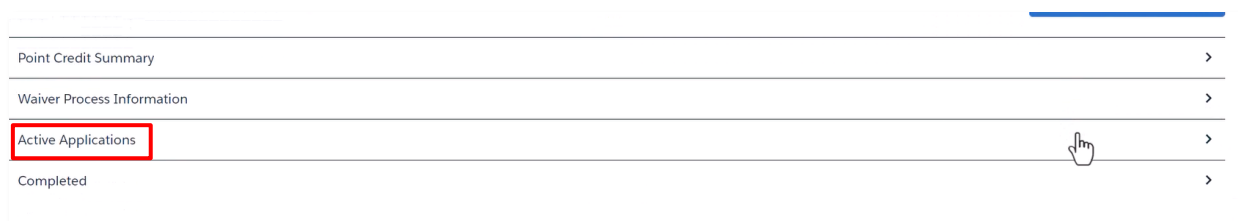
26. Click **Next Action** at the bottom of the screen.



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



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



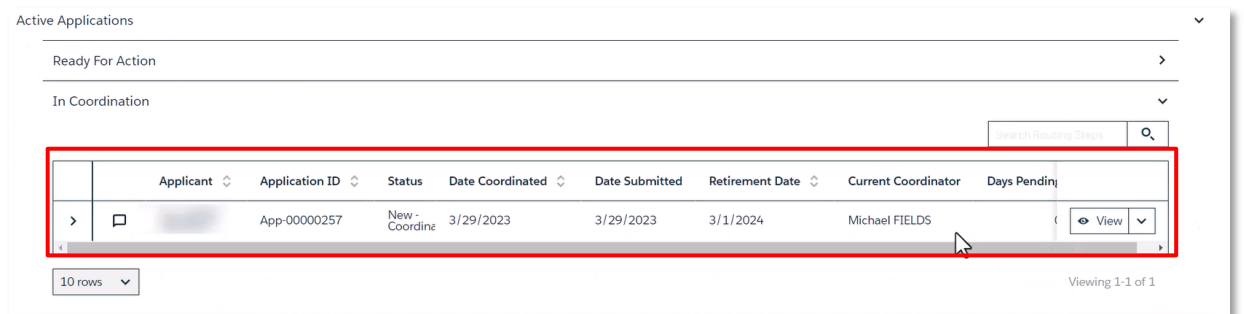
29. Click on the **Right Arrow** to expand the Active Applications.



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



31. You can view your application that was submitted.



32. From this drop-down click **Details**.



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

APPLICATION APP-00000271

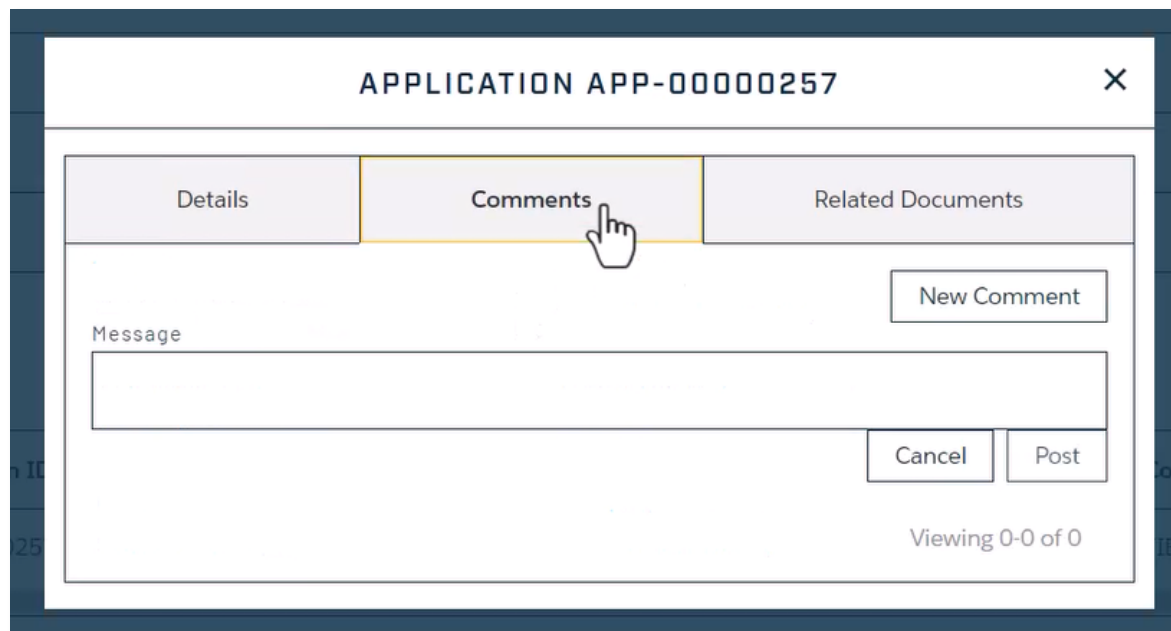
Details	Comments	Related Documents
Status New - Work in Progress Retirement Type Age 60 Retirement Retirement Requested Date 1/31/2024 Created Date 3/31/2023 12:50 pm Last Modified Date 3/31/2023 1:22 pm		

34. Click the **Comments** tab.

APPLICATION APP-00000271

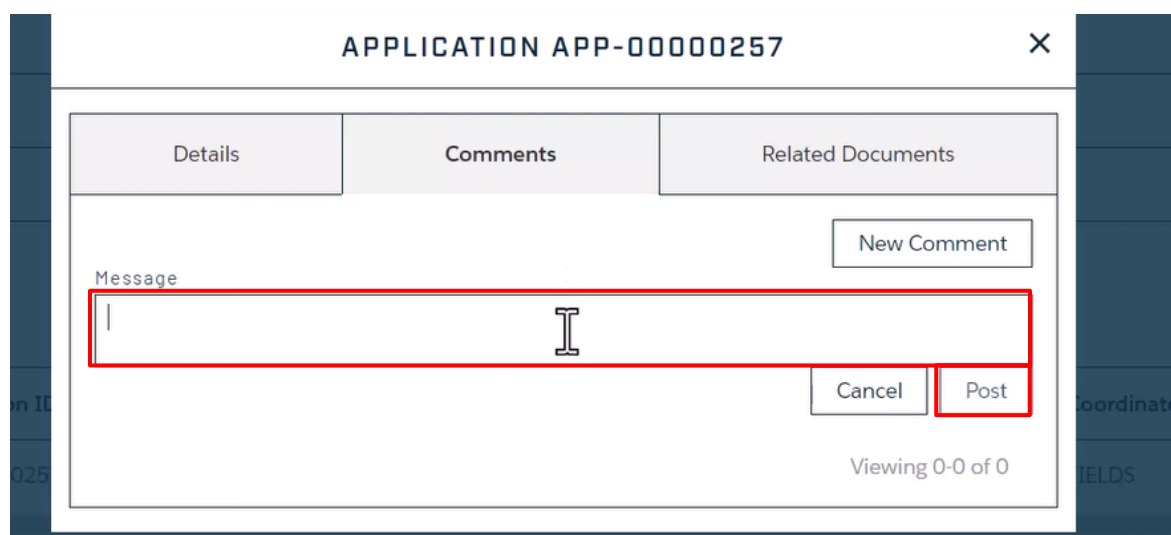
Details	Comments	Related Documents
Status New - Work in Progress Retirement Type Age 60 Retirement Retirement Requested Date 1/31/2024 Created Date 3/31/2023 12:50 pm Last Modified Date 3/31/2023 1:22 pm		

35. Emails and Comments between you and the ARPC Technicians 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'.

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



The screenshot shows the same web application window. The 'Comments' tab is still selected. The 'Message' text input field is now highlighted with a red border, and a cursor is visible inside it. The 'Post' button is also highlighted with a red border. The 'New Comment' button, 'Cancel' button, and 'Viewing 0-0 of 0' text are also visible.

37. 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'.

38. 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 and the text 'Or drop files'. Below this is a large section titled 'Documents'.

39. 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 highlighted with a red rectangle. Below this is a box titled 'Active Applications' with the text 'There are currently no active applications.'

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



41. Once everything is approved it will move over to the **Completed Tab** click the **Right Arrow** to expand.



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

