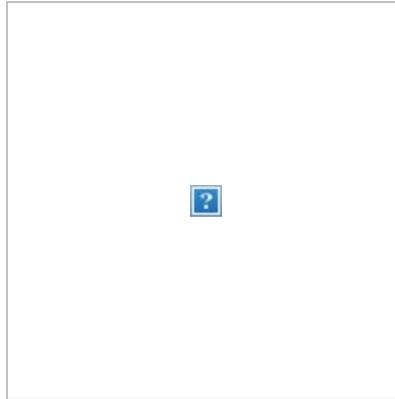


From: [myFSS No Reply](#)
To: [GALLEGO, JAIMIE D Lt Col USAF AFRC ARPC/DPAA](#)
Subject: AGR Separations Based on Retirement
Date: Friday, August 23, 2024 1:45:42 PM



As part of our ongoing efforts to enhance transparency between our organization and the field through Operation EVOLVE, we aim to address rising customer concerns and provide clear policies and pathways forward. AGR Management is continually evolving to improve communication with our field customers and to clarify our process regarding AGR members' separations by retirement.

*To begin the retirement process, follow the steps below NLT 6 months from your retirement date:

Unit AGRs – Separation by Retirement on your AGR tour end date requesting Active-Duty or Reserve Retirement.

AGR Management is **not** the point of contact for Unit AGR Separation by Retirement. An AGR Member seeking retirement may obtain the Pre-separation Worksheet through **My Applications**.

1. Log in to MyVector.
2. Select "My Applications" in your Dashboard.
3. Under the Applications Dashboard Select "ARPC AGR Assignments"
 - a. Click on the arrow pointing down to open the MENU of applications AGR Management serves.
4. Click on "AGR Management General Inquiry" and click "Apply."
 - a. On the left-hand side under "Documents" click on the arrow pointing down to open all

documents available for download.

5. Download the Pre-separations Worksheet, but **DO NOT** submit the application.
6. Complete and turn in the Pre-Separation Worksheet to your servicing Military Personnel Flight (MPF) or local Force Support Squadron (FSS).
7. Once your MPF/FSS advises you, then you can apply for retirement in myRetirement through MyFSS. “ARC Retirement” for a reserve retirement and “Active-Duty Retirement” for members with 20 years of Total Active Federal Military Service (TAFMS).

Active-Duty Retirement - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=27627>

Reserve Retirement - <https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>

Unit AGRs – Separation by Retirement before your AGR tour end date requesting Active-Duty or Reserve Retirement.

You cannot request retirement (Active Duty or Reserve) until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired retirement effective date. Follow these steps:

1. Log in to MyVector.
2. Select "My Applications" in your Dashboard.
3. Under the Applications Dashboard select "ARPC AGR Assignments"
 - a. Click on the arrow pointing down to open the MENU of applications AGR Management serves.
4. Click on “Voluntary AGR Curtailment Request” and click "Apply.”
 - a. On the left-hand side under “Documents” click on the arrow pointing down to open all documents available for download.
5. Download the Pre-separations Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
6. Complete and turn in the Pre-Separation Worksheet to your servicing Military Personnel Flight (MPF) or local Force Support Squadron (FSS).
7. Complete and coordinate your Voluntary Curtailment Worksheet.
 - a. You will route and obtain all required signatures (i.e. NAF CC, AFRC/A3, etc.).
 - b. If signatures are required for Time on Station (TOS) then AGR Management will be

responsible to obtain from ARPC routing sequence once application is submitted.

8. Upload the completed Voluntary Curtailment Worksheet in a My Applications application request to AGR Management under your Application History under the documents tab.

9. If everything is correct, AGR Management will modify your AGR Order, provide AROWS-R tracking number in the application and update your DOS in MilPDS accordingly.

10. Once your MPF/FSS advises you, then you can apply for retirement in myRetirement through MyFSS. "ARC Retirement" for a reserve retirement and "Active Duty Retirement" for members with 20 years of Total Active Federal Military Service (TAFMS).

Active-Duty Retirement - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=27627>

Reserve Retirement - <https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>

Important Note: Your retirement order will list your entitlements for leaving the AGR program. Your current AGR order will not be used for entitlements when leaving the AGR program. The DAF 100 and DD Form 214 must be completed before the retirement is confirmed in MilPDS to avoid any benefits/entitlement issues (i.e. obtaining a DD Form 214).

HQ AGRs – Separation by Retirement on your AGR tour end date requesting Active-Duty Retirement.

If Separating by Retirement on your AGR tour end date and never received an "AGR DOS 180 day Report" application from AGR Management:

1. Log in to MyVector.
2. Select "My Applications" in your Dashboard.
3. Under the Applications Dashboard Select "ARPC AGR Assignments"
 - a. Click on the arrow pointing down to open the MENU of applications AGR Management serves.
4. Click on "AGR Management General Inquiry" and click "Apply."
8. Under the "Comments / Questions:" section add a quick paragraph with details on your retirement.
 - a. Ex. (I am an AGR HQ member, and I am applying for an Active-Duty Retirement).
5. Click on Resubmit and process will be complete for the AGR Assignments Management portion.

6. You may then apply for retirement in myRetirement through MyFSS then select “Active Duty Retirement” for members with 20 years of Total Active Federal Military Service (TAFMS).

Active-Duty Retirement - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=27627>

Important Note: For Active-Duty Retirements, AFPC will complete all actions regarding MilPDS.

HQ AGRs – Separation by Retirement on your AGR tour end date requesting Reserve Retirement.

If Separating by Retirement on your AGR tour end date and never received an “AGR DOS 180 day Report” application from AGR Management:

1. Log in to MyVector.
2. Select "My Applications" in your Dashboard.
3. Under the Applications Dashboard Select "ARPC AGR Assignments”
 - a. Click on the arrow pointing down to open the MENU of applications AGR Management serves.
4. Click on "AGR Management General Inquiry" and click "Apply.”
5. In the Comments/Questions box add a statement notifying AGR Management of your retirement. Report that you are retiring with a reserve retirement and provide your retirement date. Then click on “Submit Form”.
6. AGR Management will then provide a message to the member under the application on how the member applies for their DAF 100.
7. Log in to MyFSS.
8. Type "3079" in the search bar then select “Separation Orders” to request your DAF 100 (separation order) from HQ AFPC.
9. Select "Create Request" and follow the prompts in MyFSS. Upload your completed Pre-Separation worksheet in your Article 3079 request. Your Terminal Leave Date will be your curtailment DOS. **DO NOT ACCESS vMPF for any actions.**
 - a. Be detailed in your request, stating that you are a HQ AGR separating from the AGR program.
10. HQ AFPC will keep you informed of the status via email. Once you have your completed DAF 100, upload it to your My Application History draft application and submit to AGR

Management to complete your MilPDS actions.

11. Member will then have to apply in myRetirement through MyFSS, then select ARC Retirement.

ARC Retirement Dashboard - <https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>

HQ AGRs – Separation by Retirement before your AGR tour end date requesting Active-Duty Retirement.

You cannot request for an Active-Duty Retirement until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired retirement effective date. Follow these steps:

1. Log in to MyVector.
2. Select "My Applications" in your Dashboard.
3. Under the Applications Dashboard “ Select "ARPC AGR Assignments”
 - a. Click on the arrow pointing down to open the MENU of applications AGR Management serves.
4. Click on “Voluntary AGR Curtailment Request” and click "Apply.”
 - a. On the left-hand side under “Documents” click on the arrow pointing down to open all documents available for download.
5. Download the Voluntary Curtailment Worksheet from the Documents drop-down menu.
6. Complete and coordinate your Voluntary Curtailment Worksheet.
 - a. You will route and obtain all required signatures (i.e. NAF CC, AFRC/A3, etc.).
 - b. If signatures are required for Time on Station (TOS) then AGR Management will be responsible to obtain from ARPC routing sequence once application is submitted.
7. Upload the completed Voluntary Curtailment Worksheet in a My Applications application request to AGR Management under your Application History under the documents tab.
8. If everything is correct, AGR Management will modify your AGR Order, provide AROWS-R tracking number in the application and update your DOS in MilPDS accordingly.
9. You may then apply for retirement in myRetirement though MyFSS then select “Active Duty Retirement” for members with 20 years of Total Active Federal Military Service (TAFMS).

Active-Duty Retirement - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=27627>

HQ AGRs – Separation by Retirement before your AGR tour end date requesting Reserve Retirement.

You cannot request for a Reserve Retirement until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired retirement effective date. Follow these steps:

1. Log in to MyVector.
2. Select "My Applications" in your Dashboard.
3. Under the Applications Dashboard “ Select "ARPC AGR Assignments”
 - a. Click on the arrow pointing down to open the MENU of applications AGR Management serves.
4. Click on “Voluntary AGR Curtailment Request” and click "Apply.”
 - a. On the left-hand side under “Documents” click on the arrow pointing down to open all documents available for download.
5. Download the Pre-separations Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
6. Complete and coordinate your Voluntary Curtailment Worksheet.
 - b. You will route and obtain all required signatures (i.e. NAF CC, AFRC/A3, etc.).
 - c. If signatures are required for Time on Station (TOS) then AGR Management will be responsible to obtain from ARPC routing sequence once application is submitted.
7. Upload the completed Voluntary Curtailment Worksheet in a My Applications application request to AGR Management under your Application History under the documents tab.
8. If everything is correct, AGR Management will modify your AGR Order, provide AROWS-R tracking number in the application and update your DOS in MilPDS accordingly.
9. Log in to MyFSS.
10. Type "3079" in the search bar then select “Separation Orders” to request your DAF 100 (separation order) from HQ AFPC.
11. Select "Create Request" and follow the prompts in MyFSS. Upload your completed Pre-Separation worksheet in your Article 3079 request. Your Terminal Leave Date will be your curtailment DOS. **DO NOT ACCESS vMPF for any actions.**
 - a. Be detailed in your request, stating that you are a HQ AGR separating from the AGR program.

12. HQ AFPC will keep you informed of the status via email. Once you have your completed DAF 100, upload it to your My Application History draft application and submit to AGR Assignments Management to complete your MilPDS actions.

13. Member will then have to apply in myRetirement through MyFSS, then select “ARC Retirement”.

ARC Retirement Dashboard - <https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>

Important Notes:

Your **retirement order** will outline the entitlements you receive upon leaving the AGR program. Your **current AGR order** will **not** be used for entitlements during your transition out of the AGR program.

HQ members applying for a Reserve retirement require completion of a DAF 100 and DD Form 214 before your separation is confirmed in **MILPDS**. This step ensures there are no issues with benefits or entitlements (such as obtaining a DD Form 214).

Active-duty retirements DO NOT require DAF 100.

Failure to provide this information to AGR Management will result in a delay with processing appropriate actions to complete your retirement.

Friendly reminded please check your service points before you submit for retirement.

Thank you,

Chief, Assignments Division

