

**DTI Notice:** 230301-01

**Topic:** Service Verification/DD Form 214 Systems Transition

**Applicable to:** Air National Guard and Air Force Reserve Airmen

**BLUF:** Service Verification/DD Form 214 Requests are **now available** on myFSS. Incidents already submitted within myPers will continue to be processed in myPers.

Effective **immediately**, members may utilize myFSS to submit a Reserve Service Verification / DD Form 214 request. However, starting **10 March 2023**, all requests must be submitted in myFSS. Due to the myPers sunset, any applications submitted in myPers after 10 March 2023 will need to be returned to the member to submit through myFSS. In an effort to reduce processing times during the 10-day transition, members should not submit duplicate requests (i.e. one in myPers and one in myFSS).

To submit a request, navigate to the [myFSS landing page](#) and enter the title of the Knowledge Article into the Knowledge Article search bar located at the top of the page.

- [AFR/ANG Reserve Service Verification Information](#)
- [AFR/ANG General Information about the DD Form 214](#)

Review the Knowledge Article and select the “Create a Request” button at the bottom of the page to initiate a request.

End user guides are located under “Helpful Links” at the top of the myFSS landing page at [“myFSS Training Library”](#).

During this transition, members may experience a slight delay in processing of case inquiries. Please take into consideration the potential delays when requesting corrections that may affect their promotion, development, or benefits.

As we continue to implement digital transformation initiatives, additional information will be provided to the field. As always, please direct members needing immediate assistance to the Total Force Service Center, at 1-800-525-0102. Wing Commanders, FSS Commanders and Superintendents should contact the FSSE Line with urgent issues.