

DTI Notice: 230301-02

Topic: Air Force Reserve Separations System Transition

Applicable to: Air Force Reserve Airmen

BLUF: Reserve Separations Requests are now live on myFSS. Incidents already submitted within myPers will continue to be processed in myPers.

Starting 1 March 2023, members may utilize myFSS to submit a Reserve Separations request. However, starting **10 March 2023**, all requests must be submitted through myFSS. Due to the myPers sunset, applications will not be able to be accepted in myPers after 10 March 2023. In an effort to reduce processing times during this transition period, 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 Separations Information](#)

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 actions that may affect a member’s transition 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.