

DTI Notice: 230315-01

Topic: ARC Retirement Application Routing within myFSS

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

BLUF: Retirement applications are transitioning from vPC to myFSS no later than 1 May 2023. As part of this change, individual account routing will be utilized in the new application rather than roles currently used in vPC.

The new myFSS retirement application is in development to simplify routing and will not include a role-based routing option on the new platform. To begin a retirement application, routing is initiated by the service member requesting retirement. Once the application is completed by the member, the member will begin routing by inserting the email address of the next individual in the routing process established by each unit/state.

HQ ARPC has been delegated approval authority on all retirement applications for Air Force Reserve and Air National Guard members. When routing the retirement application to HQ ARPC for approval, AFI 36-3203 states a member's commander must provide an approval/disapproval recommendation. HQ ARPC is leaving the commander recommendation level up to the field. Each unit/state should establish a routing policy and identify the level of command that will provide the mandatory retirement application recommendation.

Additionally, in order to assist members and commanders, the coordination must go through the ANG Retention Office Manager (ROM) or the AFR Talent Management Consultant (TMC, formally Career Assistance Advisor) prior to the commander's recommendation. The ROM/TMC will in turn forward the application directly to the commander identified by the unit/state for approval.

Applications submitted in vPC by members from now until go-live will continue to follow current approval processes and roles for routing within vPC. However, if an application is not received at ARPC by 13 April 2023, the member will have to submit a new application in myFSS. We expect to be able to process active applications in myFSS and discontinue using the vPC and myPers on 14 April 2023.

References:

- [AFI 36-3203](#)
- [DODI 1341.13, para 2.5g](#)

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.

DTI Notice: 230315-02

Topic: Career Intermission Program (CIP)

Applicable to: Total Force

BLUF: The Career Intermission Program (CIP) will move from the myPers platform to myFSS on 22 March 2023.

CIP is a Total Force program that allows Airmen and Guardians the opportunity for a one-time, temporary transition from active duty to the Individual Ready Reserve (IRR) to meet personal or professional needs outside the service while providing a mechanism for a seamless return to active duty. CIP will be moving from the myPers platform to myFSS on 22 March 2023. Applications for CY23 Cycle A will be accepted from 1 April 2023 to 12 May 2023. Information about additional application cycles, eligibility criteria, and application procedures may be found on myFSS on 22 March 2023.

For more information about this program, members can reach out to Ms. Diana Pena, AFPC/DP3DA at DSN: 665-3568, Comm: (210) 565-3568 or email: diana.pena.3@us.af.mil.

As we continue to implement digital transformation initiatives, additional information will be provided to the field.

DTI Notice: 230315-03

Topic: Reserve Services Program - Service Dates

Applicable to: Air National Guard and Air Force Reserve Airmen

BLUF: The Reserve Services Program - Service Dates processes will transition from myPers to myFSS on 23 March 2023.

The knowledge article will also be live on myFSS at that time. We will provide additional information to the FSSs when the platform goes live.

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.

DTI Notice: 23031-04

Topic: Pre-Trained Individual Manpower (PIM) Readiness

Applicable to: Air Force Reserve Airmen

BLUF: PIM Readiness will transition from myPers to myFSS on 23 March 2023.

Muster and Individual Ready Reserve knowledge articles will also be live on myFSS at that time. We will provide additional information to the FSSs when the platform goes live.

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. FSS Commanders and Superintendents should contact the FSSE Line with urgent issues.

DTI Notice: 230315-05

Topic: Now LIVE on myFSS!

Applicable to: Air National Guard and Air Force Reserve Airmen

BLUF: Reserve Separations, Points Management Corrections, Service Verification and 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 Reserve Separations, Points Management Corrections, Service Verification and DD Form 214 Requests. Due to the myPers sunset, we are no longer able to accept applications in myPers. 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](#)
- [AFR/ANG General Point Credit Information](#)
- [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.

For detailed step by step instructions, end user guides are located under “Helpful Links” at the top of the myFSS landing page at “[myFSS Training Library](#)”.

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.