

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.