

DTI Notice: 230419-01

Topic: Military Records Retrieval Transition

Impact: Retired and Separated Air Force members

BLUF: The Military Records Retrieval function is now available on myFSS. Incidents already submitted within myPers will continue to be processed in myPers.

Effective immediately, Retired and Separated Air Force members should utilize myFSS to submit Military Records Retrieval requests. Incidents submitted through myPers will no longer be accepted and will need to be submitted through myFSS. Previous incidents within myPers will be processed. Please do not submit a duplicate request through myFSS.

To submit a new request in myFSS, 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 Military Records Retrieval

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 ensure they consider these potential delays when requesting records 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.

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