

Frontline Notice: 231220-02

Topic: HQ ARPC Retirements Certificates Unavailable

Applicable to: Air National Guard and Air Force Reserve Airmen

BLUF: Following the appointment of the Chief of Staff of the Air Force (CSAF), the DD Form 363AF, *Certificate of Retirement*, and AF Form 1344, *Certificate of Appreciation for Spouse of Retiring Member*, must be updated, and the previous versions are now obsolete.

HQ ARPC is not able to send any retirement artifacts until the authorized AF Forms are available. The Air Force Departmental Publishing Office currently does not have a date for the new forms to be available.

Historically, it can take several months for the new certificates to be published and distributed. We will resume sending retirement artifact packages as soon as we receive authorized certificates. Mock certificate templates are available on myFSS to be printed and must be prepared at the unit level. They are only authorized for photographic purposes during official ceremonies.

If a member's address changes prior to receiving their certificates, we request the updated mailing address be provided by the member via myFSS.

For additional information on these guidelines please refer to: DAFI 36-3203, *Service Retirements*, paragraphs 7.2.3 and 7.3.3 and the Retirements Personnel Services Delivery Guide, Volume 1, Section M-1.

As always, please direct members needing immediate assistance to the Total Force Service Center, at 1-800-525-0102.