

DTI Notice: 230407-03

Topic: Air Force Reserve Separations Systems Transition

Applicable to: Air Force Reserve Airmen

BLUF: Reserve Separations Requests are now available on myFSS.

Effective immediately, Air Force Reserve members must utilize myFSS to submit Reserve Separations Requests. Incidents submitted through myPers will no longer be accepted and will need to be submitted through 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”.

<https://afbpap.my.salesforce.com/sfc/p/#t0000000LB5w/a/t00000008OJ8/tjqyW.eQC5yJ1B412NSJxeCWohnMv9qo8wd1p7rA1yU>

During this transition, members may experience a slight delay in processing of case inquiries. Please ensure they consider these potential delays when requesting corrections 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.