

RETIREMENTS Frequently Asked Questions

Q: How does a service member obtain a reissue of their 20 year letter?

A: To retrieve a copy of the 20 Year Letter, the service member can log into the vPC Dashboard through myPers - <https://mypers.af.mil/>, and clicking on [Access the vPC Dashboard](#). Once in the Dashboard, click on the 'Action Requests' tab, and then click on the 'Request a 20 Year Letter (Reissue)' link. The 20 Year Letter will be available to the service member approximately 120 days after the close out of the Retention/Retirement (R/R) year and completion of their 20 years of satisfactory service.

Q: How should a service member apply for retirement pay on their retirement eligibility date (ex. Age 60 or Reduced Retired Pay Age Date)

A: Service members must apply approximately 2-3 months prior to the retirement pay eligibility date by logging into the vPC Dashboard through myPers - <https://mypers.af.mil/>, and clicking on [Access the vPC Dashboard](#). Click on the "Action Requests" tab. Under 'Retirements (Overview)' click on "Apply for Retirement (Reserve, AGR, Mandatory, or Pay at Age 60)". The service member will be prompted to read and initial Retirement Knowledge. Select the Retirement Type prior to completing the application. Service members will be prompted to enter contact information and upload the required pay documents (DD Form 2656) and any additional documents if needed.

Q: How does a service member apply for a Reduced Retired Pay Age (RRPA) Date?

A: Service members must apply by logging into myPers - <https://mypers.af.mil/>, and clicking on [Access the vPC Dashboard](#). Click on the "Action Requests" tab. Under 'Retirements (Overview)' click on Reduced Retired Pay Age Application. AF Reserve members DO NOT need to attach activation orders, but merely save/submit (HQ ARPC/DPTTR has access to retrieve your orders in AROWS-R). Currently, ANG members will need to submit orders for periods of "potentially qualifying" service within the RRPA application.

Q: How does a service member verify their retirement pay application has been received by HQ ARPC/DPTTR (Retirement Branch)?

A: Service members can check the progress of their retirement pay application by logging into myPers - <https://mypers.af.mil/>, and clicking on [Access the vPC Dashboard](#). Click on the "Worklist" tab and following instructions below:

- View:** Submitted by me
- Type:** Retirement
- Status:** May be open or closed
- Start Date:** Update year to prior year (ex. 2009)
- End Date:** Current Date
- Click on the highlighted **Refresh** button
- Click on the entry returned
- You will see status of your application; who the application is assigned too, if your application has been approved and when your orders are ready.
- There is a detailed **Summary Report** available in the lower right-hand corner

Q: What are the requirements to be eligible to apply for transfer to the retired reserve?

A: A service member can apply for transfer to the Retired Reserve, once the service member completes 20 years of satisfactory service. A satisfactory service year is defined by earning at least 50 retirement points, including membership points, for each full retention/retirement year. If it is determined that the service member is not physically fit for duty, the service member can transfer to the Retired Reserve with at least 15 but less than 20 years of satisfactory service if recommended by medical board. In addition, time in grade requirements must be met.

Q: How can a service member retire on a partial year?

A: Retirements technicians can verify if a service member has enough points in the partial year to credit the member with a good partial satisfactory service year in accordance with DODI 1215.07. In the near future, the service member will be able to utilize a partial year calculator to calculate points and service to qualify for partial year credit.

Q: If a service member previously held a higher grade than their current grade, what grade will determine retired pay?

A: Normally the service member's retired pay will be computed based on the higher grade. If the service member took a voluntary demotion, HQ APRC has the authority to authorize the retired pay to be calculated in the higher grade. However, if the service member was demoted for cause, then all information pertinent to the demotion must be forwarded to the Secretary of the Air Force for a grade determination.

Q: How many points does a service member have and what will be their estimated pay at age 60 or their Reduced Retired Pay Age Date?

A: We recommend the service member log into myPers - <https://mypers.af.mil/>, and clicking on [Access the vPC Dashboard](#). Click on the Action Request tab. Under **Retirements** menu, click on "Reserve Retired Pay Calculator". The retirement points and estimated pay will appear under "Your Current Information". Second way is under **My Official Military Personnel Record** menu and click on "Request a Mortgage Letter". The retirement points and estimated pay will appear on the letter.

Q: How does a service member complete the DD Form 2656?

A: Use the detailed instructions on the last 3 pages of the DD Form 2656. If the service member has additional questions, the service member should contact their servicing FSS/CSS or the Total Force Service Center at 1-800-525-0102.

Information current as of 21 Jun 2019