

## I Would Like To...

- Air Force Reserve Individual Reservist Program
- HQ AFRC/A1 Messages
- Reserve Job Opportunities (TR, AGR, ART, IMA, PIRR and Civilian)
- HCM 2.0 Toolbox
- **Access the vPC Dashboard**
- View My Records [PRDA]
- View My Current Retirement Points
- Access to AGR Program Information and Vacancies
- Calculate my Reserve Retired Pay
- Update My DEERS Information
- Access Secure Apps (vMPF, PRDA) - CAC Only
- Medical Continuation
- Access AROWS-R
- Request a VA Home Loan Letter
- View my Notification of Eligibility for Retired pay/Reserve Component Survivor Benefit Plan Election
- Access Reserve Reduced Retired Pay Age

» **View More**

- Log into myPers Customer Portal (web site).
- Click the Access the vPC Dashboard under the I Would Like To...banner

# Dashboard

Role Filter  [Role Filter Help](#)

[myPers Home Page](#)

- Overview
- Worklist
- Action Requests**
- Reports
- My Roles / Delegations
- Roles Administration

[Overview Help](#)

## To Do List

Displays the number of requests by type that are pending your review and action.

Send me a daily email when I have pending coordination actions

## Messages

Displays the number of unread messages you have by message type.

### Total Pending Requests

0

Awards and Decorations

0

Non-Paid Points (Guard)

0

DD214 Correction (DD215)

0

Retirements (Guard and Reserve)

0

Evaluations

0

Separations (Guard)

0

Airman Development Plans (Guard and Reserve)

0

AGR Review Board

0

Reserve Developmental Education Designation Board (RDEDB)

0

Reserve School Selection Board (RSSB)

0

### Total Unread Messages

0

Personal

0

Role Assignment

0

Delegation

0

Action Request

0

## Messages

Displays your news bulletins.

Date	Expires	Subject
------	---------	---------

Displays your messages and allows you to send new messages.

Received  Sent

[New Message](#)

[Reply](#)

[Print](#)

[Delete](#)

[Mark as Unread](#)

0 entries returned - 0 entries matched

[Refresh](#)

Date	Status	From	Subject
------	--------	------	---------

From

Subject

Message

Once in the vPC Dashboard, click on the Action Requests tab

[Documents I've Requested](#)

[Track Previous Support Requests](#)

Need further assistance with a request not listed on this page?

[Create a New Support Request](#)

**My Records (updates and corrections)**

- [Request Personal Data Updates](#)
  - [Update Civilian Employment Information \(CEI\)](#)
  - [Update DEERS Information](#)
  - [Request Duty History Changes or Corrections](#)
  - [Update Missing Awards and Decorations Order History](#)
  - [Request Military Service Date Changes and/or Corrections](#)
  - [Request Retirement Points Corrections](#)
  - [Review your Electronic Officer Selection Record \(eOSR\)](#)
  - [Request Correction to my DD Form 214](#)
- My Official Military Personnel Record (view/request copy)**
- [View and Print Documents Online \(.mil domain required\)](#)
  - [View Current Retirement Points](#)
  - [Request a copy of your Performance Report](#)
  - [Request a 20 Year Letter \(reissue\)](#)
  - [Request a Mortgage Letter](#)
  - [Request a Reduced Retired Pay Eligibility Date](#)
  - [Request a VA Home Loan Letter](#)
  - [Request a copy of your Federal Award or Decoration](#)
  - [Request a list of your current Federal Awards and Decorations](#)
  - [Request your DD Form 214, Certificate of Release or Discharge](#)
  - [Request Other Documents \(Select to view types and descriptions\)](#)
  - [Request a copy of your DD Form 215 \(DD Form 214 Correction\)](#)

- [Request a copy of your NGB Form 22a \(NGB Form 22 Correction\)](#)
- [Request a copy of your State/Territory Awards and Decorations](#)
- [Request your NGB Form 22, Record of Separation and Service](#)

**Information Links**

- [Air Force Board for Correction of Military Records Guidance](#)
- [Total Force U.S. Citizenship Guidance](#)
- [TRICARE Reserve Select Information](#)

**Evaluations (Overview)**

- [MPS, CSS, or NGB/HR Initiate Officer or Enlisted Performance Report](#)
- [Appeal an Evaluation](#)
- [Request a Shell on a Member](#)
- [Submit a Letter of Evaluation \(AF Form 77\)](#)
- [Submit an Education/Training Report \(AF Form 475\)](#)

**Officer Promotions (Overview)**

- [Submit a Letter to the Promotion Board \(Officer\)](#)
- [Submit a Board Certification \(Officers\)](#)
- [Request a post-Board Counseling \(Officer\)](#)
- [Promotion Calculator](#)

**Federal Awards and Decorations (Overview)**

- [Nominate a Member for MSM, AFCEM, AFAM, AAM](#)
- [Submit a Military Outstanding Volunteer Service Medal \(MOVSM\)](#)
- [Combat Readiness Medal Certification](#)
- [Amend or Revoke a Federal Award or Decoration](#)
- [Deny Air Reserve Forces Meritorious Service Medal \(ARFMSM\)](#)

**Retirements (Overview)**

- [Apply for Retirement \(Reserve, AGR, Mandatory, Pay at Age 60\)](#)
- [Notification of Eligibility for Retired Pay/RCSBP Package](#)
- [Partial Year Calculator](#)
- [Request information on my current RCSBP Election](#)
- [Request Assistance on Retired Pay Issues](#)
- [Guard Retired Pay Calculator](#)
- [RCSBP Calculator](#)
- [Reduced Retired Pay Age](#)

**Retirement Points (Overview)**

- [Request to Perform Duty for Points Only - Non-Pay](#)

**Separations (Overview)**

- [Request a Voluntary Separation, Discharge, or Resignation](#)
- [MPS/JFHQ submit ANG Unique/Involuntary to TFSC](#)

**Force Development**

- [Guard Officer Development Plan \(ANG-ODP\)](#)

**FSS/JFHQ POC Listing**

- [Access, Update, Delete, Edit POC Listings](#)

Under the Retirements menu, click the “Apply for Retirement” hyperlink

## Section 1 - Mandatory Separation Date/High Year Tenure Date

- If you have received a letter from HQ ARPC advising that you will be automatically transferred to the Retired Reserve on your mandatory separation date (MSD) or high year tenure date (HYT); you do not need to apply for retirement unless you wish to request an earlier date. If your retirement effective date is the same as your MSD or HYT, please [click here](#) to provide information for your retirement ceremony and certificate.

## Section 2 - Retirement Introduction/Pre Application Checklist

There are two basic retirement categories for Air Force Reserve and Air National Guard personnel:

### Reserve Retirement:

- You are eligible for Assignment or Transfer to the Retired Reserve if you have 20 satisfactory years of service. Reference AFI 36-3203, Service Retirements and [AFI 36-3209](#), Separation and Retirement Procedures for Air National Guard and Reserve Personnel Members. If you are uncertain whether you have received your letter or do not have a copy you may submit a request on line using the vPC-GR application at <https://gum.cx.usd.oraclecloud/app/processes/form/fn/vdb>.
- Please safeguard the 20 Year Letter. In addition to protecting your retired pay entitlement, it is required as proof of eligibility for space available travel on military aircraft IAW DoD Regulation 4515.13-R, Air Transportation Eligibility.
- You may submit a request on line using the vPC-GR application at <https://gum.cx.usd.oraclecloud/app/processes/form/fn/vdb> to verify total number of retirement points to determine your basic eligibility or the vMPF under "Self-Service Actions." In vMPF, click on "Personal Data", then "ANG/USAFR Point Credit Summary Inquiry" (PCARS) and "Point Summary" which will provide you with your total "Satisfactory Service" and then click on "Service History" and at the bottom of the "Retire" column this will provide your "Total Retired Points".
- One more item you may want to check before deciding on your date is to review our "Entitlements" information concerning the Reserve Component Survivor Benefit Program and the retirement pay calculator. You can access this information at <https://gum.cx.usd.oraclecloud/app/processes/form/fn/rpc>.
- To determine your retired pay you must have your "Total Retired Points" (Outlined above) and your "Years of Service" directly from your Leave and Earning Statement (LES). This includes members who prefer to be discharged under the provision of [AFI 36-3208](#), Administrative Separation of Airmen (regular Airman requesting appointment as a Reserve Officer for retirement under Title 10).

### Active Duty Military Retirement

- To be eligible for an active duty military retirement, members must have accumulated 20 years of Total Active Federal Military Service (TAFMS). If members are officers and they wish to retire in their officer grade, they must also have 10 years of commissioned service. See [AFI 36-3203](#), Service Retirements and AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Reserve Personnel Members.
- To verify your TAFMS, you may submit a "My Request" using our vPC-GR self-service application at <https://gum.cx.usd.oraclecloud/app/ask> or calculate it yourself by using the vMPF under "Self-Service Actions." In vMPF, click on "Personal Data", then "Record Review/Update", then click on "Service", on the first line you should find your Total Active Federal Military Service Date (TAFMSD). Use your projected retirement date and subtract it from your TAFMSD. To determine your retirement pay and Survivor Benefit Pay (SBP) you can do this by using the following website: <https://w20.afpc.randolph.af.mil/retsepcalcnet35/RetirementCalculator.aspx>. If you do not know your 1405 date, you can contact the Total Force Service Center - Denver (TFSC) [TFSC@mailds01.csd.disa.mil](mailto:TFSC@mailds01.csd.disa.mil) or toll-free 1-800-525-0102
- If you apply for an active duty retirement, you must also fill out a [DD Form 2656](#) for pay purposes and attach with your retirement application. You must complete Section II of the DD Form 2656. \*\*Based on previous occurrences of improperly filled out forms, please follow the directions within the "Instructions" link above for filling out the DD Form 2656 and make sure to upload the form into the attachment field within the application.
- Note: Section XI Survivor Benefit Plan Spouse Concurrence - 10 U.S.C. Section 1448, requires that an otherwise eligible spouse concur if the member declines to elect SBP coverage, elects less than full coverage or elects child coverage only (see page 2 of the DD Form 2656 instructions).

Initial Here:

I understand and acknowledge the Information in Section 2

Continue

There is new information in the application to assist you with selecting the appropriate retirement type. This information also provides instruction on which documents are needed to apply for retirement. Members must completely read the instructions and the checklist, then initial at the bottom of each section before proceeding to the application

Save and Exit

Exit

## Retirement Application

The next step in the online retirement process is to complete and submit a Retirement Application. Before your Retirement Application routes to the Air Reserve Personnel Center (ARPC) for processing, Air Force Reserve or Air National Guard members MUST coordinate with your Unit and/or Wing Command Chief (CC); Individual Mobilization Augmentee (IMA) members MUST coordinate with your Program Manager. NOTE: The system will automatically delete an incomplete application after one (1) year of your 60th birthday.

### Active Duty Pay

Members applying for Active Duty pay must complete a Data for Payment of Retired Personnel (DD Form 2656). This form collects information needed to establish a retired/retainer pay account, designate beneficiaries for Survivor Benefit Plan electors, determine Federal tax withholding and establish payee address information.

To apply for Active Duty pay:

1. Complete a DD Form 2656. There is a link to a blank DD Form 2656 (and instructions) within the Retirements Application
2. Upload the completed DD Form 2656 to your Retirement Application. Use the required attachments field at the end of the Retirement Application to upload your completed DD Form 2656

### Tips and General Information:

- Read the instructions and Privacy Act Statement carefully before completing the DD Form 2656
- Complete Section II - Direct Deposit/Electronic Fund Transfer Information. This section MUST be completed as your net retired/retainer pay must be sent to your financial institution by direct deposit/electronic fund transfer (DD/EFT)
- Provide the Routing Transit Number (RTN) and account number of your financial institution
- Consider and elect your Options for the Survivor Benefit Plan (SBP)
- Advise the Defense Finance and Accounting Service (DFAS)-Cleveland of any changes to your marital/family status, address or banking/financial institution/direct deposit information

## Application Information 1.0

### Retirement Type\*

- Reserve Retirement
- Active Duty Retirement (20 or more years of Federal Active Military Service)
- RRPA (Reduced Retirement Pay Age)
- Age 60 Retirement

Save and Exit

Submit

Exit

From the Application Information section, members select a Retirement Type prior to entering the Retirement Application. There are 4 choices available:

- Reserve Retirement
- Active Duty Retirement
- RRPA
- Age 60

NOTE: RRPA and Age 60 retirement types are new to the application.

### Retirement Application

The next step in the online retirement process is to complete and submit a Retirement Application. Before your Retirement Application routes to the Air Reserve Personnel Center (ARPC) for processing, Air Force Reserve or Air National Guard members MUST coordinate with your Unit and/or Wing Command Chief (CC); Individual Mobilization Augmentee (IMA) members MUST coordinate with your Program Manager. NOTE: The system will automatically delete an incomplete application after one (1) year of your 60th birthday.

**Active Duty Pay**  
 Members applying for Active Duty pay must complete a Data for Payment of Retired Personnel (DD Form 2656). This form collects information needed to establish a retired/retainer pay account, designate beneficiaries for Survivor Benefit Plan electors, determine Federal tax withholding and establish payee address information.

To apply for Active Duty pay:  
 1. Complete a DD Form 2656. There is a link to a blank DD Form 2656 (and instructions) within the Retirements Application  
 2. Upload the completed DD Form 2656 to your Retirement Application. Use the required attachments field at the end of the Retirement Application to upload your completed DD Form 2656

**Tips and General Information:**

- Read the instructions and Privacy Act Statement carefully before completing the DD Form 2656
- Complete Section II - Direct Deposit/Electronic Fund Transfer Information. This section MUST be completed as your net retired/retainer pay must be sent to your financial institution by direct deposit/electronic fund transfer (DD/EFT)
- Provide the Routing Transit Number (RTN) and account number of your financial institution
- Consider and elect your Options for the Survivor Benefit Plan (SBP)
- Advise the Defense Finance and Accounting Service (DFAS)-Cleveland of any changes to your marital/family status, address or banking/financial institution/direct deposit information

---

#### Application Information 1.0

**Retirement Type\***

Reserve Retirement  
 Active Duty Retirement (20 or more years of Federal Active Military Service)  
 RRPAA (Reduced Retirement Pay Age)  
 Age 60 Retirement

**Air Reserve/National Guard Technician\***

Mandatory Separation Date (MSD)/High Year Tenure Date (HYTD)  ⓘ  
(mm/dd/yyyy)

**Expiration Term of Service (ETS) Date\***  ⓘ

**Requested Retire Date \***  ⓘ  
(mm/dd/yyyy)

Your Current Grade is:  Your Grade Effective Date is:

**Is this your Highest Grade held?\***  Yes  No

---

#### Contact Information

**Home Telephone\***  Alternate Telephone   
(No DSN, Commercial phone only)

**Military Email\***  Alternate Email

**Residential Address\***

**Mailing Address**

**Same as Residential Address**  
 Yes

**Spouse's Name**  ⓘ Optional ⓘ

---

#### Unit Information

**Would you like a ceremony?\***  Yes  No ⓘ

---

#### Required Documents

Please attach the required 2656 document for RRPAA, Age 60 and Active Duty Requests here.

\* Attach required documents (Do not attach any documents that contain Protected Health Information/PHI)

0 of 0 attachments

Attachment Label	File Name	Type
Blank DD2656 <a href="#">Link to Blank DD2656</a>		

---

#### Coordinations

Your Retirement application will be automatically routed through your coordination chain for review and approval. Please review a report summary from the vPC Worklist Dashboard if you have questions regarding the status of your application. Inquiries for applications sent directly to ARPC may be submitted via myPers. Please include RET reference number in the subject line of your myPers incident to prevent processing delays in responding to your question.

**Coordinations\***

Once a retirement type is selected, the entire application becomes available and the information the member completes is based upon the retirement type chosen.

The data fields in bold are mandatory and must be completed. The member can choose to click the "Exit" button should he/she decide not to apply for retirement. The system generates a pop-up message allowing the member to either exit with or without saving any updates to the application.

Incomplete applications can be found in the member's worklist

Action Requests

View Submitted by me Start Date 4/15/2016 First Name

Type All End Date 4/15/2022 Last Name

Status Open Request ID

Refresh

2 entries returned - 2 entries matched

Type	Request ID	Submitted By	Member	Unit	Date Created	Status
R-ODP	ODP0016244	Lt Col MICHAEL BESS	Lt Col MICHAEL BESS	84 TEST AND EVALUATIN SQ	2012/01/10	With Member
Reduced Retired F	RRP0047711	LT COL MICHAEL S BESS	LT COL MICHAEL S BESS	84 TEST AND EVALUATIN SQ	2016/09/06	Incomplete

From the worklist, members change the View to "Submitted by me", adjust "Start Date" and click Refresh to see any incomplete Retirement application(s)




**NEW:** Hover Help Icons - Members can hover over the blue "i" to get help about content for that particular field


**Application Information** 1.0




**Retirement Type\***

- Reserve Retirement
- Active Duty Retirement (20 or more years of Federal Active Military Service)
- RRPA (Reduced Retirement Pay Age)
- Age 60 Retirement

**Air Reserve/National Guard Technician\***

Mandatory Separation Date (MSD)/High Year Tenure Date (HYTD)    
(mm/dd/yyyy)

**Expiration Term of Service (ETS) Date\***  

**Requested Retire Date \***      
(mm/dd/yyyy)

Your Current Grade is:  Your Grade Effective Date is:

**Is this your Highest Grade held?\***  Yes  No

Mandatory separation, is system populated. If a date appears here, you may select this field.



**NEW:** Mandatory Separation Date (MSD) – This is now pre-populated by the system. Members can select a retirement date equal to or less than their MSD

**Application Information** 1.0

**Retirement Type\***

- Reserve Retirement
- Active Duty Retirement (20 or more years of Federal Active Military Service)
- RRP (Reduced Retirement Pay Age)
- Age 60 Retirement

**Air Reserve/National Guard Technician\***

Mandatory Separation Date (MSD)/High Year Tenure Date (HYTD)  ⓘ  
(mm/dd/yyyy)

**Expiration Term of Service (ETS) Date\***  ⓘ

**Requested Retire Date \***  ⓘ  
(mm/dd/yyyy)

Your Current Grade is:  Your Grade Effective Date is:

**Is this your Highest Grade held?\***  Yes  No

**NEW:** Expiration Term of Service (ETS) – This is now pre-populated by the system. Members can select a retirement date equal to or less than their ETS


**Application Information** 1.0

**Retirement Type\***

- Reserve Retirement
- Active Duty Retirement (20 or more years of Federal Active Military Service)
- RRPA (Reduced Retirement Pay Age)
- Age 60 Retirement

**Air Reserve/National Guard Technician\***

Mandatory Separation Date (MSD)/High Year Tenure Date (HYTD)

  
(mm/dd/yyyy) 

**Expiration Term of Service (ETS) Date\***

**Requested Retire Date \***

  
(mm/dd/yyyy)   

Your Current Grade is:

Your Grade Effective Date is:

**Is this your Highest Grade held?\***  Yes  No

**NEW:** Members can now use the justify text area to render an explanation of their highest grade held (if applicable). The system can now also accept multiple supporting documents to justify a member's highest grade held

Your Current Grade is:  Your Grade Effective Date is:

Is this your Highest Grade held?\*  Yes  No

Please Justify, if you held a Higher Grade\*







Attach documents that support Higher Grade justification here\*

0 of 0 attachments Refresh Add/Modify/Delete

Attachment Label	File Name	Type

**NEW:** The Contact Information area is mandatory for members to complete if they choose a ceremony. Additionally, these fields help contact members should any questions arise regarding the retirement package

<b>Contact Information</b>			
<b>Home Telephone*</b>	<input type="text"/>	Alternate Telephone	<input type="text"/>
	(No DSN, Commercial phone only)		(No DSN, Commercial phone only)
<b>Military Email*</b>	<input type="text"/>	Alternate Email	<input type="text"/>
<b>Residential Address*</b>	<input type="text"/>		
Mailing Address	<input type="text"/>		
Same as Residential Address			
<input checked="" type="checkbox"/> Yes			
Spouse's Name	<input type="text"/>		 Optional 

**Contact Information**

**Home Telephone\***  Alternate Telephone   
(No DSN, Commercial phone only) (No DSN, Commercial phone only)

**Military Email\***  Alternate Email

**Residential Address\***

Mailing Address

Same as Residential Address  Yes

Spouse's Name  Optional

---

**Unit Information**

Would you like a ceremony?\*  Yes  No

**My desired ceremony date is\***

**Unit Assignment\***

**Unit Address\***

**Unit Phone\***   
(No DSN, Commercial phone only)

**Unit Contact Information**

**Enter the name, address, and contact number of the person designated to officiate your retirement ceremony, and required certificates. This information is required if you request a ceremony.**

**Contact Name\***

**Contact Address\***

**Contact Phone\***   
(No DSN, Commercial phone only)

---

**Required Documents**

Please attach the required 2656 document for RRPAs, Age 60 and Active Duty Requests here:

\* Attach required documents (Do not attach any documents that contain Protected Health Information/PHI)

0 of 0 attachments

Attachment Label	File Name	Type
Blank DD2656 <a href="#">Link to Blank DD2656</a>		

---

**Coordinations**

Your Retirement application will be automatically routed through your coordination chain for review and approval. Please review a report summary from the vPC Worklist Dashboard if you have questions regarding the status of your application. Inquiries for applications sent directly to ARPC may be submitted via myPers. Please include RET reference number in the subject line of your myPers incident to prevent processing delays in responding to your question.

**Coordinations\***

**Required fields are in red and must be filled in before submitting.**

The Retirement application displays a red warning should a data field is left blank