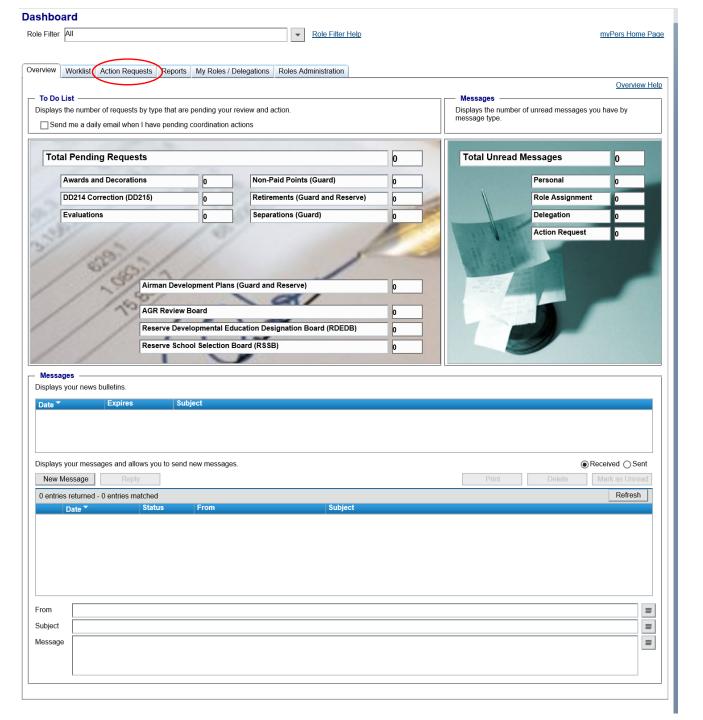
I Would Like To...

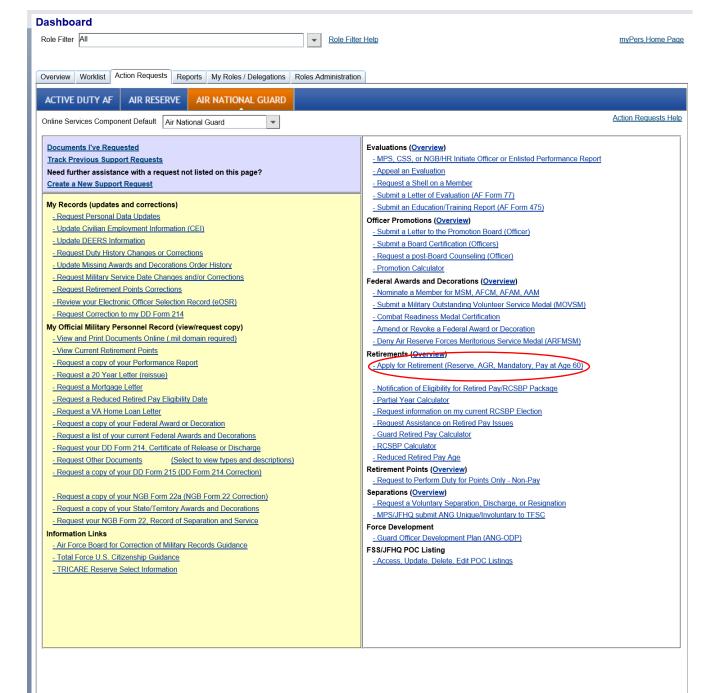
- Air Force Reserve Individual Reservist Program
- HQ AFRC/A1 Messages
- Reserve Job Opportunities (TR, AGR, ART, IMA, PIRR and Civilian)
- HCM 2.0 Toolbox
- Access the vPC Dashboard
- View My Records [PRDA]
- View My Current Retirement Points
- Access to AGR Program Information and Vacancies
- » View More

- 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

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



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



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 <u>click here</u> 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 <u>AFI 36-3209</u>, 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 <u>AFI 36-3208</u>, 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 <u>AFI 36-3203</u>, 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.randotph.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 or toll-free 1-800-525-0102
- If you apply for an active duty retirement, you must also fill out a <u>DD Form 2656</u> 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



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
- 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 Retirement Type*	1.0			
_	etirement (20 or more years of Federal Active Military Service ad Retirement Pay Age)	·)		
		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.

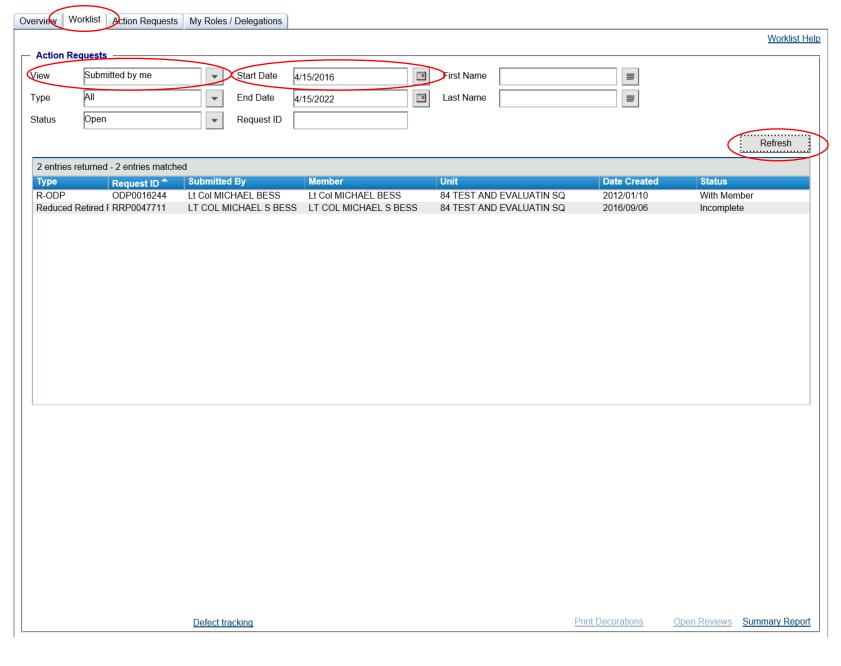
Retirement Applicati The next step in the online retir routes to the Air Reserve Perst coordinate with your Unit and/o with your Program Manager. N birthday.	On rement process is to complete and onnel Center (ARPC) for processin or Wing Command Chief (CC); Indi OTE: The system will automatically	submit a Retirement g, Air Force Reserve vidual Mobilization Au y delete an incomplet	Application. Before y or Air National Guarr ugmentee (IMA) mem e application after on	our Retireme d members N bers MUST e (1) year of	ent Application NUST coordinate your 60th	
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. 2. Upload the completed DD For Retirement Application to up	There is a link to a blank DD Form orm 2656 to your Retirement Applion pload your completed DD Form 26	2656 (and instruction cation. Use the require	ns) within the Retirem red attachments field	ents Applica at the end of	tion the	
 Complete Section II - Direct D retainer pay must be sent to y Provide the Routing Transit N Consider and elect your Option 	vacy Act Statement carefully before leposit/Electronic Fund Transfer In your financial institution by direct d lumber (RTN) and account number ons for the Survivor Benefit Plan (S and Accounting Service (DFAS)-Cl irect deposit information	formation. This section eposit/electronic funder of your financial inst (BP)	on MUST be complete I transfer (DD/EFT) itution			
Application Information 1.0						
Retirement Type* © Reserve Retirement Active Duty Retirement RRPA (Reduced Retirement Age 60 Retirement	nt (20 or more years of Federal Act rement Pay Age)	ive Military Service)				
Air Reserve/National Guard	Technician*		-			
Mandatory Separation Date	e (MSD)/High Year Tenure Date (F		(dd/yyyy)			
Expiration Term of Service ((ETS) Date*	•				
Requested Retire Date *	(mm/dd/yyyy)					
Your Current Grade is: 05	Your Grade Effective Date is:	8/15/2013				
Is this your Highest Grade h	neld?* OYes ONo					
Contact Information						
Home Telephone*	(No DSN, Commercial phone only)	Alternate Telephone	(No DSN, Co	mmercial pho	ne only)	
Military Email*		Alternate Email				
Residential Address*						
Mailing Address Same as Residential Address ☑ Yes						
Spouse's Name			Optional	D		
Unit Information Would you like a ceremony?	* OYes ONo 1					
Required Documents						
	56 document for RRPA, Age 60 an			n/DUI		
0 of 0 attachments	(Do not attach any documents t		d/Modify/Delete	AUF111)		
Attachment Label File	Name Type					
			Blank DD2 Link to Blank I			
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*			•			
			Save and Exit	Submit	Exit	

Save and Exit

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

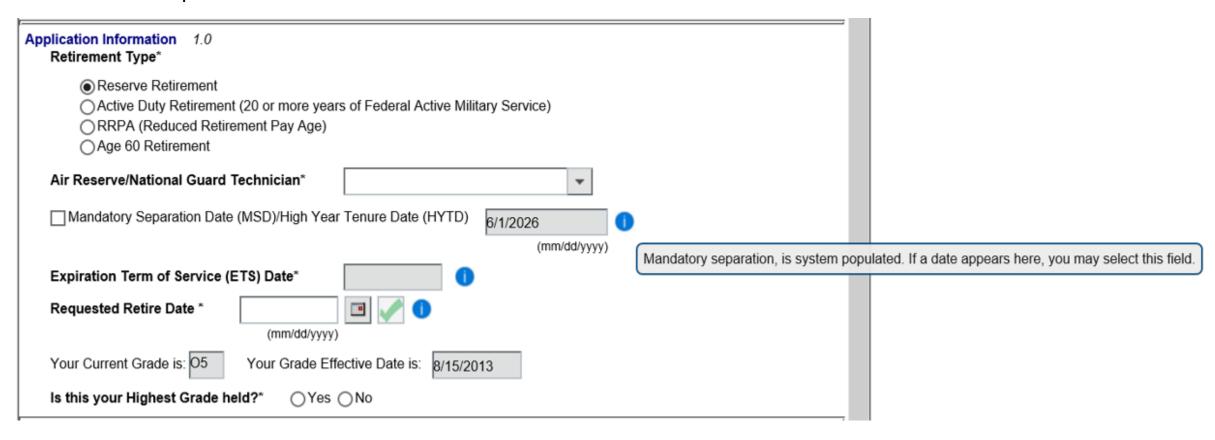
The data fields in bold are mandatory and must be completed. The member can choose to click the "Exit" button should he/she decide not to apply for retirement. The system generates a pop-up message allowing the member to either exit with or without saving any updates to the application.

Incomplete applications can be found in the member's worklist



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

<u>NEW:</u> Hover Help Icons - Members can hover over the blue "I" to get help about content for that particular field



<u>NEW:</u> 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) RRPA (Reduced Retirement Pay Age) Age 60 Retirement					
Air Reserve/National Guard Technician* ▼					
Mandatory Separation Date (MSD)/High Year Tenure Date (HYTD) 6/1/2026					
(mm/dd/yyyy)					
Expiration Term of Service (ETS) Date*					
Requested Retire Date * (mm/dd/yyyy)					
Your Current Grade is: O5 Your Grade Effective Date is: 8/15/2013					
Is this your Highest Grade held?* OYes ONo					

<u>NEW:</u> 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* 3/2/2021					
Requested Retire Date * (mm/dd/yyyy)					
Your Current Grade is: F7 Your Grade Effective Date is: 3/1/2009					
Is this your Highest Grade held?* OYes ONo					

<u>NEW:</u> 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: O5	Your Grade Effectiv	re Date is: 8/15/2013		
Is this your Highest Grade	held?* ○Yes ● N	lo		
Please Justify, if you held a	a Higher Grade*			
Attach documents that sup	port Higher Grade jus	tification here*		
0 of 0 attachments			Refresh	Add/Modify/Delete
Attachment Label	File Name	Туре		

<u>NEW:</u> 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

Contact Information Home Telephone*	(No DSN, Commercial phone only)	Alternate Telephone	(No DSN, Commercial phone only)
Military Email*		Alternate Email	
Residential Address*			
Mailing Address Same as Residential Address ☑ Yes			
Spouse's Name			Optional 1

Contact Information					
Home Telephone*		Alternate Tele	phone		
Tionic receptions	(No DSN, Commercial phone only)	Allemaie reie	prioric	(No DSN	Commercial phone only)
	(No DSN, Commercial priorie only)			(NO DSN.	Commercial phone only)
Military Email*		Alternate Ema	iil		
Residential Address*					
				_	
Mailing Address					
Same as Residential Add	ress				
₩ 163					
Samuela Name				_	
Spouse's Name				■ Optiona	al 🕕
Unit Information					
Would you like a ceremo	ny?* ⊚ Yes ⊝ No 🕕				
My desired ceremony	y date is*				
Unit Assignment*					
om reagnitud					
Unit Address*					
<u> </u>					
Unit Phone*					
ĺ	No DSN, Commercial phone only)				
Unit Contact Informa	tion				
Enter the name, add	lress, and contact number of the per	son designated	to officiate your	retirement	ceremony, and required
certificates. This info	ormation is required if you request a	ceremony.			
Contact Name*					
Contact Hame					
Contact Address*					
L					
Contact Phone*					
ĺ	No DSN, Commercial phone only)				
Required Documents					
Please attach the require	d 2656 document for RRPA, Age 60	and Active Duty	Requests here:		
	ents (Do not attach any document				tion/PHI)
0 of 0 attachments	(== not attach any accument	Refresh	Add/Modify		
	File Name Tues	Relican	Add/Modify	Delete	
Attachment Label	File Name Type				
				Blank D	D2656
			1.5	ink to Blan	
				III TO DIAII	
Coordinations					
Please review a report su	on will be automatically routed throu mmary from the vPC Worklist Dashb	oard if you have	questions rega	rding the s	approval. status of
your application. Inquiries	s for applications sent directly to ARI	PC may be subn	nitted via myPer	s. Please	include RET
reference number in the s	subject line of your myPers incident t	o prevent proces	ssing delays in r	esponding	to your question.
Coordinations*			-		
B			-		
Required fields a	re in red and must be filled in befo	ore submitting.	Save	and Exit	Submit Exit
1					

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