

# HEADQUARTERS AIR RESERVE PERSONNEL CENTER RETIREMENT ROADMAP

[ THIS INFORMATION IS CURRENT AS OF AUGUST 2019 ]

For Annuitant Pay issues, please contact DFAS. To speak with a DFAS customer service representative, call 800-321-1080. Representatives are available Monday through Friday, from 8 a.m. to 5 p.m. Eastern Time. However, Monday is the busiest day, so we recommend calling Tuesday through Friday for faster service.

For all other inquiries, the Total Force Service Center can be reached at 800-525-0102. Members are also able to report issues / create a ticket through myPers. If you are unable to log into myPers you can contact the myPers service desk at 210-565-5004.



## STEP ONE

Apply for retirement pay. It is recommended to apply **FOUR MONTHS PRIOR TO YOUR 60TH BIRTHDAY** or your reduced retirement pay age, but not earlier.

Note: Log into [mypers.af.mil](http://mypers.af.mil), select vPC, Retirement Application. You will need to have the most recent version of the DD Form 2656 to attach to your application.

## STEP THREE

With the retirement order, you are now able to visit your local RAPIDS station to obtain your blue ID card. To locate the closest RAPIDS station, visit <https://www.dmdc.osd.mil/rsl/appj/site>

## STEP FOUR

DFAS receives retirement order and begins process to establish retirement pay. Review your myPers ticket for an ask DFAS confirmation number. You can use this number to confirm receipt / status of your retirement pay with DFAS.

## STEP FIVE

Approximately **30 - 45 DAYS** after receiving the retirement order, DFAS establishes retirement pay annuity

## STEP TWO

The retirement order is produced by HQ ARPC. This order is sent to the member via myPers. Retirements are processed by retirement effective date, not in the order received.

