

Retirement Application Submittal Status – Progress Bar

- ARPC has created a way for customers to visually track the status of their submitted retirement application
- Green checkmarks will populate along the bar as each milestone is met; providing a near live visual feedback.
- As a courtesy to the customer, reference ticket numbers for Ask DFAS and Retirement Certificate has been included
 - The customer will have the Ask DFAS reference number when they contact DFAS about the status of their retired pay
 - The Certificate Incident number will assist the Total Force Service Center (TFSC) with questions regarding the status of Retirement Certificates



Retirement Application Progress Bar

| Request ID | Requested Action | Application Type | Status |
|------------|------------------|------------------------|------------|
| RET0102309 | Apply | Active Duty Retirement | Incomplete |



Coordination Received by ARPC Pending Audit Assigned to Technician Orders Requested Orders Completed Application Approved Sent to DFAS Certificate Requested Certificate Mailed Completed

DFAS Reference # Certificate Incident #

Dashboard

Role Filter

[Role Filter Help](#)

[myPers Home Page](#)

Overview

Worklist

Action Requests

My Roles / Delegations

[Worklist Help](#)

Action Requests

| | | | | | | | | |
|--------|--|---|------------|--|--|------------|----------------------|--|
| View | <input type="text" value="Submitted by me"/> | ▼ | Start Date | <input type="text" value="9/13/2016"/> | | First Name | <input type="text"/> | |
| Type | <input type="text" value="All"/> | ▶ | | <input type="text" value="9/13/2022"/> | | Last Name | <input type="text"/> | |
| Status | <input type="text" value="Open"/> | | | <input type="text"/> | | | | |

Click the refresh button to update the action requests displayed ➡

Refresh

To find your Retirement Application you will need to change View to "Submitted by me". Change the Start date to a date prior to the date you submitted your Retirement Application. If you are not sure, we recommend changing the year by at least 2 years from current. For example, if the date is 9/13/2016 then change to 9/13/2014.

Dashboard

Role Filter ▼

[Role Filter Help](#)

[myPers Home Page](#)

[Overview](#) [Worklist](#) [Action Requests](#) [My Roles / Delegations](#)

[Worklist Help](#)

Action Requests

| | | | | | |
|--------|--|------------|--|------------|----------------------|
| View | <input type="text" value="Submitted by me"/> ▼ | Start Date | <input type="text" value="9/13/2016"/> | First Name | <input type="text"/> |
| Type | <input type="text" value="Retirement"/> ▼ | End Date | <input type="text" value="9/13/2022"/> | Last Name | <input type="text"/> |
| Status | <input type="text" value="Open"/> ▼ | Request ID | <input type="text"/> | | |

Click the refresh button to update the action requests displayed ➡

Refresh

Change type to “Retirement”. Then change Status to “Open” for current application or “Closed” for past applications. You will want to change the End Date to current date. You may choose a future year to ensure you capture any outstanding applications.

Action Requests

View Start Date First Name

Type End Date Last Name

Status Request ID

Refresh

1 entries returned - 1 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------------|------------|----------------|----------------|----------------|--------------|------------|
| Retirement | RET0102309 | WALTER WEBSTER | WALTER WEBSTER | 944 FIGHTER WG | 12 Jul 2019 | Incomplete |

[Open Retirement](#) [Cancel](#)

- Retirement Application Submittal Status - Progress Bar

Retirement Date Requested Action

[Print Decorations \(2\)](#) [Open Reviews \(0\)](#) [Summary Report](#)

Coordination Actions

0 entries returned - 0 entries matched

Refresh

| Assignee | Status | Days Pending | Created | Coordinated |
|----------|--------|--------------|---------|-------------|
|----------|--------|--------------|---------|-------------|

Your Retirement application should be visible in your worklist.

Role Filter

[Role Filter Help](#)

[myPers Home Page](#)

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

[Worklist Help](#)

Action Requests

View: Submitted by me Start Date: 10/24/2016 First Name:

Type: Retirement End Date: 10/24/2022 Last Name:

Status: Open Request ID:

Refresh

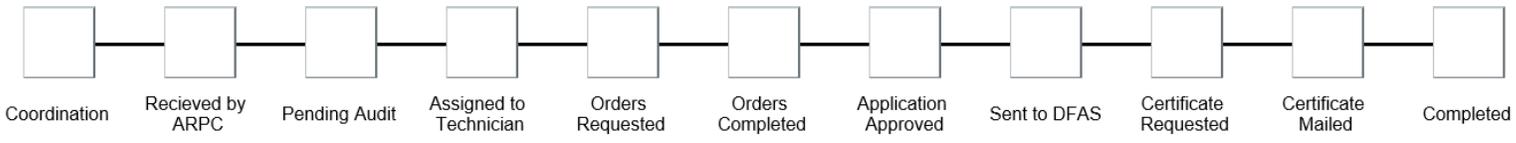
1 entries returned - 1 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------|------------|--------------|--------|------|--------------|--------|
|------|------------|--------------|--------|------|--------------|--------|

https://mtloadbalancer.arpc.afrc.af.mil/?cacheid=14fb4309&format=html - ARPC:Web:Retirements:Pr - Internet Explorer provided by



Retirement Application Progress Bar



- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.

[Open Retirement](#) [Cancel](#)

Retirement Application Submittal Status - Progress Bar

Retirement Date: 10/1/2019 Requested Action: Apply

Your status bar will be blank until you submit your retirement application”

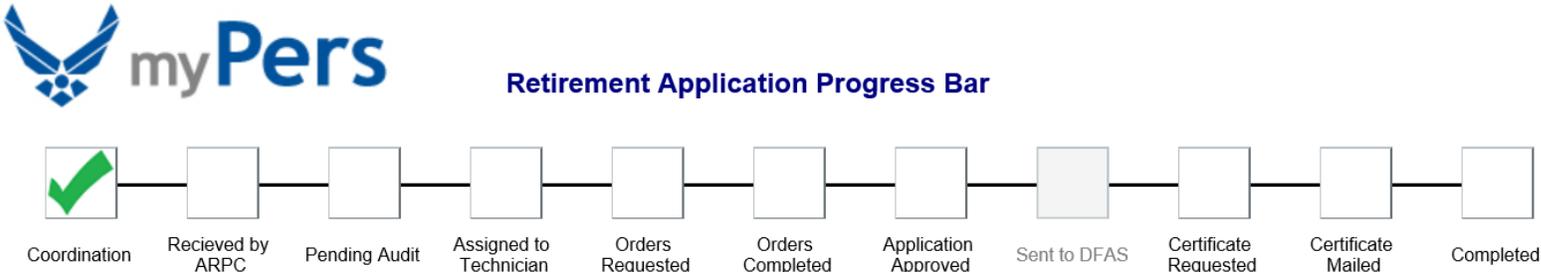
Overview Worklist Action Requests My Roles / Delegations [Worklist Help](#)

Action Requests

View: Submitted by me Start Date: 10/25/2016 First Name: Last Name: Request ID: End Date: 10/25/2022 Status: Open

Refresh

1 entries returned - 1 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|--|------------|--------------|--------|------|--------------|--------|
| <div data-bbox="25 399 1630 828"> <p>https://mtloadbalancer.arpc.afrc.af.mil/?cacheid=eec67e6&format=html - ARPC:Web:Retirements:Pro - Internet Explorer provided by</p>  <p>The progress bar shows 11 steps: Coordination (checked), Received by ARPC, Pending Audit, Assigned to Technician, Orders Requested, Orders Completed, Application Approved, Sent to DFAS, Certificate Requested, Certificate Mailed, and Completed.</p> <p>- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.</p> </div> | | | | | | |

[Change Date](#) [Withdraw](#)

- Retirement Application Submittal Status - Progress Bar

Retirement Date: 4/1/2020 Requested Action: Apply

[Print Decorations](#) [Open Reviews \(0\)](#) [Summary Report](#)

Coordination

You will see that your application is in coordination, e.g., being routed to your commander pending approval recommendation after its submitted.

Your application is sent directly to ARPC and Coordination is automatic if you are applying for retired pay at Age 60, retired pay at confirmed Reduced Retired Pay Age date, or Mandatory Separation Date/High Year of Tenure (MSD/HYT).

Action Requests

View Start Date First Name

Type End Date Last Name

Status Request ID

1 entries returned - 1 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------------|------------|-----------------------|-----------------------|----------------|--------------|------------------|
| Retirement | RET0087473 | CMSGT WILLIAM BROGDOT | CMSGT WILLIAM BROGDON | 182 MEDICAL GP | 30 Sep 2019 | Work In Progress |

[Change Date](#)

[Withdraw](#)

[- Retirement Application Submittal Status - Progress Bar](#)

Retirement Date Requested Action



[Print Decorations](#) [Open Reviews \(0\)](#) [Summary Report](#)

Coordination Actions

4 entries returned - 4 entries matched

| Assignee | Status | Days Pending | Created | Coordinated |
|---|-----------|--------------|------------|-------------|
| Retention Office Manager (MSGT CHAD JACKSON) | Completed | | 09/30/2019 | 09/30/2019 |
| Unit Commander (LT COL BRIAN GAHAN) | Completed | | 09/30/2019 | 09/30/2019 |
| Group Commander or equivalent (LT COL STEVE LEON) | Completed | | 09/30/2019 | 09/30/2019 |
| Wing Commander or equivalent (COL DANIEL MCDONOUGH) | Completed | | 09/30/2019 | 09/30/2019 |

Coordination Actions will display who within your coordination chain currently has your application.

You may have to you contact your CSS/FSS/Det/HRO if your application has been with a Coordination Assignee for a significant amount of time.

Action Requests

View: Viewable to me Start Date: 10/9/2016 First Name: []

Type: Retirement End Date: 10/9/2022 Last Name: []

Status: Open Request ID: []

[Refresh](#)

2 entries returned - 2 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------|------------|--------------|--------|------|--------------|--------|
|------|------------|--------------|--------|------|--------------|--------|

https://52arty-ws-007v.afrc.af.mil/?cacheid=ab08606&format=html - ARPC:Web:Retirements:Processi - Internet Explorer provided by

Retirement Application Progress Bar

- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.

- Retirement Application Submittal Status - Progress Bar

Retirement Date: 11/1/2017 Requested Action: Apply

Received by ARPC

Once any application has been through Coordination or if Coordination is automatic, you will see your application has been received by ARPC and is waiting to be assigned to a technician.

Pending Audit

The retirement application and any attached documents have been received by ARPC. Please be patient, your application may be in this status for a while depending on work load and requested retirement date. No additional action is required by you at this time.

Action Requests

View Submitted by me Start Date 9/18/2016 First Name

Type Retirement End Date 9/18/2022 Last Name

Status Open Request ID

Refresh

1 entries returned - 1 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------|------------|--------------|--------|------|--------------|--------|
|------|------------|--------------|--------|------|--------------|--------|

https://52arty-ws-007v.afrc.af.mil/?cacheid=fa822471&format=html - ARPC:Web:Retirements:Process - Internet Explorer provided by

Retirement Application Progress Bar

Coordination Recieved by ARPC Pending Audit Assigned to Technician Orders Requested Orders Completed Sent to DFAS Application Approved Certificate Requested Certificate Mailed Completed

- Progress Bar will not be visible once Retirement App is approved. Please review your Messges under the Overview tab for additional information

[Change Date](#)

[Withdraw](#)

[- Retirement Application Progress Bar](#)

Retirement Date 8/1/2020 Requested Action Apply

Assigned to Technician

Your application has now been assigned to a technician. You will be contacted if there is a problem with your application. Please check myPers and your email for any outstanding messages regarding your application.

If there are no messages regarding your application, you are just days away from getting your Retirement Orders.

Action Requests

View Submitted by me Start Date 10/9/2016 First Name
 Type All End Date 10/9/2022 Last Name
 Status Open Request ID

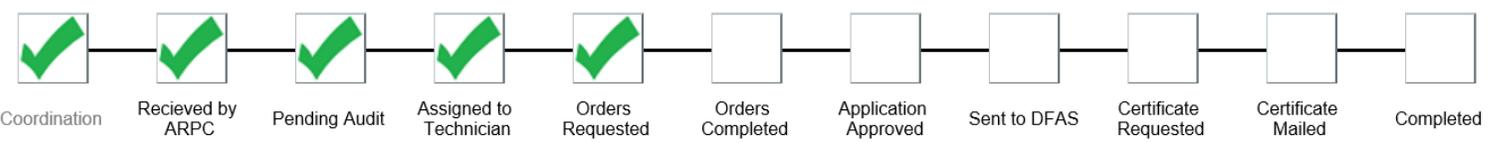
Refresh

1 entries returned - 1 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------|------------|--------------|--------|------|--------------|--------|
|------|------------|--------------|--------|------|--------------|--------|

https://52arty-ws-007v.afrc.af.mil/?cacheid=ab08606&format=html - ARPC:Web:Retirements:Processi - Internet Explorer provided by

Retirement Application Progress Bar



- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.

[Change Date](#)

[Withdraw](#)

Retirement Application Submittal Status - Progress Bar

Retirement Date 3/1/2020 Requested Action Apply

Orders Requested

Your orders have been started and awaiting Quality Control review.

Role Filter [Role Filter Help](#)

Action Requests

View: Submitted by me Start Date: 10/10/2016 First Name:

Type: Retirement End Date: 10/10/2022 Last Name:

Status: Open Request ID:

Refresh

1 entries returned - 1 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------|------------|--------------|--------|------|--------------|--------|
|------|------------|--------------|--------|------|--------------|--------|

https://52arty-ws-007v.afrc.af.mil/?cacheid=ab08606&format=html - ARPC:Web:Retirements:Processi - Internet Explorer provided by

Retirement Application Progress Bar

Coordination Received by ARPC Pending Audit Assigned to Technician Orders Requested Orders Completed Application Approved Sent to DFAS Certificate Requested Certificate Mailed Completed

- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.

[Change Date](#)

[Withdraw](#)

- Retirement Application Submittal Status - Progress Bar

Retirement Date: 3/1/2020 Requested Action: Apply

Order Completed

You will receive instructions to download your orders.

Application Approved

ARPC Retirements has approved your application. As needed, notifications are being prepared and sent to other coordinating offices.

Action Requests

View Start Date First Name

Type End Date Last Name

Status Request ID

Refresh

33 entries returned - 33 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------|------------|--------------|--------|------|--------------|--------|
|------|------------|--------------|--------|------|--------------|--------|

<https://52arty-ws-007v.afrc.af.mil/?cacheid=ab08606&format=html> - ARPC:Web:Retirements:Processi - Internet Explorer provided by

Retirement Application Progress Bar

- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.

[Print Order](#)

- Retirement Application Submittal Status - Progress Bar

Retirement Date Requested Action

Certificate Requested

If you are still in a participating status, your approved application will automatically submit a request to create your Retirement Certificates.

Certificate Mailed

Once your Retirement Certificates have been completed and mailed.

Action Requests

View Submitted by me Start Date 10/10/2016 First Name

Type Retirement End Date 10/10/2022 Last Name

Status Open Request ID

Refresh

1 entries returned - 1 entries matched

| Type | Request ID | Submitted By | Member | Unit | Date Created | Status |
|------|------------|--------------|--------|------|--------------|--------|
|------|------------|--------------|--------|------|--------------|--------|

https://52arty-ws-007v.afrc.af.mil/?cacheid=ab08606&format=html - ARPC:Web:Retirements:Processi - Internet Explorer provided by

Retirement Application Progress Bar



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[Change Date](#)

[Withdraw](#)

- Retirement Application Submittal Status - Progress Bar

Retirement Date 3/1/2020 Requested Action Apply

Sent to DFAS

If your retirement type needs to be forwarded to DFAS this block will populate once the retirement application package has been sent. If your retirement type does not need to be forwarded DFAS, the block will be grayed out and will not populate.

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)

Information Links

- Air Force Board for Correction of Military Records Guidance
- Total Force U.S. Citizenship Guidance
- TRICARE Reserve Select Information

Evaluations (Overview)

- MPS or CSS 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)
- Accelerated and AGR Promotion Application
- Promotion Calculator

Federal Awards and Decorations (Overview)

- Nominate a Member for MSM, AFAM, 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
- Request information on my current RCSBP Election
- Request Assistance on Retired Pay Issues
- Reserve Retirement Calculators
- RCSBP Calculator
- Reduced Retired Pay Age
- Show me my Retirement Application Submission Status

Force Development (Officer Overview)(Enlisted Overview)

- Reserve Developmental Education Designation Board (RDEDB)
- Reserve School Selection Board (RSSB)
- Reserve Officer Development Plan (R-ODP)
- Reserve Enlisted Development Plan (R-EDP)
- Reserve Retired Pay Computation Worksheet
- Reserve Enlisted Developmental Education Board (EDEB)

FSS/JFHQ POC Listing

- Access, Update, Delete, Edit POC Listings

You can also find the status of your Retirement application under the Action Request tab and within the Retirement Menu.

At the bottom of the menu you will find "Show me my Retirement Application Submission Status". Click on the link to bring up your retirement application status bar.

Documents I've Requested

[Track Previous Support Requests](#)

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

[Create a New Support Request](#)

Evaluations (Overview)

[- MPS or CSS Initiate Officer or Enlisted Performance Report](#)

[- Appeal an Evaluation](#)

[- Request a Shell on a Member](#)

[- Submit a Letter of Evaluation \(AF Form 77\)](#)

https://52arty-ws-007v.afrc.af.mil/?cacheid=2721b986&format=html - ARPC:Web:Retirements:Process - Internet Explorer provided by

Retirement Application Progress Bar

| Request ID | Requested Action | Application Type | Status |
|------------|------------------|------------------------|--------------|
| RET0087478 | Apply | Active Duty Retirement | Coordination |



Coordination Received by ARPC Pending Audit Assigned to Technician Orders Requested Orders Completed Application Approved Sent to DFAS Certificate Requested Certificate Mailed Completed

DFAS Reference # Certificate Incident #

- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.

[- Request Other Documents](#) [\(Select to view types and descriptions\)](#)

[- Request a copy of your DD Form 215 \(DD Form 214 Correction\)](#)

Information Links

[- Air Force Board for Correction of Military Records Guidance](#)

[- Total Force U.S. Citizenship Guidance](#)

[- TRICARE Reserve Select Information](#)

Force Development (Officer Overview)(Enlisted Overview)

[- Reserve Developmental Education Designation Board \(RDEDB\)](#)

[- Reserve School Selection Board \(RSSB\)](#)

[- Reserve Officer Development Plan \(R-ODP\)](#)

[- Reserve Enlisted Development Plan \(R-EDP\)](#)

[- Reserve Retired Pay Computation Worksheet](#)

[- Reserve Enlisted Developmental Education Board \(EDEB\)](#)

FSS/JFHQ POC Listing

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

You will be able to see your current application or any previous retirement application you may have submitted.

[Documents I've Requested](#)
[Track Previous Support Requests](#)
 Need further assistance with a request not listed on this page?
[Create a New Support Request](#)

Evaluations (Overview)
[- MPS or CSS Initiate Officer or Enlisted Performance Report](#)
[- Appeal an Evaluation](#)
[- Request a Shell on a Member](#)
[- Submit a Letter of Evaluation \(AE Form 77\)](#)

https://52arty-ws-007v.afrc.af.mil/?cacheid=2721b986&format=html - ARPC:Web:Retirements:Process - Internet Explorer provided by

Retirement Application Progress Bar

| Request ID | Requested Action | Application Type | Status |
|------------|------------------|-------------------|----------|
| RET0087475 | Apply | Age 60 Retirement | Approved |

DFAS Reference # Certificate Incident #

- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.

[- 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 \(DD Form 214 Correction\)](#)

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

[- Show me my Retirement Application Submission Status](#)
Force Development (Officer Overview)(Enlisted Overview)
[- Reserve Developmental Education Designation Board \(RDEDB\)](#)
[- Reserve School Selection Board \(RSSB\)](#)
[- Reserve Officer Development Plan \(R-ODP\)](#)
[- Reserve Enlisted Development Plan \(R-FDP\)](#)
[- Reserve Retired Pay Computation Worksheet](#)
[- Reserve Enlisted Developmental Education Board \(EDEB\)](#)

FSS/JFHQ POC Listing
[- Access, Update, Delete, Edit POC Listings](#)

Under the Action Request Tab, you may click “Show me my Retirement Application Submission Status” link to get the DFAS Reference Number. This number will be helpful if you need to contact DFAS about your pay.

You will be able to get the Certificate Incident number if you need to contact the TFSC about your Retirement Certificates. The number will be populated once the “Certificate Requested” block is populated.

Action Requests

View Start Date First Name

Type End Date Last Name

Status Request ID

[Refresh](#)

6 entries returned - 6 entries matched

| Type | Request ID ^ | Submitted By | Member | Unit | Date Created | Status |
|------------|--------------|-----------------|-----------------|-----------------------|--------------|------------------|
| Retirement | RET0099159 | MANUELITO ILAG | MANUELITO ILAG | 147 CIVIL ENGINEER SQ | 10 Feb 2019 | Work In Progress |
| Retirement | RET0099466 | MARK WARD | MARK WARD | 147 FORCE SUPPORT SQ | 14 May 2019 | Work In Progress |
| Retirement | RET0099535 | MIKE STEPHEN | MIKE STEPHEN | 272 ENG INSTL SQ | 01 Jun 2019 | Work In Progress |
| Retirement | RET0101391 | JOHARI FONTENOT | JOHARI FONTENOT | 272 ENG INSTL SQ | 11 Jun 2019 | Coordination |
| Retirement | RET0102322 | ERIC JACK | ERIC JACK | 272 ENG INSTL SQ | 12 Jul 2019 | Work In Progress |
| Retirement | RET0103605 | DIANAN SUBNAIK | DIANAN SUBNAIK | 147 CIVIL ENGINEER SQ | 30 Jul 2019 | Work In Progress |

[- Retirement Application Submittal Status - Progress Bar](#)

Retirement Date Requested Action

Those assigned to the CSS, MPF or Commander Roles in the vPC will have the same view as the applicant.

They can click on the status bar to see the status of a Retirement Application.

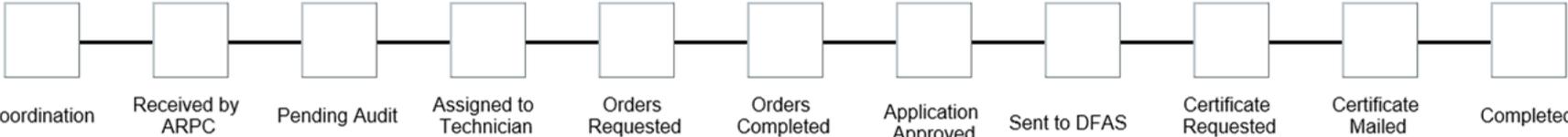
Retirement Application Submittal Status – Progress Bar

As ARPC continues to improve the online Retirement Application, new notification features will be added to the Progress Bar.



Retirement Application Progress Bar

| Request ID | Requested Action | Application Type | Status |
|------------|------------------|------------------------|------------|
| RET0102309 | Apply | Active Duty Retirement | Incomplete |



Coordination Received by ARPC Pending Audit Assigned to Technician Orders Requested Orders Completed Application Approved Sent to DFAS Certificate Requested Certificate Mailed Completed

DFAS Reference # Certificate Incident #