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

V r	ny Pe	ers	Retir	ement App	lication Pro	ogress Ba	r			
Request ID		Rec	uested Action		Applica	tion Type		Status		
RET0102309		Арр	bly		Active D	outy Retirement		Incomplete		
Coordination DFAS Reference	Received by ARPC # Certificate Inc	Pending Audit	Assigned to Technician	Orders Requested	Orders Completed	Application Approved	Sent to DFAS	Certificate Requested	Certificate Mailed	Completed
DFAS Reference	# Certificate Inc	ident #								

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Туре	All	Assigned to me Submitted by me	9/13/2022		Last Name		
Status	Open	Viewable to me					
					Click the re	fresh 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

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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.

Dashboard

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myPers Home Page

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Your Retirement application should be visible in your worklist.

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

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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).

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Ving Corr	nmander 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.

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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.

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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.

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Orders Requested

Your orders have been started and awaiting Quality Control review.

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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.

Dashboard												
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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.

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 Action Requests 						Worklist Help	
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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.

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.



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

Dashboard					
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Overview Worklist Action Requests My Roles / Delegations					
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Documents I've Reguested	Evaluations (<u>Overview</u>)				
Track Previous Support Requests	- MPS or CSS Initiate Officer or Enlisted Performance Report				
Create a New Support Request	- Request a Shell on a Member				
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Doguest your DD Form 214 Cartificate of Palease or Discharge	- Snow me my Retirement Application Submission Status				
- Request Other Documents (Select to view types and descriptions)	Force Development (Officer Overview)(Enlisted Overview)				
- Request a copy of your DD Form 215 (DD Form 214 Correction)	- Reserve Developmental Education Designation Board (RDEDB)				
	- Reserve School Selection Board (RSSB)				
Information Links	- Reserve Enlisted Development Plan (R-EDP)				
- Air Force Board for Correction of Military Records Guidance	- Reserve Retired Pay Computation Worksheet				
- TOTAL FORCE U.S. CITZENSIND GUIDANCE	- Reserve Enlisted Developmental Education Board (EDEB)				
	FSS/JFHQ POC Listing				

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.

Dashboard

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myPers Home Page

Worklist Action Requests Reports My Roles / Delegations Overview Worklist Help Action Requests First Name Viewable to me . View -Start Date 10/25/2016 ≣ . Retirement Type -End Date 10/25/2022 Last Name ≣ -Status Open Request ID Refresh 6 entries returned - 6 entries matched Туре Submitted By Member Unit **Date Created** Status Request ID * Retirement RET0099159 MANUELITO ILAG MANUELITO ILAG 147 CIVIL ENGINEER SQ 10 Feb 2019 Work In Progress 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 Retirement RET0101391 JOHARI FONTENOT 272 ENG INSTL SQ 11 Jun 2019 Coordination JOHARI FONTENOT Retirement RET0102322 ERIC JACK ERIC JACK 272 ENG INSTL SQ 12 Jul 2019 Work In Progress DIANAN SUBNAIK Work In Progress Retirement RET0103605 DIANAN SUBNAIK 147 CIVIL ENGINEER SQ 30 Jul 2019 - Retirement Application Submittal Status - Progress Bar Retirement Date Requested Action 5/5/2019 Apply -Print Decorations (21) Open Reviews (0) Summary Report

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.

