

Here are the directions for applying for retirement in vPC from your home computer.

Enter the URL: <https://mypers.af.mil>.

Enter your username and password. (If you don't have a username and password, click on "create account" in the middle of the page. Go through the steps of creating an account).

A screenshot of the myPers website's login interface. The page is divided into two main sections: "CAC Available? Select CAC Login" and "Log in with an existing account". The "CAC Login" section includes a CAC card image, a "CAC Login" button, and a message: "Please select your CAC E-Mail certificate to ensure proper logon to the myPers website." The "Log in with an existing account" section has input fields for "User ID" and "Password", a "LOG-IN" button, and a link for "Forgot your username or password?". Two blue arrows point to the User ID and Password fields. Below these sections is a red-bordered box with the text: "No DOD-issued CAC and no User ID/Password available? Use this link: [Create Account](#)". At the bottom, there is a "General Information" section with text about root certificates, login errors, and site usage restrictions.

CAC Available? Select CAC Login

CAC Login

Please select your CAC E-Mail certificate to ensure proper logon to the myPers website.

Log in with an existing account

User ID

Password

LOG-IN

[Forgot your username or password?](#)

No DOD-issued CAC and no User ID/Password available?
Use this link: [Create Account](#).

General Information:

Airmen accessing the information from some personal use web browsers may need to download [Department of Defense root certificates](#) if they are having difficulties accessing the personnel services website from home.

If you are experiencing errors logging in or with this web site please contact 210-565-5004 or DSN 665-5004.

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Once you are logged in, from the Welcome screen, where it says I Would Like To..., click on "Access the vPC Dashboard."

myPers Air National Guard Enlisted

ACTIVE DUTY AF AIR RESERVE **AIR NATIONAL GUARD** RETIREE CIVILIAN RESOURCES FOR FSS

Home > Enlisted

Welcome, [Redacted]

Alerts (2) Expand/Collapse

AROWS-R Downtime Impact on AGR Orders
Possible Erroneous Express Scripts Debt Notifications

Special Duty Assignment Pay
Special Duty Assignment Pay (SDAP) program policy changes for FY20 effective 1 October 2019. Click here for details.

I Would Like To...

- Access Air National Guard Orders System Info - CAC Only
- Access the vPC Dashboard**
- ARPC Retirements Update
- View my e-Records (PRDA) - CAC Only
- Access AFPC Secure Apps (vMPF) - CAC Only
- View my AF Form 526, Retirement Points Summary
- View my Military Service Dates
- Medical Continuation
- Determine my Reduced Retirement Pay Age
- Request Copy of DD Form 214/215
- eBenefits VA and DoD Website
- View a Pictorial of my Awards and Decorations
- CY19 Stripes For Exceptional Performers II Results
- Obtain a Mortgage/VA Home Loan Letter
- Verify my Military Experience/Training
- View my AF Form 526 Job Aid

» View More

In the vPC Dashboard, click on the tab "Action Requests."

myPers

Dashboard

Role Filter: All [Role Filter Help](#) [myPers Home Page](#)

myPers vPC Dashboard is scheduled for maintenance from 11 Oct 1800 MST to 12 Oct 1200 MST.

Overview | **Action Requests** | Reports | My Roles / Delegations [Overview Help](#)

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

Total Pending Requests: 40

Awards and Decorations	0	Non-Paid Points (Guard)	0
DD214 Correction (DD215)	0	Retirements (Guard and Reserve)	0
Evaluations	40	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		

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

Total Unread Messages: 17

Personal	0
Role Assignment	1
Delegation	0
Action Request	16

Messages
Displays your news bulletins.

Date	Expires	Subject
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Once you get to the Online Services Request Page, select Air National Guard if it is not already selected. On the right hand column, find the heading, "Retirements." Next to the heading, you may click on "Overview" for more information about ANG retirement.

The screenshot displays the myPers dashboard interface. At the top left is the myPers logo. Below it is a 'Dashboard' section with a 'Role Filter' dropdown set to 'All' and a 'Role Filter Help' link. A red banner across the top states: 'myPers vPC Dashboard is scheduled for maintenance from 11 Oct 1800 MST to 12 Oct 1200 MST.' Below the banner are navigation tabs: 'Overview', 'Worklist', 'Action Requests', 'Reports', and 'My Roles / Delegations'. A blue bar contains three tabs: 'ACTIVE DUTY AF', 'AIR RESERVE', and 'AIR NATIONAL GUARD'. Below this bar is a dropdown menu labeled 'Online Services Component Default' with 'Air National Guard' selected; this dropdown is circled in red. To the right of the dropdown is an 'Action Requests Help' link. The main content area is divided into two columns. The left column has a purple header 'Documents I've Requested' with links for 'Track Previous Support Requests', 'Need further assistance with a request not listed on this page?', and 'Create a New Support Request'. Below this is a yellow section 'My Records (updates and corrections)' with a list of links for updating personal data, employment info, DEERS info, duty history, awards, service dates, retirement points, eOSR, and DD Form 214. Underneath is 'My Official Military Personnel Record (view/request copy)' with links for viewing documents, retirement points, performance reports, 20-year letters, mortgage letters, reduced retired pay eligibility, VA home loan letters, federal awards, current federal awards, DD Form 214, other documents, and DD Form 215 corrections. The right column has several sections: 'Evaluations (Overview)' with links for performance reports, appeals, shells, evaluation letters, and training reports; 'Officer Promotions (Overview)' with links for promotion board letters, board certifications, post-board counseling, and a promotion calculator; 'Federal Awards and Decorations (Overview)' with links for nominating members, military medals, combat readiness medals, and awards; 'Retirement (Overview)' with links for applying for retirement, eligibility notifications, partial year calculators, RCSBP election info, pay issues assistance, pay calculators, RCSBP calculators, reduced retired pay age, and application status; and 'Retirement Points (Overview)'. A blue arrow points from the 'Retirement (Overview)' link in the right column to the 'Retirement (Overview)' link in the left column. The 'Retirement (Overview)' link in the right column is circled in red.

To apply for retirement, click on “Apply for Retirement (Reserve, AGR, Mandatory, Pay at Age 60)”, which is the first choice under the heading “Retirements.”

Dashboard

Role Filter: All [Role Filter Help](#) [myPers Home Page](#)

myPers vPC Dashboard is scheduled for maintenance from 11 Oct 1800 MST to 12 Oct 1200 MST.

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

ACTIVE DUTY AF | **AIR RESERVE** | **AIR NATIONAL GUARD**

Online Services Component Default: Air National Guard [Action Requests Help](#)

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

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, AFM, 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](#)
- [Show me my Retirement Application Submission Status](#)

Retirement Points (Overview)

--Read through the screens of information and type in initials, then "Continue" at the end of each screen. There are six screens of information.

Pay at Age 60 Request

- You are approaching your 60th birthday and eligible to request your Retired Pay. You may submit an application up to 1 Year prior to your 60th birthday. In the application, your Requested Retirement Date should be your 60th birthday.
- If you are currently participating in the Air Force Reserve or Air National Guard please be aware your orders and pay request will be delayed until all your points have been posted and an audit of your record has been completed.
- If you are in a Retired Reserve status, your application will not be reviewed any sooner than 4 months from your 60th birthday.
- You will need to attach a DD Form 2656 to your application for processing. You will not be able to submit your application without it.
- You may save your Pay Application to complete at a later date once you have selected a requested retirement date.

Pay at Reduced Retired Pay Age (RRPA)

- You are approaching your confirmed Reduced Retired Pay Age (RRPA) and are eligible to request your Retired Pay. You may submit an application up to 1 Year prior to your RRPA. In the application, your Requested Retirement Date should be equal to your confirmed RRPA or later.
- If you are unsure what your confirmed RRPA is, please exit and click on the worklist screen. Please change the View by using the pull down to Submitted by me. Then you will need to adjust the date, we recommend changing the year to 2009. Finally, click on refresh and your submitted RRPA application should be available to you.
- If you are currently participating in the Air Force Reserve or Air National Guard please be aware your orders and pay request will be delayed until all your points have been posted and an audit of your record has been completed.
- If you are in a Retire Reserve status, your application will not be reviewed any sooner than 4 months from your RRPA.
- You will need to attach a DD Form 2656 it to your application for processing. You will not be able to submit your application without it.
- If you have not submitted a RRPA application, you will need to go to the Action Request tab and under the Retirement menu you will find the Reduced Retired Pay Age application.

Initial Here:
 I understand and acknowledge the Information in Section 2

You are now at the Retirement Application page:

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 Commander (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:
- If the member elects to retire on their MSD then the retirement application is sent directly to ARPC
- 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 v1.2
Retirement Type*

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

Submit

- Select RRPA (Reduced Retirement Pay Age) if you are eligible for pay before Age 60 due to qualifying service (you must know your eligibility date).

-or-

- Select Age 60 Retirement if you are eligible for pay at Age 60.

Click Submit.

Complete required blocks of information. Attach your completed DD Form 2656 in the "Add attachments section." Your retirement application cannot be processed without it. Click on Submit.

Contact ARPC at 1-800-525-0102 if you have any issues accessing accessing myPers or with the application process.