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> Prioritizing Military Excellence and Readiness: Instructions for Air Force Reserve (AFR) Service Members with Gender Dysphoria to Request Voluntary

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Prioritizing Military Excellence and Readiness: Instructions for Air Force Reserve (AFR) Service Members with Gender Dysphoria to Request Voluntary Separation or Retirement

Applicable to: Air Force Reserve

The Air Force developed the following instructions to allow impacted service members to apply for voluntary separation or retirement to meet E: 14182, Prioritizing Military Excellence and Readiness, dated 27 January 2025, *Secretary of Defense Memorandum, Implementing Policy on Priority Excellence and Readiness*, dated 8 May 2025, and Secretary of the Air Force for Manpower and Reserve Affairs, *DAF Implementing Policy on Priority Excellence and Readiness*, dated 9 May 2025.

Eligibility

Service members with a current diagnosis or history of, or exhibit symptoms consistent with, gender dysphoria may request voluntary separation outlined below.

Service members with one or more of the following conditions are ineligible to apply:

- Under investigation, under civil charges, pending disciplinary action or pending involuntary discharge for circumstances other than gender dysphoria
- Under appellate review.
- Pending action under the disability evaluation system under DAFI 36-3212, Physical Evaluation for Retention, Retirement, and Separation, for a co-qualifying condition, other than gender dysphoria, that is appropriate for disability evaluation processing in accordance with DoDI 1332.18, Disability System. If a service member is subsequently returned to duty by the Physical Evaluation Board (PEB), they may apply for voluntary separation or retirement; however, they must request a separation or retirement date as outlined below.

Service members choosing to voluntarily separate will not have to repay any bonuses received prior to Office of the Under Secretary of Defense Clarifying Guidance on Prioritizing Military Excellence and Readiness, dated 28 Feb 2025, even if they have a remaining service commitment, per applicable law. Absent any other basis for separation or disenrollment, such individuals will not be subject to monetary repayment of education (recoupment) nor subject to completion of a military service obligation.

Application Window and Separation/Retirement Effective Dates

A service member may submit a request for voluntary separation or retirement through **7 July 2025**.

Service members may request a separation date that is No Later Than (NLT) **30 November 2025** or request a retirement date that is NLT **1 December 2025**. Please be advised that applications are processed on a first-in, first-out basis; therefore, service members must factor in requests for permissive 1 terminal leave, as well as processing time, when requesting the desired retirement/separation date.

Immediate Deliverable for Voluntary Separation/Retirement

Service members who wish to voluntarily separate should submit their "intent" via myFSS. They should go to "Ask a Question", choose "Personnel" and fill out the requested information, selecting "Separation" or "Retirement" as the program. For the subject line, the member should use "Gender Dysphoria Separation." In the remarks section, the member must include the following comment: "This is for the gender dysphoria voluntary separation or retirement to voluntarily separate (or retire if eligible)". A verification memorandum from the unit Commander (template provided below article) must be uploaded to the attachments button and then the request submitted. After the requested intent is received, further guidance, including instructions regarding next steps of the member's diagnosis, will be forthcoming to the member. Note: that the system does not accept PII/PHI; however, you may use the terms in the subject line and in the comment section.

Please note, service members that previously submitted their intent prior to the pause will have their myFSS cases opened for further processing to follow additional instructions below.

Members who submit a myFSS ticket through 7 July 2025 meet voluntary separation/retirement guidelines.

Separations

Separation Actions Commander Review

These separation applications will only require first commander (or equivalent) in the chain of command review.

Application Process - TR and Unit Level AGR Voluntary Separation

- Eligible members who elected to voluntarily separate will provide myFSS ticket number to servicing Force Support Squadron (FSS) to execute action 3211, Chapter 5 for enlisted and Chapter 15 for officers.
- AGRs will need to submit a voluntary curtailment worksheet to AGR Assignments Branch with their requested date of separation. Additional information may be located here: [Reserve Assignments \(https://www.arpc.afrc.af.mil/Services/Assignments/\)](https://www.arpc.afrc.af.mil/Services/Assignments/).
- Log in to MyVector.
- Select "My Applications" in your Dashboard.
- Under the Applications Dashboard Select "ARPC AGR Assignments."
- Click on the arrow pointing down to open the MENU of applications AGR Management serves.
- Click on "Voluntary AGR Curtailment Request" and click "Apply."
- On the left-hand side under "Documents" click on the arrow pointing down to open all documents available for download.
- Download the Voluntary Curtailment Worksheet from the Documents drop-down menu.
- Complete and coordinate your Voluntary Curtailment Worksheet noting above approved waivers where needed.
- You will route and obtain required signature.
 - a. On the Curtailment Worksheet for Reason for Curtailment state "Requesting separation in accordance with Executive Order 14183, member the IRR."
 - b. The AGR curtailment worksheet 120-day requirement timeline will be waived as well as (TOS).
 - c. RSC/bonus recoupment/educational benefits recoupment/completion of a military service obligation/(TIG) are also waived.
- Upload the completed Voluntary Curtailment Worksheet in a My Applications application request to AGR Management under your Application History documents tab.
- Officers will need to resign their commission; higher level approval authority has been approved.
- For unit AGRs the FSS will complete the members DAF100 and project the separation in MILPDS.

Application Process - HQ AGR Voluntary Separation

- Log in to MyVector.
- Select "My Applications" in your Dashboard.
- Under the Applications Dashboard "Select "ARPC AGR Assignments."
- Click on the arrow pointing down to open the MENU of applications AGR Management serves.
- Click on "Voluntary AGR Curtailment Request" and click "Apply."
- On the left-hand side under "Documents" click on the arrow pointing down to open all documents available for download.
- Download the Voluntary Curtailment Worksheet from the Documents drop-down menu.
- Complete and coordinate your Voluntary Curtailment Worksheet noting above approved waivers where needed.
- You will route and obtain required signature.
 - a. On the Curtailment Worksheet for Reason for Curtailment state "Requesting separation in accordance with Executive Order 14183, member the IRR."
 - b. The AGR curtailment worksheet 120-day requirement timeline will be waived as well as (TOS).
 - c. RSC/bonus recoupment/educational benefits recoupment/completion of a military service obligation/(TIG) are also waived.
- Upload the completed Voluntary Curtailment Worksheet in a My Applications application request to AGR Management under your Application History documents tab.
- Once ARPC/DPA confirms the order modification is complete and separation is projected, member can request the DAF100 from AFPC.
- Log in to myFSS.
- Type "3079" in the search bar then select "Separation Orders" to request your DAF 100 (separation order) from HQ AFPC.
- Scroll down, click "Create Request" and follow the prompts in myFSS. Upload your completed Pre-Separation worksheet, Article 3079 request, Com Verification Memorandum. Your Terminal Leave End Date will be your curtailment DOS. DO NOT ACCESS vMPF for any actions.
- Be detailed in your request, stating that you are a HQ AGR separating from the AGR program, provide myFSS ticket number.
- HQ AFPC will keep you informed of the status via email. Once you have your completed DAF 100, upload it to your My Application History draft app to AGR Assignments Management to complete your MILPDS actions.
- Provide Commander's Verification Memorandum (template provided below article).
- Officers will need to resign their commission; higher level approval authority has been approved.
- Eligible members who elected to voluntarily separate will provide myFSS ticket number to servicing agencies to execute actions IAW DAFI 36-3211, enlisted and Chapter 15 for officers.

Important Notes:

Your separation order will outline the entitlements you receive upon leaving the AGR program. Your current AGR order will not be used for entitlement your transition out of the AGR program. HQ members applying for a Reserve retirement require completion of a DAF 100 and DD Form 214 before is confirmed in MILPDS. This step ensures there are no issues with benefits or entitlements (such as obtaining a DD Form 214).

Application Process - IMA or PIRR Voluntary Separation

- Eligible members who elected to voluntarily separate will provide myFSS ticket number to servicing Detachment to execute actions IAW DAFI 36-32 enlisted and Chapter 15 for officers.
- Provide Commander's Verification Memorandum (template provided below article) signed by the assigned organization commander.
- RSC/bonus recoupment/educational benefits recoupment/completion of a military service obligation/(TIG) are also waived.
- Officers will need to resign their commission; higher level approval authority has been approved.

Application Process - ART Voluntary Separation

- Eligible members who elected to voluntarily separate will provide myFSS ticket number to servicing Force Support Squadron (FSS) to execute action 3211, Chapter 5 for enlisted and Chapter 15 for officers.
- Provide Commander's Verification Memorandum (template provided below article)
- RSC/bonus recoupment/educational benefits recoupment/completion of a military service obligation/(TIG) are also waived.
- Officers will need to resign their commission; higher level approval authority has been approved.
- Servicing Force Support Squadron (FSS) Civilian Personnel Liaison/Civilian Personnel Office (CPO) will provide information and guidance from AFRC

Commander Review

Commanders, supervisors, agencies, units, or organizations are not authorized to delay, divert or disapprove applications under this program.

Retirements

Retirements Commander Review

Retirement applications will only require first commander (or equivalent) in the chain of command review.

Application Process – Voluntary Retirement with 20+ years TAFMS (TR/IMA/PIRR) Reserve member eligible for Active-Duty retirement

Applications must be submitted via myFSS using the following steps:

- Log into myFSS. (Link: <https://myFSS.us.af.mil> (<https://myfss.us.af.mil>))
- Click on "myRetirements."
- Click on "ARC Retirements."
- Click on "+Begin Application Process."
- Review/Acknowledge Pre-Application Information.
- Click "Start Application."
- Under the Member Application Actions:
 - a. Select "Active-Duty Retirement (20 or more years of Federal Active Military Service) in the drop down for Retirement Type.
 - b. Click the appropriate radio button for "Are you an ART?"
 - c. Enter your desired retirement date. (i.e., not later than **1 Dec 2025**)
 - d. Enter your anticipated last day member will accumulate points. (cannot be on the date of retirement, must be before)
 - e. Click the appropriate radio button for "Is this your highest grade held?"
 - f. Click the appropriate radio button for "Would you like a ceremony?"
- Under the Member Contact Information, complete all fields.
- Under Retirement Certificate Information, complete all fields.
- Under Required Document(s), attach your completed DD2656, copy of current active-duty orders (if on continuous orders), and Commander's Men
- Click the Next Action button.
- A new window will open to select a role for coordination. Select the appropriate radio button.
- Click the submit button.

Application Process – Voluntary Reserve Retirement with 20+ years Satisfactory Service (TR/IMA/PIRR) Reserve member eligible for Reserv

Applications must be submitted via myFSS using the following steps:

- Log into myFSS. (Link: <https://myFSS.us.af.mil> (<https://myfss.us.af.mil>))
- Click on "myRetirements."
- Click on "ARC Retirements."
- Click on "+Begin Application Process."
- Review/Acknowledge Pre-Application Information.
- Click "Start Application."
- Under the Member Application Actions:
 - a. Select "Reserve Retirement (20 or more years of Satisfactory Military Service) in the drop down for Retirement Type.
 - b. Click the appropriate radio button for "Are you an ART?"
 - c. Enter your desired retirement date. (i.e., not later than **1 Dec 2025**)
 - d. Enter your anticipated last day member will accumulate points. (cannot be on the date of retirement, must be before).
 - e. Click the appropriate radio button for "Is this your highest grade held?"
 - f. Click the appropriate radio button for "Would you like a ceremony?"

- Under the Member Contact Information, complete all fields.
- Under Retirement Certificate Information, complete all fields.
- Under Required Document(s), attach Commander's Memo.
- Click the Next Action button.
- A new window will open to select a role for coordination. Select the appropriate radio button.
- Click the submit button.

AGRs

- Voluntary Curtailments and Time on Station (TOS) waivers will be waived.
- RSC/bonus recoupment/educational benefits recoupment/completion of a military service obligation/(TIG) are also waived.
- Only requires first commander (or equivalent) in the chain of command review.

Unit AGRs – Separation by Retirement before AGR tour end date requesting Active-Duty or Reserve Retirement.

You cannot request retirement (Active Duty or Reserve) until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired effective date. Follow these steps:

- Log in to MyVector.
- Select "My Applications" in your Dashboard.
- Under the Applications Dashboard Select "ARPC AGR Assignments."
- Click on the arrow pointing down to open the MENU of applications AGR Management serves.
- Click on "Voluntary AGR Curtailment Request" and click "Apply."
- On the left-hand side under "Documents" click on the arrow pointing down to open all documents available for download.
- Download the Voluntary Curtailment Worksheet from the Documents drop-down menu.
- Complete and coordinate your Voluntary Curtailment Worksheet noting above approved waivers where needed.
- You will route and obtain required signature.
 - a. On the Curtailment Worksheet for Reason for Curtailment state "Requesting separation in accordance with Executive Order 14183, member the IRR."
 - b. The AGR curtailment worksheet 120-day requirement timeline will be waived as well as (TOS).
 - c. RSC/bonus recoupment/educational benefits recoupment/completion of a military service obligation/(TIG) are also waived.
- Upload the completed Voluntary Curtailment Worksheet in a My Applications application request to AGR Management under your Application History documents tab.
- If everything is correct, AGR Management will modify your AGR Order, provide AROWS-R tracking number in the application and update your DOS accordingly.
- Once your MPF/FSS advises you, then you can apply for retirement in myRetirement through myFSS. "ARC Retirement" for a reserve retirement; for years Satisfactory Service and "Active Duty Retirement"; for members with 20 years of Total Active Federal Military Service (TAFMS).

Active-Duty Retirement - <https://myFSS.us.af.mil/USAFCommunity/s/knowledge-detail?xid=27627> (<https://myfss.us.af.mil/USAFCommunity/s/xid=27627>)

Reserve Retirement - <https://myFSS.us.af.mil/USAFCommunity/s/arc-retirement-dashboard> (<https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>)

Important Note:

Your separation order will outline the entitlements you receive upon leaving the AGR program. Your current AGR order will not be used for entitlement your transition out of the AGR program. HQ members applying for a Reserve retirement require completion of a DAF 100 and DD Form 214 before is confirmed in MILPDS. This step ensures there are no issues with benefits or entitlements (such as obtaining a DD Form 214). Active-duty retirees require DAF 100.

HQ AGRs – Separation by Retirement before your AGR tour end date requesting Active-Duty Retirement.

You cannot request for an Active-Duty Retirement until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired effective date. Follow these steps: Log in to MyVector.

- Select "My Applications" in your Dashboard.
- Under the Applications Dashboard "Select "ARPC AGR Assignments."
- Click on the arrow pointing down to open the MENU of applications AGR Management serves.
- Click on "Voluntary AGR Curtailment Request" and click "Apply."
- On the left-hand side under "Documents" click on the arrow pointing down to open all documents available for download.
- Download the Voluntary Curtailment Worksheet from the Documents drop-down menu.
- Complete and coordinate your Voluntary Curtailment Worksheet noting above approved waivers where needed.
- You will route and obtain required signature.
 - a. On the Curtailment Worksheet for Reason for Curtailment state "Requesting separation in accordance with Executive Order 14183, member the IRR."
 - b. The AGR curtailment worksheet 120-day requirement timeline will be waived as well as (TOS).
 - c. RSC/bonus recoupment/educational benefits recoupment/completion of a military service obligation/(TIG) are also waived.

- Upload the completed Voluntary Curtailment Worksheet in a My Applications application request to AGR Management under your Application History documents tab.
- If everything is correct, AGR Management will modify your AGR Order, provide AROWS-R tracking number in the application and update your DOS accordingly
- You may then apply for retirement in myRetirement through myFSS then select "Active Duty Retirement" for members with 20 years of Total Active F Service (TAFMS).

Active-Duty Retirement - <https://myFSS.us.af.mil/USAFCommunity/s/knowledge-detail?xid=27627> (<https://myfss.us.af.mil/USAFCommunity/s/xid=27627>).

HQ AGRs – Separation by Retirement before your AGR tour end date requesting Reserve Retirement.

You cannot request for a Reserve Retirement until your AGR order has been curtailed to have a projected DOS 1 day prior to your desired retirement. Follow these steps:

- Log in to MyVector.
- Select "My Applications" in your Dashboard.
- Under the Applications Dashboard "Select "ARPC AGR Assignments."
- Click on the arrow pointing down to open the MENU of applications AGR Management serves.
- Click on "Voluntary AGR Curtailment Request" and click "Apply."
- On the left-hand side under "Documents" click on the arrow pointing down to open all documents available for download.
- Download the Voluntary Curtailment Worksheet from the Documents drop-down menu.
- Complete and coordinate your Voluntary Curtailment Worksheet noting above approved waivers where needed.
- You will route and obtain required signature.
 - a. On the Curtailment Worksheet for Reason for Curtailment state "Requesting separation in accordance with Executive Order 14183, member the IRR."
 - b. The AGR curtailment worksheet 120-day requirement timeline will be waived as well as (TOS).
 - c. RSC/bonus recoupment/educational benefits recoupment/completion of a military service obligation/(TIG) are also waived.
- Upload the completed Voluntary Curtailment Worksheet in a My Applications application request to AGR Management under your Application History documents tab.
- If everything is correct, AGR Management will modify your AGR Order, provide AROWS-R tracking number in the application and update your DOS accordingly. Once ARPC confirms you have a projected separation you will log into myFSS and request your DAF100.
- Log in to myFSS
- Type "3079" in the search bar then select "Separation Orders" to request your DAF 100 (separation order) from HQ AFPC.
- Select "Create Request" and follow the prompts in myFSS. Upload your completed Pre-Separation worksheet in your Article 3079 request. Your Term will be your curtailment DOS. DO NOT ACCESS vMPF for any actions.
- Be detailed in your request, stating that you are a HQ AGR separating from the AGR program.
- HQ AFPC will keep you informed of the status via email. Once you have your completed DAF 100, upload it to your My Application History draft app to AGR Assignments Management to complete your MILPDS actions.
- Member will then have to apply in myRetirement through myFSS, then select "ARC Retirement."

ARC Retirement Dashboard - <https://myFSS.us.af.mil/USAFCommunity/s/arc-retirement-dashboard> (<https://myfss.us.af.mil/USAFCommunity/s/dashboard>)

Important Notes:

Your retirement order will outline the entitlements you receive upon leaving the AGR program. Your current AGR order will not be used for entitlement your transition out of the AGR program. HQ members applying for a Reserve retirement require completion of a DAF 100 and DD Form 214 before is confirmed in MILPDS. This step ensures there are no issues with benefits or entitlements (such as obtaining a DD Form 214).

Commander Review

Commanders must advise in the comment portion of the on-line separation application or in the commander coordination page of the on-line application any condition which exists that renders the service member ineligible, i.e., pending involuntary discharge for conditions other than going undergoing investigation or pending court-martial action.

Commanders, supervisors, agencies, units, or organizations **are not authorized to delay, divert or disapprove applications under this program**

Commander's Memorandum

[UNIT LETTERHEAD/CC]

[DATE]

MEMORANDUM FOR AFPC (HQ AGR) or ARPC (all other)

FROM: [Commander/Unit]

SUBJECT: Voluntary Separation Related to OUSD (P&R) Memorandum, "Additional Guidance on Prioritizing Military Excellence and Readiness", dated 26 February 25

References: (a) OUSD memorandum, "Additional Guidance on Prioritizing Military Excellence and Readiness", dated 26 Feb 25
(b) Executive Order 14183, "Prioritizing Military Excellence and Readiness," dated 27 Jan 2025
(c) OSD memorandum, "Implementing Policy on Prioritizing Military Excellence and Readiness" dated 8 May 25

I have verified that [member's name] is eligible to apply for voluntary separation IAW Reference (a).

Further medical verification of [member's name] confirming the member's diagnosis of gender dysphoria is forthcoming.

My point of contact is [name, rank, phone number and email].

[Commander Signature Block]

Related Resources

- [Executive Order 14183, "Prioritizing Military Excellence and Readiness," 27 January 2025 \(https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000004jA4DIAU\)](https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000004jA4DIAU)
- [Secretary of Defense Memorandum, "Prioritizing Military Excellence and Readiness Memo," 7 February 2025 \(https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000008EjYXIA0\)](https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000008EjYXIA0)
- [OUSD \(P&R\) Memorandum, "Additional Guidance on Prioritizing Military Excellence and Readiness," 26 February 2025 \(https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000008EMqWIAW\)](https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000008EMqWIAW)
- [OUSD \(M&RA\) Memorandum, "Clarifying Guidance on Prioritizing Military Excellence and Readiness," 28 February 2025 \(https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000004jDRpIAM\)](https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000004jDRpIAM)
- [SAF/MR Memorandum, "Additional Guidance for Executive Order 14183, Prioritizing Military Excellence and Readiness," 1 March 2025 \(https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000004izOuIAI\)](https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000004izOuIAI)
- [SAF/MR Memorandum, "DAF Implementing Policy on Prioritizing Military Excellence and Readiness," 9 May 2025 \(https://afink.usaf.afpims.mil/Portals/1/documents/2025SAF/SAF%20MR%20Memo%20Prioritizing%20Military%20Excellence%20and%209%20May%2025%20-%20Final.pdf\)](https://afink.usaf.afpims.mil/Portals/1/documents/2025SAF/SAF%20MR%20Memo%20Prioritizing%20Military%20Excellence%20and%209%20May%2025%20-%20Final.pdf)
- [Secretary of Defense Memorandum, "Implementing Policy on Prioritizing Military Excellence and Readiness," 8 May 2025 \(https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000008EDk3IAG\)](https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000008EDk3IAG)
- [Separation Pay Acknowledgement Memorandum \(https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000004j3QvIAI\)](https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069Rw000004j3QvIAI)

> FSS