

OCHR FACTSHEET

End of Year Retirement

Issued: 19 September 2018

CIVILIAN BENEFITS CENTER

This Fact Sheet:

- Explains the end of year retirement process for calendar year 2018
- Identifies retirement checklists locations and counseling timelines
- Provides contact information for the Civilian Benefits Center

Background

The end of the calendar year is the most popular time for employees to retire. Employees who plan to retire 31 December 2018 - 3 January 2019 should submit their retirement application to the Civilian Benefits Center (CBC) as soon as possible. This will allow the CBC adequate time to resolve any issues that may affect retirement eligibility or annuity and ensure timely processing of the retirement application. This fact sheet provides information about how to apply for retirement. Employees are able to use the Retirement Dashboard within the GRB Platform to generate their retirement application. **NOTE: The signed application must be printed and mailed to the CBC.** Information on using the Retirement Dashboard can be found in the checklists below.

Retirement Checklists

Comprehensive retirement checklists are available on the Office of Civilian Human Resources (OCHR) portal to help employees submit their retirement application. To access the portal, employees must use a government computer; have a .mil, .edu, or .gov email address and a Department of Defense (DoD) Common Access Card (CAC). While not all-inclusive, these checklists answer many questions about topics such as the best day to retire, how to apply for retirement, military and civilian deposits, insurance, Thrift Savings Plan, lump sum annual leave payment, and what to expect after retirement.

CSRS Voluntary Retirement Checklist:

https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Benefits/Retirement/Retirement_CSRS_Voluntary.pdf

FERS Voluntary Retirement Checklist:

https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Benefits/Retirement/Retirement_FERS_Voluntary.pdf

Retirement Counseling

Once a retirement application has been received by the CBC, a retirement specialist will contact the employee within 30 business days of the date of retirement. Employees should carefully read the appropriate checklist referenced above. The retirement specialist will answer any questions and provide counseling at this time.

Need Assistance?

Employees may direct questions about retirement to the Benefits Line at 888-320-2917 from 7:30 a.m. to 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. The TTY number is 866-359-5277. Employees may also email their questions to navybenefits@navy.mil. Employees must include their full name, pay plan, grade, contact telephone number and the best time to call. Please do not include Privacy Act or other Personally Identifiable Information such as date of birth or social security number in the email correspondence.

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