

# OCHR FACTSHEET

End of Year Retirement

*Issued: 30 August 2017*

## CIVILIAN BENEFITS CENTER

This Fact Sheet:

- Explains the end of year retirement process for calendar year 2017
- 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 2017 - 3 January 2018 should submit their retirement application to the Civilian Benefits Center (CBC) by 30 September 2017. This allows 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 encouraged to use the Employee Benefits Information System (EBIS) to generate their retirement application. Information on using EBIS 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 and what to expect after retirement.

CSRS Voluntary Retirement Checklist:

[https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Benefits/Retirement/Retirement\\_CSRS\\_Voluntary.pdf](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](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 7 business days from receipt of the application. 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](mailto: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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