



Countdown to Retirement Checklist

<i>Time Period Prior to Retirement</i>	<i>Activities</i>
1–30 years	<input type="checkbox"/> Use your agency's retirement specialist and other available resources to: <ul style="list-style-type: none">- Understand your benefits- Target your goals- Analyze your choices (i.e., survivor benefit elections, deposits, and crediting of past appointments and military service).
1 year	<input type="checkbox"/> Determine your first eligibility date for retirement. <input type="checkbox"/> Request an estimated annuity computation for one or two possible retirement dates. Request a consultation to go over the estimate and ask any questions regarding your choices of retirement benefits. (This may include a discussion of health, life insurance, and TSP benefits, as well as CSRS or FERS retirement benefits.) <input type="checkbox"/> Pay any financial debts to your agency and repay TSP loans.
4 months	<input type="checkbox"/> Request a retirement application package from your retirement specialist in Human Resources. Review the information and request a consultation, if necessary. <input type="checkbox"/> Set a date, begin completing applications, and request a final annuity estimate for the selected date.
3 months	<input type="checkbox"/> Consider Medicare and Social Security eligibility. Apply for Social Security by calling 1-800-772-1213 or online at www.ssa.gov . <input type="checkbox"/> Turn in your retirement application (SF2801 – CSRS or SF 3107 – FERS) at least 30 days prior to your retirement or as much as 90 days prior if you work for a large agency. <input type="checkbox"/> Make sure your time and attendance clerk is aware of your retirement date. <input type="checkbox"/> Make final decision about paying deposits, redeposits, and military deposits and waiving military retired pay (if applicable).
1 month	<input type="checkbox"/> Sign the back of the Certified Summary of Federal Service (SF 2801-1, CSRS; or SF 3107-1, FERS). <input type="checkbox"/> Request a final consultation. You may need to inquire about the following: <ol style="list-style-type: none">1. What is the timeframe for receiving your lump-sum annual leave payment?2. How long will it take your agency to submit a retirement application to OPM? (It should be within 30 days of your separation.)3. What is the name and phone number of your retirement specialist and your payroll office contact for any questions you may have after you leave?



Countdown to Retirement Checklist *continued*

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Blast Off	<ul style="list-style-type: none"><li data-bbox="334 579 1498 638"><input type="checkbox"/> Your agency computes and pays your last pay check and lump sum annual leave payment – usually within 30 – 45 days of your separation.<li data-bbox="334 674 1498 764"><input type="checkbox"/> The OPM Retirement Operations Center receives your retirement application from the agency shortly after your retirement. Usually within 2 weeks of receipt, you will receive an acknowledgment letter with a retirement claim number. This number is your Civil Service Annuitant (CSA) number.<li data-bbox="334 800 1498 861"><input type="checkbox"/> Your application is reviewed. If it is clear that you are entitled to an immediate annuity, OPM authorizes interim annuity payments. These payments are usually about 90% of the regular monthly payment.
After you retire...	<ul style="list-style-type: none"><li data-bbox="334 930 1276 959"><input type="checkbox"/> Your first check should arrive 2–3 weeks after OPM receives the application package.<li data-bbox="334 995 1528 1209"><input type="checkbox"/> If straightforward, your claim is finalized. If not, it is forwarded to the Adjudication Division of OPM in Washington, D.C. (OPM tries to complete the final processing <i>within 35 days of receipt</i>. However, due to the increasing volume of claims, recent retirees have waited months for their complete annuities — some for more than a year— and in the meantime have to get by on reduced interim pensions. OPM says interim pensions now average 80 percent of the full pension retirees are owed, but new retirees sometimes receive much less. NOTE: With the federal workforce aging, agencies continuing to offer buyouts and early retirements, experts believe the pace of retirements will continue to accelerate throughout 2013.)<li data-bbox="334 1245 1498 1367"><input type="checkbox"/> OPM provides retirees an annuity statement and other materials after the claim is processed. Retirement checks are paid monthly and are electronically transferred to the retiree’s bank in most circumstances (you will complete an SF 1199A, Direct Deposit Sign-Up Form). The check you receive on the first of the month will be your payment for the previous month.