



Speeding the Retirement Journey

A NARFE Federal Benefits Institute Webinar

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Office of Personnel Management (OPM) 2016 Inspector General Report

- OPM is not responding to written communications within 60 days;
- OPM is not responsive to messages left in their voice mailboxes; and,
- Annuitants are having to make multiple attempts to contact OPM for a response to their inquiries.





OPM Retirement Processing Delays

In October 2016, Congress asked the Government Accountability Office (GAO) for recommendations for improving retirement processing.





NARFE Federal Benefits Institute

Month	Received	Inventory	Month	Received	Inventory
May 2015	7,845	15,374	May 2016	7,210	14,035
June 2015	6,920	14,511	June 2016	5,929	13,529
July 2015	9,862	16,455	July 2016	9,238	15,562
August 2015	7,341	16,350	August 2016	6,818	16,334
September 2015	6,300	14,706	September 2016	6,946	15,146
October 2015	8,374	12,642	October 2016	7,326	16,677
November 2015	6,019	12,562	November 2016	5,065	16,019
December 2015	4,753	11,399	December 2016	5,483	15,097
January 2016	15,423	19,761			
February 2016	11,293	22,692			



What Can You Do?

You Can Speed the Timeline!

- Start Early
- Take Charge



Test Your Knowledge!

What is the average processing time for a CSRS or FERS retirement claim?



Test Your Knowledge!

- A. 10 - 30 days
- B. It varies
- C. 60 days or less
- D. 180 days
- E. 2 years



Test Your Knowledge!

- A. 10 days
- B. It varies
- C. **60 days**
- D. 180 days
- E. 2 years

- **2.6 million annuitants and survivors**
- **During FY 2016, OPM processed 70.1 percent of the retirement cases within 60 days or less.**



Review eOPF

- Beginning and ending dates of service
- Retirement coverage
- Tour of duty
- Other government / military service
- Records of deposits / redeposits / refunds

***If it doesn't look right to you...
it probably isn't right!***



3-12 Months Before Retirement

- **Request final annuity estimate (CSRS or FERS)**
 - Find missing service records if necessary
 - Consider former spouse entitlement
 - Evaluate survivor elections
- **Compute TSP income options if desired**
- **Request updated Social Security report (if eligible)**
- **Verify eligibility for FEHBP and FEGLI**



Typical Timeline

30-90 days before retirement

Example: Retirement Date: May 31
File: March 1-May 1, 2017

File **CSRS or FERS** Application

File for **Social Security** if eligible and
desire benefit to begin



Filing the Application: 30-90 Days Before Retirement Date

CSRS: SF 2801

FERS: SF 3107

- Fillable forms
- No erasures or white out
- Be sure to sign the application
- Some agencies have electronic filing
- Notarize less than full spousal election
- Complete all yes / no questions



Application for Immediate Retirement

www.opm.gov



Application for Immediate Retirement Civil Service Retirement System (CSRS)

See Privacy Act
Information on
Instruction Sheet

Section A - Identifying Information

1. Name (last, first, middle)		2. List all other names you have used	
3. Address (number, street, city, state, ZIP code)		4a. Daytime area code and telephone number after retirement ()	4b. Best time to reach you
4c. Home Email address		4d. FAX number ()	
5. Date of birth (mm/dd/yyyy)		6. All social security numbers you have used.	
7. Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Is this an application for disability retirement? <input type="checkbox"/> Yes (Ask your employing office about other documents you must submit) <input type="checkbox"/> No	

Section B - Federal Service

1. Department or agency from which you are retiring (Include bureau or division)		2. Date of final separation (mm/dd/yyyy)	
1a. Address and ZIP code		3. Title of position from which you are retiring	
		3a. Your pay plan and occupational series	
4. Have you performed active honorable service in the Armed Forces or other uniformed services of the United States (see SF 2801A for definitions)? <input type="checkbox"/> Yes (Complete Schedule A and attach it to this form) <input type="checkbox"/> No			
5. Are you receiving or have you applied for military retired pay? (Note: If you later become entitled to military retired pay, you must notify OPM.) <input type="checkbox"/> Yes (Complete Schedule B and attach it to this form) <input type="checkbox"/> No			

Section C - Other Claim Information

1. Are you receiving or have you applied for (or received within the past 2 years) workers' compensation from the Department of Labor because of a job-related illness or injury? <input type="checkbox"/> Yes (Complete Schedule C and attach it to this form) <input type="checkbox"/> No			
2. Have you previously filed any application under the Civil Service Retirement System or Federal Employees Retirement System (for retirement, refund, etc.)? <input type="checkbox"/> Yes (Complete items 2a and 2b below.) <input type="checkbox"/> No			
2a. Type of application		2b. Claim number(s)	
<input type="checkbox"/> Retirement	<input type="checkbox"/> Refund	<input type="checkbox"/> Deposit or redeposit	<input type="checkbox"/> Voluntary contributions

Section D - Insurance Information

See the pamphlet SF 2801A, Applying for Immediate Retirement Under the Civil Service Retirement System, for information.

1. Are you eligible to continue Federal Employees Health Benefits coverage as a retiree? <input type="checkbox"/> Yes <input type="checkbox"/> No		2. Does a court or administrative order require that you provide health benefits coverage for one or more children? <input type="checkbox"/> No <input type="checkbox"/> Yes (Attach a copy of the order.)	
3. Are you eligible to continue Federal Employees' Group Life Insurance coverage as a retiree? <input type="checkbox"/> Yes <input type="checkbox"/> No		4. Are you currently enrolled in the Federal Long Term Care Insurance Program (FLTCIP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are you enrolled in the Federal Dental and Vision Insurance Program (FEDVIP)? <input type="checkbox"/> Yes → Your coverage will automatically continue into retirement as long as you continue to pay applicable premiums. Until work on your annuity is completed, you may receive bills from BENEFEDS. You must pay these bills in order to keep your FEDVIP coverage. After work on your annuity is completed, BENEFEDS will automatically begin deducting from your annuity to pay future premiums. If you have questions, please contact BENEFEDS at 1-877-888-3337.		5. Are you currently enrolled in the Federal Long Term Care Insurance Program (FLTCIP)? <input type="checkbox"/> Yes → You will automatically continue your coverage into retirement, as long as you continue to pay applicable premiums. If you are currently paying FLTCIP premiums by agency payroll deduction, you must arrange to pay premiums, either by deductions from your annuity, through automatic bank debit, or direct bill. Please call LTC Partners at 1-800-LTC-FEDS (1-800-382-3337) to make these arrangements.	



Marital Information

Single

Options for your CSRS or FERS retirement:

- No survivor annuity
- Elect an “insurable interest” survivor annuity
- Elect a survivor annuity for a former spouse



Marital Information

Married

Marriage certificate

Maximum spousal survivor benefit

- 10% reduction FERS / little less than 10% reduction CSRS
- FERS: 50% of unreduced FERS benefit
- CSRS: 55% of unreduced CSRS benefit

Partial spousal survivor benefit (lesser reduction to your retirement)

- FERS: 25% of unreduced FERS benefit
- CSRS: 55% of \$_____



Marital Information

Divorced

Former spouse is entitled to CSRS or FERS survivor benefits or a portion of your CSRS or FERS annuity (court order or divorce decree):

- If yes, is there a copy of the divorce decree on file with OPM?
- Include a copy with your retirement application, as well
- If yes, has it been declared acceptable for processing?

Former spouse does not have entitlement to survivor or retirement benefits under CSRS or FERS, then

- No need to include a copy of your divorce decree
- Voluntarily elect a survivor annuity



Filing the Application: 30-90 Days Before Retirement Date

Other documents you may need:

- Marriage Certificate
- Divorce Decree
- Military Documents
- Worker's Compensation Claims (pending)
- Prior Communication From OPM
 - Deposit / Redeposit
 - Refunded Contributions
 - Voluntary Contributions



Filing the Application: Optional

Insurable Interest Election

- Proof of insurability

Update Designation of Beneficiary Forms

- TSP
- FEGLI
- CSRS or FERS

Voluntary Contributions (CSRS and CSRS Offset only)

- SF 2804 Application to Make Voluntary Contributions
- RI 38-124 Voluntary Contributions Election



Filing the Application: Insurance

FGLI:

- SF 2818 Continuation of Life Insurance
- Agency must certify 5 years of coverage

FEHBP:

- Agency certify 5 years overage / transfer to OPM
- Proof of coverage under family FEHBP plan

Continuation of FEDVIP and FLTCIP:

- Billing while in interim retired pay



Filing the Application: Insurance

Medicare Part B Enrollment (if age 65+):

- Send your completed and signed application to your local Social Security office
- Call Social Security at 800-772-1213
- Application for Enrollment in Medicare Part B
 - CMS-40B
- Proof of Employment Information
 - CMS-L564
- Contact FEHBP carrier



Typical Timeline

Retire!

Example: Last day on the job: Close of Business
May 31, 2017

- **Exit Interview**
- **Make Copies of Everything**



Typical Timeline

1st Month After Retirement

Example: June 2017 receive last pay and possibly partial pay if retirement was middle of a pay period

- **Last Paycheck(s)**
- **Receive 1st Social Security payment on time**



Typical Timeline

2nd Month After Retirement

Example: July 2017 receive CSA # and first interim payment from OPM and lump sum leave payment from agency

- **Unused annual leave lump sum payment**
- **CSA# from OPM**
- **1st Interim CSRS or FERS payment**
- **File for TSP Withdrawal if desired**



Test Your Knowledge!

What should you do if your CSRS or FERS retirement takes longer than two months (60 days) to process?



Test Your Knowledge!

- A. Contact your Member of Congress
- B. Contact the Office of Personnel Management
- C. Be patient a little longer
- D. Contact your former agency
- E. Contact NARFE



Test Your Knowledge!

- A. Contact your Member of Congress
- B. Contact the Office of Personnel Management
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Typical Timeline

3rd - ? Month After Retirement

Example: Possible regular retirement begins August 2017

1st Regular CSRS or FERS benefit

- Length of interim pay depends on many factors

TSP monthly payments may begin



What Is Going On?

Obtain missing information

Determine your eligibility

- Annuity and health and life insurance

Compute the amount of your annuity

Send you materials concerning:

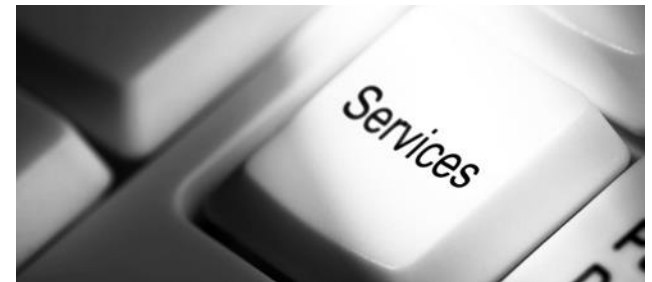
- Your survivor benefit election
- The alternative form of annuity
- Voluntary contributions / excess contributions
- Unpaid civilian deposit or redeposit
- If you are a FERS MRA+10 retiree, your annuity commencing date

Authorize your annuity payment and send statement



OPM Services Online

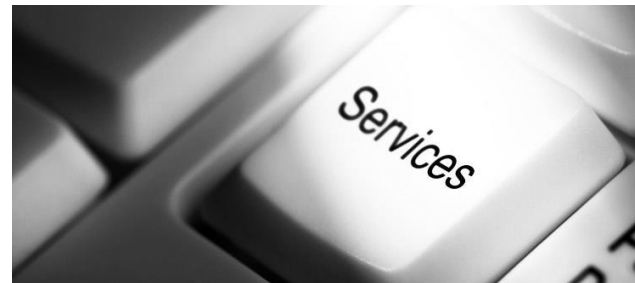
- View/print 1099-R tax forms
- View/print Retirement Services Reference Card (ID card)
- View/print a year-to-date summary of payments
- View/print Verification of Life Insurance (FEGLI)
- View the status of your case while in interim pay





OPM Services Online

- Change your federal and state income tax withholding
- Change your mailing address / update email address
- Set up a checking or savings allotment
- Sign up for direct deposit of your payment
- View/print annuity statement/
verification of income





Changing Your Annuity Election

30 days to change survivor benefit election / no penalty

18 months to increase survivor benefit election / 24.5% penalty

End of marriage: death or divorce

- Election made at retirement void
- Divorce decree
- Death certificate
- Contact OPM

2-year election period for post-retirement marriage



Social Security: Online, by Phone, in Person?

www.ssa.gov

- As little as 15 minutes
- It's so easy
- Apply from the comfort of your home
- At a time most convenient for you
- There's no need to drive
- No need to wait for an appointment

Otherwise, call 800-772-1213



Thrift Savings Plan: Partial Withdrawal

You can make a partial withdrawal if you:

- Have not made prior partial withdrawal, and
- Did not make an [age-based in-service withdrawal](#) while you were still employed by the federal government or the uniformed services, and
- Request \$1,000 or more from your account.



Account Withdrawal Deadline

Required to start withdrawing your money by April 1 of the year following either:

- The year you turn age 70½, if you are separated, OR
- The year you separate from federal service, if you have reached age 70½.

If you do not begin withdrawing your account by the required deadline, your account balance will be forfeited to the TSP. You can reclaim it; however, you will not receive earnings on it from the time it was forfeited.



TSP Withdrawal

- 1. Read:** Withdrawing Your TSP Account After Leaving Federal Service
- 2. Read:** TSP tax notice
- 3. Complete:** Form TSP-70, Request for Full Withdrawal
- 4. Complete (optional):** Form TSP-77, Request for Partial Withdrawal When Separated

Available on www.tsp.gov or through the ThriftLine

Wait at least 30 days after separation



Questions

