

Civilian Employee Base Out-processing / Retirement & Separation Checklist

Civilian Personnel Section, 17 FSS/FSCA, Goodfellow AFB TX

Your name _____

Your organization/office symbol _____

Your official separation date: _____ Your last day on duty: _____

Your forwarding e-mail address: _____

Your home or forwarding address: _____

EMPLOYEE: You must out process/clear the offices listed below to verify you have submitted or completed appropriate documentation, returned government property and paid in full any debt to the organization by obtaining an authorized signature not later than your last duty day.

SUPERVISOR: *Ensure your employee clears the applicable offices below AND has completed any additional requirements within your own organization.*

Prior to Out-Processing

Create passwords for following sites to access without CAC card: AFPC Secure, MyPay, MyPers and eOPF

Office	Action	Location & Phone #	Signature/Date
Unit Security Manager	DEBRIEF Security Clearance CHECK Investigation status	Unit Orderly Room or Admin Office	
Civilian Payroll Liaison	SUBMIT final timecard	Bldg 430, Ste 100 x3761	
Military Personnel Section	TURN IN CAC and dependent IDs, if separating from AF	Bldg 430 x3311 Mil Personnel Section	
Services	CLEAR Services	Event Center	
Facility Manager	TURN IN building key(s)	Unit Facility Manager	
Unit Info Assurance Officer	CLOSE OUT E-mail Account	Unit IAO	
Special Security Office	TURN IN Security Badge & COMPLETE Debriefing	Bldg 519, Rm 170 x5381	
Defense Travel System	Close out DTS Account	Unit DTS POC	
Comm Squadron - SCOSE	OUTPROCESS EC / USLM	Bldg 430 x4065	
Logistics Readiness Sq.	CLEAR AMS/Equipment Account	Bldg 340 x3840 X3837 - see Connie Yasutake	
SUPERVISOR—If the employee is a supervisor: Verify Performance Management requirements (certifications, appraisals or feedbacks) are complete. Ensure Employee Work Folders (971 folders) are held for the new supervisor.			
SUPERVISOR - I have verified the employee has cleared all applicable items above and all other organization requirements.			
Civilian Personnel Section	Benefits & Entitlements and Unemployment Information	Bldg 3303, Rm 3121 x3331	

I certify I have cleared all applicable areas.

Employee's Signature

Date

*** Before employees separate, employees need to visit MyPers and enter "what separating employees should do to obtain access to their SF50." The procedural guide states that employees should set up an EOPF manual log in so they can access it after they separate.**

EMPLOYEE CHECKLIST for RETIREMENTS & SEPARATIONS

- 1) Contact the Benefits and Entitlements Service Team (BEST) for advisory services. 1-800-525-0102.
- 2) Log into your MyPay account at <https://mypay.dfas.mil>
 - a) Update your mailing address to ensure your servicing civilian personnel section and payroll office have the most current mailing address so that W-2, *Wage and Tax Statement*, insurance carrier and TSP information can be received at the proper address.
 - b) Review your W-4, *Employee's Withholding Allowance Certificate*, and applicable state tax forms. Does your tax withholding need to be adjusted due to salary increases? If so, use the IRS Withholding Calculator to determine the necessary adjustments, then submit a new W-4 through the MyPay website or submit it to your customer service representative at your civilian pay office.
 - c) If you don't have access to a computer/internet once you leave you may want to consider doing the following:
 - i) Change your W-2 election to hard copy.
 - ii) Change your LES election to hard copy and print out LES's (if desired)
- 3) Review the following items:
 - a) TSP Withdrawal Package, located on the TSP website at: <https://www.tsp.gov/PDF/formspubs/tspb02.pdf>
 - b) The booklet "Temporary Continuation of Coverage (TCC) under the FEHB Program" (RI 79-27), located on the OPM website www.opm.gov/insure/health/eligibility/tcc/index.asp
 - c) FEGLI conversion statements on the base clearance sheet. Indicates on Clearance Sheet if planning to convert insurance to private policy.
 - i) If employee has Option C, Family coverage, and is not converting insurance to a private policy, indicate if eligible family member will convert Option C, Family coverage
 - ii) Requests SF 2821, Agency Certification of Insurance Status, from BEST if planning to convert insurance
- 4) Prior to separation, set up an myPay, myPers, AFPC Secure, eOPF website UserID and password in order to access. The eOPF to obtain a copy of separation SF-50 up to 60 days after date of separation. If a UserID and password were not set up prior to separation, contacts the A1 Service Desk at 800-525-0102, option 8, Option 2 (All Other Technical Issues) to request a temporary password. A1 Service Desk will confirm separation date and service computation date, confirm default UserID (first four letters of last name and last four numbers of Social Security Number), provide a temporary password, and provide login instructions.
- 5) If entering into Leave Without Pay Status (LWOP) status prior to separation:
 - a) Review the knowledge article "Nonmilitary Leave Without Pay" located on the myPers website, keyword search 23534. Download the election form, complete and submits to BEST, via the myPers website. https://mypers.af.mil/app/answers/detail/a_id/23534/kw/23534/p/2
 - b) Contact TSP to make loan payments (if applicable).
 - c) FEHB will not be paid as well, you may incur a debt upon rehire.

- 6) You may want to consider doing the following:
- a) myBiz <https://compo.dcpds.cpms.osd.mil/>
 - i) print out your SF50's
 - ii) print out Appraisals
 - b) eOPF <https://eopf.opm.gov/USAF>
 - i) Check to make sure you have all the appropriate forms with correct dates.
 - ii) You can print from this site as well.
- 7) The federal government recognizes most recently dated beneficiary forms, Assignments or valid court orders. Wills or power of attorney documents do not override these forms. If you want to ensure that your survivors receive the timely notification of benefits and payments, it is important that you complete the appropriate designation of beneficiary form in the manner in which you want those payments distributed. If beneficiary forms are not completed, the order of precedence applies at the time of death. [Designation of beneficiary](#) forms can be found on the Office of Personnel Management (OPM) website. <https://www.opm.gov>
- a) SF-2808, *Designation of Beneficiary, Civil Service Retirement System*. Use this form only if your current retirement coverage is CSRS or CSRS Offset. OPM will pay retirement funds to survivors and eligible dependents. This form must be mailed in (address is on the form) or submitted to your Civilian Personnel Section. It will be filed in your eOPF.
 - b) SF-3102, *Designation of Beneficiary, Federal Employees Retirement System*. Use this form only if your current retirement coverage is FERS. OPM will pay retirement funds to survivors and eligible dependents. This form must be mailed in (address is on the form) or submitted to your Civilian Personnel Section. It will be filed in your eOPF.
 - c) SF-2823, *Designation of Beneficiary, Federal Employees Group Life Insurance (FEGLI) Program*. Includes payment upon death for all life insurance coverage options. Payments are made by the Office of FEGLI. This form must be mailed in (address is on the form) or submitted to your Civilian Personnel Section. It will be filed in your eOPF.
 - d) SF-1152, *Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee*. Includes payment for monies due employee, i.e., salary, annual leave balance, and travel reimbursements. This form must be mailed in (address is on the form) or submitted to your Civilian Personnel Section. It will be filed in your eOPF.
 - e) TSP-3, *Designation of Beneficiary*. Used by the TSP Board to pay TSP account balance. This form must be uploaded on the TSP website or mailed to TSP (address is on the form).

NOTE: Separated employees may contact Total Force Service Center up to 90 days after separation to obtain a copy of their separation SF-50. Once the e-OPF is transferred to the National Personnel Records Center the employee may get a copy of the separation SF-50 by requesting it from the National Archives and Records Administration at National Personnel Records Center, 411 Boulder Blvd, Valmeyer, IL 62295 or fax 618-935-0314.

When contacting NPRC for your SF-50, please make sure you have the following information:

1. Full Name.
2. Date of birth.
3. Social security number
4. Last employing agency (include duty station) and approximate date(s) of the employment.
5. Signature

Access to Last Standard Form 50, Notification of Personnel Action, after Retirement/Separation

Applicable to: Civilian

Air Force serviced employees, who are preparing to retire/separate or have retired/separated from Federal service, may secure a temporary password to maintain access to their last Standard Form (SF) 50, *Notification of Personnel Action*, up to 60 days from date of retirement/separation. This will allow employees to obtain a copy of their final separation from a personal computer. Employees may obtain a UserID and password prior to retirement/separation, or within 60 days after retirement/separation from federal service. If the employee is retiring, the Benefits and Entitlements Service Team will provide the employee their retirement SF-50, once processed, via DoD Safe if they have a personal email address on file in myPers at the time of retirement. DoD Safe is a web-based tool that provides authenticated DoD CAC users and guests (unauthenticated users) the capability to securely send and receive files.

Before Retirement or Separation

To obtain a UserID and password prior to retirement/separation, employees must login to the [AFPC Secure \(/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHrtCAG\)](#) website and select the "Create User ID & Password" tab on the applications tool bar. A default UserID consisting of the first four letters of the employee's last name and the last four numbers of the employee's Social Security Number will be displayed. Employees are then prompted to create a new password. The new password must be at least 15 characters long and consist of two uppercase letters, two lowercase letters, two numbers, and two symbols. Once separated, the employee may log into AFPC Secure, using their UserID and Password, select the "eOPF SF-50" link to access their last SF -50, once it has processed. If an employee needs assistance obtaining their last SF-50, they may contact the A1 Service desk at afpoa.a1.sd@us.af.mil (<http://afpoa.a1.sd@us.af.mil>) or (800) 525-0102.

Up to 60 Days after Retirement or Separation

To obtain a UserID and password after separation, employees must contact the A1 Service Desk or (800) 525-0102, to request a temporary password. A1 Service Desk will confirm employee's separation date and service computation date, confirm default UserID, (first four letters of last name and last four numbers of social security number) provide a temporary password, and provide login instructions. The A1 Service desk will provide the employee instruction via email on how to retrieve the form via AFPC Secure. The employee will then login to [AFPC Secure \(/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHrtCAG\)](#) website where they will be prompted to change their temporary password. Password must be at least 15 characters long and consist of two uppercase letters, two lowercase letters, two numbers, and two symbols. The employee will select the "eOPF SF-50" link that will allow the employee to access their last SF -50.

Over 60 Days after Retirement or Separation

Access to AFPC Secure will be valid for 60 days following date of retirement or separation, after 60 days, request for SF-50 and other documents must be submitted to the National Personnel Records Center (NPRC) an archival holding of civilian Official Personnel Folders (OPF). For instructions on how to request documents visit [NPRC FAQ \(/USAFCommunity/s/knowledge-detail?pid=kA08300000000qnCAA\)](https://USAFCommunity/s/knowledge-detail?pid=kA08300000000qnCAA) section.

> FSS

Frequently Asked Questions – Civilian Personnel Records

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1. How do I get information from my civilian personnel records?

CIVILIAN PERSONNEL RECORDS

For Federal civil servant whose employment ended **before 1951**

For the Federal civil servant whose employment ended **after 1951**

Civilian personnel records are normally transferred to the National Personnel Records Center within 120 days after an employee's separation from Federal employment. If less than 120 days have elapsed since separation, write to the last employing office. Thereafter, send your request to the address listed below.

Certain basic **information needed to locate civilian personnel records**, includes:

- full name used during Federal employment,
- date of birth,
- Social Security Number (if applicable),
- name and location of employing Federal agency,
- beginning and ending dates of Federal service

Contact Information: click the links above for mailing and contact numbers.

2. Where can I get information regarding retirement benefits for former Federal civilian employees?

The information requested is not on file at the National Personnel Records Center. Questions relating to retirement and benefits should be directed to:

U.S. Office of Personnel Management
Retirement Operations Center
Post Office Box 45
Boyers, PA 16017

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3. I want to be reinstated into Federal service. What forms do I need?

Copies of Standard Form 50 (Personnel Action) from your previous Federal employment are usually needed for reinstatement purposes. You may request copies of those documents by writing to the National Personnel Records Center. The NPRC does not have the authority to determine reinstatement eligibility, only the Office of Personnel Management (OPM) or the hiring agency can determine that.

Contact the personnel office with which you are currently employed or seeking employment, or:

U. S. Office of Personnel Management
Employment Service
1900 E Street, NW
Washington, DC 20415

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4. Where can I call for help or immediate assistance?

National Personnel Records Center:

Telephone: 314-801-0800*

Fax: 618-935-3014 or 618-935-3019

**NPRC Customer Service Line is a long-distance call for most customers. Note: Our peak calling times are weekdays between 10:00 a.m. CST and 3:00 p.m. CST. Sta is available to take your call as early as 7:00 a.m. and as late as 5:00 p.m. CST.*

5. What records would be useful for genealogical research?

For Military Personnel Records: military service records, military pension records and bounty land warrant application files would all be useful. Please visit [Genealogy Research in Military Records](#) for additional information.

For Civilian Personnel Records: If your family member was employed by the Federal Government, the Official Personnel Folder (OPF) would be a primary source for research.

See [Records Location Table](#) for contact information

* Please see our [Privacy Statement](#)

[Civilian Personnel Records Main Page](#)

The U.S. National Archives and Records Administration

1-86-NARA-NARA or 1-866-272-6272



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OR

