

Retirement Federal Employees

Summary

Often, the hardest decision is choosing a retirement date. First, employees must determine when they are eligible (Reference the CSRS or FERS knowledge article for additional information regarding eligibility) or [Retirement Eligibility Information Sheet](#). Determining when a civilian employee can retire is complicated, he/she must meet certain age and time in service requirements per his/her retirement system. While age requirements are definitive, service requirements are not; the service computation date on the employee's Notification of Personnel Action (SF-50) is for leave purposes only and not all service included in the leave SCD is creditable towards retirement. Examples of service that may not be creditable for retirement include temporary civilian service where only Federal Insurance Contributions Act (FICA) tax was withheld, Non-Appropriated Fund (NAF) service, and military service for which a deposit may be required. Retired military employees receive credit for campaign service in their SCD-leave date for annual leave accrual purposes, but it is not creditable toward civilian retirement.

Navigate to the CSRS or FERS knowledge article below for more retirement information:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000wkzfCAA>

Note - The steps below are for Voluntary Retirement meeting Minimum Retirement Age +10 years (MRA+10) and Unreduced Retirement (Age 62). For Special, Early, Discontinued Service, Disability, or Deferred retirements please email the Civilian Personnel Office directly at 17fss.fsmc@us.af.mil

Goodfellow AFB retirement request process:

- 1) Navigate to: <https://grbplatform.us.af.mil/app/employee/home?license=1070> and select "Retirement."
- 2) Review retirement benefits and select "Retirement Application."
- 3) Follow the steps for completing the required forms. Step 4 on GRB site "Submit" is done through MyFSS covered by 7) below.
- 4) Download the forms and digitally sign using CAC, and save on your computer.
- 5) Go to Go Goodfellow website <https://gogoodfellow.com/civilian-personnel-office/> and Submit a Service Ticket and select "Retirement SF52" for reason. In the "Request Description" area, enter your proposed retirement date (usually the last day of the month) and any other relevant information.
- 6) A CPO representative will submit an RPA for the SF52 (proposed date of retirement) and you will be notified once complete.
- 7) After SF52 is submitted, you will need to request a retirement counseling by navigating to: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNWPCA2> and scroll to bottom of page and "Create a Request". This will be Step 4 mentioned above. Follow the prompts to submit your request to MyFSS.
- 8) Follow the guidance provided to you by your Benefits and Entitlements Service Team (BEST) representative.