

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) Use the link at bottom of this sheet to submit a service ticket and request an SF52 with your retirement date. Make sure that you provide a civilian email address in the "Request Description" section, as this is how BEST will create your Online Retirement App (ORA) account.
- 2) Within a week or two you should receive an email from OPM notifying you that an ORA account has been created. You should also receive instructions on how to login to that account.
- 3) Login to ORA and submit your retirement application via the ORA dashboard.
- 4) Provide your supervisor with a copy of the [Recognition Request Form 1](#) to request retirement award and letter of recognition.
- 5) Follow the guidance provided to you by your Benefits and Entitlements Service Team (BEST) representative.

Use the link below to submit a service ticket:

<https://usaf.dps.mil/:/t/TestTeamCPO/FJknU1wCmLhKgsZT048JLJ4BPliiFk19TcxcNVhFjnoHmA?nav=NTIzNjE1ZjctODdjMi00MzQ2LTlmYmItNGQxYTc3NGZlZjdl>