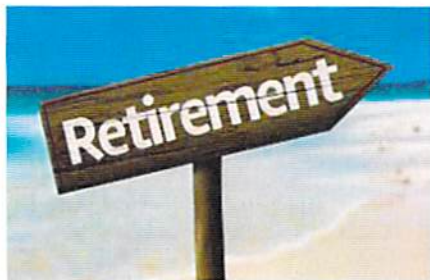


## ARE YOU READY FOR RETIREMENT?

Retirement planning should be completed throughout your career and BEST is here to help you! BEST recommends full retirement counseling **5 years** prior to your anticipated retirement date. When requesting full retirement counseling from BEST you will receive the following information:

- Retirement eligibility requirements
- Health and Life Insurance eligibility requirements
- Survivor Annuity Options
- Understanding the retirement application process
- Assistance with completing your retirement application
- AND SO MUCH MORE!



## WHAT CAN BEST DO FOR YOU?

- ANNUITY ESTIMATES
- CERTIFIED SUMMARY
- MILITARY AND CIVILIAN DEPOSITS/ RE-DEPOSITS
- FULL RETIREMENT COUNSELING
- BENEFITS COUNSELING
  - HEALTH BENEFITS
  - LIFE INSURANCE
  - THRIFT SAVING PLAN
  - MORE ...

## WHERE TO COMPLETE AND SUBMIT YOUR APPLICATION

GRBPLATFORM.US.AF.MIL



## RETIREMENT REMINDERS

- A counselor prepared annuity estimate can be requested every four years or you may obtain an estimate via GRB Platform at any time if you have pure service.
  - "Pure service" is service that is fully creditable for retirement purposes; i.e., no breaks in service, no excess LWOP, no NAF service, and all civilian/military deposits have been paid making the service creditable toward your civilian retirement."
- The certified summary provides the retirement service computation date (SCD) which is used to determine retirement eligibility.
- The retirement request for personnel action (RPA) must be submitted by your CPS/ supervisor prior to mailing the application.
- The retirement application should be signed and mailed to BEST no earlier than 6 months prior to the effective date.
- The retirement application must have original "wet" signature and be signed within 6 months of effective date.

# HELPFUL CIVILIAN RETIREMENT KNOWLEDGE ARTICLES

Under the civilian search tab, enter the knowledge articles numbers shown below for complete information:

- 23616 - FERS Information
- 23056 - CSRS & CSRS Offset Information
- 23405 - FERS Retirement Forms
- 23390 - CSRS Retirement Forms
- 26362—Nonappropriated Fund
- 23717—Retirement Counseling Request
- 23388 - Retirement Application
- 23406 - Retirement Application Process
- 23060 - Military Service Credit
- 5785—Beneficiary Forms Information



**Federal Employees  
Retirement System**

Mail Retirement Application To:  
HQ AFPC/DP1SSB  
Attention: Civilian Retirement Processing  
550 C Street West  
JBSA-Randolph, TX 78150

Total Force Service Center (TFSC)  
Phone: 1-800-525-0102  
option 2 (civilian) option 2  
(retirement)

**AIR FORCE  
PERSONNEL  
CENTER (AFPC)**

**BENEFITS AND  
ENTITLEMENTS  
SERVICE TEAM  
(BEST)**

**CIVILIAN  
RETIREMENT  
ARE YOU READY?**



"BEST...Delivering exceptional customer service, innovative benefits products and peace of mind to world-wide Air Force serviced employees throughout their career."

