

Applying for Civilian Retirement

Applicable to: Civilian

In this Article:



- Request for Personnel Action (RPA)
- Completing the Retirement Application
- Retirement Documents and Forms
- Submitting Your Retirement Application
- Tracking Your Retirement Application

Request for Personnel Action (RPA)

Your retirement Request for Personnel Action (RPA) must be received by the Benefits and Entitlements Service Team (BEST) prior to submission of your retirement application. Contact your supervisor to ensure your Retirement RPA is submitted to the Air Force Personnel Center, BEST. Applications should be submitted to BEST **no earlier than 6 months prior** to the effective date of retirement; if your application is received more than 6 months prior to retirement or the RPA has not been received, the application will be returned to you.

A retirement RPA will not be submitted to BEST for employees who are retiring under a Discontinued Service Retirement (DSR) and do not meet the requirements for an immediate retirement under:

- Minimum Retirement Age (MRA) with at least 10+ creditable years of service
- MRA with at least 30 creditable years of service
- At least 60 years old with 20 creditable years of service
- At least 62 years old with 5 creditable years of service

If you do not meet these requirements, you may apply for retirement but will be separated from your position and the Office of Personnel Management (OPM) will be the approving authority of your application. **ONLY** if applying for a DSR application may you submit your application by selecting "Create a Request" below.

Completing the Retirement Application

Utilizing the [Government Retirement & Benefits \(GRB\) Platform \(/USAFCommunity/s/knowledge-detail?pid=kA0t00000010wjgCAA\)](https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000010wjgCAA) is the most effective way to complete your non-disability retirement forms. The GRB Platform leads you through a series of questions in which your answers are used to populate the applicable forms. Once the forms are complete, you can then download them to your computer and electronically sign them utilizing your Common Access Card (CAC)/Personal Identity Verification (PIV) card certificate credentials. Prior to completing and signing your retirement forms,

you should have already notified your supervisor or Civilian Personnel Section (CPS) of your upcoming retirement and requested that they forward your electronic retirement Request for Personnel Action (RPA) to the Benefits and Entitlements Service Team (BEST). Once BEST receives your retirement RPA, you will receive a myFSS e-mail notification which provides you instructions on how to submit your electronically signed retirement forms and all appropriate documents via myFSS.

NOTE: If you upload all your documents to myFSS, you are not required to mail them to BEST as this helps to reduce duplicated documentation being submitted. If you are unable to utilize the GRB Platform to complete your retirement forms, you will need to complete the applicable forms, sign them, and mail them to BEST.

Retirement Documents and Forms

If utilizing GRB Platform to complete your retirement forms, the system will generate most of the forms required. If not utilizing GRB Platform, the most up to date forms may be located at the [Office of Personnel Management \(OPM\)](#) ([/USAFCommunity/s/knowledge-detail?pid=kA0t0000000wl2xCAA](#)). Below is a list of the forms and documents that maybe required:

- **Civil Service Retirement System (CSRS) - SF 2801, Application for Immediate Retirement:** The SF 2801 contains the following parts which must be completed, as applicable:
 - Schedules A, B, and C
 - SF 2801-2 - Spouse's Consent to Survivor Election
 - The SF 2801 also contains the following parts which you do not need to complete; the Benefits and Entitlements Service Team will complete them: Certified Summary of Federal Service (SF 2801-1), Agency Checklist of Immediate Retirement Procedures (SF 2801 Schedule D)
- **Federal Employees Retirement System (FERS) - SF 3107, Application for Immediate Retirement:** The SF 3107 contains the following parts which must be completed, as applicable:
 - Schedules A, B, and C
 - SF 3107-2, Spouse's Consent to Survivor Election
 - The SF 3107 also contains the following parts which will be completed by BEST: *Certified Summary of Federal Service* (SF 3107-1), *Agency Checklist of Immediate Retirement Procedures* (Schedule D)

NOTE: A Benefits & Entitlements Service Team (BEST) counselor will request your signature on the Certified Summary once completed. This is required for your retirement application. Any forms which need to be notarized may be obtain notarization electronically. Visit the [National Notary Association](#) ([/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNRKCA2](#)) for additional information.

- **Marriage Certificate:** If married, a copy of your marriage certificate (and translation if not in English)
- **RI 38-124, Voluntary Contributions Election:** To be completed only by FERS transferees who made voluntary contributions into the retirement system while covered by Civil Service Retirement System Retirement and want a refund of those contributions.
- **SF 2818, Continuation of Life Insurance Coverage as an Annuitant or Compensation:** If enrolled in Federal Employees' Group Life Insurance (FEGLI), you must complete this form even if you are electing not to continue your coverage into retirement. You may not elect more coverage than what you have had for at least 5 years prior to retirement. If you do not have the coverage, select "I do not have..." vs "No"
- **SF 2809, Health Benefits Election Form:** SF 2809 is needed only if you are making an Open Season election and will retire before the Open Season effective date, or if you reducing to self-only coverage at retirement. Only one copy is necessary.
- **W-4P, Withholding Certificate for Pension or Annuity Payment:** If you do not provide a W-4P with your retirement application, the Office of Personnel Management (OPM) will automatically withhold federal income tax from your annuity as if you are single with zero adjustments. Once retired, you may adjust your withholdings through OPM.
- **State Tax Withholding Documentation:** OPM does not automatically withhold [State income tax](#) ([/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNUtCAM](#)). However, OPM has agreements with some states to allow the voluntary withholding of state income taxes from annuity payments. If your state participates in the voluntary withholding program, you may use OPM Services Online to have state taxes withheld from your annuity payment (after receipt of your CSA and PIN numbers) or call the OPM automated phone system. If your state does not participate in the voluntary withholding program, you will need to contact your state for information regarding taxation of your annuity. You may be able to submit the state equivalent of Form W-4P to set up state tax withholding.

- **Proposal and Decision to Remove Letters:** If you are applying for retirement under Discontinued Service Retirement (DSR) provisions you must include the Proposal and Decision to Remove letters

Forms required if you had military service

- **DD Form 214, Certificate of Release or Discharge from Active Duty:** If you do not have your DD 214, you may submit other acceptable documentation. Reference [Defense Finance and Accounting Service, Military Service Deposits \(/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNRUCA2\)](#) for additional information regarding acceptable documentation.
- **Retired Reserve orders and order for pay:** If you retired from the reserve and was not eligible to receive your military annuity until age 60, your orders are required to verify eligibility to receive credit for active duty in which a military deposit was completed.
- **Waiver of Military Retired Pay:** Needed only if waiving military retired pay to use military service toward civilian retirement. Send original waiver form to applicable address (on page 2 of form) 60 to 90 days before retirement date. Include copy of waiver with retirement package.
- **Proof of TriCare Coverage:** If you are using CHAMPUS or TRICARE coverage to meet the five-year requirement to carry health benefits into retirement, you will need a proof of coverage letter that shows length of enrollment. This can be obtained from the Get Proof of TRICARE Coverage ([/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNRZCA2](#)) web page.
- **OPM 1514, Military Deposit Worksheet or Paid in Full Letter:** Required if you have already paid the deposit for military service performed after 1 January 1957. If you were not provided an OPM 1514 or a Paid in Full Letter when you completed your military deposit, request a copy through your local DFAS customer service representative.
- **SF 3106, Application for Refund of Retirement Deductions-FERS:** Required if you want a refund of post-56 military deposit because you do not want to waive your military retired pay. Write at the top of the form "Refund of Post-56 Military Deposit." (SF 3106A, Current/Former Spouse's Notification of Application for Refund of Retirement Deductions is included with this form)

Submitting Your Retirement Application

The most effective way to submit your retirement application is electronically via myFSS. Once BEST receives your RPA, you will receive a myFSS notification via e-mail with your case number and instructions to upload your documents. If unable to process and submit via myFSS, your retirement application may be mailed to:

HQ AFPC/DPCBB
Attention: Retirement Processing
550 C Street West
JBSA-Randolph TX 78150

NOTE: If you upload all your documents via myFSS, you are not required to mail them to BEST as this helps to reduce duplicated documentation being submitted.

Tracking Your Retirement Application

Applicants may track the status of your retirement via myBenefits in myFSS. The Retirement Status Tracker is an online management tool that was created to help you track the progress of your retirement application. NOTE: The "Eligibility" and "Retirement Processing" portion of the tracker is not updated until your retirement application is assigned to a Dedicated Retirement Counselor (DRC). Please be patient, as retirements are processed in accordance with our internally established procedures.

Submit Request

To submit your request for retirement counseling or **Discontinued Service Retirement (DSR) only** with all of the appropriate supporting documents, select "Create a Request" below:

Related Resources

- [Checklist - Non-Disability Retirement Employee \(/USAFCommunity/s/view-file?id=069t000000hNYhSAAW\)](#)
- [Acceptable Signature Requirements for Certain Forms \(/USAFCommunity/s/view-file?id=069t000000hMbBgAAK\)](#)
- [Applying for Immediate Retirement Under CSRS \(/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNRACA2\)](#)
- [Applying for Immediate Retirement Under FERS \(https://www.opm.gov/retirement-center/publications-forms/pamphlets/sf3113.pdf\)](#)
- [Waiver of Military Retired Pay Letter \(/USAFCommunity/s/view-file?id=069t000000hMZK2AAO\)](#)

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CREATE A REQUEST