

RETIREMENT

Thinking about Retiring?

Helpful Retirement Calculators:

- GRB does have calculators to estimate retirement
 - Go to <https://GRBPlatform.US.AF.Mil/>
 - Scroll down and click on "LAUNCH"
 - Announcement Popup – Click "Close"
 - Click on RETIREMENT box (Icon with lounge chair and sun)
 - View estimates
- <https://www.opm.gov/retirement-services/calculators/>
- <https://www.opm.gov/retirement-services/>

Steps to Retirement:

- 1) Contact BEST (Benefits Entitlements Specialist Team) for retirement counseling or questions.
 - a) Request Counseling Appt: https://mypers.af.mil/app/answers/detail/a_id/23717/p/2/c/712
 - b) Or call BEST Phone #: 1-800-525-0102 or DSN 665-0102
- 2) Review Retirement Information on MyPers:
 - a) keyword search "2388" (Retirement Application) or go to https://mypers.af.mil/app/answers/detail/a_id/23388/kw/23388/p/2
 - b) keyword search "15078" (Retirements Homepage) or go to https://mypers.af.mil/app/answers/detail/a_id/15078/kw/15078/p/2
- 3) To begin retirement paperwork go to the GRB Platform:
 - a) Go to <https://GRBPlatform.US.AF.Mil/>
 - b) Scroll down and click on "LAUNCH"
 - c) Click on RETIREMENT box (Icon with lounge chair and sun)
 - d) Click on "Retirement Dashboard+" link (red link)
 - e) Enter retirement/separation date (applications should be submitted no earlier than 6 months prior to the effective date or retirement)
 - f) Click on the various forms and fill out until red checkmarks turn to green
 - g) Make sure all emails used are personal email address and NOT work email
 - h) Once complete, EXPORT your forms and save. (Do NOT submit them in GRB)
 - i) Contact Civilian Personnel (ext. 3212) and let them know that you completed your forms and make an appointment to sign an SF-52 for voluntary retirement. They can also review your documents at this appointment.
 - j) Civilian Personnel will submit the retirement request to AFPC and attach your SF-52
 - k) After receiving the request from Civilian Personnel, AFPC will create a MyPers ticket and you will get an email notification
 - l) You will attach your retirement forms AND documents to this MyPers ticket
 - m) The following is a list of forms/documents you may need to include.
 - (1) CSRS EMPLOYEES

- (a) If married and electing less than full survivor benefits, submit a notarized SF 2801-2. This form is part of the SF 2801 package found at www.opm.gov.
 - (b) If married, submit a copy of your marriage certificate or license.
 - (i) If submitting a SF 2818, and you are eligible to carry Option B and/or Option C into retirement, indicate how many multiples for Full Reduction and how many multiples of No Reduction you want to continue (Block 11 for Option B and Block 13 for Option C). If you elect no multiples, a "0" must be written in the box.
 - (c) If submitting any beneficiary forms with your application, ensure you have the form witnessed by two individuals who are not your beneficiaries. NOTE: SF 2808 is mailed directly to OPM at the address on the form.
 - (d) If you've made voluntary CSRS contributions and want a refund of those contributions, submit Form RI 38-124.
- (2) FERS EMPLOYEES
- (a) If married and electing less than full survivor benefits, submit a notarized SF 3107-2. This form is part of the SF 3107 package found at www.opm.gov.
 - (b) If married, submit a copy of your marriage certificate or license.
 - (c) If submitting a SF 2818, and you are eligible to carry Option B and/or Option C into retirement, indicate how many multiples for Full Reduction and how many multiples of No Reduction you want to continue (Block 11 for Option B and Block 13 for Option C). If you elect no multiples, a "0" must be written in the box.
 - (d) If submitting any beneficiary forms with your application, ensure you have the form witnessed by two individuals who are not your beneficiaries.
 - (e) If you're a FERS transferee and made voluntary contributions while covered by CSRS, and want a refund of those contributions, submit Form RI 38-124.
- (3) FORMS THAT MAY BE REQUIRED IF YOU HAVE MILITARY SERVICE
- (a) DD 214 (member 4 copy), Statement of Service, or certified military orders (AF Form 938 or equivalent) for all periods of military service.
 - (b) Notice of Award for Reserve or Disability Military Retirement.
 - (c) Waiver of Military Retired Pay, if waiving military retired pay to use military service toward civilian retirement.
 - (d) If you want a refund of your post-56 military deposit because you do not want to waive your military retired pay, submit SF 2802 if CSRS or SF 3106 if FERS.
 - (e) Copy of DEERS enrollment if using TriCare coverage to meet the five-year requirement to carry health benefits into retirement.

Having trouble uploading documents? Reference myPers Knowledge Article 23388 Retirement Application for step-by-step instructions!

If unable to attach your documents, you may mail them to:

HQ AFPC/DP1SSB
Attention: Retirement Processing
550 C STREET WEST
JBSA-RANDOLPH AFB TX 78150

4) Do not forget to request an Out-Processing Checklist from Civilian Personnel