RETIREMENT PROCESS							
Employee	1. Contacts ABC-C for retirement estimate 18 mor prior to retirement date.			2a. Notifies supervisor of intention to retire and contacts ABC-C for information and assistance.		3. Employee sends retirement packet to ABC-C 90-120 days prior to retirement date	
Supervisor/ Civilian Personnel Advisory Center				ABC-C website	nployees to the e to obtain forms, nd assistance.		
Army Benefits Center - Civilian (ABC-C)	4. ABC-C receives retirement packet; Employee receives "Retirement Application Received" e-mail notification.	5. Retirement assigned to a counselor approximately 30-60 days prior to retirement; Employee receives "Retirement Application Assigned" e-mail notification.	provides fi counseling to retire creates re Employ "Retireme Comple	es retirement, inal retirement to retiree prior ment date & tirement RPA; ee receives nt Application eted" e-mail fication.	approximated Employee receive estimate, Cer Retirement Noti TSP Withdra Employee About Certification of Ir Privilege (if enroll	<ul> <li>7. Retirement package is sent by FEDEX to DFAS approximately 30 days prior to retirement date.</li> <li>Employee receives ABC-C retirement letter, retirement estimate, Certified Summary of Federal Service, Retirement Notification of Personnel Action (SF-50), TSP Withdrawal Information, Notice to Federal</li> <li>Employee About Unemployment Insurance, and Agency Certification of Insurance Status/Notice of Conversion</li> <li>Privilege (if enrolled in FEGLI) approximately 1-2 weeks after date of retirement.</li> </ul>	
Defense Finance and Accounting Service (DFAS)	8. Receives retirement packet from ABC-C. weeks after date of		out/VSIP & pay	/s out 2-4	10. Generates Individual Retirement Record, attaches retirement packet and sends to OPM by FEDEX within 30 days after date of retirement. DFAS forwards separation code to TSP so that employee can make a TSP withdrawal (employee cannot make a TSP withdrawal until 30 days after separation).		
Office of Personnel Management (OPM)	<ul> <li>11. 6-8 weeks after date of retirement, retiree receives 1<sup>st</sup> interim payment (75-85% of monthly annuity) &amp; assigns a Civil Service Annuitant (CSA) number.</li> </ul>			12. Final OPM adjudication 4-6 months after date of retirement; final retiree annuity begins.			