

90 Days

BEFORE RETIREMENT

- ❑ Fill out SF-3107 Application for Retirement.
- ❑ Have Financial Planner review SF-3107 Application for Retirement before submission to your HR.

75 Days

BEFORE RETIREMENT

- ❑ Submit SF-3107 Application for Retirement to your HR.

45 Days

BEFORE RETIREMENT

- ❑ Obtain a copy of your Official Personnel File from your HR.
- ❑ Ensure you have a copy of all your SF-50's.
- ❑ Ensure you have a copy of all your LES'.

14 Days

BEFORE RETIREMENT

- ❑ Your HR should have contacted you about your last two weeks. If not, reach out to them.
- ❑ If you are over age 65, submit a health insurance certificate to your HR.
- ❑ Obtain copies of all documents sent by your HR to OPM.

Retirement Day

- ❑ No gold watches, but you do get a pension! Success!

14 Days

AFTER RETIREMENT

- ❑ Follow up with your HR to ensure all is being processed.
- ❑ Obtain a copy of your final LES.

45 Days

AFTER RETIREMENT

- ❑ You should receive an interim check from OPM while they process your SF-3107. This is not your full pension most likely.

60 - 90 Days

AFTER RETIREMENT

- ❑ Receive Retirement Booklet in mail. This looks like junk mail, do not throw it away!
- ❑ OPM should make a deposit into your bank account of record. Review for accuracy.



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FEDERAL EMPLOYEE RETIREMENT TIMELINE



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CHECKLIST

90 Days Before Retirement _____

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Retirement Date _____

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