90 Davs **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

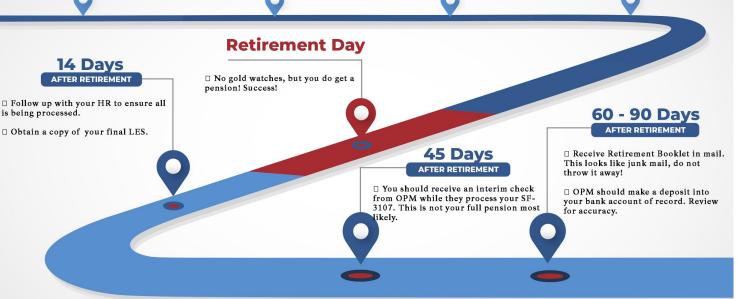
- ☐ Your HR should have contacted you about your last two weeks. If not, reach out to them.
- ☐ If you are over age 65, submit a health insurance certificate to your HR.
- ☐ Obtain copies of all documents sent by your HR to OPM.



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FEDERAL EMPLOYEE RETIREMENT TIMELINE

PLAN YOUR FEDERAL RETIREMENT IS A DBA OF SHILANSKI & ASSOCIATES. AN INVESTMENT ADVISER FOR FEDERAL EMPLOYEES, FOR PERSONALIZED INVESTMENT ADVICE PLEASE CONTACT US .



CHECKLIST

Obtain copies of all documents sent by your HR to OPM.

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90 Days Before Retirement		Retirement Date	
	Fill out SF-3107 Application for Retirement	No gold watches, but you do get a pension! Success!	
	Have a Financial Planner review SF-3107 Application for Retirement before submission to your HR.	14 Da	lys After Retirement Follow up with your HR to ensure all is being processed.
75 Da	ys Before Retirement		Obtain a copy of your final LES.
	Submit SF-3107 Application for Retirement to your HR.	45 Da	ays After Retirement You should receive an interim check from OPM while they
45 Days Before Retirement			process your SF-3107. This is not your full pension most likely.
0	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'.	60-90 _	Days After Retirement Receive Retirement Booklet in mail. This looks like junk mail, do not throw it away!
14 Da	ys Before Retirement		OPM should make a deposit into your bank account of record. Review for accuracy.
	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.		Plan Your FEDERAL Retirement