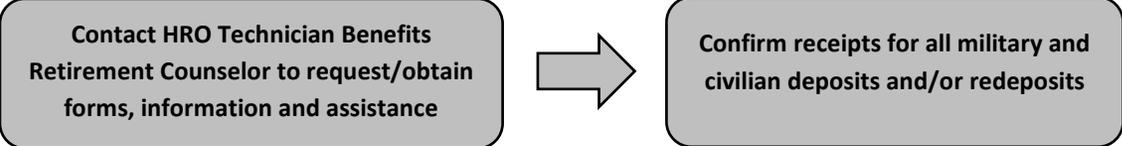
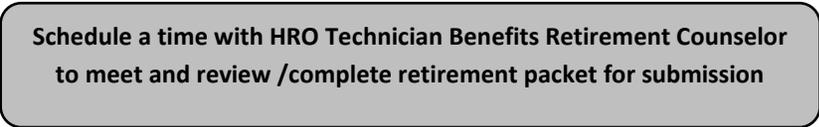
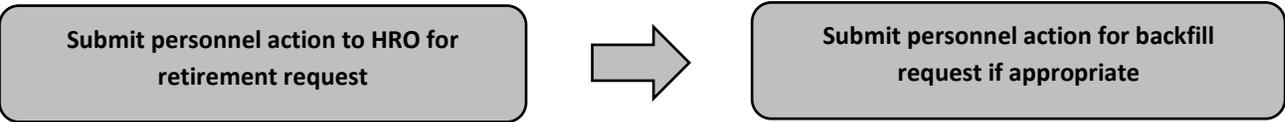
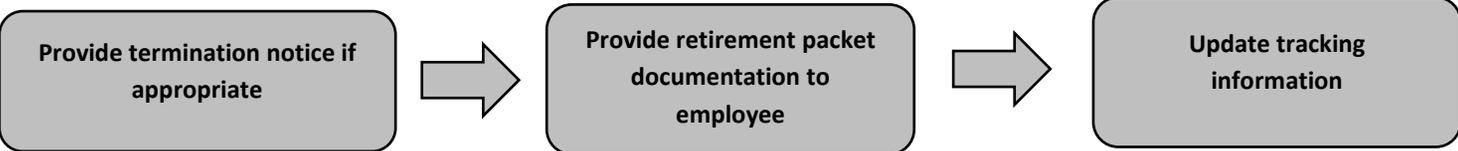


Retirement Process Planning Chart

<p><u>Employee</u> 5 Year Planning Prior To Retirement</p>	<ol style="list-style-type: none"> 1) Contact ABC-C for initial retirement estimates 2) Review individual personnel file, eOPF for completeness and accuracy 3) Utilize online calculators for income needs, annuity estimates and savings projections. i.e. Federal Ballpark estimator, EBIS, TSP and Social Security 4) Adjust/Maximize TSP or other retirement contributions 5) Confirm eligibility for maintaining Benefits into retirement. i.e. FEHB and FEGLI
<p><u>Employee</u> 12-18 Months Prior to Retirement</p>	 <pre> graph LR A([START THE PROCESS]) --> B[Contact ABC-C through Personal EBIS account or by telephone (1-877-276-9287, option #3) for updated retirement estimates] B --> C[Notify supervisor of intent to retire] </pre>
<p><u>Employee</u> 6-9 Months Prior to Retirement</p>	 <pre> graph LR A[Contact HRO Technician Benefits Retirement Counselor to request/obtain forms, information and assistance] --> B[Confirm receipts for all military and civilian deposits and/or redeposits] </pre>
<p><u>Employee</u> 90-120 Days Prior to Retirement</p>	 <pre> graph LR A[Schedule a time with HRO Technician Benefits Retirement Counselor to meet and review /complete retirement packet for submission] </pre>
<p><u>Supervisor</u> 90-120 Days Prior to Retirement</p>	 <pre> graph LR A[Submit personnel action to HRO for retirement request] --> B[Submit personnel action for backfill request if appropriate] </pre>
<p><u>Human Resources Office (HRO)</u> 6-9 Months Prior to Retirement or Upon Contact Informing of Retirement</p>	 <pre> graph LR A[Provide termination notice if appropriate] --> B[Provide retirement packet documentation to employee] B --> C[Update tracking information] </pre>

Retirement Process Planning Chart

