

PREPARING FOR YOUR RETIREMENT

The information provided below is intended to assist you in the retirement planning process. Additional information regarding topics identified below can be found on our website at <https://www.abc.army.mil>. If you need additional retirement counseling or have questions regarding the retirement process, you may contact the Army Benefits Center-Civilian at 1-877-ARMY CTR (1-877-276-9287).

- **Determining Eligibility**

CSRS		FERS	
Age	Years of Service	Age	Years of Service
		Minimum Retirement Age	10 (Reduced Benefit)
55	30	Minimum Retirement Age	30
60	20	60	20
62	5	62	5
VERA / DSR *		VERA / DSR *	
50	20	50	20
Any age	25	Any age	25

*** Voluntary Early Retirement Authority (VERA) and Discontinued Service Retirement (DSR) MUST be approved by your activity or installation.**

- **Commencing Date of Annuity**

The most advantageous date to retire under CSRS is the last day of the month or the 1st, 2nd, or 3rd of the month because your annuity will begin to accrue the following day. For FERS, the last day of the month is usually best as your annuity will begin to accrue the first day of the following month. **If you retire under a DSR your annuity will commence the following day after separation.**

- **Designation of Beneficiary Forms**

Do you have a valid FEGLI Designation of Beneficiary on file? Be sure to review your beneficiary forms on file to ensure they reflect your current wishes. Beneficiary forms may be obtained from the ABC-C website at <https://www.abc.army.mil/Forms/BeneficiaryForms.htm>.

- **Civilian Deposit/Redeposit and Military Deposit**

If you owe a deposit for temporary civilian service or a redeposit for service for which retirement contributions were refunded to you, or have military service performed after 1956, information as well as the necessary forms to apply for the deposit or redeposit can be obtained at <https://www.abc.army.mil/retirements/retire.htm>. Military deposits need to be paid in FULL PRIOR to separation date.

- **Sick Leave Credit**

Employees covered under CSRS or FERS receive credit for their full sick leave balance in the computation of their annuity.

- **Income Tax**

OPM has a monthly Federal income tax withholding calculator at http://apps.opm.gov/tax_calc/withhold_calc/. IRS Publication 721, which may be obtained free of charge by calling 1-800-Tax-Form (829-3676), explains how your annuity is taxed.

- **Life and Health Insurance**

You will be eligible to carry Federal Employees Group Life Insurance (FEGLI), Basic and Optional coverage into retirement if you have been enrolled for the five years of service immediately preceding retirement. You will be eligible to carry Federal Employees Health Benefits (FEHB) into retirement if you are insured on the date of retirement (or covered as a family member under the FEHB program), and have been covered for the five years of service immediately preceding retirement. If you were covered under TRICARE or CHAMPUS during the five-year period immediately preceding retirement, you will be eligible to carry FEHB into retirement as long as you are enrolled in a FEHB plan before retirement. If you are retiring under DSR or VERA there is an exception to the FEHB 5 year rule but NO exception for FEGLI.

- **Social Security Benefits**

You may obtain information about your Social Security benefits by calling 1-800-772-1213, or visiting the Social Security Administration website at <http://www.ssa.gov>.

- **Survivor Benefits**

An important part of retirement planning is considering the benefits you would like to provide your spouse if he/she survives you. You can elect to leave your spouse a full, partial, combination current/former spouse survivor annuity, or no survivor annuity.

- **Thrift Savings Plan (TSP) Withdrawal**

To obtain TSP information or request TSP-70 (Withdrawal Request form) go to the TSP website at <https://www.tsp.gov>.

- **Retirement Application Process**

Submit your retirement package to our office as soon as you know you want to retire. Retirements are processed by ABC-C in the order of first-in first-out so it is to your benefit to submit your application immediately. The retirement forms can be obtained on our website at <https://www.abc.army.mil/Forms/RetirementForms.htm>. Assistance completing the forms can be found at <https://www.abc.army.mil/retirements/RetFormPrep.htm>. If you have straight service (you do not owe military deposits, did not take refunds of retirement contributions, or you were always paying into CSRS or FERS) you can use the EBIS estimated retirement calculator at <https://www.abc.army.mil>. If you have taken refunds or owe deposits and have not received an estimate from ABC-C within the past year, please call ABC-C and request an estimate. ABC-C's address is:

Army Benefits Center – Civilian
305 Marshall Avenue
Fort Riley, KS 66442-7005