



# HC

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## Reminder Bulletin for all TSA Employees – 07/16/2020

### **National Finance Center Announces Paperless Submission of Retirement Applications & Military Service Deposits**

As a reminder, the National Finance Center (NFC) announced their capability of accepting electronic submissions of retirement applications and lump sum military service deposits through the ServiceNow online portal. Effective Pay Period (PP) 15 (July 19<sup>th</sup>), the Human Capital (HC) Personnel Services (PS) Benefits Team will no longer accept paper versions of any retirement application or checks and money orders for military deposit payments. Paper applications and checks received after PP 15 will be returned to the employee unprocessed.

Additional instruction has been provided below, as well as, information on how this new process will look. Employees are encouraged to begin utilizing this process effective immediately, even though it will not be enforced until PP 15.

#### **Voluntary Retirement Applications**

Employees applying for voluntary retirement must submit their application to HC Access by email or fax:

Email - [Helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:Helpdesk@mailserver-hraccess.tsa.dhs.gov) / Fax - 877-872-7993.

Employees should maintain a copy of the original application in case they are asked to provide it in the future.

Please submit as one document. Faxing or emailing individual pages will result in the creation of multiple service requests and may delay processing. NFC and the Office of Personnel Management (OPM) will accept digital (PIV) and electronic signatures on all forms.

Upon receipt, a HC retirement specialist will review the application package to ensure it is completely filled out and will notify the employee via email. This email will include the name of their assigned retirement specialist; along with information of what to expect throughout the process.

**Employees must notify their supervisor of their anticipated retirement to ensure their last WebTA entry is marked 'final'. NFC will not accept or process the retirement application without this step being completed which can cause delays in receipt of the OPM annuity.**

## Disability Retirement Applications

Employees applying for disability retirement must follow the steps outlined in the HC Access Tips for Employees, Supervisors, and HR/AOs. This document may be found on the HC Access website, under HR Resources for TSA Employees. It is the employee's responsibility to ensure a complete package is submitted to HC after coordination with the local HR and HC Reasonable Accommodations Office.

A complete disability retirement package includes the following (**please note – medical documentation must not be sent to HC Access or HC**):

- [SF 3107](#) (FERS) or [SF 2801](#) (CSRS), Application for Immediate Retirement
- [SF 3112](#) A, B, C, and D (signed by the appropriate people)
- Job Analysis Tool (JAT) and performance ratings
- Proof of application for Social Security benefits
- [SF 2818](#), Continuation of Life Insurance Coverage
- Marriage certificate, if applicable
- [W4-P](#), Withholding Certificate for Pension and Annuity Payments
- DD214, Military Orders, or Statement of Service, if applicable

**Once a complete package is received by HC Personnel Services, the employee will be notified to submit the medical directly to OPM. Please Note: HC Reasonable Accommodations must have the medical documentation to make a determination and completion of the SF 3112D. This coordination must be made between the employee (and local HR/AO) and Reasonable Accommodations.**

An incomplete package received after PP 15 (07/19/2020) will be returned to the employee unprocessed. Complete packages will be processed electronically through the NFC ServiceNow portal to OPM.

## Military Service Deposits – Lump Sum Payments

Employees wishing to pay a lump sum payment for their military service credit must complete a payment authorization form which will be provided to them upon their initial request for deposit information. Lump sum payments may be made by debit or credit card. **Checks and money orders received after PP 15 (07/19/2020) will be returned to the employee unprocessed. As a reminder, there is no provision in the law to allow TSA to waive interest on military service deposits for any reason.**

## Questions?

Due to the current COVID-19 pandemic, the HCAccess Help Desk is temporarily unable to receive inquiries via phone. Agents will be available from 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday, excluding Federal holidays, and closed Saturday through Sunday until further notice. Employees can contact the HCAccess Help Desk by e-mail at [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov) or at this [link](#), by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this [link](#) and visit Human Capital online at this [link](#).