

Bulletin for All TSA Employees – 09/04/2020

Retirement Processing Tips for Employees

Follow these steps to stay on track during your retirement process. For additional information, read *Now That You've Decided to Retire – What's Next?*, which may be found on the HCAccess or click [here](#).

1. Complete the appropriate retirement form.
 - Federal Employees Retirement System (FERS): [SF-3107](#), *Application for Immediate Retirement* or
 - Civil Service Retirement System (CSRS): [SF-2801](#), *Application for Immediate Retirement*
2. Print and complete the applicable checklist below and attach it to the top of your retirement application package.
 - [FERS Retirement Application Checklist](#)
 - [CSRS Retirement Application Checklist](#)
3. At least 90 Days before retiring, fax or email your completed retirement application package to:
HCAccess ATTN: Retirement Team
 - Fax: 1-877-872-7993
 - Email: HelpDesk@mailserver-hraccess.tsa.dhs.gov

Note: A complete and accurate retirement application package must include:

 - The retirement application form (SF-3107 or SF-2801)
 - [SF-2818](#), *Continuation of Life Insurance Coverage as an Annuitant or Compensation*er – if applicable
 - [W-4P](#), *Withholding Certificate for Pension or Annuity Payments* – if applicable
 - Copy of marriage certificate – if applicable
 - Copy of DD 214 Member 4, *Certificate of Release or Discharge from Active Duty* – if applicable
4. Notify your supervisor that you are retiring so your exit clearance can be submitted.
5. Do not work past the retirement date you provide on the SF-3107 or SF-2801. It is the date you will be separated from TSA. If you want to change your retirement date, you must notify your Human Capital Retirement Specialist in writing via fax or email prior to the date on the SF-3107 or SF-2801.
 - Fax: 1-877-872-7993
 - Email: HelpDesk@mailserver-hraccess.tsa.dhs.gov

If you would like further assistance, please contact the HCAccess Help Desk at 1-877-872-7990 or HelpDesk@mailserver-hraccess.tsa.dhs.gov

Questions?

Due to the current COVID-19 pandemic, live agents are not available to answer telephone calls received at the HCAccess Help Desk. Employees can contact the HCAccess Help Desk by e-mail at 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](#).