

Bulletin for All TSA Employees – 9/17/2020

Healthy Retirement Tutorial Online

Do you plan to retire soon? The retirement application tutorial, *Completing a 'Healthy' Retirement Application Package: Federal Employees Retirement System (FERS)*, was designed with your retirement needs in mind. The tutorial is available to all Transportation Security Administration (TSA) employees.

You may access the tutorial on the HCAccess website under Benefits > Completing a “Healthy” Retirement Application Package, or simply click the link [here](#).

Human Capital (HC) encourages retiring employees to complete this self-guided tutorial, which walks employees step-by-step through the forms they are required to complete after selecting their retirement date. The tutorial provides retiring employees with answers to these and other questions:

- What forms do I need to complete?
- When should I submit my retirement package?
- How do I submit a complete and correct retirement package to avoid delaying my retirement?
- Where should I submit my retirement package?

Additional retirement and benefits resources can be found on the HC Employee Benefits iShare page.

Note: Employees applying for voluntary retirement must scan and submit their application to HCAccess by email to helpdesk@mailserver-hraccess.tsa.dhs.gov or by fax to 877-872-7993.

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 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 HC online at this [link](#).