



Visit the Office of Human Capital at:  
<https://ishare.tsa.dhs.gov/OFFICES/HUMANCAPITAL>

Check out OHCAccess at: <https://hraccess.tsa.dhs.gov>  
Email: [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov)

Phone: 1.877.TSA.7990 (1.877.872.7990)  
Fax: 1.877.TSA.7993 (1.877.872.7993)

## **OHCAccess Bulletin – 6/10/2016**

### **For Distribution to All TSA Employees**

#### **Healthy Retirement Application Package**

Are you planning to retire within the next year? How about in five years? It is never too early to plan and follow the schedule of actions that will keep you on track!

If you are planning to retire in the next three to six months, it is critical to submit a retirement application package to the OHCAccess Shared Service Center and have it thoroughly reviewed prior to retiring. Submitting a retirement application package at least 90 days before retiring allows time for you to work directly with a retirement specialist to resolve unanswered questions, submit missing documents, or finish an incomplete retirement application package prior to departure. Submitting a retirement application package after your separation date will result in a delay or possible denial of benefits due to retirement ineligibility.

Knowing about the age and service requirements for retirement and eligibility to continue health and life insurance will help you decide the best date to retire. The Office of Human Capital (OHC) has several educational tools to help you map your path.

To learn more and begin taking steps toward your retirement, please review the attached flyer titled “*Thinking of Retirement?*” and visit the [OHCAccess](#) website for the:

- [Employee Checklist for Retirement](#)
- [Now that You’ve Decided to Retire – What’s Next?](#) job aid
- [Completing a Healthy Retirement Application Package](#) training—also available on the Online Learning Center (OLC)

Additional retirement and benefits resources can be found on the OHC Employee Benefits iShare page and on the OHCAccess website under [HR Resources TSA for Employees](#).

If you have any questions, please contact the OHCAccess Help Desk at 1-877-872-7990 or [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov). If you are an executive, please contact the Executive Help Desk at 1-877-872-7991 or [ESO@mailserver-hraccess.tsa.dhs.gov](mailto:ESO@mailserver-hraccess.tsa.dhs.gov).