



TIPS FOR EMPLOYEES

COMPLETING THE FERS DISABILITY RETIREMENT APPLICATION FORMS

Employee Responsibilities:

- Completes *Applicant's Statement of Disability* (SF 3112A). Employee's must fully describe disease(s) or injury(ies) that prevent them from successful performance. (OPM will consider only the diseases and/or injuries provided in the employee's statement.)
- Sends *Physician's Statement* (SF 3112C) to physician/practitioner as appropriate.
- Submits a copy of the Applicant's Statement of Disability (SF 3112A), the Supervisor's Statement (SF 3112B), the Physician's Statement (SF 3112C) to immediate supervisor who will return the completed documents directly back to the employee.
- Submits *Agency Certification of Reassignment and Accommodation Efforts* (SF 3112D), *Physician's Statement* (SF 3112C) and medical documentation to their HR Specialist or Administrative Officer depending on the procedures in your office. The HR Specialist/Administrative Officer will forward the documentation to the Agency Accommodations Officer for completion. Once the *Agency Certification of Reassignment and Accommodation Efforts* (SF 3112D) has been completed, it will be returned to the employee.
- Applies for disability retirement with the Social Security Administration (SSA) and includes proof of SSA application with completed forms. It is not required that SSA approves the disability application only that the employee has filed with the SSA.
- Completes *Application for Immediate Retirement* (SF 3107), *Continuation of Life Insurance Coverage for Annuitants or Compensationers* (SF 2818, if applicable) and W-4P.
- After all forms have been completed and received back from the supervisor, HR Specialist/Administrative Officer and the Reasonable Accommodation Program Office, return all forms to the TSA HR Access Shared Service Center.

TSA HRAccess Shared Service Center

ATTN: Retirement Team
2650 Park Tower Drive, Suite 201
Vienna, VA 22180-7300

Supervisor Responsibilities:

- Completes *Supervisor's Statement* (SF 3112B). Properly completes all sections of the SF 3112B. Failure to do so will delay the processing of the disability application by OPM.
- Attaches a copy of employee's Position Description AND employee's Performance Standards to SF 3112B.
- Provides a copy of *Supervisor's Statement* (SF 3112B) and supporting documentation to HR Specialist/Administrative Officer.
- Returns forms and all supporting documentation to employee.



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HR Representative/Administrative Officer Responsibilities:

- Ensures all necessary LWOP SF 52s have been submitted through the RPA tool for processing.
- Forwards a copy of the Applicant's Statement of Disability (SF 3112A), the Supervisor Statement (SF 3112B), the Physician's Statement (SF 3112C) and the supporting medical documentation to the Reasonable Accommodation Program Office. The mailing address is:

TSA

ATTN: Reasonable Accommodation Program Office Manager
601 South 12th Street - TSA-21
Arlington, VA 20598

- When the *Agency Certification of Reassignment and Accommodations Efforts* (SF 3112D) is received back by the Agency Accommodations Officer, forward directly to the employee.