



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

Check out HRAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov (New Address)

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

FERS DISABILITY RETIREMENT INFORMATION

Application is received and reviewed by HRAccess.

If complete, the case will be assigned to a specialist for processing.

HRAccess prepares agency forms and retirement estimate and submits entire disability application to NFC.

NFC has up to 30 days to submit application to OPM.

Upon receipt, OPM makes final decision on the case within 2-6 months.

After OPM's decision, the employee and the agency will be notified in writing. This process can take 6 months or more.

Applicants should print the [Checklist for FERS Disability Retirement Application](#) and include it on the top of their disability retirement application and supporting documentation. In order to avoid delays in processing your disability retirement application, it is important that all forms are complete. Please refer to the [Tips for Employees, Supervisors, and HR/AOs Completing the FERS Disability Retirement Application Forms](#) for additional information. Please note, employees who submit incomplete applications will be notified immediately and be given 15 days to submit missing information. If the missing information is not received by HRAccess within 15 days, the incomplete application will be returned to employee.

After the Office of Personnel Management (OPM) receives your disability retirement application, OPM will issue you a Civil Service Annuitant (CSA) number within six to eight weeks. Unless OPM needs additional information, OPM will not contact you or HRAccess again until a final decision is made. OPM's written decision will be provided to you and HRAccess at the same time. Should you want a status on your disability retirement, you must have your CSA number before contacting OPM directly at 1-888-767-6738. OPM has the sole authority and responsibility for approving and adjudicating disability retirement claims, and this process can take up to six months or more before OPM issues a final decision.

If you are still on the rolls of TSA when your retirement application is approved by OPM, HRAccess will coordinate with you and the HR Specialist to separate you from service and provide OPM with your last day of pay. After OPM receives your last day of pay and your final separation package from the National Finance Center (NFC), OPM will issue you interim payments until your disability retirement is finalized. Interim payments provided by OPM usually begin within four weeks of separating from TSA.

Complete applications must be returned to:

TSA HRAccess Shared Service Center

ATTN: Retirement Team
2650 Park Tower Drive
Suite 200
Vienna, VA 22180-7300

If you have any questions regarding disability retirement, please contact the TSA HRAccess Shared Service Center at 1-877-872-7990.