



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)

TIPS FOR EMPLOYEES, SUPERVISORS, AND HR/AOs

COMPLETING THE FERS DISABILITY RETIREMENT APPLICATION FORMS

The information below outlines the roles of Federal Employees Retirement System (FERS) employees, their supervisors, and Human Resources Specialists/Administrative Officers. Employees should refer to the [Checklist for FERS Disability Retirement Application](#) to ensure they submit a complete package.

Employee Responsibilities:

- Complete and sign the Standard Form (SF) 3112C, *Physician's Statement*. Submit the form to your physician to complete based on the instructions contained within the form and provide the original directly back to the employee.
- Submit a copy of the completed SF 3112A, *Applicant's Statement of Disability*, and the completed SF 3112C, *Physician's Statement*, which includes the medical documentation, to your immediate supervisor, who must complete SF 3112B, *Supervisor's Statement*.
- Submit an SF 3112D, *Agency Certification of Reassignment and Accommodation Efforts*, SF 3112C, *Physician's Statement*, and medical documentation to their HR Specialist or Administrative Officer, who will forward the package to the Office of Human Capital (OHC) Accommodations Office to complete the SF 3112D. After it is completed, it will be returned to the HR/AO Office.
- Apply for disability retirement with the Social Security Administration (SSA), and include proof of receipt from SSA with the completed forms you send to HRAccess. Note: It is not required that SSA approve your disability application – only that you apply for disability with the SSA.
- Complete SF 3107, *Application for Immediate Retirement*; SF 2818, *Continuation of Life Insurance Coverage*, (if applicable); and W-4P, *Withholding Certificate for Pension or Annuity Payments*; and the DD 214, *Certificate of Release or Discharge from Active Duty*, Member 4 copy (if applicable).
- Submit a copy of your marriage certificate, if currently married.

Complete packages should be submitted to

TSA HRAccess Shared Service Center
ATTN: Retirement Team
2650 Park Tower Drive, Suite 2000
Vienna, VA 22180-7300



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Supervisor Responsibilities:

- Properly complete all sections of the SF 3112B, *Supervisor's Statement*, and provide it directly back to the employee..Failure to do so will delay the processing of the disability application by the Office of Personnel Management (OPM).
- Attach a copy of the employee's Position Description AND a copy of the employee's Performance Standards to SF 3112B.
- Return the original, completed SF 3112B and all supporting documentation, such as leave usage, to the employee as soon as possible.

HR Representative/Administrative Officer Responsibilities:

- Ensure all necessary Leave Without Pay (LWOP) SF 52s have been submitted through the Request for Personnel Action (RPA) tool for processing.
- Assist with the coordination of entire disability package to include working with TSA OHC Accommodations Office for the completion of the SF 3112D. After completed SF 3112D is received back from the OHC Accommodations Office, forward entire disability package to HRAccess for processing.
- Refer to the guidance in TSA MD 1100.63-1, *Absence & Leave Handbook and Absence & Leave for Non-Bargaining Unit Employees Handbook* for more details.