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Check out OHCAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov

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

EMPLOYEE CHECKLIST FOR RETIREMENT

To maximize your retirement benefits and avoid delays in receiving them, refer to the planning tool below early and often. You can begin taking steps toward retirement as early as five years before your planned retirement date. After you determine the following milestone dates, consider setting calendar reminders to conduct the associated steps.

Date You Plan to Retire: _____

**5
YEARS**

Enter the date that is five years prior to your planned retirement date: _____

- Request a retirement estimate from OHCAccess
- Maximize your Thrift Savings Plan (TSP) savings
- Ensure you have five years of Federal Employee Health Benefits (FEHB) and Federal Employee Group Life Insurance (FEGLI)
- Attend one of TSA's Pre-Retirement Information Sessions

**1
YEAR**

Enter the date that is one year prior to your planned retirement date: _____

- Request an updated retirement estimate
- Review your Electronic Official Personnel Folder (eOPF) to ensure all of your Federal service is documented
- Consider your TSP withdrawal options
- Request an online Social Security Statement

**90
DAYS**

Enter the date that is 90 days prior to your planned retirement date: _____

- Select the best date to retire
- Submit your retirement package to OHCAccess
- Inform your supervisor and Human Resources (HR) Specialist
- Prepare for your exit clearance