



Visit 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](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)

## **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 Human Capital (HC) Accommodations Office to complete the SF 3112D via [ReasonableAccommodation@tsa.dhs.gov](mailto:ReasonableAccommodation@tsa.dhs.gov). 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 HCAccess. 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 retirement packages should be submitted via email or fax to TSA HC Access (emails must be password protected and saved as one PDF document):

TSA Human Capital Service Center

Attn: Retirement Team

FAX: 1-877-872-7993 or Email: [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov) (Email password: Retire #123)

Medical documentation must not be sent to HCAccess. Once the HC Retirement Specialist verifies the package is complete, the applicant will be notified to submit the medical documentation directly to the following address:



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Office of Personnel Management  
Retirement Operations Center  
Attn: Retirement Prep Section  
P.O. Box 45  
Boyers, PA 16018  
(FedEx/UPS use 1137 Branchton Road)

### **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 HC Accommodations Office for the completion of the SF 3112D. After completed SF 3112D is received back from the HC Accommodations Office, forward entire disability package to HCAccess for processing via FAX: 1-877-872-7993 or Email: [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov) (Email password: Retire #123).
- 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 on LWOP policy.