

Retirement Questions and Answers

Q What is the effective date of my retirement?

A Providing that you were eligible, the effective date of your retirement is the date you have documented on your retirement application. If the NSSC has not received your retirement application, the effective date will be the date that you elected to retire regardless of the furlough.

Q My retirement date has passed and I have not submitted my retirement application to the NASA Shared Services Center, I am I still considered retired?

A Providing that you were eligible, you are still considered retired on the date that you elected to retire. You will be contacted by a retirement specialist as soon as the NSSC reopens.

Q Does being an excepted employee during the furlough change my retirement date?

A No. Beginning the day after your retirement date, you are no longer a NASA employee.

Q My retirement date has passed and I want to change my retirement date, what do I have to do?

A Because you are retired, you cannot change your retirement date.

Q I want to withdraw my retirement application, but my retirement date has passed, what do I have to do?

A If you are covered by:

1. Civil Service Retirement System (CSRS), you are considered retired.
2. Federal Employee Retirement System (FERS) and you have NOT received a payment from OPM, you can withdraw your application for retirement. ***This will not cancel your separation from NASA.***
3. FERS and you have received a payment from OPM, you are considered retired and cannot withdraw your retirement application.
4. FERS and OPM has received a certified copy of a qualifying court order awarding benefits to a spouse or former spouse; you cannot withdraw your application for retirement.

Q My retirement date has NOT passed and I want to change my retirement date, what do I have to do?

- A During the furlough, contact your supervisor, who will notify your Center Human Resources Office of your request to change your retirement date. The Center HR will determine if your request can be accommodated. (Note: Supervisors and/or other excepted management officials should work with their Center HR Office during the shutdown to mitigate any potential negative impact.)
- A If you want to change your retirement date after the furlough, please call the NSSC Customer Contact Center at 1-877-677-2123 or email nssc-contactcenter@nasa.gov . The NSSC will submit your request to your Center Human Resources Office.

Q What do I have to do if I have decided to retire and the furlough has not ended?

- A Please remember that back pay has been authorized and you might not want to retire until the furlough has ended. If you are sure of the date that you want to retire, you may submit a request to retire to the NSSC. The retirement request may be informal (such as a letter requesting retirement), and can be either mailed, faxed or submitted online. Any additional required paper work, such as the formal retirement application form, may be completed when the Agency reopens.

1. NSSC Address:
NASA Shared Services Center
Building 1111, Jerry Hlass Road
Stennis Space Center, MS 39529
2. NSSC FAX: 1-866-779-6772
3. Online: <https://www.nssc.nasa.gov/retirementapp>

Q I still have my NASA badge and equipment and my retirement date has passed, what do I need to do?

- A After the Agency reopens, you will need to contact your Center HR Office and follow the Center's procedures.

Q The NASA Shared Services Center forwarded my application to the Interior Business Center (IBC) but IBC has been furloughed. When will IBC be able to submit my application to OPM?

- A Despite being furloughed, IBC is currently working with a smaller staff and continues to process retirement applications and forward retirement applications to OPM. IBC will forward a letter to you informing you of the date they forwarded the package to OPM and the register number used to track it.

Q Can the NSSC work with IBC to determine the status of the retirement packages that have already been sent to IBC?

A No, IBC has been furloughed and are working with a reduced staff to process retirement packages only. Employees will be notified by IBC through the US mail the date IBC forwarded the package to OPM and will be provided the register number IBC is using to track the shipment.

Q How will I know if OPM has received my retirement application?

A OPM will notify you by a letter mailed to the address on your retirement application. In the letter, OPM will assign you with a Civil Service Annuitant (CSA) number. You will be asked to provide this number when corresponding with or calling OPM.

Q OPM has received my retirement package when should I expect my Interim payments to begin?

A Interim payments are generally authorized within eight to 10 days after OPM receives the retirement package.

Q When will OPM process my Federal Employee Health Benefit Open Season election?

A OPM will process the election when the retirement application is being processed. Regardless of when OPM receives your retirement application, the open season election will be made effective the 1st of January.

Q When should I expect my lump sum annual leave and or Voluntary Separation Incentive payment?

A Due to the lapse in appropriations, your lump sum annual leave payment or Voluntary Separation Incentive will be delayed.

1. If your retirement application has already been sent to IBC, you can expect your lump sum annual leave payment or Voluntary Separation Incentive within two pay periods after appropriations have been approved.
2. If your retirement application has NOT been sent to IBC, you can expect your lump sum annual leave payment within three pay periods after appropriations have been approved.

Q My retirement date has passed, when can I withdraw money from my Thrift Savings Account?

A You cannot withdraw until you receive notification from the Thrift Savings Program and that the Program has been notified of your retirement. The notification will be sent to you through the US mail using the address on file at Thrift Savings. The Thrift

Savings Program is notified about 30 days after your retirement personnel action has been released.

Q My retirement date has passed; will I receive back pay for the entire time the Agency was furloughed?

A No, you will only receive pack pay through the date of your retirement.