National Aeronautics and Space Administration

Roadmap to Retirement
Federal Employees Retirement System (FERS)
Updated April 5, 2024

Congratulations on your decision to retire! Our goal is to make your retirement experience as smooth as possible and provide you with ongoing assistance. This document will help you navigate your retirement journey at NASA.

Assigned To Do: Complete Retirement Forms - FERS

The first stop on your journey to retiring is to complete your retirement application forms. Instructions regarding completion and submission of forms are available below.

Retirement Form Packages

Please review the FERS Retirement Forms Package to determine which forms and documents you must complete. Within the document there are tips and additional guidance on completing your retirement forms. **Please do not submit your forms for review until you have compiled a complete retirement package, which includes submission of the Certified Summary of Federal Service, SF 3107-1. You will receive the SF 3107-1 approximately 15 business days after submitting your request to retire.**

> **Tip!** Employees entering phased retirement are required to read NASA's Phased Retirement Employee Guide. This guide explains everything an employee needs to know about applying for and participating in phased retirement. OPM does not use a separate retirement application for employees applying for phased retirement. Instead, OPM has directed agencies to use the SF 3107 with specific modifications to the instructions of this form. Please review the section titled **Completing Application Materials** in the What You Need to Know about Phased Retirement guide for detailed instructions on completing the SF 3107.

Submission of Forms

After you are assigned a Retirement Caseworker, you will soon receive your Certified Summary of Federal Service to review, sign and include with your retirement forms. Please do not submit your retirement forms for review, until you have received the Certified Summary of Federal Service to include. Without this form, your retirement application will be incomplete. If you have questions on how to complete any section of the form, you may either contact your Retirement Caseworker or address these questions during your retirement counseling.

Once you have completed the required retirement forms and gathered your supporting documentation, please notify your Retirement Caseworker that your draft retirement forms are ready

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for review by navigating to your retirement request in your ServiceNow Dashboard and selecting **HRSD Cases.** Attach your completed retirement forms with supporting documentation to your **TO DO** for **Complete Retirement Forms – FERS** and select **Complete**.

> **Tip!** Are you having trouble locating your Reservation to Retire request in your ServiceNow Dashboard? Be sure to Select **HRSD Cases** from the **My Cases** header. Select the HRSD Case titled **HR Service – Retirement Services – Retirement Processing**. For more helpful tips, please read Navigating My ServiceNow Dashboard for Retirement Frequently Asked Questions. This document contains instructions on how to status your retirement request and outlines what to expect throughout your retirement journey. **You can only access your ServiceNow Dashboard for Retirement from a NASA computer.**

If you are unable to access your ServiceNow Dashboard, you may email your forms to your Retirement Caseworker for review by sending the forms and supporting documentation to nssc@mail.nasa.gov (accepts encrypted emails).

Upon receipt of your draft retirement forms, your Retirement Caseworker will review your submission and inform you if any additional action is required on your part. If there is any additional action required from you, you will be alerted via email with additional instructions.

> **Tip!** If you are unable to use your certificate-based signature in Adobe, you will be required to sign the forms with your original signature and mail them to the NSSC at:
>
> NASA Shared Services Center
> Building 1111, Jerry Hlass Road
> Stennis Space Center, MS 39529-6000
>
> Please do not mail any forms to the NSSC until directed to do so. You are strongly encouraged to submit your draft retirement application package for review electronically prior to mailing original documents, even in instances where you are not signing with your PIV certificate.

Assigned To Do: Attend Retirement Counseling

Shortly after your Retirement Caseworker is assigned, you will receive an updated retirement estimate. Once this retirement estimate is prepared, a Retirement Counselor will contact you via email within 5 business days to schedule a retirement counseling session. During this retirement counseling, your Retirement Counselor will explain your retirement estimate and what to expect

when you retire. You are encouraged to review all the information provided to you and annotate any questions to ensure those are answered during your retirement counseling session. Also, if you have any questions about completing your retirement forms, the retirement counseling session is a great time to get those questions answered. You may even invite others to attend the counseling, such as your spouse.

Additional information on topics covered during your retirement counseling are available in the What You Need to Know about Retirement guide.

Assigned To Do: Action Required

If additional actions are required from you upon reviewing your retirement application, your Retirement Caseworker will notify you of the additional documents or changes required. Once this action is complete, please notify your Retirement Caseworker that your draft retirement forms are ready for review by navigating to your retirement request in ServiceNow Dashboard, attaching the requested documentation (if applicable) to your "To Do" for **Action Required** and selecting "Complete". If you are unable to access your ServiceNow Dashboard, you may email the requested documentation to your Retirement Caseworker at nssc@mail.nasa.gov (accepts encrypted emails).

> **Tip!** You can only access your ServiceNow Dashboard from a NASA computer.

Other Items to Complete Outside NSSC Retirement Processing

Notify Supervisor of Retirement

It is recommended that you notify your supervisor of your upcoming retirement as soon as you know the date you plan on retiring; however, there is no advance notification requirement.

Exit Clearance Process

Each Center has its own exit clearance process. You should coordinate with the appropriate person at your Center to complete the exit clearance process.

Financial Disclosures

If you are a Public Financial Disclosure filer (using Office of Government Ethics (OGE) Form 278) and have not already filed your OGE Form 278, Termination Report, you must file one OGE Form 278, Termination Report within 30 days of your retirement date. To file electronically, contact the NSSC Customer Contact Center and request an OGE Form 278, Termination Report be added to your Ethics Program Tracking System (EPTS) profile. Once the termination report is added to your profile, please visit: https://eptsfiler.nssc.nasa.gov to complete.

> **Note:** An OGE Form 450 filer is not required to file a termination report.

Additional Retirement Resources

- [Navigating My ServiceNow Dashboard for Retirement](#)
- [FERS What You Need to Know About Retirement](#)
- [FERS Request to Pay a Civilian Service Deposit or Redeposit](#)
- [FERS Request to Pay Military Service Deposit](#)
- [NSSC Retirement SharePoint](#)
- [NSSC Benefits SharePoint](#)
- [Access your ServiceNow Dashboard](#)
- [Information for NASA Employees to Apply for Disability Retirement FERS](#)
- [Survivor Benefit Elections](#)
- [Upcoming Retirement and Benefits Training for NASA Employees](#)