



Foreign Service Pre-Retirement Checklist

By John K. Naland

- Beneficiary designations:** ensure they are up to date: DS-5002 (FS retirement benefit), SF-1152 (unpaid compensation), SF-2823 (FEGLI), and TSP-3 (TSP)
Reference: ALDAC 19 State 35376 of April 9, 2019 “Retirement Planning One Year Out”
- Retirement planning seminars:** take RV105 (2-day, mid-career), RV101 (4-day, late career), RV103 (1-day, finances/estates), RV104 (1-day, annuity/TSP/Social Security/Medicare)
Reference: FSI intranet
- Understand your benefits:** pension, annuity supplement, Social Security, TSP, FEHB
References: ALDAC 19 State 35376 of April 9, 2019 “Retirement Planning One Year Out”, FSI seminars, Employee Retirement Portal online seminars (State), HR/RET counselor
- FEHB health and FEGLI life insurance:** maintain coverage during last five years of service
Reference: ALDAC 15 State 35130 of April 1, 2015 “Retirement Planning Five Years Out”
- Retirement eligibility:** confirm your retirement Service Computation Date
Reference: ALDAC 17 State 100146 of Sept 30, 2017 “Retirement Planning and EBIS”
- Prior service (if applicable):** buyback military/other service; deposits/redeposits
Reference: ALDAC 19 State 124340 of Nov 26, 2019 “Retirement Credit for Prior Service”
- Divorce decree (if applicable):** have divorce documentation reviewed
References: ALDAC 14 State 126786 of Oct 28, 2014 “Divorce and FS Retirement Benefits”, ALDAC 19 State 35376 of April 9, 2019 “Retirement Planning One Year Out”
- TSP:** ensure your portfolio meets your long-term needs and risk tolerance
References: www.tsp.gov under “Planning & Tools”, ERP online seminars (State)
- Long-term care insurance:** consider getting it
References: www.ltcfeds.com, FSI retirement planning seminars
- Social Security:** understand pros and cons of various starting ages between 62 and 70
References: www.ssa.gov, FSI retirement planning seminars, ERP online seminars (State)
- Medicare Part B:** understand pros and cons of getting it at age 65
Reference: “AFSA Presents: 2020 FEHB Insurance and Benefits” on YouTube
- Survivor benefits:** understand options and deadlines
Reference: FSI retirement planning seminars
- FEGLI:** understand post-retirement options and costs
Reference: FSI retirement planning seminars, ERP online seminars (State)
- AFSA:** review retiree resources on AFSA website; sign up for AFSA retiree membership
References: www.afsa.org/retirement-services and www.afsa.org/retired-membership

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