

Retirement Out-Processing Checklist

For State Department Employees

RETIREMENT APPLICATION

- Submit your retirement application through Employee Retirement Portal (ERP) at least 90 days prior to retirement.
- Respond to follow-up messages from your GTM/RET retirement counselor regarding finalizing the application. GTM/RET is in Columbia Plaza (SA-1), Room H-620, Phone: 202-261-8960.
- Retiring employees may order career achievement (retirement) awards by submitting Form DS-5079 to their GTM/RET retirement counselor.

BUREAU OR POST OUT-PROCESSING

- Contact your bureau executive office or embassy management office for a check-out list specific to departing that assignment such as returning government-owned equipment (for example, Blackberry, GO device, protective mask, and government credit card), settling any financial obligations to the government, and returning classified or sensitive documents.
- Download any eOPF documents for your files since OpenNet access terminates at retirement.
- Employees should log in to confirm their Employee Express user name and password while still able to access their work email address. Employees who have access to state.gov email can reset their passwords using their address. Employees without access to state.gov cannot.

SEPARATION PHYSICAL

- Foreign Service employees and eligible family members may initiate separation medical examinations within 60 prior to separation and must complete with 90 days after separation per 16 FAM 219(c).
- The separation physical exam can be done in the United States, at Post or at a third location. Children under the age of six must be seen by their own pediatrician, regardless of location. You may also sign a waiver (DS-1689) and send it to MED Clearances if you elect not to have an exam done.
- For additional questions, please send an e-mail to MEDClearances@state.gov or call (703) 875-5411.

PAYROLL AND TIME/ATTENDANCE

- For domestic employees, your bureau will maintain your time and attendance until retirement.
- State Department Foreign Service personnel returning from overseas assignments to attend the Job Search/Transition Program (JSP) will receive a DS-1707 from the Career Transition Center (FSI/TC/CTC) to complete and submit to the CTC (FSICTC@state.gov) initiating a timekeeping process through the date of retirement of the employee. The CTC will maintain your time and attendance until your retirement/separation. You can scan/e-mail it to FSICTC@state.gov. Note: DS-1707 cannot be submitted online because employee does not have an onward assignment; instead, print and complete before sending to FSI/TC/CTC.

DIPLOMATIC PASSPORTS

- If retiring from D.C., email CA-PPT-SIA-Passports@state.gov to schedule an appointment.
- If outside of D.C. at retirement, valid diplomatic passports must be submitted to the nearest American Citizens Services Section or mailed with a cover memo stating "Cancel and Destroy" to U.S. Department of State, Special issuance Agency CA/PPT/SIA, 44132 Mercure Circle, PO Box 1185, Sterling, VA 20166-1185. To have them returned as souvenirs, the cover memo must indicate "Cancel and Return" and include a prepaid/preaddressed envelope.

TRANSIT SUBSIDY PROGRAM

- Employees enrolled in the Transit Subsidy Program must withdraw prior to retirement. For procedures, search "Transit Subsidy Program" on the State Department intranet.

☐ **TRANSFER TRAVEL AND SHIPMENT OF EFFECTS**

- Foreign Service members pending separation travel should review and correct their OF-126 "Foreign Service Residence and Dependency Report" which will be used for final panel action; review their TMONE and submit a travel itinerary to the assignment support unit; and ensure they receive a TMFOUR listing the separation address approximately 30 days prior to retirement.
- Foreign Service employees may obtain information on shipment of personal effects at <http://almopsttm.a.state.gov/>. The Transportation Operations Office (A/LM/OPS/TTM/TO) is in SA-9, Suite SE 3153, 202-472-8480/8481 or 800-424-2947, TransportationQuery@state.gov.

☐ **FINANCIAL DISCLOSURE**

- Employees subject to financial disclosure requirements must file "termination" reports between two weeks before, and 30 days after, their retirement/separation date. For details, see the intranet site of the Office of Legal Advisor's Office of Ethics and Financial Disclosure.

☐ **STATE DEPARTMENT ID BADGE**

- Employees assigned domestically should turn in their State Department ID Badge to their bureau Executive Office on their final day.
- Overseas employees who do not transit DC en route to retirement should turn in their State Department ID Badge to their embassy Regional Security Officer or Management Officer.
- State Department and USAID personnel who expect to frequently visit the customer service areas of the Harry S. Truman Building or Columbia Plaza after retirement may obtain a retiree ID card by completing Form DS-1838 and scheduling an appointment to appear in person at GTM/RET. For badge issuance, you will need to schedule an appointment with the Diplomatic Security ID unit in SA-9 (former Red Cross building) and bring with two proofs of identity (usually, passport and domestic driver's license). A signed Form DS-1838 is valid for 10 business days after GTM/RET signs it. For questions related to other approved forms of identification, please contact the DS ID Customer Service Center at 202-647-1775 or 1-888-671-3747 or via email at: idservicescsc@state.gov.

☐ **TRAVEL VOUCHER**

- Employees traveling to their separation address on State Department orders should file a DS-189 travel voucher within seven days after retirement. E-mail it to GFSCWOEC@state.gov or mail it to Financial Services Center, Employee Claims, PO Box 150008, Charleston, SC 29415. Be sure to sign the voucher, provide a personal e-mail address or phone number, and include pertinent receipts and a copy of your travel orders. Contact EmployeeClaims@state.gov or 843-308-5461 with questions or if you need the form.

☐ **AFTER RETIREMENT**

- Obtain your final W-2 via www.EmployeeExpress.gov which remains available to former employees for 18 months after retirement (but you must log on every 90 days to stay active).
- Annual leave payments are usually paid 12-14 weeks after the date of separation. A breakdown of the payment will be in Employee Express, formatted as an earnings and leave statement. Send any questions about the annual leave payment to PayHelp@state.gov.
- Foreign Service retirees may send PayHelp@state.gov questions about their annuity payments.
- Civil Service retirees may see <http://www.opm.gov> for information on post-retirement issues.
- Foreign Service retirees should send post-retirement beneficiary changes to HRSC@state.gov.
- Foreign Service retirees should sign-up for Annuitant Employee Express once the Office of Personnel Management sends a PIN after retirement.