



Retirement Out-Processing Checklist

For State Department Employees

RETIREMENT APPLICATION

- Submit your retirement application through the [Employee Retirement Portal \(ERP\)](#) at least 90 days prior to retirement.
- Respond to follow-up messages from your GTM/RET retirement counselor regarding the signature of forms and other matters related to finalizing the application. GTM/RET is in Columbia Plaza (SA-1), Room H-620, tel. 202-261-8960.
- Retiring employees may order their customized 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 documents from your “My eOPF” under HR applications for your own personal files since your OpenNet access will terminate at retirement.
- Employees should create an account at <https://www.login.gov> to ensure their access to www.EmployeeExpress.gov after retirement.

SEPARATION MEDICAL EXAMS

- 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).
- For additional questions, please send inquires 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.
- Employees returning from overseas assignments to attend the Job Search/Transition Program (JSTP) will receive Form DS-1707 from FSI’s Career Transition Center (CTC). This should be completed and submitted to the CTC at FSICTC@state.gov The CTC will maintain your time and attendance until your retirement/separation.
- **Note:** The DS-1707 cannot be submitted online. Please print and complete before sending to CTC.

DIPLOMATIC PASSPORTS

- If retiring from D.C., email CA-PPT-SIA-Passports@state.gov to schedule an appointment to return your passport.
- If outside of D.C. at retirement, valid diplomatic passports can 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 diplomatic passports returned as souvenirs, the cover memo must be included indicating “Cancel and Return” along with a prepaid/preaddressed envelope.

TRANSIT SUBSIDY PROGRAM

- Domestic employees enrolled in the Transit Subsidy Program must withdraw prior to retirement. For procedures, search “Transit Subsidy Program” on the State Department intranet or [click here for more information](#).

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.
- L/EFD office information can be found at <https://usdos.sharepoint.com/sites/L-EFD>
- Financial disclosure requirement explanations <https://usdos.sharepoint.com/sites/L-EFD/Pages/PostEmploymentRestrictions.aspx>
- Questions Related to Financial Disclosures should be sent to lempfdfinancial@state.gov
- Questions Related to Ethics should be sent to EthicsAttorneyMailbox@state.gov

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. Send requests for **Retiree ID cards** to gtm_retiree_badge@state.gov or call 202-261-8960. GTM/RET will coordinate completion of the DS-1838 form with the retiree. GTM/RET will certify the retiree's status, sign it electronically and send the form to the Diplomatic Security Identification Services (DSIS) SA-9 office.
- **Please note:** You must make an appointment with DSIS prior to contacting GTM/RET. GTM/RET cannot forward the approved DS-1838 to DSIS unless you already have the appointment scheduled with them. Applicants should contact the ID Customer Service Center via email at idservicescsc@state.gov or phone (202) 647-1775 to schedule their own appointments through the ID Services Appointment System.

TRAVEL VOUCHERS

- 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

- Annuitants who do not already have an account at www.Login.gov should create one to retain access to www.EmployeeExpress.gov after turning in their PIV cards. This will ensure access to both salary records (for 18 months after retirement) and annuity records.
- Annual leave payments are usually paid 6-8 months after the date of separation. A breakdown of the payment will be in www.EmployeeExpress.gov, formatted as an Earnings and Leave statement. Send any questions about the annual leave payment to AnnuityPaySupport@state.gov.
- Foreign Service retirees may send AnnuityPaySupport@state.gov questions about their annuity payments.
- Civil Service retirees should see [Retirement Services - OPM.gov](http://RetirementServices-OPM.gov) for information on post-retirement issues.
- Foreign Service retirees should send any post-retirement beneficiary changes inquiries to HRSC@state.gov.

FORMS NEEDED

- DS-1707
- [DS-1838](#)
- [DS-5079](#)

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