



6/12/2008

Copy

Dear

Enclosed is a copy of the paperwork that was prepared in support of your application for retirement. We have also enclosed other related documents.

We have mailed your retirement case to the Eagan Accounting Service Center (ASC), which will close out your payroll records and forward your retirement application and associated documents to the Office of Personnel Management (OPM) approximately 2 weeks after your elected retirement date. The Eagan ASC will at that time send you a notification letter containing all the information you will need to track the progress of your application.

If you have an annual leave balance of earned and unused annual leave, you are due a lump sum payment in your last salary check. However, if you have an indebtedness against your salary or a pending payroll adjustment of any kind, the annual leave payment will be delayed one or two pay periods. Please notify this office if you do not receive the lump sum payment for leave within 1 month of your retirement effective date.

OPM will assign you a Civil Service Annuity (CSA) number as soon as they receive your application. When corresponding with OPM, you must use this number to identify yourself to OPM.

If you are eligible to continue your health benefits and/or life insurance, your enrollments have been transferred to OPM.

If you had a designation of beneficiary form for retirement and/or life insurance on file, it was transferred to OPM, and remains in effect.

If you have a TSP account, all TSP forms that you submit after separation must be sent to the TSP Service Office at the address on the forms. *Do not submit forms to the Postal Service.* If you wish to withdraw your TSP contributions, *do not submit your withdrawal request prior to your retirement date.* Only the TSP Service Office can process your TSP withdrawal request.

OPM normally issues monthly *interim* payments of approximately 70 to 80 percent of the annuity computation within 5 to 6 weeks of separation. These payments continue until final adjudication is complete. The checks are sent to the address shown on your Application for Retirement or directly to your bank account if you have provided a direct deposit form. If you do not receive a check within 90 days, with your CSA number in hand, call OPM. Call OPM at (202) 606-0500 if the 202 area code is a local call for you. If it is not, call OPM toll-free at 1-888-767-6738.

For additional information, please contact OPM at the numbers listed above or review OPM's Web site at <http://www.opm.gov/retire/html/hottopics/index.html>.

Sincerely,

PATRICIA
HR Shared Service Center
Enclosures