

The following is being provided in response to frequently asked questions about retirement application processes, schedules and requests for retirement date changes during the current shutdown furlough. This document is as of 1/10/2019.

- Q. If an employee decides to retire during the shutdown, is there a way to submit their application and have it processed now or do they have to wait until the furlough ends?
- A. An employee can submit his/her request to the NASA Shared Services Center (NSSC) but the retirement application will not be processed until the furlough ends. While the process will not begin until the NSSC returns, the employee can use this link [Begin my Retirement Application](#) to notify the NSSC of his/her intent to retire. The employee can also fax the retirement forms to the NSSC at 866-779-6772.
- Q. If the application processing has to wait until we return from the shutdown, will the application then be processed using the original retirement date selected (i.e., back dated)? Does that mean they will get their annuity back to the originally selected retirement date?
- A. The Retirement will be made effective the date that the employee requested on the retirement application (provided that the employee is eligible on that date) and the employee would be entitled any payments due from the date of retirement.
- Q. Can an employee who submitted a retirement application for a date to take place during the shutdown decide to change the date for a later date? If so, what do they need to do to change the date?
- A. The employee is more than likely will not be able to change his/her retirement date or withdraw his/her retirement package.
- i. For a CSRS employee, if the retirement date has past the employee is considered retired, unless an “appropriate authority” determines that the separation upon which payment has been based is an “unjustified or unwarranted personnel action” as these terms are defined in 5 Code of Federal Regulations (CFR) Section 550.804.
 - ii. For a FERS employee, if the retirement date has past:
 - i. and the employee has received a payment from the Office of Personnel Management (OPM), the employee is considered retired and the employee cannot withdraw the application.
 - ii. and the employee has NOT received a payment from OPM, the employee can withdraw his/her application for retirement. **This will not cancel the employee’s separation from the Agency**, unless an “appropriate authority” determines that the separation upon which payment has been based is an “unjustified or unwarranted personnel action” as these terms are defined in 5 CFR Section 550.804, an individual may withdraw his/her application for FERS benefits within 60 days of the decision. As provided in 5 CFR, Section 550.805, any FERS payments must be deducted from any back pay award (Reference: 5 CFR, Section 841.203(c)).
 - iii. and OPM has received a certified copy of a qualifying court order awarding benefits to a spouse or former spouse, the employee cannot withdraw his/her application for retirement. Unless an “appropriate authority” determines that

the separation upon which payment has been based is an “unjustified or unwarranted personnel action” as these terms are defined in 5 CFR Section 550.804, an individual may withdraw his/her application for FERS benefits within 60 days of the decision. As provided in 5 CFR, Section 550.805, any FERS payments must be deducted from any back pay award (Reference: 5 CFR, Section 841.203(c)).

- iii. An employee does not have the right to change his/her retirement date or withdraw his/her retirement application prior to the date of retirement. If an employee requests to change his/her retirement date or withdraw his/her retirement application prior to the date of retirement, the employee would submit that request to the NSSC. The NSSC would reach out to the Center HR and inform the Center HR of the employee’s request.
 - i. The Center HR would want to verify that the Agency does not have a valid reason to deny the request (e.g. administrative disruption, a hiring or hiring commitment, position abolishment, restructuring, and etc.) Once the NSSC received approval from the Center HR to allow the change or withdrawal, the NSSC would make the necessary changes.
- iv. The NSSC was able to process over 70% of the retirement applications received and was able to release those personnel actions prior to being furloughed. Those applications were forwarded to the Office of Personnel Management (OPM) via the Interior Business Center (IBC) to complete processing. OPM is funded by the retirement trust fund and continues processing retirement applications during a government furlough or shutdown.
 - i. If the furlough continues, it is possible that the employee will receive notification and a payment from OPM before the NSSC returns and would not be able to withdraw the retirement application.