



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MEMORANDUM

TO: Heads and Acting Heads of Departments and Agencies

FROM: Charles Ezell, Acting Director, U.S. Office of Personnel Management

DATE: May 7, 2025

RE: Implementing the President's Department of Government Efficiency (DOGE) Initiative for a Modernized, Efficient, and Expedient Retirement Process

Federal retirement has advanced to the digital age. Three months ago, the U.S. Office of Personnel Management (OPM) processed the first entirely digital retirement application. After continued advancements and testing, the team is excited to roll out the paperless process government wide.

In his January 20, 2025, Presidential Memorandum entitled "Establishing and Implementing the President's Department of Government Efficiency", President Trump established DOGE to help implement the President's Agenda, including modernizing Federal technology. Over the last several months, DOGE has been closely working with the Retirement Services team at OPM with the goal of creating an entirely digital process that dramatically reduces the amount of time it takes to process retirement applications, providing a more efficient and improved experience to federal employees.

The federal workforce deserves a retirement process that matches the demands of the 21st century. Legacy systems, with outdated technology and cumbersome procedures, have delayed retirements and frustrated employees who have dedicated their careers to public service. By harnessing modern technology and inter-agency collaboration, OPM has been working to deliver a retirement process that is fast, user-friendly, and responsive to the needs of our employees.

Effective June 2, 2025, all new retirement applications started on this date or later, along with any supporting documents, must be submitted electronically. For these and all future applications, any newly created paper retirement packages will not be accepted and will be sent back to the agency for digital resubmission. Effective July 15, 2025, OPM will facilitate applications through OPM's Online Retirement Application (ORA) and no longer accept paper submissions.

To support this transition:

- Effective June 2, 2025, all federal agencies served by the National Finance Center (NFC) and the Interior Business Center (IBC) must start their retirement cases electronically via ORA.

- Training and onboarding assistance will be available to all participating agencies. All HR staff must complete these trainings no later than June 2, 2025.
- For those not serviced by NFC or IBC, OPM will provide a complementary method for electronic submissions. Detailed instructions will be provided at a later date.
- OPM will coordinate directly with payroll providers to ensure all agencies they service will have access to ORA in the near future.

To ensure coordinated implementation, each payroll office must designate a project lead and a technical lead to work directly with OPM. Each agency must also designate project leads and technical leads to coordinate with their payroll provider and OPM. Further instructions and onboarding materials will be provided in the coming days.

For additional information, agency headquarter s-level human resources offices may contact OPM at ORA@opm.gov. Component-level human resources offices must contact their agency headquarters for assistance.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Small Agency Council (SAC), Human Resources Directors, Chiefs of Staff and DOGE leads.