



Benefits Administration Letter

Number: 19 - 106

Date: 05/20/2019

Subject: Agency Checklist for Phased Retirement

The Office of Personnel Management (OPM) developed agency checklists for phased retirement. Effective immediately the checklist should be completed by the agency's Human Resources representative and included when employees elect phased employment/retirement status.

The "Agency Checklist for Phased Retirement" for [CSRS](#) and [FERS](#) are available on OPM's website at: <https://www.opm.gov/forms/standard-forms/>

Additional guidance, including Benefits Administration Letters, on Phased Retirement is available at: <https://www.opm.gov/retirement-services/phased-retirement/>

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