

# OCHR FACTSHEET

eRetirement

Issued: 3 May 2016

## CIVILIAN BENEFITS CENTER

This Fact Sheet:

- Explains eRetirement
- Describes how to use eRetirement
- Provides information about the retirement checklist
- Explains where to mail the retirement application
- Provides contact information for the Civilian Benefits Center

### Background

If you are within 360 days of voluntary retirement eligibility, you can use the eRetirement module in the Employee Benefits Information System (EBIS) to prepare your retirement application. eRetirement is simple to use and eliminates many common retirement application errors. If you want to apply for disability or early retirement, you should contact the Benefits Line and ask to speak to a retirement specialist regarding the use of eRetirement.

### How to Use eRetirement

To use eRetirement, login to your EBIS account on the [Office of Civilian Human Resources \(OCHR\) portal](#). You must use a computer with a .mil, .edu or .gov environment and your DoD Common Access Card (CAC). If you are a new EBIS user, or you have not accessed EBIS in the last 60 days, you must set up/reset your password. If prompted, select your email certificate. Select "EBIS" from the left menu and then "Login to EBIS". Select the "eRetirement" icon at the top of the page and "Begin".

There are 12 application sections. Review the information in each section and correct any information that is not accurate. Click "Next" or "Finish" at the bottom of each screen. If a required field has been left blank, a yellow triangle will be displayed next to the field; complete the field to move forward. The "Help" button (a "pink circle, with a question mark" in the upper left-hand corner) provides additional information about completing a field.

When each section has been completed, a green checkmark will be displayed. You don't have to complete the entire retirement application in a single session. Your work in each section will be saved automatically. To make a change, just select the section and edit the desired field. For example, to change the retirement date, access the "General Application - Agency Information" screen and enter the new date.

Once all of the application sections are complete, click the "Submit" button to generate your retirement application. Clicking the "submit" button does not electronically send your data to the Civilian Benefits Center (CBC). It allows you to review, print, and sign your application and related documents before mailing them to the CBC. On a printed copy of the retirement application, initial the "Annuity Election" box and sign Section I. If you are married and not providing a full spousal survivor benefit, you must submit the SF 2801-2/SF 3107-2 Spouse's Consent to Survivor Annuity and your spouse must sign the form in the presence of a notary. If you are enrolled in life insurance, you must sign and date the SF 2818, Continuation of Life Insurance Coverage as a Retiree.

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## Retirement Checklist

Read the comprehensive retirement checklist on the OCHR portal. This checklist describes additional forms that may be required and answers many questions about topics such as the best day to retire, military and civilian deposits, insurance, Thrift Savings Plan and what to expect after retirement.

[CSRS Voluntary Retirement Checklist](#)

[FERS Voluntary Retirement Checklist](#)

## Where to Mail the Retirement Application

Mail the retirement application and other required documents to:

OCHR Norfolk Operations Center  
ATTN: Civilian Benefits Center  
Norfolk Naval Shipyard, Building 17  
Portsmouth, VA 23709-1005.

Do not mail the instructions or the Agency forms to the CBC; just the application and related documents.

## Need Assistance?

If you have question about retirement, call the Benefits Line at 888-320-2917 from 7:30 a.m. to 7:30 p.m., Eastern Time, Monday - Friday, except on Federal holidays. The TTY number is 866-359-5277.

You may also email your questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil). Include your full name, pay plan, grade and contact telephone number, but please do not include Privacy Act Information such as date of birth or Social Security number.

