



# Department of the Navy Civilian Benefits Center

# Request For Retirement Annuity Computation

Voluntary Retirement: Employees, who are within 5 years of meeting the eligibility requirements for retirement, can submit a request once a year to the DON Civilian Benefits Center for a personalized estimate of retirement benefits.

Environmental pay and/or shift differential are not included in estimates but will be included by the Office of Personnel Management in your final annuity computation after you retire. Your estimate will not include deductions for state tax, dental/vision insurance, or long term care insurance.

Mail or fax this form to the Civilian Benefits Center at: Fax: 207-255-0131

Mail: Human Resources Benefits Contact Center  
P. O. Box 590  
Machias, ME 04654.

If you have questions, please call the Benefits Line at 888-320-2917. CSRs are available from 7:30 a.m. to 7:30 p.m., Monday through Friday, Eastern Time (except Federal holidays). The TTY number is 866-359-5277. You may also email your questions to [navybenefits@navy.mil](mailto:navybenefits@navy.mil). You must 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.

<b>Name: (last, first, middle)</b>		<b>Last 4 Digits of SSN:</b>	<b>Date of request:</b>
<b>Daytime Telephone Number:</b>		<b>Send my computation by:</b> <input type="checkbox"/> Email (fastest) <input type="checkbox"/> FAX <input type="checkbox"/> Mail	
<b>Work Email*:</b> <small>(*Since your annuity computation contains personally identifiable information it must be encrypted and cannot be sent to a personal email address.)</small>		<b>FAX:</b>	
<b>Street Address:</b>		<b>City/State/Zip Code:</b>	
<b>1. What is your projected retirement date?</b> (The date must be within 5 years of this request. Generally, the best date for FERS retirement is the last day of the month and the best date for CSRS retirement is the 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> or last day of the month). Enter N/A if this is a request for a disability retirement estimate.			
<b>2. Are you under a special provision?</b> <input type="checkbox"/> Air Traffic Controller <input type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement Officer <input type="checkbox"/> SES <input type="checkbox"/> No			
<b>3. What type of retirement annuity computation are you requesting?</b> <input type="checkbox"/> <b>Voluntary retirement</b> (eligible for immediate annuity based on age and length of service) <input type="checkbox"/> <b>Disability retirement</b> (unable to perform duties of position due to medical condition) <input type="checkbox"/> <b>Discontinued service retirement</b> (based on involuntary separation - RIF, abolishment of position, etc) <input type="checkbox"/> <b>Deferred retirement</b> (annuity payable at a future date to an employee who separates before qualifying for an immediate annuity) <input type="checkbox"/> <b>Postponed</b> (FERS employee who is eligible for an annuity but postpones the commencing date of the annuity to avoid a reduction for age) <input type="checkbox"/> <b>MRA +10</b> (FERS employee who meets the minimum age but has less than 30 years of service –annuity reduced 5% for each year under age 62)			
<b>4. Do you want to elect a survivor annuity for your spouse</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not married <b>Note:</b> You must elect a survivor annuity for your spouse to be eligible to continue coverage under the Federal Employees Health Benefits (FEHB), unless your spouse is a federal employee with his/her own entitlement to FEHB. <b>CSRS employees.</b> The maximum amount of survivor annuity you can elect is 55% of the amount of your annuity. The minimum survivor annuity you can elect is \$1. Your estimate will be computed based on the maximum survivor annuity and you will be provided information about other survivor options. <b>FERS employees.</b> The maximum amount of survivor annuity you can elect is 50% of the amount of your annuity. The minimum survivor annuity you can elect is 25% of your annuity. Your estimate will be computed based on the maximum survivor annuity and you will be provided information about the minimum survivor annuity.			
<b>5. Do you have Non-Appropriated Fund (NAF) Service?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes are you currently receiving an annuity? <input type="checkbox"/> No <input type="checkbox"/> Yes			
<b>6. Have you previously retired from a Federal civilian position?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, if so when _____			
<b>7. Have you served on active duty with the military?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Did you retire from active duty?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>If you have active duty military service, have you made a deposit for the service?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Note:</b> Any deposits for military service must be made to your payroll office before you retire.			
<b>8. I would like federal tax calculated using filing status</b> <input type="checkbox"/> married w/ ___ exemptions or <input type="checkbox"/> single w/ ___ exemptions		<b>9. Hours of sick leave:</b> _____	<b>10. Hours of annual leave</b> _____

### PRIVACY ACT STATEMENT

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE: Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties