

## NAF Retirement Timeline

Please see below important information in regards to NAF retirement process. Please disseminate this message to the entire workforce.

1. **90 days prior to retirement** – Make Initial contact with the NAF HR office (on JBLM). Annuity projections do not work forward, which means if NAF HR runs a projection prior to when a person is actually eligible for retirement, the annuity figure may be quite different. The employee does not need to provide anything other than the projected date of retirement; HR will submit the request for projection.
2. **45 days prior to retirement date** - Employee reviews the retirement projection packet, their annuity and insurance options (if applicable) with NAF HR, completes the required documents and returns it to their NAF HR POC.
3. **30 days prior to retirement date** – Employee notifies Management of retirement date. Management submits the retirement RPA to NAF HR. NAF HR submits paperwork to the NAF Benefits Office (G9 HQ).
  - a. After effective date of retirement, the NAF Benefits Office notifies the offices of Insurance and Fidelity for 401(k) for employees.
  - b. If employee is interested in continuing insurance coverage, the NAF Benefits Office determines eligibility of employee Medical and/or Life Insurance after retirement. The NAF Benefits Office will notify the retiree of eligibility via mail.
4. The employee should receive their check the 1<sup>st</sup> day of the following month after retirement; however, this payment may not be a full payment. If not, then once the NAF benefits office finalizes the retirement annuity calculations, the office will send the additional payment due in the following month's annuity payment.
5. The employee should contact Fidelity, separately, approximately 30 days after retirement so that they can start the process of retirement with them. During this time, the NAF Benefits Office will notify Fidelity and the employee's account will be updated. If the employee is still showing as active on Fidelity's end, they will need to contact the local NAF HR office so that they can notify the NAF Benefits Office.

### Notes:

The NAF HR office is the POC through the retirement date. After retirement date, the retiree would contact the NAF employee benefits office for questions.

NAF HR advises; that when picking a day for retirement employees choose a day as close to the end of the month as possible because the commencement date must always be the 1<sup>st</sup> of the following month. Choosing the last day of the month, or as close to that date as possible, is in the retiree's best interest to avoid any lapse in pay between the last paycheck from time worked and their first full annuity payment. Should you have any questions, please reach out to your local CPAC POC.