

Subject: Retirement

FYI... for prospective retirees, the process for retirement...

1) Fill out retirement package online

<https://www.civilianbenefits.hroc.navy.mil/> Click on "I want to retire."

Fill out what is applicable to retiree (military, tsp, life insurance, etc.)

2) Please stop by our office (Admin) to sign a retirement SF-52.

3) Clearance sheet will be issued by Admin.

Should they have any questions when filling out retirement package, please have them call Benefits Line: 1-800-320-2917.