



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5204

IN REPLY REFER TO

NETPDTCINST 12831.1A
N832

19 DEC 2003

NETPDTC INSTRUCTION 12831.1A

Subj: CIVILIAN RETIREMENTS

Ref: (a) NETPDTC Awards and Recognition Desk Reference
(accessed on CREST (wwwcfs.cnet.navy.mil/crest))

Encl: (1) Retirement Process
(2) Civilian Retirement Checklist Packet

1. **Purpose**. To issue guidance and ensure appropriate procedures are followed for civilian retirements.
2. **Cancellation**. NETPDTCINST 12831.1
3. **Revision**. Since this a complete revision marginal annotations have been omitted. This instruction should be read in its entirety.
4. **Objectives**. To provide guidance, and ceremonial and recognition options for individuals retiring from civil service.
5. **Discussion**. This command is fully committed to making available to each employee the information required to make a retirement decision and to provide each retiring civilian with a variety of acknowledgements. Information on how the employee determines eligibility and completes the retirement process is addressed in enclosure (1). Recognition will be in keeping with personal desires of retirees as indicated by selections made during their completion of enclosure (2) and discussion with their supervisor.
6. **Action**. Proper coordination, cooperation, and advance planning are necessary to successfully accomplish the retirement desires of the individual. Accordingly, the following responsibilities are assigned:

a. **Commanding Officer** will:

(1) Institute procedures to ensure appropriate retirement information, procedures, and recognition, as desired, are

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rendered to civilian retirees.

(2) Serve as presiding officer during ceremonies, as requested.

b. **Executive Officer** will:

(1) Serve as primary assistant to Commanding Officer during ceremony.

(2) Preside over ceremony in absence of the Commanding Officer or as requested.

c. **Department Directors/Special Assistants** will:

(1) Ensure supervisors fully understand their responsibilities in the retirement process.

(2) Serve as an assistant to the Commanding Officer during ceremonies or conduct ceremony as requested.

d. **Supervisors** will:

(1) Discuss retirement options/desires with retiree. Coordinate requested action items with appropriate personnel using guidelines provided in enclosure (2).

(2) Ensure appropriate certificates/commendations are completed and submitted for appropriate signatures in sufficient time to be available for presentation at ceremony. Reference (a) provides examples of various awards or recognitions that supervisors may offer in addition to items outlined in enclosure (2).

(3) Submit brief biographical information, along with copies of certificates/commendations to be presented, to the Commanding Officer (or designated official) at least seven working days prior to the ceremony.

(4) Verify all actions have been completed and arrangements confirmed prior to the scheduled ceremony.

e. **Employee/Retiree** will:

(1) Determine retirement eligibility and compute pension by using information provided in enclosure (1) or contacting Human Resource Service Center (HRSC), Stennis.

(2) Notify HRSC/Supervisor of intent to retire, and follow retirement process in enclosure (1) and assist in the completion

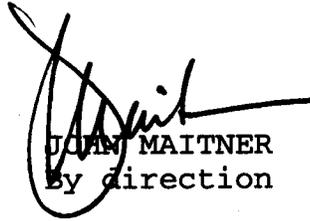
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of information in enclosure (2).

f. **N832** will:

(1) Maintain copies of retirement certificates.

(2) Maintain retirement information on reference (a) website.



JOHN MAITNER
By direction

Distribution: (NETPDTTCINST 5216.1G)

Lists I, and II

Web Access: MAIN INDEX

<https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm>

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RETIREMENT PROCESS

1. NETPDTC employees wishing to retire have one of four ways to determine eligibility: (1) Early Out; (2) Disability; (3) FERS; or (4) CSRS. Reference (b) shows eligibility requirements (age, number of service years) relating to each of the above categories.
2. If the employee desires additional information, they can contact the Human Resource Service Center (HRSC), Stennis Retirement Office (If last name begins with A-E call DSN 446-1142, F-K 446-1152, L-R 446-1150, S-Z 446-1151), review reference (b) retirement information or request information on retirement seminars offered by local HRO.
3. In addition, the employee may compute their pension by going to reference (b) and using the retirement calculator that is available; or by filling out the attached Request for Retirement Annuity Computation and faxing or mailing request to HRSC. The employee must provide a copy of their DD214 (military service information) to HRSC for pension computation.
4. If the employee wishes to retire, they can notify their supervisor or contact HRSC directly. A Request for Personnel Action, SF-52, must be prepared either by the activity or HRSC, and a tracking number provided by the activity to HRSC (only needed if HRSC is typing SF52).
5. Upon receipt of this information, HRSC will prepare the retirement package and set up an appointment with the retiring employee. The retiring employee must provide; (1) receipts for military deposits (if applicable); (2) a survivor benefits election form if applicable; and (3) a Direct Deposit slip. The employee will then sign the package and receive a check-out sheet to be used at NETPDTC.
6. Concurrently with these actions, the supervisor and retiring employee should be completing the Retirement Checklist (NETPDTC 12831/1 (Rev. 4-03)) using guidelines and information provided in the Civilian Retirement Checklist Packet.

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**RETIREMENT ELIGIBILITY
Special Options**

	Age	Service	Remarks
Optional	55 Years	30 Years (CSRS)	May request retirement anytime after BOTH age and service requirements are met
	MRA*	30 Years (FERS)	
	MRA**	10 Years (FERS)	
	60 Years	20 Years	
	62 Years	5 Years	
Early Out***	50 Years	20 Years	Agency undergoing reduction. Requires OPM approval.
	Any Age	25 Years	
Discontinued***	50 Years	20 Years	Involuntary separation not for misconduct or delinquency.
	Any Age	25 Years	
Deferred	Any Age	5 Years	Resign. At age 62 apply to OPM for retirement. No health or life insurance.

*Minimum Retirement Age (MRA) depends on the year of birth.

Born in	MRA	Born in	MRA
Before 1948	55 Years	1965	55 Yrs 2 Mos
1948	55 Yrs 2 Mos	1966	56 Yrs 4 Mos
1949	55 Yrs 4 Mos	1967	56 Yrs 6 Mos
1950	55 Yrs 6 Mos	1968	56 Yrs 8 Mos
1951	55 Yrs 8 Mos	1969	56 Yrs 10 Mos
1952	55 Yrs 10 Mos	After 1969	57 Years
1953-1964	56 Years		

**Annuity reduced 5 percent for each year under age 62.

***CSRS Annuities reduced 2 percent for every year under the age of 55.

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NETPDTC

Civilian Retirement Checklist Packet



CIVILIAN RETIREMENT CHECKLIST

NETPDC 12831/1 (Rev. 12-03)

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Employee Name/Department Code	Supervisor/Phone Number		Retirement Date/Years of Service
ACTION	EMPLOYEE DESIRES	RESPONSIBILITY	POINT OF CONTACT
ACTION COMPLETED			
1. CEREMONY	Y/N	S/R	N/A
a. Date		S/R	N/A
b. Time		S/R	N/A
c. Location		S	As Applicable
d. Officiator		S	As Applicable
e. Agenda		S/R	N/A
f. Special Guests		R	S/R
g. Photographer		S	N7 (452-1174)
h. POIW Notice		S	00 Secretary (452-1001 Ext. 1903)
2. MARQUEE REQUEST	Y/N	S	00 Secretary (452-1001 Ext. 1903)
3. PAO RELEASE	Y/N	S/R	NETPDC PAO
4. NETPDC PLAQUE (Command does not provide)	Y/N	S	N832 (452-1001 Ext. 1623 for a POC)
a. Engraving		S	S/R
(1) Name		S	R
(2) Years Service		S	HRSC (Last name A-E 446-1142, F-K 1152, L-R 1150, S-Z 1151)
(3) Retirement Date		S	R
5. LOCAL CWRA PLAQUE, IF AVAILABLE	Y/N	R/S	S
6. BLUE BINDER	N/A	S	Dept Secretary or SERVMART N832 (For form)
a. Certificate of Retirement	N/A	S	N72P1 (452-1177 - For Graphics) N832 (For form)
b1. Certificate of Commendation (Special Letterhead) (Detailed Work History)	N/A	S	HRO, NETPDC Employee Relations Specialist (452-1734) for Microfiche Copy of Employee's Work History
b2. Retirement Commendation (Special Form) (Brief Work History)	N/A	S	N832 (For form) N72P1 (452-1177 - For Graphics)

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Civilian Retirement Checklist Guidance

(NETPDTC 12831/1 (Rev. 4-03))

1. Does the retiree desire an official retirement ceremony?

Mark yes or no. It is the responsibility of the supervisor and retiree to set the date and time. The supervisor will contact the applicable person; i.e., OOS, Dept. Secretary, restaurant, to reserve the location. The retiree will decide who will officiate at the ceremony; i.e., CO, XO, Dept. Director, etc., and the supervisor will schedule with the appropriate person/secretary. The supervisor and retiree will set the agenda; i.e., presentation of plaques/certificates, guest speakers, intro of guests, reception, etc., and forward to officiator. The retiree will identify special guests and work with the supervisor on inviting to ceremony. The supervisor will prepare an Audiovisual (A) Work Request if a photographer is requested and forward to N7 for action. If a Plan of the Week notice is requested for the ceremony, the supervisor will prepare the write-up and forward to OOS for publication.

2. Does the retiree wish to have retirement notice on the front gate marquee?

If yes, the supervisor contacts OOS (2-1001 ext 1903) for form.

3. Does the retiree wish to have retirement announced as PAO release; i.e., NETPDTC newsletter, Gosport, etc.?

If yes, the supervisor contacts NETPDTC Public Affairs Assistant (NETPDTCNOTE 5420) for action.

4. Does the retiree wish to receive a NETPDTC plaque?

The Command does not provide a NETPDTC plaque. If employee wishes to receive a NETPDTC plaque, the supervisor collects money (generally around \$20.00 with engraving) for plaque and contacts N832 for a point of contact on where to obtain a plaque in the local area. The supervisor contacts HRO for computation of years of service. The years of service, the date of retirement, and name of retiree must be taken to a local engraving shop to be engraved on a brass plate.

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REQUEST FOR RETIREMENT ANNUITY COMPUTATION (Page 2)

9. Do you have military service? No If No go to block 10.
 Yes

If retired:

a) Do you want to waive your military pay and and make military deposit to combine service? No
 Yes

b) Would you like your annuity computed based on:

Civilian Service only
 Combining military & civilian service
 Both

Have you received a statement from the finance center with military base pay? No
 Yes Please provide a copy of the earnings.

Have you made a deposit for military service performed after 1956? No
 Yes Please provide proof of paid deposit.

10. Do you have Federal Employees Health Benefits (FEHB)? No
 Yes Code _____

11. Do you have Federal Employees Group Life Insurance (FGLI)? No
 Yes Code _____

Privacy Act Statement

Solicitation of this information is authorized by the Civil Service Retirement law, the Federal Employees' Group Life Insurance law, and the Federal Employees Health Benefits law Chapters 83, 87, and 89, of Title 5, U.S. Code. The information you furnish will be used to identify records properly associated with your application for Federal benefits, to obtain additional information if necessary, to determine and allow present or future benefits, and to maintain a uniquely identifiable claim file. The information may be shared, and is subject to verification, via paper, electronic media, or through the use of computer matching programs, to obtain information necessary for determination or continuation of benefits under this program, or to report income for tax purposes. It may also be shared and verified as noted above with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security number. Furnishing the Social Security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on your application.

Mail this form to: or FAX this form to:

Human Resources Service Center Southeast Commercial (228) 813-1071 or 1004
 Benefits Branch, Code 514 DSN 446-1071 or 1004
 9110 Leonard Kimble Road
 Stennis Space Center, MS 39522-0002

or E-mail this form to:

If your last name begins with:	Counselor's e-mail	Last four digits of counselor's phone
A - E	tina_whiddon@se.hroc.navy.mil	1142
F - K	cheryl_clark@se.hroc.navy.mil	1152
L - R	arsie_valeros@se.hroc.navy.mil	1150
S - Z	eiva_hernandez@se.hroc.navy.mil	1151

REQUEST FOR VISUAL INFORMATION SERVICES

SECURITY CLASS

STANDARD VI WORK REQUEST NO. (SVIWRN)

REQUESTING ACTIVITY

NAME OF REQUESTER

UIC

PHONE NUMBER

DESCRIPTION OF VI SERVICES REQUIRED (Attached diagrams, sketches, scripts, etc.)

REQUESTED PRIORITY

DATE/TIME DUE

The material requested is hereby certified as being official work and essential to mission accomplishment

SIGNATURE OF VI COORDINATOR

DATE SIGNED

FILE LOCATION

ESTIMATED COMPLETION TIME

Reimbursable

WORK TO BE ACCOMPLISHED

IN HOUSE ROUTE TO:

In House Contract Mixed

Animation Audio Equipment Management Fabrication/Modeling Graphics
 Photo Video Productions Video Services VTC/VTT

FUNCTION SUPPORTED

Education Training Public Info Research/Development Installation Base Support
 Internal Info Recruiting Intelligence, Investigation, Mishaps Medical & Dental

PHOTO

NO. OF NEGS/POS	SIZE OF NEGS/POS	NO. OF COPIES	SIZE OF COPIES	TOTAL	REMARKS

GRAPHICS

ORIGINATION		DUPLICATION		
No. of Originals	Size of Originals	No. of Copies	Total	Finished Size

VIDEO

AUDIO

Mins. - Orig.	Secs. - Orig.	Mins. - Dup.	Secs. - Dup.	Mins. - Orig.	Secs. - Orig.	Mins. - Dup.	Secs. - Dup.

ANIMATION

QUALITY CONTROL CHECK BY

Frames Orig.	Minutes Orig.	Seconds Orig.	Frames Dup.	Minutes Dup.	Seconds Dup.	QUALITY CONTROL CHECK BY	

OTHER (Aids and Devices, Loan Services, Operator Support, etc.)

COMPLETED WORK HAS BEEN PROOFED AND APPROVED BY

REQUESTER NOTIFIED BY

NAME OF PERSON NOTIFIED

DATE

TIME

I HAVE RECEIVED THE ORIGINAL MATERIAL PROVIDED FOR REQUESTED SERVICES (If Applicable)

SIGNATURE

PRINTED LAST NAME

DATE

TIME

I HAVE RECEIVED THE MATERIAL AS REQUESTED ABOVE

SIGNATURE

PRINTED LAST NAME

DATE

TIME

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Civilian Welfare and Recreation Association
Retirement Plaques

Civil Service employees can obtain retirement plaques from the Civilian Welfare and Recreation Association by calling 452-3194. Alternatively, a plaque request can be faxed to 452-9467, using the form below.

Date _____

Name of Individual Retiring _____
(First) (MI) (Last)

Number of Years of Service _____
(Years) (Months)

Date Retirement Plaque Required _____

Phone Number of Activity Individual is Retiring From _____

Signature of Employee _____
(or employee requesting plaque)

Signature of Employee's Supervisor _____

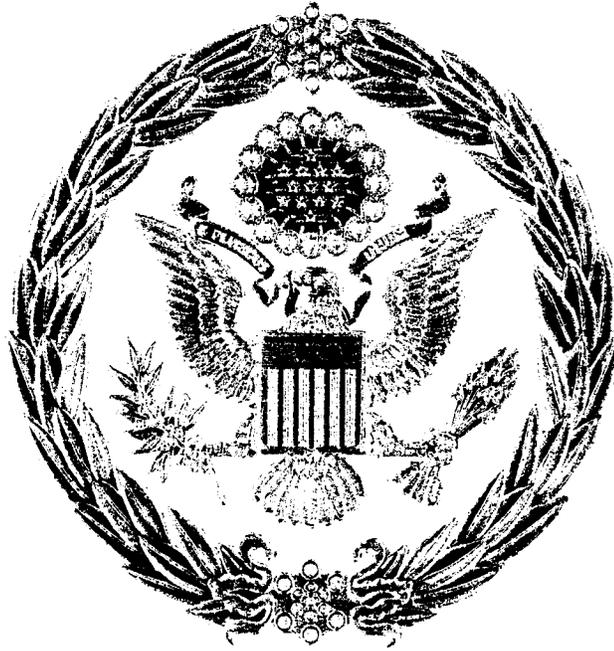
NOTE: There is a one-week turn-around on plaque requests. If the individual will retire before that time, please provide a forwarding address.

Name _____

Street Address _____

City/State/ZIP _____

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This certificate is
presented to

John E. Doe

upon your retirement from the
Government of the
United States of America
following 26 Years
of loyal service

29 March 1999

J. Q. Adams
CAPTAIN USN
COMMANDING OFFICER
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER

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Retirement Commendation

FOR LONG AND FAITHFUL FEDERAL SERVICE



In recognition of long and faithful service as an employee of the United States Navy characterized by sincere devotion to duty and co-operation the results of which have made a distinct contribution to the efficient operation of the Navy
Be It Known That

JOHN E. DOE

.....
is hereby commended for civilian service to the Department of the Navy.

It gives me great pleasure to commend you on the occasion of your retirement from civil service for your outstanding and dedicated service to the Naval Education and Training Professional Development and Technology Center's Enlisted Advancement Center from September 1974 to September 1995. Your intense loyalty, perseverance and professionalism have contributed most positively to every element of the Navy Advancement Center and the results of your efforts will be obvious for years to come. I commend you on the many contributions you have made. You have earned the traditional Navy "Well Done" and I wish you every success in the future.

Dated this 29th day of March A. D. 1996

.....
J. Q. Adams
CAPT USN
NETPDTC
Commanding Officer



Commanding Officer
Naval Education and Training Professional
Development and Technology Center

Certificate of Commendation

Presented To

JOHN E. DOE

On the occasion of your retirement, I would like to commend you for over 38 years of dedicated government service. In 1956, you joined the United States Air Force where, in addition to performing many responsible positions, you continued your after hours education and earned your BS degree from Golden State University. After retiring from the Air Force in 1977, you continued your education by obtaining a Master of Science degree in Public Administration. Later, you applied and were selected for a career ladder position as an Automotive Transportation Specialist at the Naval Facilities Engineering Command (NAVFAC), Pensacola. In 1984, you were selected for your current position as a Management Analyst with the Naval Education and Training Professional Development and Technology Center (NETPDTC), Manpower/Organization Branch. Throughout your years in this capacity, you have taken the initiative to pursue and complete many difficult tasks essential to the mission of this organization in a quiet, unassuming way without complaint or controversy. You have always cheerfully carried out your assignments and have given unselfishly to many worthwhile community charities. By your actions, you have inspired many of those around you to give of themselves and care for those less fortunate. I, especially, want to thank you for your unerring support of the NETPDTC Total Quality Leadership (TQL) effort and your many efforts behind the scenes. Your work with internal customers, as well as our colleagues in private industry, has ensured our TQL efforts were recognized and have contributed to making NETPDTC a better place to work. Your friends at NETPDTC will not forget you and the Navy will always be thankful for your vision of mission readiness. I extend my sincere appreciation for your many years of excellent service and express to you my best wishes for a pleasant retirement marked with good health and happiness. May you always have "Fair Winds and Following Seas".

J. Q. ADAMS