

Your FEA RETIREMENT GUIDE

**Everything you need to transition
confidently into retirement**

Retirement is an exciting milestone, and FEA is here to help make the transition as smooth as possible. This guide outlines important steps, protections, and membership options available to you as you prepare for retirement.



WHAT'S INSIDE

1

RETIREMENT TIPS & CHECKLIST

*Helpful guidance and
practical steps to prepare
for your transition.*

2

LEGAL PROTECTION

*Important legal
protections and
templates available to
retiring members.*

3

CONTINUE YOUR MEMBERSHIP

*Stay connected and
enjoy valuable benefits
through FEA-Retired.*

Thank you for your years of dedication.
Enjoy your next chapter!

**STAY CONNECTED.
STAY PROTECTED. STAY INFORMED.**

See below for 2026-27 dues details.

Retired Lifetime - \$444.16



For more information, visit: feaonline.org

Starting the Federal Retirement Process

Employees who are ready to begin the retirement process should follow the steps below:

1. Submit an Online Retirement Account (ORA) request through the GRB Platform. For step-by-step guidance, visit the HR Service Desk article: [How to Request an Online Retirement Account \(ORA\)](#).
2. The Army Benefits Center–Civilian (ABC-C) will review your personnel record to determine retirement eligibility. If eligible, they will create your ORA account.
3. You will receive an email invitation at your personal email address with instructions to access your ORA account. Be sure to check your junk or spam folder.
4. Complete your retirement application and all required forms through the ORA system.

Note: This process does not apply to employees applying for disability retirement.

Already Have an ORA Account?

Several resources are available to help you navigate the system, including guidance from the U.S. Office of Personnel Management (OPM):

- [OPM ORA Help / Online Retirement Application](#)
- [A Quick Guide to the Federal Retirement Process](#)
- [How to Register for a Login.gov Account through Services Online at Retirement](#)

(CHRA remains the service provider and may also assist with questions.)

Employees can also [visit the GRB Platform](#) to use the retirement calculator and access additional tools, videos, and documents.

Retirement & Benefits Contact Information

Army Benefits Center – Civilian (ABC-C)

Attn: Retirements and Benefits

305 Marshall Ave

Fort Riley, KS 66442-7005

Phone: (877) 276-9287 or (571) 644-6041

Hours: Monday - Thursday, 8:00 AM - 4:00 PM (CT)

Optional Health Benefits Forms

- [RI 79-9: Health Benefits Cancellation/Suspension Confirmation](#)

Required if you plan to suspend your FEHB coverage in retirement in order to use TRICARE or a Medicare Advantage plan.

- [SF 2809: Health Benefits Election Form](#)

Required only if you are making an Open Season election and will retire before the effective date, or if you are moving outside of your current HMO plan. This form is processed by OPM, not ABC-C.

- TRICARE/CHAMPUS Certification Letter

Required if you are using TRICARE/CHAMPUS coverage to meet the five-year requirement for carrying FEHB into retirement. This letter can be obtained from either the TRICARE Office or to get it immediately log into [milConnect](#), click "Obtain proof of health coverage" or navigate to "Correspondence/Documentation" and choose "Proof of Coverage". Your coverage letter will be generated and available for download.

Important Note: You must be enrolled in FEHB on your retirement effective date.

Tips for Retirees

1. This guide is for members planning to retire soon. Procedures, forms, and requirements may change, so work closely with your school administrator and HR. Please also share any updates with FEA via Federal.Retired@nea.org.
2. Switch from a 26-pay schedule to a 21-pay schedule at least one year before retirement to avoid pay and deduction issues. If needed, contact HR during your final year.
3. Request a retirement checklist (such as the FERS Nondisability Retirement Checklist) from your principal or HR. Ask for clarification on any items that may apply to you.
4. Attend retiree workshops offered by management, ideally starting five years before retirement. If none are available, request one or schedule time with HR for guidance.
5. Request a retirement estimate from HR at least one year in advance (limited to once every 366 days). You can also use the GRB retirement calculator for estimates.
6. Gather key documents, including:
 - Marriage license
 - POV recall documentation (if applicable)
 - DD-214 (if prior military service)
7. To begin the formal retirement process, follow the [Starting the Federal Retirement Process](#) steps: submit an Online Retirement Account (ORA) request through the GRB Platform, complete your application through the ORA system, and follow all guidance provided by the Army Benefits Center–Civilian (ABC-C). Additional resources and support are available through OPM, CHRA, and the GRB Platform.
8. Request your separation travel orders through TOPS. This can be done before receiving a response from ABC-C.
9. Once you receive orders, schedule your PCS move and POV shipment with your servicing agency.

Tips for Retirees (continued)

10. Stay in contact with ABC-C throughout the process for guidance and confirmation.
11. If you have a Flexible Spending Account (FSA), note that only expenses incurred before your final deduction are eligible for reimbursement.
12. Be sure to file a Goodbye Grievance before your last duty day.
13. You can carry your federal health insurance into retirement. Review your coverage and make any necessary updates during the process.
14. Notify the FEA office of your retirement date by emailing FEAMembership@nea.org so your membership can be transitioned from active to retired. Retired members continue to receive NEA Member Benefits and FEA updates.

Instructions for Filing the FEA Good-bye Grievance

Members should file a Good-bye Grievance prior to separating from DoDEA. This process involves submitting two forms to your building administrator and then sending copies to Bill Freeman (BFreeman@nea.org) and Will Freeman (WillFreeman@nea.org), the FEA UniServ attorney who handles these cases.

1. Complete the Good-bye Grievance form included in this packet (or obtain a copy from your FRS). Only fill in the blanks and do not change any of the pre-printed language. Make a copy for your records and submit the original to your building administrator. Principals are familiar with this process and routinely receive these forms at the end of the school year. It is recommended that you file this approximately two weeks before your last duty day.
2. Most principals will respond with a standard denial. Once you receive the response, complete the Request to Elevate to Step 3 form. Make a copy and submit the original to your principal. If you do not receive a response, submit the Request to Elevate to Step 3 on the 8th calendar day after you filed the initial grievance.
3. Email copies of the Good-bye Grievance, the Request to Elevate to Step 3, and your principal's response (if received) to Bill Freeman (BFreeman@nea.org) and Will Freeman (WillFreeman@nea.org).
4. Keep all documents in a safe place, especially during your PCS move.

Goodbye Grievance (Under 2023 CBA)

Employee Grievance Initiated Under the FEA/DoDEA Negotiated Agreement

Principal's Name: _____

Principal's Official Mailing Address:

Paragraph 1:

This grievance is being submitted under Step 2 of the grievance procedure.

Paragraph 2: Employee Information

Name: _____

School/Work Location: _____

Duty Assignment/Position: _____

Work Phone: _____

Home Phone: _____

Personal Email Address: _____

Last 4 SSN: _____

Paragraph 3:

A narrative description of the grievance including (if known) date, time, and place of event being grieved (separate note included if space not available here): DoDEA has expressed their intent to collect an alleged overpayment from me. I believe DoDEA could actually owe me back pay, interest, and/or TSP lost earnings I could apply toward any alleged overpayments. I hereby invoke all of my rights under the Debt Collection

Goodbye Grievance (Under 2023 CBA)

Employee Grievance Initiated Under the FEA/DoDEA Negotiated Agreement

Act and Back Pay Act, as well as other laws, rules, and regulations, and the CBA. I hereby preserve all or my rights as a bargaining unit member.

Paragraph 4:

A statement of the relief sought: I hereby request a McKissick "full pay and benefits" audit covering the period of the alleged debt and the last six years and payment or any back pay, interest and TSP lost earnings owed to me, so I can apply the proceeds toward any alleged overpayments. I also hereby request that I be afforded all of the rights above before any deductions or collections or negative credit reports are made. If deductions or collections are made, I request a refund plus interest in accordance with the Back Pay Act, Attorneys' Fees plus costs, and any other relief necessary to make me whole.

Paragraph 5: Association Representative (if applicable)

Name: _____

Address: _____

Phone: _____

Paragraph 6: Supporting Documentation

Attach A copy of any documents that support the grievance allegations (including any debt correspondence and responses thereto that I can find).

Employee or Association Representative Signature

Date

CC (Required): Email a copy of this grievance to BFreeman@nea.org and WillFreeman@nea.org

Step 3 Request to Elevate (Under 2023 CBA)

Grievant's Name

Principal's Name

Date

Re: Step 2 Grievance filed on (list Date) _____

I request that my grievance be elevated to Step 3, as I did not receive the relief sought.

Signature of Grievant

Date

CC (Required): Email a copy of this grievance to BFreeman@nea.org and WillFreeman@nea.org



RETIRED MEMBERSHIP

Stay connected. Stay protected. Stay informed.



STAY INFORMED

Receive updates on education and retirement issues.



ADVOCACY THAT PROTECTS YOU

Support on legislation that impacts pensions, Social Security, and Medicare.



MEMBER BENEFITS & DISCOUNTS

Access insurance, travel, and exclusive savings programs.



REPRESENTATION & CONNECTION

Stay involved with FEA and NEA meetings and initiatives.



CONTINUED PROFESSIONAL COVERAGE

Liability coverage if you choose to substitute teach.



JOIN TODAY OR LEARN MORE
Federal.Retired@nea.org



SCAN TO JOIN NOW!