

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

Retired Lifetime ESP - \$266.54



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. 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.
3. 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.
4. 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.
5. Gather key documents, including:
 - Marriage license
 - POV recall documentation (if applicable)
 - DD-214 (if prior military service)
6. 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.
7. **For Guam-based educators only:** Request your separation travel orders through TOPS. This can be done before receiving a response from ABC-C.
8. **For Guam-based educators only:** Once you receive orders, schedule your PCS move and POV shipment with your servicing agency.

Tips for Retirees (continued)

9. Stay in contact with ABC-C throughout the process for guidance and confirmation.
10. If you have a Flexible Spending Account (FSA), note that only expenses incurred before your final deduction are eligible for reimbursement.
11. You can carry your federal health insurance into retirement. Review your coverage and make any necessary updates during the process.
12. 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 Responding to Alleged Debts

Stateside educators who receive a debt letter after separating from DoDEA should request a “Responding to Alleged Debts” form from Angie Stubbs (astubbs@nea.org) or Benjamin Hunter (bhunter@nea.org). Members are encouraged to contact these FEA representatives directly if they receive debt-related correspondence.



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!