



DIRECTOR – CIVILIAN BENEFITS CENTER

Date: 24 March 2025

To: All Department of the Navy Civilian Employees

Subj: Pre-Retirement Seminars Presented by the Civilian Benefits Center

1. The Civilian Benefits Center (CBC) is offering virtual pre-retirement seminars through October for employees covered under the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS). Employees can attend these seminars via Microsoft (MS) Teams LIVE EVENT. Please check for updates in scheduling and/or topics at the Navy Benefits Portal <https://go.usa.gov/xt2Az>; click the “Pre-Retirement Training” Quick Link. (Some customers may need to copy and paste the URL in their browser for access.)

The briefing agenda includes:

- Retirement Eligibility
- Retirement Annuity Computation
- Health Insurance after Retirement
- Life Insurance after Retirement
- Thrift Savings Plan after Retirement
- Retirement Process

2. Retirement seminars are designed to provide a clear understanding of civilian benefits under CSRS and FERS. Seminars are conducted by CBC retirement specialists.

Specific information regarding seminars include:

- Each of the four (4) unique seminars listed below include the same CSRS or FERS information (Duration: 3-4 hours).
- Retirement specialists will respond to general questions.
- Seminars are designed for employees eligible to retire within 5 years.
- Seminars are recorded and accessible for six months by utilizing the session URLs.
- Participants with specific questions should call the Benefits Line at 888-320-2917.

3. Recommendations on virtual participation via MS Teams Live Event:

- Test the link in advance of the meeting. If properly connected, you will see the following on the screen: “The Live Event Hasn’t Started.”
- Log in at least 15 minutes prior to the start time.
- There is no phone line option for the seminars. Have an alternate device available if your primary device fails to connect. Attendees can connect with the desktop app, personal mobile app, or web client (Chrome or Edge is the preferred browser for the web client).
- You may use either a government or personal device.



DIRECTOR – CIVILIAN BENEFITS CENTER

- Attendees are muted during the event. Attendees may seek technical assistance through the Q&A/Chat function.
- If your screen freezes or appears to lock-up during the event, it is likely due to your internet connection. To resolve this issue, you may need to leave the live event and rejoin.

Refer to chart below for topics and seminar dates available through October.

If you have questions about this message or your benefits, please contact the Benefits Line at 888-320-2917, Monday through Friday, 7:30 a.m. until 7:30 p.m. Eastern Time, except on Federal holidays. The TTY number is 866-359-5277. You may also email questions to navybenefits@us.navy.mil. Please include your full name, pay plan, grade, and contact telephone number.

Thank you,

Andre J. Wells

2025 PRE-RETIREMENT BRIEFING SCHEDULE

| Date | Time – Eastern | Session | Link |
|-----------|----------------|--|---|
| 26 Mar 25 | 0800–1200 | FERS | https://msteams.link/Q8QE |
| 02 Apr 25 | 1200–1430 | Submitting an Error-Free Retirement Package | https://msteams.link/0FIX |
| 16 Apr 25 | 1200–1600 | FERS | https://msteams.link/8V3T |
| 30 Apr 25 | 1200–1600 | FERS Special Retirement Coverage (law enforcement, air traffic controllers, and fire fighters) | https://msteams.link/IY5F |
| 14 May 25 | 0800–1200 | FERS | https://msteams.link/C5LO |
| 28 May 25 | 1200-1600 | CSRS/CSRS OFFSET | https://msteams.link/CSZL |
| 11 Jun 25 | 0800–1030 | Submitting an Error-Free Retirement Package | https://msteams.link/CUJT |
| 25 Jun 25 | 0800-1200 | FERS | https://msteams.link/YK6O |
| 09 Jul 25 | 0800-1200 | FERS Special Retirement Coverage (law enforcement, air traffic controllers, and fire fighters) | https://msteams.link/EEPQ |
| 23 Jul 25 | 1200-1600 | FERS | https://msteams.link/8VH5 |
| 06 Aug 25 | 1200-1430 | Submitting an Error-Free Retirement Package | https://msteams.link/ZZRP |
| 20 Aug 25 | 0800-1200 | FERS | https://msteams.link/ZJBS |
| 03 Sep 25 | 1200–1600 | FERS Special Retirement Coverage (law enforcement, air traffic controllers, and fire fighters) | https://msteams.link/WFVF |
| 17 Sep 25 | 1200-1600 | FERS | https://msteams.link/VUKP |
| 01 Oct 25 | 0800–1200 | CSRS/CSRS OFFSET | https://msteams.link/8G4F |
| 15 Oct 25 | 0800-1030 | Submitting an Error-Free Retirement Package | https://msteams.link/6SDB |