



DIRECTOR – CIVILIAN BENEFITS CENTER

Date: 13 February 2024

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 for employees covered under the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) from March through October. Employees can attend these seminars via Microsoft (MS) Teams LIVE EVENT. Ensure you check the Navy Benefits Portal for updates in scheduling and/or topics at <https://go.usa.gov/xt2Az>, then clicking the “Pre-Retirement Training” Quick Link. (Some customers may need to copy and paste the URL in their browser to 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. The retirement seminars are designed to give participants a clear understanding of the benefits civilian employees are entitled to under CSRS and FERS. These seminars are conducted by trained retirement specialists who provide crucial information to assist employees make informed decisions related to their retirement.

Specific information regarding these seminars include:

- Each of the five (5) unique seminars listed at the bottom includes the same CSRS or FERS information (Duration: 3-4 hours.)
- Retirement specialists will be available to respond to general questions.
- Seminars are designed for employees who are eligible to retire within the next 5 years.
- Seminars are automatically recorded and accessible for six months by utilizing the session URLs listed below.
- Participants who have specific questions should call the Benefits Line at 888-320-2917 to speak to a retirement specialist.

3. Recommendations on how to participate virtually in MS Teams Live Event:

- Test the link in advance of the meeting. If you are 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 on the day of the event.



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- 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.
- Attendees are muted during the event. If needed, 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 want to try leaving the live event and then rejoin. The frozen screen should resolve when you return.

Refer to chart below for a variety of topics and seminar dates available from March to October.

If you have questions about this message or your benefits, call 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 your questions to navybenefits@us.navy.mil. You must include your full name, pay plan, grade, and your contact telephone number.







Thank you,

Brian J. Lijana

2024 PRE-RETIREMENT BRIEFING SCHEDULE

| Date | Time – Eastern | Session | Link | QR Code |
|-----------|----------------|--|---|---|
| 06 Mar 24 | 0800–1200 | FERS | https://msteams.link/7V5Q |  |
| 20 Mar 24 | 1200–1430 | Submitting an Error-Free Retirement Package | https://msteams.link/OPK1 |  |
| 03 Apr 24 | 1200–1600 | FERS | https://msteams.link/I4IP |  |
| 17 Apr 24 | 1200–1600 | FERS Special Retirement Coverage (law enforcement, air traffic controllers, and fire fighters) | https://msteams.link/JSP0 |  |
| 01 May 24 | 0800–1200 | FERS | https://msteams.link/BPNE |  |
| 15 May 24 | 1200–1600 | CSRS/CSRS OFFSET | https://msteams.link/681O |  |
| 05 Jun 24 | 0800–1200 | FERS | https://msteams.link/J6DN |  |
| 26 Jun 24 | 1200–1430 | Submitting an Error-Free Retirement Package | https://msteams.link/1NQW |  |
| 10 Jul 24 | 1200–1600 | FERS | https://msteams.link/LOBT |  |
| 07 Aug 24 | 0800–1200 | FERS | https://msteams.link/NBDF |  |

2024 PRE-RETIREMENT BRIEFING SCHEDULE (Continued)

| Date | Time – Eastern | Session | Link | QR Code |
|-----------|----------------|--|---|---|
| 21 Aug 24 | 0800–1030 | Submitting an Error-Free Retirement Package | https://msteams.link/4ZG0 |  |
| 04 Sep 24 | 1200–1600 | FERS | https://msteams.link/DKZC |  |
| 18 Sep 24 | 1200–1430 | FERS Special Retirement Coverage (law enforcement, air traffic controllers, and fire fighters) | https://msteams.link/WDDX |  |
| 02 Oct 24 | 0800–1200 | FERS | https://msteams.link/PN5G |  |
| 09 Oct 24 | 0800–1200 | CSRS/CSRS OFFSET | https://msteams.link/8CJO |  |
| 16 Oct 24 | 0800–1030 | Submitting an Error-Free Retirement Package | https://msteams.link/R9S2 |  |