



## U.S. Public Health Service Nursing - TIP OF THE MONTH

April 2019

### Retirement Seminar



#### A Handy Guide for Retirement/Separation

The Commissioned Corps has classified retirements into six different categories:

- Voluntary retirement for any officer who has served more than 20 years but less than 30 years of active duty.
- Mandatory retirement for any officer who has reached 30 years.
- Involuntary retirement for any officer with 20 or more years of active.
- Involuntary Separation pertains only to commissioned officer in the Regular Corps with less than 20 years of credible service for retirement eligibility purposes.
- Any officer who is approved for retention beyond 30 years.
- Disability retirement with any length of service.

Your eOPF has your 20 year retirement eligibility date and 30 year mandatory retirement date.

Involuntary Separations Commissioned Officers Directive information dated September 2018, click: [Involuntary Separation](#)

PHS Online Separations Seminar Information, click: [USPHS Training Seminar](#)

**The deadline to submit your separation requests is 90 days from your projected last physical day at your duty station.**

**You should first read the updated [Separation of Commissioned Officer Issuance](#) for guidance.. For additional guidance,**

**click: [separation and medical forms](#) for details. PHS officers applying for retiree benefits, click: [Retiree Benefits Guide](#)**  
**Remember, The U.S. Coast Guard (USCG) Pay and Personnel Center located in Topeka, KS is the servicing payroll office for processing pay for retired officers of the Public Health Services (PHS) and their surviving annuitants.**

#### **18-24 Months Prior to Retirement**

- Attend a DoD Transitional Assistance Program (TAP):  
Click: [Transitional Assistance Program Overview](#)
- Review Post-Retirement Financial and Income Requirements.
- Schedule retirement counseling.

#### **12 Months Prior to Retirement**

- Update Legal Documents (Wills, Power of Attorneys, etc.):  
Click: [Legal Documents](#)  
Click: [Retirement Military Forms](#)
- Research Survivor Benefit Plan (SBP) Options:  
Click: [Survivor Benefit Plan](#)
- Research Health and Life Insurance Alternatives.
- Initiate Retirement Plans Discussion with Supervisor.

#### **180 Days Prior to Retirement**

- Review and Request Copies of your Personnel/Medical/Dental Records.
- Schedule your Final Physical.
- Discuss your Retirement Plans with Supervisor.
- Review your Dependents' Information within DEERS System to Ensure All your Information is Correct, click: [DEERS](#)

#### **120 Days Prior to Retirement**

- Complete a PHS-1373 and Retirement Request Memorandums and Forward to your Supervisor:  
Click: [PHS-1373 Separation Form](#)
- Review the Veteran's Affairs Disability Application,  
Click: [VA Form 10-10EZ](#)

#### **90 Days Prior to Retirement**

- Schedule your Final Dental Examination: To find a dentist, click: [Tricare Dental](#)
- Review TRICARE Program Options,  
Click: [Tricare Options](#)

#### **60 Days Prior to Retirement**

- Discuss your Relocation and Household Goods Move with Appropriate Agency's Travel Office.

#### **30 Days Prior to Retirement**

- Review your TRICARE enrollment for plans to determine which meets your needs prior to the 20th of the Month Preceding Your Retirement.

#### **Veterans Affairs Information**

- To file a disability claim, click: [Separation Health Assessment for Service Members](#)
- Web Automated Reference Material System – To find current disability ratings for each condition, click: [WARMS](#)

#### **These VA links are for when you have the medical exams for each condition**

- VA provider instructions, click: [Disability Benefit Questionnaire/Compensation](#)
- List of VA forms by symptom, click: [Disability Benefit Compensation List by Symptom](#)

Voluntary retirement package consists of the following:

1. Officer memo
2. Supervisor memo
3. PHS 1373

Originally submitted by Captain Casey Hadsall for the Tip of the Month April 2017



Point of contact: CDR Jonathan Paulsel, CDR Malini Krishnan, CDR Dave Norberg, and LCDR Sarah Benzo for the

**PHS-NURSE LIST SERV**

**Tip of the Month Workgroup**

**TO REQUEST A MENTOR**

**N-PAC Career Development Subcommittee.**