

PHASED RETIREMENT EXPIRATION AGREEMENT

Per GSA Phased Retirement Guidance and Procedures (HRM 9900.1), this agreement is required to officially document the expiration of a period of phased employment/phased retirement.

EMPLOYEE INFORMATION

1. EMPLOYEE PRINTED NAME	2. LAST 4 DIGITS OF SSN	3. OFFICE/DIVISION
4. DUTY LOCATION	5. TITLE, SERIES, AND GRADE	
6. NAME OF MANAGER/SUPERVISOR (<i>PRINT</i>)		
7. EFFECTIVE DATE OF PHASED RETIREMENT	8. ENDING DATE OF PHASED RETIREMENT	

AGREEMENT

9. **Review and initial each item below. I understand to officially document expiration of my phased employment/phased retirement status I must either:**
(1) Return to Regular Employment Status (2) Transfer to Another Agency or (3) Enter Full Retirement Status
Initialing the appropriate option confirms my understanding, acceptance and completion of the following as applicable:

(A)	<p>_____ Complete, sign and submit the GSA Phased Retirement Expiration Agreement to my manager.</p>
(B)	<p>_____ Complete and sign the Phased Employment/Phased Retirement Election Form (SF 3116, Part 2A).</p> <p>If I request to return to regular employment status, my request must be approved by GSA Management.</p> <p>Denial of my application for phased retirement is not an appealable adverse action under Title 5, U.S.C. Chapter 75; however, it may be appealable under administrative grievance procedures.</p> <ul style="list-style-type: none"> • Submit the completed, signed Part 2A of the SF 3116 to the GSA Benefits and Retirements Team at cpc.benefits-retirement@gsa.gov • OHRM will file the the SF 3116 in my eOPF. • Within 15 days of the election, OHRM will forward a copy of Part 2A of the SF 3116 to OPM. • OPM will terminate the phased retirement annuity.

(C)	<p>_____ If transferring to another Federal agency and I elect to continue Phased Employment/Phased Retirement Status, complete and sign SF 3116, Part 3A.</p> <ul style="list-style-type: none"> • Submit Part 3A of the SF 3116 to the new Federal agency to obtain written consent to continue phased retirement participation. • Submit the completed, signed Part 3A of the SF 3116 to the GSA Benefits and Retirements Team at cpc.benefits-retirement@gsa.gov • OHRM will file the SF 3116 in my eOPF and forward a copy of Part 3A of the SF 3116 to OPM. <p>I may accept a new appointment at another agency with the new agency's approval for phased retirement. This may occur at any time prior to the expiration of my current participation agreement or within 3 calendar days after expiration of this agreement. If the new agency agrees to phased retirement, my 50% working percentage may not change.</p>
(D)	<p>_____ If transferring to another Federal agency and I elect to end Phased Employment/Phased Retirement Status, complete and sign SF 3116, Part 3B.</p> <ul style="list-style-type: none"> • Submit the completed, signed Part 3B to the GSA Benefits and Retirements Team at cpc.benefits-retirement@gsa.gov • OHRM will file the original in my eOPF and forward a copy of Part 3B of the SF 3116 to OPM.
(E)	<p>_____ If I am separated from employment and have not been employed within 3 calendar days or more, I will be deemed to have elected full retirement.</p>

AGENCY COMMENTS:

10. RECOMMENDED

YES NO**

11. APPROVED

YES NO**

12. EMPLOYEE PRINTED NAME

13. EMPLOYEE SIGNATURE

14. DATE

15. SUPERVISOR PRINTED NAME

16. SUPERVISOR SIGNATURE

17. DATE

18. AUTHORIZING OFFICIAL PRINTED NAME

19. AUTHORIZING OFFICIAL SIGNATURE

20. DATE

****Reason for disapproval identified in agency comments**