

Phased Retirement Agreement

Per DOJ policy 1200.04, this agreement is required for each period of phased retirement. It establishes the terms and time limitations for the employee's period of phased employment, which is a condition of approval. The phased retirement agreement must be submitted at least 45 days before the proposed effective date of the phased employment period. Request to extend or reduce an approved phased employment period should be submitted and approved at least 30 days before the date of expiration of the current agreement.

*NOTE: While you may only enter phased retirement one time, you may, with Authorized Approving Official approval, extend or reduce an approved period of phased employment by entering into a new Phased Retirement Agreement before the expiration of the agreement currently in effect.

EMPLOYEE INFORMATION

1. EMPLOYEE PRINTED NAME			2. AGENCY	
3. COMPONENT	4. DIVISION	5. LOCATION		
6. TITLE, SERIES, AND GRADE				
7. EFFECTIVE DATE OF PHASED RETIREMENT			8. END DATE OF PHASED RETIREMENT	

AGREEMENT EACH ITEM BELOW MUST BE INITIALED

a. _____ I understand in order to participate in the Phased Retirement, I must complete the SF 3116 (Phased Employment/Phased Retirement Status Elections). I also understand that I must read the information regarding Phased Retirement elections carefully before completing any of the election forms in the SF 3116 package. I must contact my servicing Human Resources Office if I have any questions concerning Phased Retirement.

b. _____ I may return to regular employment with an Authorized Approving official's permission.

If approved to return to regular employment, I will be considered a full time employee with full leave accrual and benefits and will no longer receive any annuity payments. The phased retirement period will be treated as if it had been a period of part-time employment. The part-time proration adjustment for the phased period will be based on the officially established part-time work schedule and no credit for any extra hours that may have been worked. To determine the deemed rate of basic pay during the phased retirement period, only basic pay hours within the officially established part-time work schedule may be considered. No pay received for other hours during the phased retirement period may be included as part of the basic pay for computation of retirement benefits. General retirement rules are still applicable. The restrictions regarding civilian deposits, re-deposits and military deposits do not apply when phased retirement ends and the employee returns to regular employment.

CSRS employees only: If your phased annuity is subject to an actuarial reduction for unpaid redeposit service, the annuity you are entitled to at full retirement is subject to the actuarial reduction increased by the cost-of-living adjustments.

c. _____ I may elect to fully retire at any time without an Authorized Approving Official's consent.

d. _____ I may accept a new appointment at another agency with or without the new agency's approval for phased retirement.

This may occur at any time prior to the agreement expiring, or within 3 days after expiration of this agreement. If the new agency agrees to phased retirement, the working percentage may not change. I must submit a written and signed request and obtain the signed written approval of the Authorized Approving Official of the new agency. If approved, phased retirement will continue without interruption. If the authorizing agency official of the new agency does not approve, the phased retirement status will terminate.

e. _____ I understand when the agreed terms of phased retirement end, as noted in Block 7, I will be separated and such action will be considered a voluntary action based on this written agreement. I will then be deemed to have elected full retirement.

f. _____	If I am separated from employment and have not been employed within 3 days or more, I will be deemed to have elected full retirement.
g. _____	The Authorized Approving Official and I may rescind this agreement, or enter into a new agreement to extend or reduce this term of phased employment, by entering into a new written agreement before the expiration of this agreement. Request to extend phased retirement beyond three-years must be submitted to the Department-level Authorized Approving Official for approval.
h. _____	Mentoring is an essential element of phased retirement. By entering into this agreement, I understand that I will be required to perform mentoring duties, as described by management at least 20 percent of my work schedule. Examples of mentoring activities include, but are not limited to, Knowledge Transfer, Knowledge Management, Succession Planning, and Career Development.
i. _____	I will have an officially established work schedule with a working percentage equal to 50 percent of full-time. I may be assigned hours of work in excess of established schedule only in rare and exceptional circumstances, i.e., the work is necessary to respond to an emergency posing a significant, immediate, and direct threat to life or property.

AGENCY COMMENTS

9. EMPLOYEE PRINTED NAME		10. EMPLOYEE SIGNATURE	11. DATE
12. RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO	13. SUPERVISOR PRINTED NAME AND SIGNATURE		14. DATE
15. APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	16. AUTHORIZED APPROVING OFFICIAL PRINTED NAME AND SIGNATURE		17. DATE

Privacy Act Statement

Solicitation of this information is authorized by title 5, United States Code, Chapter 83 (Section 8336a), Chapter 84 (Section 8412a), 5 Code of Federal Regulation (CFR) subpart Q 831 and part 848. The information you furnish is needed to document the terms and conditions of your phased retirement employment status. The information may be shared, and is subject to verification, via paper, electronic media, or through the use of a computer matching program, with national, state, local, or other charitable or Social Security administrative agencies to determine and issue benefits under their programs. In addition, to the extent this information indicates a possible violation of civil or criminal law, it may be shared and verified as noted above, with the appropriate Federal, state, or local law enforcement agencies. For other routine uses, see OPM/GOVT-1, General Personnel Records, 77 Federal Register 73694 (December 11, 2012). Providing this information is voluntary, but failure to furnish the requested information may delay or prevent your ability to participate in the Department's Phased Retirement program.