



## Retirement

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Below are Q&A's for Retirement.

- To what extent does non-pay status affect retirement?
- When a furlough occurs during the three years of service prior to retirement, what effect will time in a furlough status have on an employee's high-3 average?
- What will happen to employees who would have retired during the furlough?
- Can I come into the office to return government property or retrieve personal items during the furlough?
- Are the retirement rules concerning the effect of a furlough the same for employees under the Civil Service Retirement System and the Federal Employees Retirement System?

### **To what extent does nonpay status affect my retirement?**

For retirement purposes, an aggregate nonpay status of 6 months or less in any calendar year is creditable service.

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### **When a furlough occurs during the three years of service prior to retirement, what effect will time in a furlough status have on an employee's high-3 average?**

Generally, there will be no effect on the high-3 average unless the furlough causes the employee to be in a non-pay status for more than 6 months during the calendar year.

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### **What will happen to employees who would have retired during the furlough?**

Employees who submitted their retirement application prior to the furlough with a retirement date during the furlough will continue to have their retirement processed on the date requested.

Employees can continue to submit their retirement applications during the furlough by scanning and emailing to [9-ACE-FAA-BENE@faa.gov](mailto:9-ACE-FAA-BENE@faa.gov) or by mail to:

FAA Benefits Operations Center  
901 Locust St., Room 117  
Kansas City, MO 64106

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### **Can I come into the office to return government property or retrieve personal items during the furlough?**

Employees planning to retire and exit during a furlough can come into the office to turn in government property, such as government furnished equipment (GFE), credit card, etc., or to retrieve personal property. However, during a national public health emergency (i.e. COVID-19), employees must adhere to FAA and other related (e.g., CDC) guidelines while in an FAA facility/building. Please refer to the [Instructions for Offboarding FAA Employees and Employee Closeout and Clearance Information](https://my.faa.gov/employee_services/employee_exit_information.html#FAA_clearance_forms_instructions) ([https://my.faa.gov/employee\\_services/employee\\_exit\\_information.html#FAA\\_clearance\\_forms\\_instructions](https://my.faa.gov/employee_services/employee_exit_information.html#FAA_clearance_forms_instructions)). Time spent by the employee performing out-processing actions is non-duty time and a non-expected function.

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### **Are the retirement rules concerning the effect of a furlough the same for employees under the Civil Service Retirement System and the Federal Employees Retirement System?**

Yes.

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## Messages from Leadership

- Message from the Assistant Secretary for Administration ([https://my.faa.gov/focus/articles/2023/09/Message\\_from\\_the\\_Ass.html](https://my.faa.gov/focus/articles/2023/09/Message_from_the_Ass.html))

## Resources

- White House FAQs and Contingency Plans (<https://www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/>)
- DOT FAQs (<https://dotnet.dot.gov/payroll-benefits/faqs-lapse-appropriations>)
- ATO Shutdown Furlough Resources (<https://my.faa.gov/go/ATOfurlough>)
- Employment Verification ([https://my.faa.gov/org/staffoffices/ahr/employment\\_verification.html](https://my.faa.gov/org/staffoffices/ahr/employment_verification.html))
- Procedures for Emergency (Shutdown) Furlough and Recalling Furloughed Employees ([https://my.faa.gov/org/staffoffices/ahr/program\\_policies/policy\\_guidance/hr\\_policies/hrpm/emp/emp\\_ref/media/rmshutdownrecallproc.html](https://my.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/emp/emp_ref/media/rmshutdownrecallproc.html))
- EMP-1.27a Shutdown Furlough ([https://my.faa.gov/org/staffoffices/ahr/program\\_policies/policy\\_guidance/hr\\_policies/hrpm/emp/emp-1-27a.html](https://my.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/emp/emp-1-27a.html))
- HRPM Volume 1 - Employment Reference Material ([https://my.faa.gov/org/staffoffices/ahr/program\\_policies/policy\\_guidance/hr\\_policies/hrpm/emp/emp\\_ref/RMQ&ASaveMoneyFurlough.html](https://my.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/emp/emp_ref/RMQ&ASaveMoneyFurlough.html))

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<https://my.faa.gov/org/staffoffices/ahr/furlough/retirement.html>***