

OPM Releases New Resource: *RI 23-1, OPM Retirement Quick Guide*

The Office of Personnel Management (OPM) released their Retirement Quick Guide, a three-page reference guide to help employees prepare for and navigate through the voluntary retirement process.

The RI 23-1, Retirement Quick Guide includes:

- ❖ Tips on pertinent steps to take before retirement
- ❖ Retirement process timeline
- ❖ Factors that could delay retirement processing
- ❖ Worksheet to track the retirement process
- ❖ Information regarding benefits choices that can impact annuity
- ❖ Key terms
- ❖ Other helpful resources

We encourage you to provide the OPM Retirement Quick Guide to employees as you counsel them on the retirement process, and to personally utilize this guide as you prepare for your own retirement.

Visit <https://www.opm.gov/retirement-center/quick-guide> for access via the web and printable version of the guide. Also, please post this link on your website and in your knowledge management system for employee access to the most current version.



Questions?

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