



OHR Routing and Transmittal Slip

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Retiring Employee – complete form		
2. Supervisor – acknowledge receipt		
3. Administrative Officer – enter PAR in Capital HR (notify TK to separate in ITAS*)		
4. Benefits & Payroll Liaison Branch – code and process NIDA, NIEHS and NIAID/RML only send to North Carolina, Keystone Bldg (K1-01), Rm 1108, fax 919-541-3659 All other ICs send to Bethesda, Bldg 31, Rm B3C23, MSC-2215, fax 301-402-5506		
5. OHR File Room – scan and file Bldg 31, Rm B3C30, MSC-2215, fax 301-480-0379		

Request for Retirement – In lieu of SF-52

Employee Name: _____ Effective Date: _____

IC: _____ Position Title (Organizational): _____

Are you an OGE Form 278 filer? _____ Yes _____ No

(278 Filer positions are subject to financial disclosure agreements and are determined by the Ethics Office.)

Reason for retirement: To obtain retirement benefits. **OR** _____

Forwarding address: _____

Employee Signature: _____ Date: _____

*If the employee separates before the end of the pay period, the timekeeper should separate the employee in ITAS at any time during the same pay period. If the employee separates at the end of the pay period (Friday or Saturday), the timekeeper should separate the employee in ITAS in the following pay period.