

1

**60
DAYS**

min. from your
retirement date



CONTACT

Let DCHR know that you want to retire! To start the retirement process, email dchr.retirement@dc.gov with your name, contact information and desired retirement date.

2

**45
DAYS**

from your
retirement date



CONNECT

Within two weeks of contacting DCHR, one of our retirement experts will reach out to gather all required information, identify your retirement date* and set up your official retirement appointment.

3

**15
DAYS**

from your
retirement date



MEET

Within 30 days of connecting with our team, you will come to the DCHR office for your retirement appointment. We will complete your paperwork, select your post-retirement benefits and answer any questions.

4

**LAST
DAY!**



RETIRE

Upon successfully completing the steps above, your effective retirement date will be within two weeks of your official retirement appointment.

On behalf of DCHR, thank you for your service to the District of Columbia. Congratulations!

*Civil Service Retirement System (CSRS) employees hired before October 1, 1987 can retire on the 1st, 2nd, 30th or 31st of the month.