

# Retirement or Benefit Changes

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If you are considering retirement or making benefit changes, follow these steps:

- **Before You Go on Administrative Leave:**

If you are retiring or will need to make benefit changes, before going on admin leave, you must register in FedHR by selecting the tab for “Login and User Name” and then follow the “New User” instructions at the bottom of the screen.

- **Use the Appropriate Link Based on Your DE**

You will be required to enter your last name, date of birth, and social security number. Once registered, participants can access the site from any computer within the United States (US) or US Territory. Use the appropriate link based on their Departmental Element:

- HQ, Office of Inspector General (OIG) and Power Marketing Administrations participants must register using this link: [FedHR/DOE](#).
- National Nuclear Security Administration (NNSA), including Naval Reactors, must register using this link: [FedHR/DOENNNSA](#).

- **Your Retirement Request 60-90 Days in Advance:**

Enter your retirement request in FedHR Navigator 60-90 days in advance of your retirement date. The appropriate SHRO/SSC Benefits Branch will process the retirement as normal.

If you are retiring from Bonneville Power Administration (BPA) must submit retirement applications 60-90 days in advance by contacting [Benefits@bpa.gov](mailto:Benefits@bpa.gov).