



Army Benefits Center-Civilian (ABC-C) Date of Retirement Change Request



I, _____, am requesting to **change** my date of retirement.

Current Date of Retirement: _____

New Date of Retirement: _____

_____ I understand that by changing my date of retirement, I must attach an updated first page of my retirement application ([SF 2801 – CSRS](#) or [SF 3107 – FERS](#)) with my new date of retirement to this document. **My application will NOT be processed until this is received.**

_____ I am aware that by changing my date of retirement, I could experience a pay problem, leave payout, and issues with my Common Access Card (CAC).

_____ Employee Signature	_____ Daytime Phone Number	_____ Date
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If submitted within 30 days of your current date of retirement, this request will need to be signed by your Servicing HR office.

_____ Servicing HR / Name	_____ Daytime Phone Number
_____ Servicing HR Signature	_____ Date

Your request cannot be processed if any of the above information is not provided.

Please sign this document via CAC or wet ink only. We do NOT accept adobe script signature on any forms. This form will NOT be accepted after your date of retirement.

Mail or email this document to:

Army Benefits Center - Civilian
305 Marshall Ave
Fort Riley, KS 66442-7005
Email to: usarmy.riley.chra-hqs.mbx.abcc-dha-inquiries@army.mil