



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**

**NPR 3831.1**

Effective Date: October 11,  
2016

Expiration Date: December  
11, 2028

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## Subject: Phased Retirement (Revalidated with Change 1)

Responsible Office: Office of the Chief Human Capital Officer

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## Chapter 4. Applications for Phased Retirement

### 4.1 Steps for Potential Applicants

4.1.1 Before applying for phased retirement:

- a. Determine readiness and intent for full retirement, understanding that entering phased retirement includes a commitment to fully retire at the end of the approved time period.
- b. Discuss with supervisor whether work may be suitable for a part time schedule and if there is a need for transfer of employee's knowledge.
- c. If within six months of eligibility for phased retirement, request applicable retirement estimates and counseling from the NSSC.
- d. If considering outside employment or other activity that may be related to the employee's employment, paid or unpaid, consult with an Agency ethics attorney.

### 4.2. Agency Application Template

4.2.1 Employees shall request approval to enter phased retirement using the Agency's application template as follows:

- a. The application includes all applicable content described by the template, along with any additional content required by the Center.
- b. When the application proposes work or mentoring in an organization other than the employee's, written concurrence is required by both organizations, to include a determination as to whether the plan will be effected via reassignment or detail.
- c. An applicant who is a supervisor will describe how the supervisory work will be performed during the phased retirement period.

4.2.2 The employee will submit a completed application to the immediate supervisor, who will transmit it to the Center HR office for review and submission to the approving official.

### 4.3 SES and ST/SL Applicants

4.3.1 An applicant who is an SES or assigned to a ST/SL position will identify in the application a General Schedule (GS) position in which the employee will serve while in phased employment, and include a statement that the employee is requesting a voluntary change to lower grade to the GS position.

4.3.2 In rare cases, an SES or /ST/SL employee may be approved for phased retirement while remaining in their

position. The Agency Associate Administrator shall approve or deny such applications.

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