

## Insight Quick Reference | Retirement Processing System (RETM) Subject Area

Insight includes all Retirement Processing System (RETM) data elements. RETM is used to track the processing of applications for retirement benefits. RETM provides personnel offices with the capability of adding, modifying, reporting, and querying an RETM tracking record or printing a paper version of the Individual Retirement Record (IRR), Standard Form (SF) 2806 - Civil Service Retirement System (CSRS), or SF 3100 - Federal Employees Retirement System.

### RETM Data

RETM data is refreshed daily in Insight. The RETM data load runs between 7:00 a.m. and 9:00 a.m. Central Standard Time (CST). RETM historical data is available under the RETM Master subject area.

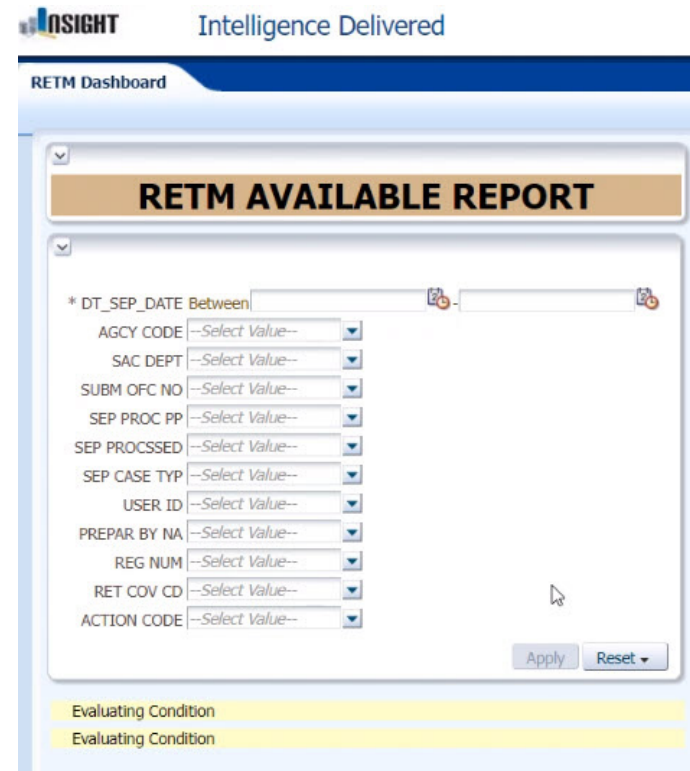
### Access Request

User access to these subject areas is provisioned based upon submission of Form AD-3100-R, National Finance Center Web Applications Request for Security Access, by your Agency's Security Officer (ASO). These subject areas contain personally identifiable information (PII).

### RETM Role

The RETM role gives users access to the following subject areas:

- RETM Claims
- RETM Master



INSIGHT Intelligence Delivered

RETM Dashboard

**RETM AVAILABLE REPORT**

\* DT\_SEP\_DATE Between  -

AGCY CODE

SAC DEPT

SUBM OFC NO

SEP PROC PP

SEP PROCSED

SEP CASE TYP

USER ID

PREPAR BY NA

REG NUM

RET COV CD

ACTION CODE

Apply Reset

Evaluating Condition

Evaluating Condition

## Dashboard

To access the RETM Dashboard:

1. Select **Shared Folders**.
2. Select **Dashboard**.
3. Select the **RETM Dashboard** tab. The **RETM Available Report** page is displayed.

