



# NEW ONLINE RETIREMENT PROCESS

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**B**eginning January 1, 2026, the Postal Service has transitioned to an Online Retirement Application submission process, also known as ORA. This change is due to the Office of Personnel Management (OPM), the government agency that administers the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS), mandate that all new retirement applications must now be submitted electronically.

ORA is a secure, fully digital system that is administered by OPM. The ORA platform will replace the paper-based application process for all USPS and Federal employees' retirement requests. OPM created the system using more modern practical tools that will improve accuracy, save time, and make an easier experience for applicants, HR specialists, and payroll when processing the retirement application. OPM describes the ORA system as having the following:

- **Pre-filled applications with OPM data:** key records such as service history, high-3 salary, and sick leave balances are already included, reducing manual entry.
- **Real-time annuity estimate:** projected annuity updates can be seen instantly as benefit elections are made.
- **Digital uploads:** applicants will be able to attach supporting documents such as a marriage certificate or a DD 214 directly to your package.
- **Status tracker and dashboard:** applicants will be able to track their progress, see what is completed, and know what still needs attention using the dashboard.
- **Seamless collaboration:** applicant, HR, and payroll will share the same view of the application, reducing errors and improving coordination.
- **Final readiness check:** built-in-tools will confirm applications are complete, reducing rework, and helping retirees receive their annuity payments more quickly.

Effective January 1, 2026, all newly received optional (regular / immediate) retirement applications will be processed through this Online Retirement Application (ORA) platform. Optional retirement applications that were submitted prior to Jan. 1, 2026, regardless of the effective retirement date, will continue to be processed using the paper-based process and do not need to be resubmitted.

## WHEN YOU ARE READY TO START THE RETIREMENT PROCESS

- Contact HRSSC at 877-477-3272, Option 5 or log into the eRetire app through LiteBlue at [liteblue.usps.gov](https://liteblue.usps.gov).
- You will need to provide a valid personal email address to start your application in the ORA system.
- HRSSC will create your account and confirm your retirement eligibility.
- Once your eligibility is confirmed, you will receive an email from [DoNotReply@retire.opm.gov](mailto:DoNotReply@retire.opm.gov) with instructions for completing the online application and providing any required documentation.
- You will also need to create a valid login.gov account to access the ORA system if you do not already have one.
- When you log in, you will see that much of your information is already prepopulated. You need to review this information carefully before continuing with your elections for health insurance, life insurance, etc and completing your application.

For more information on this process, you can go to the MyHR website and select "Planning for Retirement" from the "Retirement" drop down menu. Information about weekly retirement seminars is also available on this page

The Postal Service has stated that they will be provided a Frequently Asked Questions and additional information in the coming weeks on this process that they will be sharing as it becomes available.

If you have any additional questions, you can email them to [retirementbenefits@usps.gov](mailto:retirementbenefits@usps.gov)