



Retirement Guide

Recommended Timelines

12 Months Prior to Retirement

- Contact the Government of Canada Pension Centre to receive your pension package. They will give you advice regarding your pension estimates, pension benefit options, termination package, requests for service buyback and anything related to Pension Benefits.
- Telephone toll free: 1-855-502-7090.
- Executive services: (C/Supt., EX-01 and above): 1-855-502-7088.
- Email: pensioncentrercmp.centredespensionsgrc@pwgsc-tpsgc.gc.ca
- Website: <http://rcmp-grc.pension.gc.ca/index.html>
- Pension benefits and tools: <http://rcmp-grc.pension.gc.ca/accueil-home-eng.html>
- If you wish to have funds deposited into an RRSP account call 1-866-729-7293.
- RCMP Regular and Civilian Members must contact the RCMP Benefits Administration Centre, c/o Morneau Shepell (MS), for information and advice on Great-West Life insurance and disability insurance. Request the **Morneau Shepell** contact information sheet which can be provided for your convenience. Toll-Free: 1-800-661-7595 Monday to Friday: 7:30 a.m. to 6:00 p.m. (Eastern Time) Website: www.pbs-sra.ca

NOTE: **You must contact MS and advise them of your home address as soon as possible.** Failure to update your address will cause delays in getting insurance benefits information sent to you.

6 Months Prior to Retirement

- It is recommended that you fill out your 1733 at least 6 months prior to your discharge if you are able, and submit to RCMP Pay Operations: [Pay NWR / Paye RNO \(RCMP/GRC\)](#)

4 Months Prior to Retirement

- Call the pension center again to receive additional information about your pension, the status of your pension and the pension package which contains several forms to complete. Please try to have these documents completed prior to your discharge date. Completed pension forms should be sent to the Government of Canada Pension Centre Mail Facility:

Government of Canada Pension Centre – Mail Facility
 150 Dion Boulevard
 PO Box 8500
 Matane, QC G4W 0E2
 or by fax to: (418) 562-7965

1 Month to Retirement

- A compensation advisor who serves your Division then contacts the Member 1 month prior to their discharge date. The compensation advisor will calculate your final entitlements to ensure accuracy. This includes any severance pay, annual leave, lieu time off and any other entitlements that may be available to you.

Additional Pension Plans - Not Administered by the Government of Canada Pension Centre

- **Canada Pension Plan (CPP)**
(Retirement Pension, Disability Benefits, Death Benefit, Children's Benefits, Survivor's Pension)
Toll-Free: 1-800-277-9914
Telephone Teletype (TTY): 1-800-255-4786
- **Old Age Security (OAS)**
(OAS Pension, Allowance Program, Allowance for the Survivor, Guaranteed Income Supplement)
Toll-Free: 1-800-277-9914
Telephone Teletype (TTY): 1-800-255-4786

PROCESS – Discharge/Retirement Request

1. Complete Form 1733E or 1733F (Discharge Request)

- Complete and sign Form [1733](#)
- Immediate supervisor signs form: Please ensure the signature is legible or accompanied by a stamp.
- SUPERVISOR takes a good scan of the completed document.
- Check with your respective Division, some Divisions may have an Employee Wellness or other unit responsible for processing 1733 requests.
- Ensure copy is emailed to Pay Operations (email below).
- The hard copy of the signed 1733 is then mailed to the RCMP National Pay Operations Discharge Unit. Once received, the National Pay unit assigns a pay advisor to the Member's file. Pay will then contact the Member approximately 1 month ahead of the discharge date for further instruction and correspondence.
- Please ensure that all your leave has been entered and approved/denied in the Leave On-line system. Confirmation from your supervisor is required before compensation is authorized to pay out any balance of your leave. Remember that Members accrue an advance leave balance at the beginning of the fiscal year. Those engaged after 1973-04-01 earn annual leave credits at the prescribed rate, after receiving pay for at least eight hours in a month. Refer to [NCM ch. 3.1](#). Leave with Pay, to calculate your leave accrual rate, if you plan on taking retirement leave.
- Be advised that your last pay upon discharge will be prorated, as per your discharge date according to 8-hour shifts, Monday to Friday. Should you have a different working schedule, please ensure that your supervisor provides Pay Operations with a copy of your scheduled shifts so that they may pay your regular hours and allowances accordingly.
- E-mail Contacts:
If you are on LWOP [Pay LWOP / Paye CNP \(RCMP-GRC\)](#)
Any other inquiry should be directed towards the team taking care of your division:
North West Region (NWR) (G, V, K, F & D Division): RCMP.PayNWR-PayeRNO.GRC@rcmp-grc.gc.ca
Headquarters Region (N & S Div.)(HQ) O, A, C Div.(Central): RCMP.PayHQ-PayeDG.GRC@rcmp-grc.gc.ca
Pacific Region (M & E Division): RCMP.PayPacific-PayePacifique.GRC@rcmp-grc.gc.ca
Atlantic Region (B, H, L, & J Division): RCMP.PayAtlantic-PayeAtlantique.GRC@rcmp-grc.gc.ca

2. Career Development and Resourcing

- Members terminating employment are encouraged to take part in the Exit Interview Program.
- The questionnaire is anonymous, and responses will be analyzed to enhance policies, practices, and procedures. Your feedback is important, and you can influence the future of the RCMP. You may complete an "[Online Exit questionnaire](#)" as indicated on [Form 1733](#).

- Interest in an exit interview should be noted on [Form 1733](#). Participation in the program is voluntary and information provided will be protected under the Privacy Act and the Access to Information Act.

3. Other Forms Necessary for Discharge

- Unit Commander/Supervisor please retain a copy of **all** forms. All forms and items are to be returned to the Unit Commander or designate. Signatures must be obtained, and Unit Commander or designate delivers returned items to Division Stores or as otherwise directed.
- **Form 3952** - Issue, Receipt, Exchange of Pistol and Accessories: To Unit Commander and then to Stores. Submit the signed form along with Equipment listed on it to Stores. Pistol goes to the Armoury via Stores.
- **Form S-54A** - Disposition of Equipment and Uniform on Discharge: Copy of form completed and retained by Unit Commander, items to Stores.
 - Soft/Hard Body Armour
 - Baton
 - Pepper spray
 - Gas mask w/carrying Bag
 - Handcuff(s) w/keys.
 - Soft body Armour
 - ID card
 - Badge
 - Travel Card
 - Acquisition Card
 - Entrust token/Building Pass
 - Uniform, belt, cap, boots, breeches etc. (Members over 20 yrs. of service may be authorized by the Commissioner to wear the uniform for official occasions)
- The remaining items listed on [Form S-54A](#) and [Form 3952](#) can be returned to the unit commander. When returning your equipment and uniform, make sure that the name and initials of the person accepting receipt of your items are written legibly next to each item. [Form 3952](#) is to be completed for the return of your issued firearm, magazines, lock and two keys and plastic pistol box. This form goes to your Unit Commander who then provides it to Division stores. Make sure you keep the waybill number and proof of delivery by Purolator, if you do not drop the items off in person
- **Badge - Form 2455** - Request for Badge Encasement: Send directly to Stores. If you wish to have your badge encased in acrylic, complete form 2455 and include it with your badge and I.D., when you turn it in to Stores, as above. Please include your email address on the form so that Stores may contact you if necessary. For badge encasement at government expense, employees must have more than 10 years of service and “leave in good standing” (see Step 4). Members with less than 10 years of service, who leave in good standing have the option of purchasing the badge encasement at their own expense. Normal process is to attach a money order payable to the “Receiver General of Canada” in the amount determined by National Stores. Do not send a money order until and unless requested by Stores
- **Form TBS/SCT 330-47** - Security Screening Certificate and Briefing: <https://www.tbs-sct.gc.ca/tbsf-fsct/330-47-eng.asp> (TBS Form). Copy e-mailed by Unit Commander to Departmental Security (email auto-fills in GroupWise when you type "Departmental". The TBS/SCT 330-447 Security Screening Certificate and Briefing Form must be completed and forwarded to Departmental Security and your Divisions Discharge Unit. In the course of your employment, you often have access to confidential information, and it is important to recognize that classified information remains classified after your

years of service. Unauthorized disclosure of secret information constitutes a breach of the Government Security Policy or Oath of Secrecy and a contravention to the Security of Information Act, the Access to Information Act, the Privacy Act, and other Acts of Parliament. The form can be found at: <http://publiservice.tbs-sct.gc.ca/tbsf-fsct/330-47-eng.asp> . If you retire and will be coming back as a reservist within the next few weeks, NWR Personnel Security Unit will not terminate your clearance. However, they will not keep your security clearance active if you may come back in the future. If you do terminate and come back to work within the year after terminating, they can re-activate your clearance at that time.

4. Administrative Services

- **Wearing of the Uniform Upon Retirement** - To be entitled to wear the uniform and medals upon retirement an employee must have a minimum of 20 years of service and “leave in good standing”. Approval to wear uniform in Canada with Order of Dress specified when retired, may be granted to the authorized retired/medically discharged Member by the A&P Officer. Upon receiving notification of your retirement, a determination of “leave in good standing” (i.e.: code of conduct, discipline checks) is completed on behalf of the CO. The results of these checks along with any other factors will ultimately provide the grounds to determine whether a Member will be allowed to wear their uniform upon retirement and to have their badge encased in acrylic.
- **Record of Service Card: (formerly Retired I.D. Cards)**
New retirement cards being issued by Ottawa and the new cards are now called Record of Service cards. For questions regarding Record of Service cards, please contact:
Internally: [Retired ID Cards/Carte de retraite \(RCMP/GRC\)](#)
Externally: RCMP.RetiredID-IDRetraite.GRC@rcmp-grc.gc.ca

Please have the following information available:

Your name:

DOB:

Rank at retirement:

Years of service:

Date of discharge:

Regimental number/HRMIS number:

Contact info: (email address and home address)

- **Certificate of Service**

A Certificate of Service signed by the Commanding Officer shows your engagement date in the RCMP as well as your retirement date. Any regular or civilian Member *with over 1 month of service* is eligible for this certificate. Make sure to check off the Certificate of Service box, the English or French box, and indicate how you would like your name to be displayed. (Don't forget to add your rank designation).

*AM 11.14: E. 6. Every Member with **more than one month** of service leaving the RCMP will be issued a certificate of service showing his/her periods of service in the RCMP.*

NOTE: Members with less than 20 years of service who wish to wear the serge after retirement need to request permission with the C.O.

- **Prime Minister's Retirement Certificate**

The Prime Minister's Retirement Certificate may also be available to you. It shows your name, as well as your years of employment in the Public Service (government). To receive this certificate, an employee must have a *minimum of 10 years service*. Do not confuse the Prime Minister's Service Certificate with the CO's Certificate of Service.

NOTE: AM 11.14: E. 7. All employees with more than 10 years of service leaving the RCMP, in good standing, will receive a Service Certificate signed by the Prime Minister of Canada, through the divisional administration office.

- **Retirement Lapel Pin**

AM 11.14 E. 8. Employees retiring after 20 years of exclusive RCMP employment will receive an RCMP Retirement Lapel Pin.

NOTE: A Member in good standing should also be aware of their eligibility date for a long service award. Members should consider their eligibility date *before* they decide on a retirement date. If you wish to qualify, please ensure you do not retire short of your eligibility date.

- **Ex-Member Duty Related Witness - Form 6017**

An ex-Member who is required as a witness in a trial or judicial proceeding resulting from his/her service in the RCMP may be compensated for pretrial and in-trial services not covered by the provincial/territorial witness fee. The rate of pay will be at his/her substantive rank and level effective on the date of discharge, or at his/her current rate of pay, if proof of the higher rate is provided. Reference National Compensation Manual, Part 2.7. Retired RCMP Member Duty-Related Witness Compensation Claim should be completed and forwarded to the requesting Unit Commander for processing.

- **Notebooks, Paperwork, Electronic Files, Electronic devices**

All items including notebooks, paperwork, electronic files, and any electronic devices, such as an external hard drive, USB or flash drive remain the property of the RCMP. These items are to be turned in to the Detachment Commander and remain with the Detachment.

- **Items not listed on Form S-54A**

Uniform clothing items not listed on the Form S 54-A (i.e. uniform pants, shirts, and coats) are to be destroyed locally. Ensure all shoulder flashes are removed. Ensure pants, shoes, boots are rendered inoperable (i.e.: destroyed beyond use). Retiring employees ENTRUST token/ Badge ID must be returned to Access for recycling by the Unit Commander or designate.

5. Accounting Services

- Return of Travel Credit Card/Advances/Calling Cards/Building Pass/Entrust Token or Smart card: All credit cards or acquisition cards (AMEX, VISA, BMO government credit card or acquisition cards), building access passes, entrust tokens or smart cards must be returned to the Detachment/Unit Commander/ OIC or Supervisor as per [Form S-54A](#) before leaving the RCMP. Remember that the credit card(s) must have a zero balance when returned.
- The credit card provider should be contacted prior to Member discharge, to cancel the credit card, ensure payment is up to date and to provide a final reconciled (zero balance) invoice. This information is to be provided to the Member's OIC or Supervisor prior to discharge.

6. Life Insurance, Drug Insurance and Dental Insurance (once retired)

- **Blue Cross Coverage**

For any pre or post retirement questions regarding Blue Cross coverage (coverage valid for the month Members retire as well as the following month) or claim enquiries, please contact your respective Division Health services Office.

- **Supplemental Health Care**

Supplemental Health Benefits for Members continue under the Blue Cross plan for one additional month, after the end of the month of discharge. Hard copy claims must be submitted to the Divisional Health Services office. The Pension Centre will provide Members who are discharging to pension, with applications to continue supplemental health and dental coverage at retirement. Dependent Public Service Health Care Plan (PSHCP) coverage for your dependents ceases the end of the month following your date of discharge. If the Pensioner PSHCP Application is received by the Pension Centre within **60 days** of your discharge date, coverage for both yourself and your dependents will begin the first of the month following the date the active coverage ceased. Timely remittance of the Pensioner Application ensures continuous coverage for your dependents. Your certificate number will remain the same. If you are eligible to receive an RCMP pension benefit, you may apply for pensioner supplemental health care under the [Public Service Health Care Plan](#) for yourself and your eligible dependents. Link to the Public Service Health Care Plan <http://www.pshcp.ca/>

NOTE: If you do not apply for PSHCP coverage, or you apply after the 60-day limit, you will not be entitled to receive continuous coverage and you will be required to serve a 3-month waiting period.

- **Provincial Medical Coverage**

If you are relocating to another province, please contact the local provincial health insurance office to obtain coverage for yourself and dependents or seek immediate assistance through your new employer.

- **Dental Care**

When you retire, the dental coverage for you and your dependents ends. However, as a retired RCMP Member who is eligible to receive a pension benefit, you can also apply for pensioner dental coverage for yourself and your eligible dependents. The [Pensioner Dental Services Plan](#) (PDSP) provides coverage for specific services and supplies that are not covered under a provincial health or dental care plan. If you are eligible to join the PDSP and enroll **within 60 days** of your discharge date, you will become a Member from that date. If you choose not to apply within the initial 60-day period, you will still have the opportunity to join the PDSP at a later date.

Dental coverage for your family will cease the date of your discharge, unless certain dental treatments for a family Member began before discharge; coverage for this treatment will continue only if it is completed within 31 days of discharge. For more information, please contact [Great West Life Insurance](#) at 1-800-957-9777, fax 1-844-569-3133.

If you are eligible to join the Plan and enroll **within 60 days** of your discharge date, you will become a Member from that date. If you choose not to apply within the initial 60-day period, you will still have the opportunity to join the PDSP at a later date. For more information, please contact Great West Life Insurance at 1-800-957-9777. Pensioner's Dental Services Plan link: <https://www.tbs-sct.gc.ca/psm-fpfm/benefits-avantages/pens-dental-dentaire/summary-sommarie-eng.asp>

- **Disability Insurance Plan**

When you retire, your coverage under the RCMP Disability Insurance Plan ends.

Benefits under the plan are payable only after you have discharged from the RCMP. Claims submitted prior to discharge will be assessed and, if the definition of disability under the plan is met, benefits may be approved pending discharge. Claims may be submitted up to six (6) months following your date of discharge.

If you have any questions concerning medical or dental insurance coverage once retired, please contact the Government of Canada Pension Centre:

Public Works and Government Services Canada
Government of Canada Pension Centre
Mail Facility 150 Dion Boulevard
PO Box 8500
Matane, QC G4W 0E2
Toll-Free: 1-855-502-7090
Outside Canada and the United States: 506-533-5800 (collect calls accepted)

Email: pensioncentrercmp.centredespensionsgrc@pwgsc-tpsgc.gc.ca

Website: <http://rcmp-grc.pension.gc.ca/index.html>

For questions about life insurance or accidental death and dismemberment coverage, contact **Morneau Shepell** at 1-800-661-7595 or visit the [Website](#).

NOTE: You must contact Morneau Shepell and advise them of your home address as soon as possible. Failure to update your address will cause delays in the provision of important insurance benefits information to you.

- **GWL Group Life Insurances & Conversion Rights**

You may convert the RCMP Group Life Insurance Plan coverage(s) to an individual life insurance policy within **31 days** of termination of employment, without the requirement to provide evidence of insurability. This option would allow you to maintain life insurance coverage should you not be eligible or not wish to continue coverage under the RCMP Group Life Insurance Plan(s). To obtain more information on how to convert your Group Life Insurance coverage(s), contact the RCMP Benefits Administration Centre at 1-800-661-7595

7. Retirement or Pre-Location

- To find the extensive provisions outlined for relocation please refer to this link: <http://infoweb.rcmp-grc.gc.ca/hr-rh/career-carriere/rel-rei/index-eng.htm>

8. Forwarding Address

- National Pay Operations and your Compensation Advisor need to know your forwarding E-mail address, phone number and mailing address for at least one year following the year in which any payments are to be made to you. This will allow them to contact you and to forward income tax information slips to your home without undue delay, as well as any letters related to pay adjustments which become due as a result of retroactive/new rates of pay. It is important to include all this information on your 1733.

9. RCMP Reserve Program

- Retired Members can re-enter the RCMP workforce as "Reserve Members". Reservists can work consecutive terms of six months, less one day, followed by a mandatory two-week cessation period. There is no minimum work term, and the RCMP pension is not affected. The engagement process, including polygraph and security investigation, may be by-passed if interest is expressed before employment with the RCMP ends, saving time and reducing costs.

10. The Quarterly

- The Quarterly is one of the truest traditions of the Force. Keep those fond memories at the forefront, and watch the organization continue to grow after you leave. Stay in touch by renewing your subscription to the Quarterly. Remember, if you're currently receiving the magazine as a payroll deduction, you will need to re-subscribe. For more information on the Quarterly publication and the application process, please visit their website: <http://www.rcmp-grc.gc.ca/quart-trimest/index-eng.htm> or call (613) 993-3738.

11. RCMP Veterans' Association Membership

- The RCMP Veterans' Association (RCMPVA) is a national body comprised of and representing former Members of the RCMP. They have been in existence since the first meeting of NWMP ex-Members in Calgary on April 16th, 1886. In 1954, the Association name was changed to the RCMP Veterans' Association and there are currently thirty (30) Divisions across Canada with approximately 5000 Members.

Membership in the Association is open to any former Regular, Reserve, Auxiliary, Special Constable or Civilian Members of the Force. In fact, you may transition into the RCMPVA prior to retirement to get to know them and then become an active Member on retirement. If you are eligible to join the Association, you are invited to contact the Association at your earliest opportunity and the necessary application form will be provided to you. <https://rcmpva.org/>

12. VAC Transition Interview

- Veterans Affairs Canada (VAC) entered into an arrangement, on April 1, 2014, whereby a VAC Transition Interview will be available to all RCMP Members who are preparing to retire/release. You and/or your family are invited to participate in this process, to assist your understanding of what is being offered.

A Transition Interview is a process whereby retiring/releasing Regular/Civilian Members of the RCMP, meet with a VAC representative and participate in an information session. The purpose of the Transition Interview is to assist in the identification of issues which may inhibit successful transition to civilian life; and to determine the level of support/intervention required from VAC and other community support systems to address identified need(s). We encourage you to take advantage of this voluntary opportunity by self-identifying directly to VAC. Once received, a VAC representative will contact you to arrange for an interview.

- If you are a retiring/releasing Member and currently receiving VAC disability pension benefits, or intend to apply in the future, it is recommended you provide VAC a signed photo copy of your RCMP-GRC [1733](#). (Only the signature of the Member and his/her immediate supervisor is required.)

NOTE: Release Date confirmation is required to ensure a VAC Health Identification Card is promptly issued/activated if you are/become eligible for treatment and services benefits related to approved pension conditions.

- To initiate the Transition Interview or submit the 1733, please contact by:
Email: vac.rcmp-grc.acc@vac-acc.gc.ca ;or
Mail: Veterans Affairs Canada, PO Box 6000, Matane, QC, G4W 0E4; or
Telephone: 1-866 522-2122 (English) 1-866 522-2022 (French).
Upload using a personalized My VAC Account which can be created at the following link:
http://www.veterans.gc.ca/eng/e_services

13. VAC Disability Pension Program

The VAC Disability Pension Program is designed to compensate you and/or your dependents if you become disabled or die as a result of your RCMP service. It is important to understand that disability pensions are not an income replacement plan.

VAC administers the disability pension program for serving or released/retired Regular and Civilian Members on behalf of the RCMP. This includes pension payments. Pensioned conditions and disability pensions are awarded in accordance with the Pension Act, administered by VAC, as provided for by section 32 of the RCMP Superannuation Act and section 5 of the RCMP Pension Continuation Act. Disability benefits are financial payments provided to individuals who have a service-related disability.

To receive a disability benefit you **must**:

- have a diagnosed medical condition or disability; and
- be able to show that the condition or disability is related to your service.

Questions?

RCMP Liaison to Veterans Affairs Canada

#304, 161 Kent Street
Charlottetown, PE C1A 8M9
(Off) 902-370-4908
(Cell) 902-393-8388 (Fax) 902-566-8172

The Royal Canadian Legion

National Headquarters
86 Aird Place
Ottawa, ON K2L 0A1
Contact numbers:
Main reception: 1-613-591-3335
Toll-free: 1-888-556-6222
Fax: 1-613-591-9335

14. Support for Operational Stress Injury Program

The Support for Operational Stress Injury (SOSI) Program provides peer support to employees of the RCMP, regardless of rank or category of employee, as well as veterans.

Have you been recently diagnosed with an operational stress injury (OSI), or are you experiencing [symptoms](#) from OSIs? If you are having trouble with your daily functioning because of your work, do

not suffer in silence! Our SOSI coordinators can help. Our peer support network will connect you to a supportive community of people with similar experiences and resources to help.

The road to wellness, like any health journey, can be difficult to navigate. You have already taken the first important step towards healing just by being here.

[SOSI Contact](#)

15. Secondary Employment

If you plan on seeking secondary employment leave while on retirement leave, you **must** submit a request for Secondary Employment [Form 5078](#) to your unit Commander for support and submission to the Division of retirement for review. Please review AM. XVII.1.12. prior to submission.

16. National Police Federation NPF-FPN

Registered Members of the NPF receive regular updates on the evolution of labour relations in the RCMP as well as have access to the Members only section of the NPF web page which includes our evolving Rights and Responsibilities Handbook. and ongoing labour relations updates. Recently retired Members are encouraged to monitor the NPF-FPN [NPF-FPN Social Media](#) and get notifications directly in your newsfeed.

If you have questions about that are not answered in this document and/or you cannot locate the answer in the policy sections provided, please do not hesitate to contact your NPF-FPN representative.

Proudly representing over 20,000 Members Across Canada