



National Association of Letter Carriers

100 Indiana Avenue, NW || Washington, DC 20001

Telephone: (202) 662-2840



MEMORANDUM

From the desk of: Michelle McQuality *mm*

To: All NBAs, All RAAs, All RGAs
Resident Officers, HQ Letter Carrier Staff

Date: Monday, January 5, 2026

Re: New USPS Correspondence

Please see the attached new USPS Correspondence.

USPS Correspondence 5293, dated December 23, 2025, is in further reference to USPS Correspondence 5245 regarding OPM's Online Retirement Application (ORA) platform. This correspondence is notification that effective January 1, 2026, the Postal Service will require all optional retirement applications be submitted online through the ORA platform, in accordance with OPM's mandate.

Accordingly, all newly received optional retirement applications will be processed through the ORA platform. This secure, fully digital system will be administered by the OPM and will allow applicants to complete retirement applications online, track the application status, and expedite processing time. Optional retirement applications submitted prior to January 1, 2026, regardless of the retirement effective date, will continue to be processed using the paper-based process and do not need to be resubmitted.

The Postal Service will be providing Frequently Asked Questions (FAQs) and additional information in the Retirement Guide regarding this mandated application process in the coming weeks. Included with the correspondence is a Mandatory Stand-Up Talk containing relevant information regarding this change.

NALC will review the above correspondence and meet with the Postal Service to determine potential impact on the craft. More information on the above correspondence will be provided, as necessary.



December 23, 2025

Mr. Brian Renfro
President
National Association of Letter Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, DC 20001-2144

Dear Brian:

This is in further reference to the June 30, 2025 correspondence (enclosed), regarding the U.S. Office of Personnel Management's (OPM) mandate requiring retirement applications to be submitted electronically through the Online Retirement Application (ORA) platform. Effective January 1, 2026, the Postal Service will require all optional retirement applications be submitted online through the ORA platform, in accordance with OPM's mandate.

Accordingly, all newly received optional retirement applications will be processed through the ORA platform. This secure, fully digital system will be administered by the OPM and will allow applicants to complete retirement applications online, track the application status, and expedite processing time.

Optional retirement applications submitted prior to January 1, 2026, regardless of the retirement effective date, will continue to be processed using the paper-based process and does not need to be resubmitted.

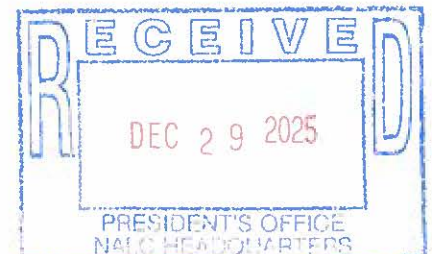
The Postal Service will be providing Frequently Asked Questions (FAQs) and additional information in the Retirement Guide regarding this mandated application process in the coming weeks. Enclosed is a Mandatory Stand-Up Talk containing relevant information regarding this change.

Please contact me at extension 7194 if you have questions concerning this matter.

Sincerely,

Lindsey A. Butler
A/Director
Labor Relations Policies and Programs

Enclosures





June 30, 2025

Mr. Brian Renfro
President
National Association of Letter Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, DC 20001-2144

Dear Brian:


As a matter of general interest, and as mandated by the U.S. Office of Personnel Management (OPM), the Postal Service will be transitioning to OPM's Online Retirement Application (ORA).

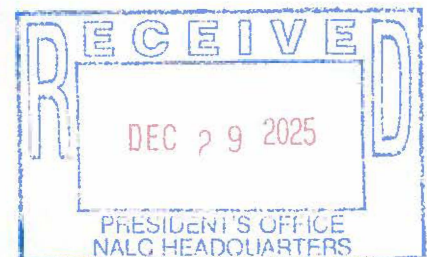
Effective July 15, 2025, OPM will only accept retirement applications submitted electronically through the ORA platform from employing agencies.

In the interim, the Postal Service is working collectively with OPM on a transition plan to the new ORA platform. The Postal Service is developing a process to ensure employees, and the organization are in compliance with the upcoming electronic submission mandate. Further, the Postal Service will work with employees to mitigate any possible disruptions to the retirement application process.

Please contact Lindsey A. Butler at extension 7194 if you have questions concerning this matter.

Sincerely,


for Bruce A. Nicholson
Director
Labor Relations Policies and Programs



Mandatory Stand-Up Talk

Date

USPS moves to online platform for retirement applications

Next year, the Postal Service will transition to an online retirement application submission process.

Effective Jan. 1, all newly received optional retirement applications will be processed through the new Online Retirement Application platform, also known as ORA.

The secure, fully digital system will be administered by the U.S. Office of Personnel Management.

The ORA platform will replace the legacy, paper-based application process for federal and USPS employee optional retirement requests.

Federal disability retirement requests are not yet supported by the new online system and will continue to use the current application process.

The ORA platform will have multiple advantages, including the ability to complete your application online, track your application status, expedite Office of Personnel Management processing, and reduce transition time to annuitant status.

To initiate the optional retirement application process, you can log into the eRetire app through LiteBlue at [l-i-t-e-b-l-u-e DOT u-s-p-s DOT g-o-v](https://l-e-b-l-u-e-dot-u-s-p-s-dot-g-o-v). You may also contact the Human Resources Shared Service Center at 877-477-3273, and select option 5.

You will be required to provide a valid personal email address to start your retirement application. Once your retirement eligibility is confirmed, you will receive an email with instructions for completing the online application and providing any required documentation.

For more information on the new process, 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.

If you submitted an optional retirement application prior to Jan. 1 — regardless of your retirement date — you do not need to resubmit it.

If you have additional questions, email them to retirementbenefits@usps.gov ("retirement benefits AT u-s-p-s DOT gov").

Thank you for listening.

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