

*The **DROP** Process for
Members of Fairfax County Police Officers Retirement System*

1. **Use the online Retirement Benefit Estimator in Web Member Services on the Retirement Systems website** - <https://retirementservices.fairfaxcounty.gov/pgwebmember.exe>
– Create an Account and generate your own benefit estimates for DROP or normal retirement.

2. **Determine whether you plan to Retire or Enter DROP**

If you plan to **retire**, please review the information sheet called the “Retirement Process”.

If you are considering **DROP entry**, please review the “**Understanding DROP**” Video and the “**DROP Counseling**” Video ---- BEFORE attending an individual counseling appointment.

Both DROP Videos can be viewed on the Retirement Systems website

<http://www.fairfaxcounty.gov/retirement/drop.htm>

3. **Within 6-8 months of intended DROP Entry**

- Contact the Retirement Systems Office to obtain a **Benefit Estimate**
- Contact Larry Little to schedule DROP Entry Counseling at 703-279-8213 or by e-mail

5. **Within 2-3 Months of DROP entry (once all forms are completed):**

- Return your completed DROP entry forms in person or return them via **mail**. If you choose to drop them off during our walk-in hours of 11:00am-2:00pm, one of our staff can verify that all the requested information is complete so your application can be processed without delay.

Please Note: You must apply for DROP entry **at least 60 days prior** to your requested DROP Entry date. See DROP Application Schedule for specific dates.

You must make your Joint and Survivor election at the time of application for DROP Entry.

6. **45-60 Days after DROP Entry Date:**

- Welcome to DROP Letter and Calculation Worksheet** will be mailed to you within this time frame.
- DROP Statements** are available through Web Member Services (WMS), the secure internet portal on the Retirement Systems website. You must first create an account to access your information.

7. **DROP Exit Arrangements** should be made 60 days or more prior to your retirement/DROP exit date. DROP members must exit the DROP no later than 3 years after DROP entry.

- Complete DROP Exit Application
- Arrange DROP Exit Counseling to determine post-retirement benefit options

Fairfax County Retirement Systems
10680 Main Street, Suite 280, Fairfax, VA 22030

Hours of Operation: Monday-Friday, 8:00 am to 4:30 pm
Walk-in hours: 11:00am to 2:00pm - - Limited services are available during walk-in hours