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
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.