

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

REGULAR MAIL:

USDA, National Finance Center
Attn: Retirement Processing Section
P.O. Box 29310
New Orleans, LA 70189

OVERNIGHT/EXPRESS:

USDA, National Finance Center
Attn: Retirement Processing Section
13800 Old Gentilly Road
New Orleans, LA 70129

Mark Envelope: ***"Deliver Immediately - Do Not Open In Mailroom"***

Retirement Section Toll Free Number: 1-877-207-8137

DATE MAILED

AGENCY

PERSONNEL OFFICE IDENTIFIER

Check case type below from block 4 and 5 located on OPM's SF-2801/SF-3107 Schedule D form.

CHECK TYPE OF RETIREMENT

APPLICABLE NATURE OF ACTION CODE

Age (Mandatory)

300

Optional

302

Early Optional

303

Discontinued

304, 312, 356

Disability

301

Preliminary Disability

976

MRA Plus 10
(FERS only)

302

Death

350

Please complete and attach the CSRS/FERS Document Transmittal Sheet for each case transmitted.

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CSRS/FERS Retirement Processing Instructions

Timely submission of retirement documents, along with timely processing of both the Nature of Action (NOA) and Time and Attendance (T&A) data is critical to meeting OPM's 30-day time frame for submission of retirement data.

Recommendations for Expediting Retirement Cases

Please refer to OPM's BAL 12-103 for guidance on submission of complete and accurate retirement packages.

Submit retirement documents (application and associated forms) by the Friday before payroll processes for the pay period in which the employee separates.

Ensure that the retirement application is signed. Copies must be in compliance with OPM's BAL 12-102.

Enter the separation NOA prior to payroll processing for the pay period in which the employee separates.

Flag the T&A as "**FINAL**" prior to payroll processing for the pay period in which the employee separates, **except for Preliminary Disability cases which do not require a Final T&A.**

Note: The separation NOA must be processed **prior** to submission of the Final T&A in order to generate the Individual Retirement Record.

Include documentation of five years of FEHB coverage.

Include documentation of five years of FEGLI coverage.

The SF 2818 revised as of February 2012 must be used. Previous versions are not usable.

Certify the salary on SF-2821 (including locality pay, premium pay, etc.).

Include certification by **2 different** certifying officials on SF--2821 (Block 16A can be left blank for certification at NFC).

Encourage employee to make Post 56 Military Deposit **prior to** the effective retirement date.

Arrange forms in order specified by OPM's BAL 12-103, Attachment C.
(See <http://www.opm.gov/retire/pubs/bals/bal12.asp>).

Attach completed CSRS/FERS Document Transmittal Sheet.

RETIREMENT PROCESSING TRANSMITTAL

CSRS/FERS DOCUMENT TRANSMITTAL SHEET FOR AGE (MANDATORY), OPTIONAL, EARLY OPTION, AND DISCONTINUED SERVICE

ORDER OF DOCUMENT SUBMISSION TO NFC/OPM

Check appropriate blocks for each form submitted.

	Cover sheet notifying OPM of HB changes at retirement
	Documents for HB changes at retirement, unprocessed current open season 79-9 & copy of ID cards
	Purple checklist (if applicable)
	Cover sheet for special retirement type (NGT, Law Enforcement, Fire Fighter, ATC, etc.)
	2806, 3100, 2806-1, 3101, computer printout IRR, High 78 – Individual Retirement Record (do NOT punch holes through the data, punch right side)
	2806, 3100 -post 56 military deposit IRR(only the military deposit IRR, not worksheets/application)
	2801-1, 3107-1 –Summary of Service
	RTR, RTR detail, FAA 3300; certification of service: ATC, LEO/FF, Postal Inspector, CBPO 535; ATC retirement SF 50
	2801 Schedule D, 3107 Schedule D – Agency checklist
	2809 & 2810, including Employee Express HB printout, Computer printout, HB memo
	2821, 56, 2820 – Agency Certification of Life Insurance
	2818 – Continuation of LI election
	2817, 2822, 53, 55, RI 76-27, FE2004, 176, 176T, SF 50 in lieu of SF 2817 – LI election
	2819 – Life Insurance conversion privilege
	2823, 54 – FEGLI Designation of Beneficiary
	2808, 3102 – Retirement System Designation of Beneficiary
	Any other Designation of Beneficiary
	2801, 3107 – Application for Retirement (always have this form)
	RI 38-124, RI 38-122, RI 38-145 – Voluntary Contributions Election, Alternative Annuity Roll Over Election, NAF Election
	2801, 3107 – Schedule ABC
	1515 – Military Service Deposit Election
	2801-2, 3107-2, 1538, notary form – Survivor Election, Former Spouse Survivor Elect
	1555, 3109, 3110 – FERS Election form; Former Spouse’s Consent to FERS election
	1510 – Agency offer of position
	DD-214, Military Discharge paperwork
	Waiver of Military Pay
	SF 50, PS 50, SF 52 – Notification of Personnel Action
	1514, Request for military earnings
	2803, 3108 – Deposit Application or Military Deposit Application/worksheets
	2802, 3106 – Refund Application
	2804 – Voluntary Contributions Application
	2805 – Government Debt
	All other forms and papers (retirement estimate, marriage certificate, other papers/forms)
	FERCCA information – Erroneous Retirement coverage papers
	Court Order (divorce decree, etc.)
	W-4 – place State on top of Federal
	Direct Deposit form or EFT form (remove carbons)

Please include the OPM Authority Number if the case is an Early Optional, NOA 303.

DETAILS

EMPLOYEE NAME:		EFFECTIVE DATE:
PERSONNEL CONTACT:	AGENCY/ POI:	PHONE #:
REMARKS:		

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**CSRS/FERS DOCUMENT TRANSMITTAL SHEET
 FOR FINAL DISABILITY RETIREMENT**

ORDER OF DOCUMENT SUBMISSION TO NFC

Check appropriate blocks for each form submitted.

OPM Approval Letter
SF-2809, Health Benefits Registration Form(s)
SF-2810, Notice(s) of Change in Health Benefits Enrollment *SF-2810 transferring enrollment to OPM is no longer required.
SF-2817, Life Insurance Election Form(s)
SF-176T, Life Insurance Election Form(s)
SF-176, Life Insurance Election Form(s)
SF-2818, Continuation of Life Insurance Coverage
SF-2819, Notice of Conversion Privilege (Life Insurance)
SF-2821, Agency Certification of Life Insurance Coverage
SF-2822, Request for Life Insurance
SF-2823, Designation of Beneficiary (Life Insurance)
SF-54, Designation of Beneficiary (Life Insurance)
SF-1199A, Direct Deposit Sign-Up Form OR EFT Election Letter
DD-214, Military Discharge or Equivalent (If Applicable)
Military Pay Waiver Letter (If Applicable)
SF-2803 (CSRS)/SF-3108 (FERS), Application to Make Deposit or Redeposit (If Applicable)
OPM Form 1515, Military Service Deposit Election (If Applicable)
Annuity Estimate
W-4
W-4P
SF-2801, Schedule D (CSRS)/SF-3107 Schedule D (FERS), Agency Checklist of Immediate Retirement Procedures.

In order to expedite the processing of Final Disability cases, please input NOA 301 effective the last day of the pay period in which the OPM Approval Letter is received in your office.

Forward documents to NFC.

Do not submit final disability documents directly to OPM.

DETAILS

EMPLOYEE NAME		
EFFECTIVE DATE	EFFECTIVE PAY PERIOD	
PERSONNEL CONTACT	PHONE NUMBER	
DATE MAILED	AGENCY NUMBER	POI
REMARKS		

National Finance Center
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**CSRS/FERS DOCUMENT TRANSMITTAL SHEET
FOR PRELIMINARY DISABILITY RETIREMENT**

ORDER OF DOCUMENT SUBMISSION TO NFC

Check appropriate blocks for each form submitted.

	SF-2801 (CSRS) SF-3107 (FERS), Application for Immediate Retirement
	SF-2801/SF-3107, Schedule A, B, and
	SF-2801-1/SF-3107-1, Certified Summary of Federal Service
	SF-2801-3/SF-3107-3, Election of Former Spouse Annuity or Combination Current/Former Spouse Annuity
	SF-2801-2/SF-3107-2, Spouse's Notification of Survivor Election
	SF-3112A, Applicant's Statement of Disability
	SF-3112B, Supervisor's Statement of Disability
	SF-3112C, Physician's Statement of Disability
	Medical Documents
	SF-3112D, Agency Certification of Reassignment and Accommodation Efforts
	SF-3112E, Disability Retirement Application Checklist
	Position Description
	OWCP Award Letter (If Applicable)
	SF-1199A, Direct Deposit Sign-Up Form OR EFT Election Letter
	SF-2801, Schedule D (CSRS)/SF-3107 Schedule D (FERS), Agency Checklist of Immediate Retirement Procedures.

In order to expedite the processing of Preliminary Disability Cases, please input NOA 976 effective the last day of the pay period in which the application and supporting documents are received in your office.

Forward document to NFC only after the NOA 976 applies to the database.

DETAILS

EMPLOYEE NAME		
EFFECTIVE DATE	EFFECTIVE PAY PERIOD	
PERSONNEL CONTACT	PHONE NUMBER	
DATE MAILED	AGENCY NUMBER	POI

REMARKS

National Finance Center
Retirement Processing Section
RETIREMENT PROCESSING TRANSMITTAL

**CSRS/FERS DOCUMENT TRANSMITTAL SHEET
DEATH IN SERVICE**

ORDER OF DOCUMENT SUBMISSION TO NFC

Check appropriate blocks for each form submitted.

	SF-2800 (CSRS) SF-3104 (FERS), Application for Death Benefits
	SF-2800A (CSRS) SF-3104B (FERS), Documentation and Elections in Support of Application for Death Benefits when Deceased was an Employee at the Time of Death
	SF-2809, Health Benefits Registration Form(s)
	SF-2810, Notice(s) of Change in Health Benefits Enrollment *SF-2810 transferring enrollment to OPM is no longer required.

Do not send FEGLI forms to NFC for a death case. Send FEGLI forms to:

**OFGLI
P.O. Box 6080
Scranton, PA 18505-6080**

	Original, Certified Death Certificate
	SF-1199A, Direct Deposit Sign-Up Form OR EFT Election Letter
	DD-214, Military Discharge or Equivalent (If Applicable)
	Military Pay Waiver Letter (If Applicable)
	SF-2803 (CSRS)/SF--3108 (FERS), Application to Make Deposit or Redeposit (If Applicable)
	OPM Form 1515, Military Service Deposit Election (If Applicable)
	Annuity Estimate
	W-4
	W-4P
	SF-2801, Schedule D (CSRS)/SF-3107 Schedule D (FERS), Agency Checklist of Immediate Retirement Procedures.

DETAILS

EMPLOYEE NAME		
EFFECTIVE DATE	EFFECTIVE PAY PERIOD	
PERSONNEL CONTACT	PHONE NUMBER	
DATE MAILED	AGENCY NUMBER	POI

REMARKS