

## **Attachment C - CSA Document Order for Retirement Package Submissions (non-disability)**

- A. **Always check every paper**– make sure Name/ DOB/ SSN match
- B. 2-Hole Punch set at 8 ½
- C. Punch holes with 2-hole punch on the **RIGHT side** of all landscape papers; on the **TOP** of all portrait papers
- D. All forms on the same # above should be mixed together and placed in **reverse chronological order by effective date: most recent date on top, oldest date on bottom**
- E. Any partial pieces of paper or small papers should be stapled to a blank full sheet of paper to be included in case
- F. If there is a 79-9 or there is a Health Benefits form that is **unprocessed or the effective date is after the retirement date**, place at top of retirement package
- G. Do not tear papers off prongs in OPF or other folders. This damages the form and it will need to be repaired prior to submission to OPM. Holes need punched at the top (portrait) or right side (landscape). If this area is torn, use clear tape on the document to create an area that can be punched.

## **CSA Document Order for retirement package submissions (non-disability)**

### *Top of Retirement Package*

1. Cover sheet notifying OPM of HB changes at retirement
2. Documents for HB changes at retirement, unprocessed current open season, 79-9 & copy of ID cards
3. Cover sheet for special retirement type (NGT, Law Enforcement, Fire Fighter, ATC, etc.)
4. 2806, 3100, 2806-1, 3101, computer printout IRR, High 78 – Individual Retirement Record (do NOT punch holes through the data, punch right side)
5. 2806, 3100 -post 56 **military deposit IRR**(only the military deposit IRR, not worksheets/application)
6. 2801-1, 3107-1 –Summary of Service
7. RTR, RTR detail, FAA 3300; certification of service: ATC, LEO/FF, Postal Inspector, CBPO 535; ATC retirement SF 50
8. 2801 Schedule D, 3107 Schedule D – Agency checklist
9. 2809 & 2810, including Employee Express HB printout, Computer printout, HB memo
10. 2821, 56, 2820 – Agency Certification of Life Insurance
11. 2818 – Continuation of LI election
12. 2817, 2822, 53, 55, RI 76-27, FE2004, 176, 176T, SF 50 in lieu of SF 2817 – LI election
13. 2819 – Life Insurance conversion privilege
14. 2823, 54 – FEGLI Designation of Beneficiary
15. 2808, 3102 – Retirement System Designation of Beneficiary
16. Any other Designation of Beneficiary
17. 2801, 3107 – Application for Retirement (always have this form)
18. RI 38-124, RI 38-122, RI 38-145 – Voluntary Contributions Election, Alternative Annuity Roll Over Election, NAF Election
19. 2801, 3107 – Schedule ABC
20. 1515 – Military Service Deposit Election
21. 2801-2, 3107-2, 1538, notary form – Survivor Election, Former Spouse Survivor Elect.
22. 1555, 3109, 3110 – FERS Election form; Former Spouse's Consent to FERS election
23. 1510 – Agency offer of position
24. DD-214, Military Discharge paperwork
25. Waiver of Military Pay
26. SF 50, PS 50, SF 52 – Notification of Personnel Action
27. 1514, Request for military earnings
28. 2803, 3108 – Deposit Application or Military Deposit Application/worksheets
29. 2802, 3106 – Refund Application
30. 2804 – Voluntary Contributions Application
31. 2805 – Government Debt
32. All other forms and papers (retirement estimate, marriage certificate, other papers/forms)
33. FERCCA information – Erroneous Retirement coverage papers
34. Court Order (divorce decree, etc.)
35. W-4 – place State on top of Federal
36. Direct Deposit form or EFT form (remove carbons)

### *Bottom of Retirement Package*