Certification of Agency Offer of Position and Required Documentation (for Discontinued Service Retirement Under CSRS or FERS)

| Complete this certification whenever an employee is being separated for discontinued service retirement. Attach the completed form to the employee's application for retirement. If a property completed certification does not accompany an employee's retirement application, OPM will not authorize any annuity payments, including interim payments, until the certification is received, unless the employee is also eligible for retirement based on his or her age and service. A job offer is a "reasonable offer" if all of the following conditions are met. 1. The agency offer of the position must be in writing. 2. The employee must meet established qualification requirements for the position. 3. The offered position must be in the employee's agency, including an agency to which the employee is transferred with his/her function in a transfer of function between agencies. Certification 1. Applicant's name (last, first, middle) 2. Date of birth (month, day, year) 3. Social Security Number Certification 4. The offered position must be of the same tenure as the current position. 5. The offered position must not be lower than the equivalent of 2 grade/pay levels below the employee's current grade or pay level. Certification 1. Applicant's name (last, first, middle) 2. Date of birth (month, day, year) 3. Social Security Number Certification 4. The offered position must not be lower than the equivalent of 2 grade/pay levels below the employee's current grade or pay level. Certification 1. Applicant's name (last, first, middle) 2. Date of birth (month, day, year) 3. Social Security Number 3. Social Security Number 4. Is the employee given a written offer of a position in your agency (or in another agency to which his or her function was transferred in a transfer of function between agencies)? Yes: Also complete items 6-13 below. No: Skip to Agency Certification, items 14-18. 6. Give employee's current job title, classification series and grade. Pyes No No No No: Skip to Agency Certification, items 14-18 | _ | | |
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| Yes No Yes No | Yes No | Yes No | |
| 12. Does the employee meet the X-118 or equivalent qualifications of the offered position? 13. Was the grade or pay level of the offered position within two grades or pay levels of the employee's position? | | | |
| Yes No Yes No | Yes No | Yes No | |
| Agency Certification I certify that the above information accurately describes the agency's offer of position to the applicant, if such offer was made, and that documentation required in Chapter 44 of CSRS and FERS Handbook for Personnel and Payroll Offices is attached. | | | |
| 14. Signature of responsible agency personnel officer 15. Telephone number 16. Date | 14. Signature of responsible agency personnel officer 15 | 5. Telephone number 16. Date | |
| 17. Typed name and title of responsible agency personnel officer 18. Name and mailing address of agency | | 8. Name and mailing address of agency | |