



Benefits Administration Letter

Number 10 - 104

Date: May 25, 2010

**Subject: Preparing Federal Erroneous Retirement Coverage Correction Act
 (FERCCA) Decision Packages**

Introduction: This Benefits Administration Letter (BAL) provides instructions to agencies on preparing FERCCA decision packages. This BAL should only be used when the employee has not been previously corrected and has a choice to elect a retirement system.

There are several other BALs that deal with different aspects of FERCCA. The following chart should assist you in deciding which BAL to use for different purposes.

Benefits Administration Letter (BAL) Number	BAL Subject	Use this BAL to:
BAL 02-103	Retirement Coverage Error Correction: Erroneous FERS Coverage in Effect for Less than 3 Years	Correct erroneous FERS coverage that lasted for less than 3 years
BAL 03-104	Retirement Coverage Error Correction: Correction of Errors that do not provide an Election	Correct FERCCA errors that do not provide an election
BAL 04-106	FERCCA Agency Administrative Issues - Frequently Asked Questions	Answers miscellaneous frequently asked questions on a variety of topics such as actuarial reductions, Conner decisions, FERCCA TSP issues.
BAL 04-107	Required Agency Action for Retirement Coverage Error Corrections	Determine how to handle different types of retirement errors
BAL 04-108	Making Eligibility Determinations Under FERCCA	Determine if someone is eligible for FERCCA and provides sample notices

		letters.
BAL 05-103	Retirement Coverage Error Correction: Correction of Errors that Provide an Election	Correct FERCCA errors that provide an election
BAL 06-106	Federal Erroneous Retirement Coverage Corrections to Standard Form 50's	Provides instructions on how to correct SF 50s for FERCCA

Using this BAL:

Before using this BAL you need to determine the employee’s eligibility to make a retirement election under FERCCA using BAL 04-108 “Making Eligibility Determinations Under the FERCCA”. The instructions in BAL 04-108 explain how to provide the employee with a FERCCA eligibility letter. The eligibility letter will explain the types of retirement coverage errors and their election options.

Agencies are responsible for providing the FERCCA eligibility letter, election packages, and counseling for any FERCCA errors discovered after August 1, 2004. Additional information on agencies’ FERCCA responsibilities is covered in BAL 04-107 “Required Agency Actions for Retirement Coverage Error Corrections.”

This BAL is designed as a job aid when you need to provide an employee with a decision package. The BAL takes you through the FERCCA election process for each error type which includes the election package, counseling for the employee on their FERCCA election decision, and the employee’s election. This BAL is sectioned by error type. For example if your employee is in CSRS and should be in FERS then you will follow the step by step instructions in the first section to create a decision package for the employee. Each section provides the documents that should be included in a decision package for that error type and provides information to you on assisting the employee in making an informed FERCCA decision through the use of scenarios and Fact sheets that cover counseling issues. Also included is how the employee makes their election and what to do if the employee does not make an election and causes a default election to be processed by the agency.

List of Appendices

I	Erroneous CSRS Coverage Employee Belongs in FERS: Election Between CSRS Offset and FERS
II	Erroneous CSRS Offset Coverage Employee Belongs in FERS: Election Between CSRS Offset and FERS
III	Erroneous CSRS Coverage Employee Belongs in Social Security Only: Election Between CSRS Offset and Social Security Only
IV	Erroneous CSRS Offset Coverage Employee Belongs in Social Security Only: Election Between CSRS Offset and Social Security Only
V	Erroneous FERS Coverage Employee Belongs in CSRS: Election Between FERS or CSRS
VI	Erroneous FERS Employee Belongs in CSRS Offset: Election Between FERS or CSRS Offset
VII	Erroneous FERS Employee Belongs in Social Security Only: Election Between FERS or Social Security Only
A	Actuarial Charts for Actuarial Reductions

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