

**ATTACHMENT 1**

**TO**

**BAL: FERS Credit for Certain Government Service Performed Abroad**

SAMPLE COVER LETTER LANGUAGE FROM THE INDIVIDUAL WHO PERFORMED THE SERVICE

Date

*(Application must be submitted on or before August 29, 2008)*

Department of State  
Office of Retirement HR/RET, SA-1  
2401 E Street NW  
Room H-620  
Washington, DC 20522

To Whom It May Concern:

I am applying to obtain service credit under the Federal Employees Retirement System (FERS) for certain Government service performed abroad that is described in section 321 of Public Law 107-228. When I performed that service I was an employee of the *Department of Commerce [the agency where the service was performed]*. I understand that the Department of State will first review my application to see if my service meets the requirements for credit described in section 321 of Public Law 107-228. If the requirements are met, the Department of State will forward my application to the *Department of Commerce [the agency where the service was performed]* for that agency to process the deposit that I owe for the service. *The Department of Commerce [the agency where the service was performed]* will compute the amount of the deposit that I owe for the service and notify me of that amount. I must then pay that deposit, in one lump sum, to *the Department of Commerce [the agency where the service was performed]* within 6 months of being notified of the amount I owe. If the 6-month period I have to pay the deposit spans the end of a calendar year, I will owe additional interest on my deposit if *the Department of Commerce [the agency where the service was performed]* does not receive my payment before the end of the calendar year.

I am currently employed with the Federal Government, working for *the Environmental Protection Agency [the agency where the employee is currently working]*.

*Or*

I am currently separated from the Federal Government and I am not receiving a FERS retirement benefit. When I last worked for the Federal Government, I worked for the *Nuclear Regulatory Commission [the agency where the applicant last worked before leaving Federal service]*. I stopped working for that agency on or about *August 1, 2001 [the date the applicant stopped working for the Federal Government]*. I understand that once I complete payment for my Government service performed abroad, when I become eligible for a FERS retirement benefit, I must request a retirement application from the Office of Personnel Management. I understand that I cannot receive any retirement benefits until I have completed the appropriate retirement application and submitted it to the Office of Personnel Management.

*Or*

I am currently retired from the Federal Government and am receiving a FERS retirement benefit. My retirement claim number is *CSA 9999999 [civil service claim number]*. I understand that after the Office of Personnel Management receives documentation from *the Department of Commerce [the agency where the service was performed]* that my service is creditable under Public Law 107-228 and that I've completed the deposit, the Office of Personnel Management will recompute my retirement

benefit retroactive to the day it started and credit this additional service. The Office of Personnel Management will pay me the additional annuity that is due me retroactive to the date my retirement began in a lump sum.

Please contact me if you need any more information to process my application.

Sincerely

*[Your Name and Signature]*

SAMPLE COVER LETTER LANGUAGE FROM THE SURVIVOR OF AN INDIVIDUAL WHO PERFORMED THE SERVICE

Date

*(Application must be submitted on or before August 29, 2008)*

Department of State  
Office of Retirement HR/RET, SA-1  
2401 E Street NW  
Room H-620  
Washington, DC 20522

To Whom It May Concern:

I am the survivor of *Nancy Smith* who was born *March 15, 1957*, and whose Social Security number was *123-45-6789* [*name, date of birth, and Social Security number of the individual who performed certain service performed abroad*]. I am applying for FERS service credit for certain Government service *Nancy Smith* [*name of person who performed the service abroad*] performed abroad that is creditable under section 321 of Public Law 107-228. *Nancy Smith* [*name of person who performed the service abroad*] performed that service while working for the *Department of Agriculture* [*name of agency where the service was performed*]. I understand that the Department of State will first review my application to see if *Nancy Smith's* [*name of person who performed the service abroad*] service meets the requirements for credit described in section 321 of Public Law 107-228. If the requirements are met, the Department of State will forward my application to the *Department of Agriculture* [*the agency where the service was performed*] for that agency to process the deposit that I owe for the service. *The Department of Agriculture* [*the agency where the service was performed*] will compute the amount of the deposit that I owe for the service and notify me of that amount. I must then pay that deposit, in one lump sum, to *the Department of Agriculture* [*the agency where the service was performed*] within 6 months of being notified of the amount I owe. If the 6-month period I have to pay the deposit spans the end of a calendar year, I will owe additional interest on my deposit if *the Department of Agriculture* [*the agency where the service was performed*] does not receive my payment before the end of the calendar year.

I am currently receiving a survivor annuity benefit from the Office of Personnel Management based on *Nancy Smith's* [*name of person who performed the service abroad*] service with the Federal Government. My FERS survivor benefit claim number is *CSF 55555555* [*provide claim number*], and I'm attaching a recent statement I received from the Office of Personnel Management showing that I'm currently receiving a survivor annuity. *Nancy Smith* [*name of person who performed the service abroad*] last worked for the Federal Government on or about *July 18, 2003*, [*date individual who performed the service last worked for the Federal Government*] as an employee of the *Government Services Administration* [*name of agency that last employed the person who performed the service.*]. . *Nancy Smith* died on *July 18, 2003* [*provide date of death*].

I understand that after the Office of Personnel Management receives documentation from the *Department of Agriculture* [*name of agency where the service was performed*] that the service is creditable under Public Law 107-228 and that I've completed the deposit, the Office of Personnel Management will recompute my survivor benefit retroactive to the day it started and credit this

additional service. The Office of Personnel Management will pay me the additional annuity that is due me retroactive to the date my survivor began in a lump sum.

Please contact me if you need any more information to process my application.

Sincerely

*[Your Name and Signature]*