

Attachment B – Annotated CSRS and FERS Development Checklist

FERS Development Checklist

Misc:	Yes	No	NA					
FERS Deferred? If 10 or more years of service – refer to LAS – Does not track to agency								
Checked <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>ARPS</td> <td>Service Credit</td> <td>AQS (OWCP)</td> <td>NATS</td> <td>DCCS</td> </tr> </table> – Does not track to agency	ARPS	Service Credit	AQS (OWCP)	NATS	DCCS			
ARPS	Service Credit	AQS (OWCP)	NATS	DCCS				
Close out U#s, indicate with red 'C' on the U # – Does not track to agency								
Discontinued service 1510 and notice - HR								
Early out authority number - HR								
Agency certification for ATC, LEO, firefighter, nuclear material courier, CBPO 535 - HR								
ATC: retirement SF50 - HR								
VA nurse code VN 0610, 0605 and all VA physician: USL expiration date - Payroll								
Unused Sick Leave - Payroll								
Frozen CSRS Sick Leave – Does not track to agency								

Service:	Yes	No	NA
Complete IRRs for covered service – Does not track to agency			
FICA earnings or pay rates including EO adjustments - HR			
FICA earnings when required (all postal 3 months or more) – USPS, only if PS 316 not sent			
Intermittent/WAE hours or days worked – HR if on Summary of Service, Payroll on IRR			
Part-time tour or hours worked - HR if on Summary of Service, Payroll on IRR			
5 years congressional service or court ordered award (to DC) - Does not track to agency			

HBs & FEGLI:	Yes	No	NA
Proof of 5 years – HB - HR			
HB waiver of 5 years for DSR or Early Out - HR			
Correct HB code on label – Does not track to agency			
Print G mat if HB change done – Does not track to agency			
Proof of 5 years – LI - HR			
Required ink signatures on 2821, 2818, non-scanned desis – HR or Payroll (2821)			
2821, 2818, completed accurately - HR			

Application:	Yes	No	NA
Required ink signatures on 3107, 3107-2 - HR			
Annuitant election and spousal consent agree - HR			
Spousal consent signed & notarized on the same date - HR			
Former spouse with court awarded benefit - Does not track to agency			

Military:	Yes	No	NA
DD214s noting character of service or military orders - HR			
P56 deposit IRR paid in full – only if in the agency package - Payroll			
MRP clarified – HR (waiver initiated or proof of combat incurred disability or reserve retirement submitted)			

Screener Signature:	Date:
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CSRS Development Checklist

Misc:

Yes No NA

Checked	ARPS	Service Credit	AQS (OWCP)	NATS	DCCS	- Does not track to agency			
Close out U#, indicate with red 'C' on the U # - Does not track to agency									
Discontinued service 1510 and notice - HR									
Early out authority number - HR									
Agency certification for ATC, LEO, firefighter, nuclear material courier, CBPO 535 - HR									
VA nurse code VN 0610, 0605 and all VA physician: USL expiration date - Payroll									
Unused Sick Leave - Payroll									

Service:

Yes No NA

Complete IRRs for covered service - Does not track to agency									
FICA earnings or pay rates including EO adjustments - HR									
FICA earnings when required (all sub rural carrier service, postal service 5 yrs or more) - USPS, only if PS 316 not sent									
Intermittent/WAE hours or days worked - HR if on Summary of Service, Payroll on IRR									
Part-time tour or hours worked - HR if on Summary of Service, Payroll on IRR									
5 years congressional service or court ordered award (to DC) - Does not track to agency									

Offset cases:

Yes No NA

HBPC breakdown for offset service beginning with cy 2004 - Payroll									
2.H entered - Does not track to agency									
Offset amount received for offset cases age 62 or older - Does not track to agency									

HBs & FEGLI:

Yes No NA

Proof of 5 years - HB - HR									
HB waiver of 5 years for DSR or Early Out - HR									
Correct HB code on label - Does not track to agency									
Print G mat if HB change done - Does not track to agency									
Proof of 5 years - LI - HR									
Required ink signatures on 2821, 2818, non-scanned desis - HR or Payroll (2821)									
2821, 2818, completed accurately - HR									

Application:

Yes No NA

Required ink signatures on 2801, 2801-2 - HR									
Annuitant election and spousal consent agree - HR									
Spousal consent signed & notarized on the same date - HR									
Former spouse with court awarded benefit - Does not track to agency									

Military:

Yes No NA

DD214s noting character of service or military orders - HR									
P56 deposit IRR paid in full - only if in the agency package - Payroll									
SSA verification if P56 not paid and within 3 months of age 62 or older - Does not track to agency									
MRP clarified HR (waiver initiated, proof of combat incurred disability or reserve retirement submitted)									

Screeener Signature:	Date:
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