



## ***Benefits Administration Letter***

Number 15 - 102

Date: 01/23/15

**Subject: Additional Items to Report on Individual Retirement Records (IRRs) in Cases of Separation, Removal, or Resignation**

### **Background:**

Disability retirements represent approximately 10% of all cases received by The Office of Personnel Management (OPM). The annuity commencing dates for these types of retirement are determined by either the date the disability began or the last day of pay (LDOP) whichever is later.

A separated employee may apply for retirement under the Disability provisions within 1 year after separation. The time limit for executing an application for retirement can be waived only in the case of an employee who is mentally incompetent upon leaving Federal service or who becomes incompetent within 1 year thereafter. In such a situation, the application will be accepted by OPM if filed within 1 year from the date the employee is restored to competency or a guardian is appointed, whichever is earlier.

Currently payroll offices and shared service centers do not routinely post the last day of pay (LDOP), unused sick leave (USL) balance, Federal Employees Health Benefits (FEHB) plan code, Federal Employees Group Life Insurance (FEGLI) enrollment code, and Service Computation Date (SCD) for retirement purposes, on Individual Retirement Records (IRRs) with Nature of Action (NOA) codes other than those that reflect retirement. This information is posted on IRRs with NOA codes:

- 300 - Retirement Mandatory
- 301 – Retirement Disability
- 302 – Retirement Voluntary
- 303 – Retirement Special Option
- 304 – Retirement ILIA

Because former employees have up to one year after separation from their agencies to apply for Disability retirement, and, since the information in the aforementioned paragraph is necessary for processing retirement claims, OPM must try to locate this information. This creates additional delays to an already lengthy process.

**Requirements:**

In an effort to expedite retirement processing of Disability retirements, Agencies, Shared Service Centers, and Payroll Offices should now report the following information:

- Last Day of Pay (LDOP)
- Unused Sick Leave (USL)
- Federal Employees Health Benefits (FEHB) plan code,
- Federal Employees Group Life Insurance (FEGLI) enrollment code, and
- Service Computation Date (SCD) for retirement purposes

on Individual Retirement Records (IRRs) with Nature of Action (NOA) codes:

- 312 - Resignation ILIA (In Lieu of Involuntary Action)
- 317 - Resignation
- 330 - Removal
- 351 – Termination Sponsor Relocating
- 352 – Termination Appointment in (Agency)
- 353 – Separation US
- 355 – Termination Expiration of Appointment
- 356 – Separation RIF (Reduction in Force)
- 357 - Termination
- 385 – Termination during probation/trial period