

Chapter 30. Retirements (Natures of Action 300, 301, 302, 303, and 304)

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Chapter 30. Retirements

Subchapter 1. General Instructions

1-1. Coverage.

a. This chapter covers retirements. These are separations that remove an employee from your agency under circumstances that entitle the employee to an immediate annuity. An immediate annuity is one that begins to accrue no later than 1 month after the employee is separated or on the day after pay ceases and the employee meets the service and age (or disability) requirements. These actions include:

- (1) voluntary or employee-initiated retirements;
- (2) mandatory retirements for age under 5 U.S.C. 8335 and 8425;
- (3) disability retirements (both those where employee has elected to receive a retirement annuity and those where employee has elected to receive workers' compensation in lieu of a retirement annuity); and
- (4) retirements under the early voluntary option that allows agencies undergoing a major reduction in force, transfer of function, or reorganization to offer early retirement to their employees.

More information on these retirements is found in [The CSRS and FERS Handbook for Personnel and Payroll Offices](#).

b. This chapter *does not* cover involuntary separation *unless* the employee is eligible for retirement under one of the four situations listed in paragraph *a* of this section. See Chapter 31 for instructions on processing involuntary separations under which the employee may be eligible for discontinued

service retirement.

c. This chapter *does not* cover employees eligible for MRA+10 retirement >who choose to postpone the annuity commencing date beyond 31 days after separation<. See Chapter 31 for processing instructions.

1-2. Instructions.

a. Compare data on the Standard Form 52, Request for Personnel Action, submitted by employee or requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. If the employee is to be reemployed without a break in service after retirement with immediate civil service annuity, document the retirement and the new appointment on separate Standard Form 50s. *Do not process a conversion action.* Follow instructions in Chapter 3 of this **Guide** to select additional remarks for the appointment and to report the appointment to the Office of Personnel Management.

c. Use Table 30-A to select the nature of action and authority for the action and put them in blocks 5A-F of the Standard Form 52. If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.

d. Use Tables 30-B and 30-C to select as many remarks codes and remarks for the action as are applicable and put them in Part F of the Standard Form 52. Also enter in Part F any remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

e. Fill in remaining blocks on Standard Form 52 as required by instructions in Chapter 4; follow your agency's instructions to obtain approval signature in Part C, block 2, of the Standard Form 52.

f. Prepare Standard Form 50, Notification of Personnel Action, from the information on the Standard Form 52. Refer to Chapter 4 to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

g. On or before the date of retirement, give the employee a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance, showing the full address of the Payroll Office where the individual's records are maintained.

Use the job aid, **Notice Requirements When an Employee Retires**, for additional notices required under specific circumstances.

h. Check **The Guide to Personnel Recordkeeping**, Chapter 3, to see which of

the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.

Note: The originals of the employee's health benefits and life insurance forms are submitted to the Office of Personnel Management with the retirement application. Make copies of these health benefits and life insurance forms and *file the copies on the right side of the employee's folder in chronological order*. Agencies are not authorized to keep the retirement application itself on the right side of the Official Personnel Folder. Therefore, if your agency keeps a copy of a retirement application until the retirement is approved, that copy may be filed temporarily on the *left* side of the employee's Official Personnel Folder and must be removed before the folder is sent to the National Personnel Records Center or to the next employing agency. Follow your agency's instructions to dispose of documents not filed in the folder.

i. Follow your agency's instructions to distribute documentation of the personnel action.

j. Follow the instructions in **The Guide to Personnel Recordkeeping**, Chapter 7, for transferring the Official Personnel Folder, and the Employee Medical Folder.

Job Aid

Notice Requirements When an Employee Retires

Instructions: Issue as many of the following notices as are applicable to the retiring employee's circumstances; more than one may be necessary.

<i>If the Employee</i>	<i>Then</i>
Is a law enforcement officer, firefighter, or air traffic controller, and has a combination of age and service at which separation is mandatory.	Follow procedures in The CSRS and FERS Handbook for Personnel and Payroll Offices , Chapter 46.
Has a combination of age and service at which separation is required under a different retirement system	Follow your agency's procedures for giving notice of pending retirement.
Is applying for disability retirement or the agency is initiating application for employee	Follow procedures in The CSRS and FERS Handbook for Personnel and Payroll Offices , Chapter 60.
If employee is enrolled in a health benefits plan,	Follow instructions in the Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices .
If employee has Federal Employees Group Life Insurance (FEGLI) coverage,	Follow instructions in the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices .
***	***

Previously retired under the Foreign Service Retirement System	Send two copies of Standard Form 50 to Division of Retirement, Bureau of Personnel, Department of State, Washington, DC 20520.
Is a former Central Intelligence Agency employee who retired under the Central Intelligence Agency Retirement and Disability System (CIARDS)	Send copy of Standard Form 50 to Central Intelligence Agency Retirement and Disability System, Washington, DC 20505.

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Subchapter 2. Preparation of Remark Entries on the Standard Form 50

2-1. Use of Remarks.

Tables 30-B and 30-C list remarks that are required on the Standard Form 50, Notification of Personnel Action, for a retirement action. These remarks are used to determine retirement and other benefits to which the employee may be entitled. In addition, if a retiree applies for unemployment compensation, the State employment security agency will use the nature of action and those Standard Form 50 remarks to adjudicate the claim. Inadequate or incomplete information about the cause of separation or failure to show a job offer and the employee's reason, if any, for refusing it, may result in delay or denial of a benefit to which the employee is entitled. It may also result in an employee receiving a benefit to which the employee is not entitled.

2-2. General Content of Remarks.

The remarks should tell:

- why an employee retires, and
- whether the employee was offered other work before the separation and, if so, the reasons for refusing it.

Remarks should be brief and state the facts in enough detail to enable anyone who reviews the Standard Form 50 to determine whether the separation was work-connected and with or without just cause.

2-3. Employee's Reason(s).

a. Disability Retirements. No employee reason is required on a 301/Retirement-Disability.

b. Other Retirements. If the employee mentions ill health or disability as the reason, summarize the reason in such a way that the employee will not later find it to be embarrassing. (For example, instead of quoting "Doctor says pressure of daily personal and telephone contacts with the public is aggravating health problems and may cause a nervous breakdown," just state on the Standard Form 50 "Doctor recommends a job with fewer personal and telephone contacts with the public." The latter remark is brief, factual, and less likely to be a source of embarrassment in the future.) When the employee's reason does not mention ill health or disability, just quote the reason on the Standard Form 50. If the employee gives no reason for retiring, use Remark S69.

2-4. Agency's Finding. Unemployment compensation and future employment decisions are made on the basis of both the employee's reason and the agency's findings, so agency findings should be factual and non-judgmental. No findings are required on a 301/Disability Retirement.

a. Employee has no appeal rights. When the employee is serving on a appointment that does not afford appeal rights, no agency finding or reasons for or explanation of the retirement may be placed on the Standard Form 52, Standard Form 50, in the Employee's Official Personnel Folder or Employee Performance Folder, or in the agency's service record system.

b. Employee has appeal rights.

(1) Except as noted in paragraph (3), when the agency knows of a different reason for employee's retirement, both the employee's reason and the one known to the agency ("agency finding") must be shown on the Standard Form 50. The "agency finding" must be brief and factual and avoid personal comments and judgments about the employee, opinions, argumentative language, and unsupported conclusions.

(2) When the retirement application is submitted *after* the employee has received *written* notice of a proposed or pending disciplinary or adverse action, the agency must list that action as its finding. Use the remarks in Tables 30-B and 30-C.

(3) *Unless the employee was notified in*

writing BEFORE the retirement was submitted, you may NOT place on the Standard Form 52/50, in the employee's Official Personnel Folder or Employee Performance Folder, or in the agency's service record system, any information:

- regarding a proposed or pending disciplinary or adverse action;
- regarding charges or allegations of misconduct by, or impropriety on the part of, the employee; or
- referring to such charges or allegations.

(4) When the agency believes the employee is retiring because of ill health or a medical problem, the "agency finding" should simply list or describe the duties the employee can no longer perform and *not* discuss the employee's health.

Table 30-A. Documenting Retirements

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If employee is covered by</i>	<i>And reason for action is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
1	The Civil Service Retirement System (CSRS)	Mandatory retirement based on age and length of service	300	Retirement- Mandatory	SWM	5 U.S.C. 8335
2		Disability retirement	301	Retirement-Disability	SUM	5 U.S.C. 8337
3		Retirement for health reasons when employee does not apply for disability retirement	302	Retirement-Voluntary	SRM	Reg. 831.501
4		Voluntary retirement in lieu of involuntary separation (see Note 1 of this table)	304	Retirement-ILIA	SQM	5 U.S.C. 8336
5		Voluntary retirement for other than health reasons or pending involuntary separation	302	Retirement-Voluntary		
6		Early voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (see Note 2 of this table)	303	Retirement-Special Option	V3P and AZM	5 U.S.C. 8336(d)(2) and OPM Office, Authority Number, and Date
7		Early voluntary retirement under an authority <i>other</i> than 5 U.S.C. 8336(d).			ZLM	(Enter Law, Executive Order or Regulation that authorizes the retirement)

Table 30-A. Documenting Retirements (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If employee is covered by</i>	<i>And reason for action is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
8	The Federal Employees Retirement System (FERS)	Mandatory retirement based on age and length of service	300	Retirement- Mandatory	USM	(enter: 5 U.S.C. Chapter 84)
9		Disability retirement	301	Retirement-Disability		
10		Voluntary retirement in lieu of involuntary separation (see Note 1 of this table)	304	Retirement-ILIA		
11		Voluntary retirement not described in Rule 10	302	Retirement-Voluntary		
12		<i>Early</i> voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (see Note 2 of this table)	303	Retirement-Special Option	USM and AZM	(enter: 5 U.S.C. Chapter 84) and OPM Office, Authority Number and Date
13	A retirement system <i>other</i> than the Civil Service Retirement System or Federal Employees Retirement System	Mandatory retirement based on age and length of service	300	Retirement-Mandatory	USM	(cite authority for retirement)
14		Disability retirement	301	Retirement-Disability		
15		Voluntary retirement based on age and length of service	302	Retirement-Voluntary		

NOTES:

1. See Chapter 44 of [The CSRS and FERS Handbook for Personnel and Payroll Offices](#) for the meaning of involuntary separation.
2. See Chapter 43 of [The CSRS and FERS Handbook for Personnel and Payroll Offices](#) for description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from the U.S. Office of Personnel Management that authorizes the retirement.

Table 30-B. Remarks Required for Retirement Actions

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
1	Employee did not give a reason for retiring	Agency has no other information available	Action is a 302/Retirement-Voluntary	R20 and M67
2			Action is not a 302/Retirement Voluntary	S69, S23 and M67
3		Agency does have information regarding the reason for retirement		S69, S25 and M67 (See Note 2 of this table)
4	Employee gave a reason for retiring	R21 and M67		
5	Agency knows of specific factual reasons for retirement which differ from those given by employee (see Note 2 of this table)	S25		
6	Employee's retirement is work related and employee was advised of opportunity to file a grievance	Employee filed a grievance		M26
7		Employee did not file a grievance		M27
8	Employee is retiring after receiving a reduction in force notice			S51

Table 30-B. Remarks Required for Retirement Actions (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
9	Employee is retiring after receiving written notice of decision to move out of the Senior Executive Service for less than fully successful performance or because of employee's failure to be recertified in the Senior Executive Service			M58 and S81
10	Employee retired because of disability, reduction in force, or other circumstance which makes retirement involuntary	Employee was not offered another job		S58
11		Employee was offered another job	Employee declined without a reason	S54 and S56
12			Employee gave a reason for declining	S54 and R55
13	Employee has been notified of agency decision to take adverse or performance-based action (see Note 2 of this table)	Action is not described in Rule 9	Decision is a separation action	S34
14			Decision is to demote	S35
15			Decision is to suspend	S36
16	Employee has been notified of proposed adverse or performance based action (see Note 2 of this table)		Proposal is a separation action	S37
17			Proposal is to demote	S38
18			Proposal is to suspend	S39

Table 30-B. Remarks Required for Retirement Actions (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
19	Employee will receive a lump sum payment	The personnel office knows the exact number of hours of unused annual leave	Employee does not have retained rate	N26
20			Employee has retained rate which <i>will not</i> terminate during period of lump sum payment	
21			Employee has retained rate which <i>will</i> terminate during period of lump sum payment	P18 and N26
22		The exact number of hours of unused annual leave is not yet available	Employee does not have retained rate	N27
23			Employee has retained rate which <i>will not</i> terminate during period of lump sum payment	
24			Employee has retained rate which <i>will</i> terminate during period of lump sum payment	P18 and N27
25	Employee has been in nonpay status during calendar year		Total nonpay status (during current calendar year) exceeds 6 months	G31
26	Retirement is from intermittent employment		Employment has been with compensation	G30 (see Note 6 of this table)
27			Employment has been without compensation	G29 (see Note 6 of this table)

Table 30-B. Remarks Required for Retirement Actions (Continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
28	Employee completed requirements for within-grade increase on or before retirement date	Within-grade increase was not effected		P16
29	Employee may be barred from annuity under 5 U.S.C. chapter 83, subchapter II (see Note 3 of this table)			M61 (see Note 4 of this table)
30	Employee may be eligible for compensation under 5 U.S.C., chapter 81, for a work injury			N10
31	Employee will not be eligible to continue Federal Employees Group Life Insurance coverage as an annuitant			B46
32	Employee will not be eligible to continue health benefits coverage as an annuitant			Retirement is involuntary due to gross misconduct (see Note 5 of this table)
33		Retirement is not described in Rule 33		B53
34	Action is a 301/Retirement-Disability	Employee has elected to receive workers' compensation in lieu of a retirement annuity		R22
35	Pay in position from which employee is retiring has been at a special rate authorized under 5 U.S.C. 5305			P05

Table 30-B. Remarks Required for Retirement Actions (Continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
36	Employee's total salary includes a retention allowance			P78
37	Employee's total salary includes payment for administratively uncontrollable overtime			P82
38	Employee's total salary includes a supervisory differential			P80
39	Reserved			
40	Employee's total salary includes availability pay			P98
41	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees			B63

NOTES:

1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the Standard Form 50.
2. Do not enter on Standard Form 50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.
3. See list of offenses barring annuity payments in 5 U.S.C. chapter 83, subchapter II.
4. Place this remark only on payroll copy of Standard Form 50.
5. See [The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices](#) for information about determining whether an involuntary separation is due to gross misconduct.
6. Follow instructions in Figure >6-4< to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the “35 hours equals 6 days of service credit.” When information is not immediately available, prepare the Standard Form 50 without it. Add it later by correcting the Standard Form 50.

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Table 30-C. Remarks and Codes

R U L E	A	B
	If Code is	The Remark is
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B63	Elected to retain coverage under a retirement system for NAF employees.
5	G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
6	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
7	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
8	M26	Employee was advised of opportunity to file grievance and elected to do so.
9	M27	Employee was advised of opportunity to file grievance and elected not to do so.
10	M58	No SES reinstatement rights.
11	M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
12	M67	Forwarding address:
13	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
14	N26	Lump-sum payment to cover (number) hours ending (date and hour).
15	N27	Lump-sum payment to be made for any unused annual leave.
16	P05	Special rate under 5 U.S.C. 5305.

Table 30-C. Remarks and Codes (Continued)

R U L E	A	B
	If Code is	The Remark is
17	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
18	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
19	P78	Salary in block 12 includes retention allowance of \$_____.
20	***	***
21	P80	Salary in block 12 includes supervisory differential of \$_____.
22	P82	Salary in block 12 includes AUO of \$_____.
23	P98	Salary in block 12 includes availability pay of \$_____.
24	R20	Reason for retirement: to obtain retirement benefits.
25	R21	Reason for Retirement:
26	R22	Elected to receive workers' compensation in lieu of a retirement annuity.
27	R55	Refused job offer because: (reasons given by the employee).
28	S23	Agency Finding: No other information available.
29	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
30	S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
31	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
32	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

Table 30-C. Remarks and Codes (Continued)

R U L E	A	B
	If Code is	The Remark is
33	S37	Agency Finding: Retired after receiving written notice on (date) of proposal to separate for (reasons).
34	S38	Agency Finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
35	S39	Agency Finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
36	S51	RIF Notice dated: (date).
37	S54	Offered job(s) of (Position title, grade, salary, and geographical location).
38	S56	No reason given by employee for refusing job offer.
39	S58	No other work available.
40	S69	Employee gave no reason for retiring.
41	S81	Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons).

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