To: Shared Service Center Points of Contact
From: Terri Caroncino
Subject: Attention: RSM SSC Bulletin – Edition 4

Retirement Systems Modernization
SSC Bulletin: Edition 4, July 31, 2007

Introduction
As part of the Retirement Systems Modernization (RSM) program, OPM is working to build a complete service history for all Federal employees by using historical Individual Retirement Records (IRRs) submitted to OPM along with historic service data being maintained by Agencies in both paper and electronic format. OPM will work with each data owner to collect the data needed to power the RSM solution.

Paper Employee Forms:

IRRs
The RSM Program will be working with you to obtain any and all paper IRRs that are located at your SSC/ePayroll facility. These paper IRRs need to be sent to OPM's Retirement Operations Center in Boyers, PA to be scanned and converted into electronic data that will be put in the RSM solution.

Military Service Deposits
Any paper military service deposits that are paid-in-full should also be sent to OPM's Retirement Operations Center in Boyers, PA to be scanned and converted into electronic data that will be put in the RSM solution.

If your Agency has any of these records, contact Vic Karcher (724.794.2005 x3209) to discuss certification. These forms have been targeted for expedited special handling. Please send paper records to:

> Retirement Operations Center
> RSM/Attn: Delberta Grossman
> 1137 Branchton Rd
> Boyers, PA 16020

Discussion Items Highlighted this Month

The OPM RSM team is continuing to receive data for active Federal employees from SSC/ePayroll Provider and independent agencies.

- Agency Information Technology staff who manage and operate the data centers should be involved as early as possible in the electronic data transfer process. Discussions with OPM's technical staff on file transfer protocols, file naming conventions, and estimated file size should begin at least 30 days prior to data transfer. The point of contact for OPM to establish this important relationship is Jerry Clark, who is the liaison between RSM, SSCs and the OPM Data Center. If you have any questions, you can email him at Jerry.Clark@opm.gov.

- RSM has provided each SSC with a generic sample of a Memorandum of Understanding (MOU) between OPM and SSCs for transfer of historical data files. RSM will work with each SSC to reach a common understanding of each party's roles. Once a MOU is agreed upon, the OPM Office of General Council will

review it, and OPM and the SSC will approve it and the agreement will be in effect. RSM coordinators for each of the SSCs will discuss MOUs in the next couple of weeks.

- Generally, Post 1956 military service is creditable under either CSRS or FERS only if a deposit is paid. Post 56 military service is service performed after 12-31-1956. (See 5 CFR 831.301(a) and (b) 842.306(a)(2). The agency is responsible for computing the amount to be paid for this service (5 CFR 831.301(b)(3) and 842.307) and the deposit must be paid to the agency. The payment can be made either as a lump sum or in installments. The agency is responsible for completing an Individual Retirement Record (IRR) once payment has been completed. These IRRs are not normally sent to OPM until such time as the employee is separated. It is imperative that those employees who have completed payment of their deposit have their IRR included as part of the historical data.

- Gaps in service histories are the result of different types of service that may not have been documented on an IRR (i.e. FICA only service, or military service), but which could be potentially creditable for retirement purposes. Employees will need to have information on potentially creditable service included in the retirement system in order to model their benefits and make determinations as to whether or not making deposits for these types of service will be advantageous to them in their financial strategy. Your SSC coordinator and the data cleansing team will discuss the plan to perfect retirement records in the future.

- In future meetings with the SSC, we will be sharing our schedule for receiving data, testing, etc. This schedule will enable the SSC to make appropriate preparations for each milestone. At each meeting we will also be reinforcing key milestones and dates that must be met in order to keep your "Wave" on schedule.

If you have any questions or would like to suggest a topic for future SSC Bulletins, please contact Terri Caroncino at Terri.Caroncino@OPM.gov