



***Retirement and Insurance Service
Benefits Administration Letter***

Number: 99-105

Date: May 11, 1999

Subject: Commonly Used Forms Electronically Available

In an ongoing effort to provide tools to agencies to expedite the processing of benefits, Attachment A provides a listing of commonly used forms that are available electronically on our web site. In accessing the forms, the user must have the application software to download or open the form. The forms are color coded with icons that depict the application required to access the form. The PDF icon indicates Adobe Acrobat PDF Image, PDF/F indicates a screen fillable Adobe Acrobat form, WORD indicates Microsoft Word, and WP indicates WordPerfect. Most agencies have access to one or more of these applications. Additionally, forms are available to those agencies that have the FormFlow application. Forms accessible with this application are designated as FF2 for FormFlow Version 2.0 and higher and FF1 for FormFlow Version 1.1. The web site may be accessed at www.opm.gov/forms/

Many of the Federal Employees Group Life Insurance (FEGLI) forms may be accessed at www.opm.gov/insure/life/ also. The new SF-2817, Life Insurance Election, and RI 76-27, the election form for use during the FEGLI 1999 Open Season, are available at this site.

Agencies can also locate many forms applicable to retirement issues in The CSRS and FERS Handbook for Personnel and Payroll Offices. The forms in the Handbook may be locally reproduced. Attachment B provides a listing of these forms and the chapter of the Handbook where each form can be located. Agencies can access the Handbook electronically at www.opm.gov/asd/htm/HOD.htm or by using the compact disk.

A handwritten signature in black ink that reads "Mary M. Sugar".

Mary M. Sugar, Chief
Agency Services Division
Retirement and Insurance Service

Attachments

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*

FORMS AVAILABLE AT WWW.OPM.GOV/FORMS/

FORM #	DESCRIPTION	VERSION	DATE
FE 6	CLAIM FOR DEATH BENEFITS, FEGLI	PDF	06-97
FE 6 DEP	SETTLEMENT OF CLAIM; OPTION C – FAMILY LIFE INSURANCE	PDF, FF2	01-95
FE 7	CLAIM FOR ACCIDENTAL MEANS DISMEMBERMENT BENEFITS	PDF	01-97
OF 5	INQUIRY AS TO AVAILABILITY	PDF	05-82
OF 8	POSITION DESCRIPTION	PDF	01-85
OF 306	DECLARATION FOR FEDERAL EMPLOYMENT	PDF, PDF/F, FF2	01-95
OF 311	APPLICATION FOR FEDERAL EMPLOYEE COMMERCIAL GARNISHMENT	PDF	03-97
OF 345	PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS	FF2	11-85
OF 510	APPLYING FOR A FEDERAL JOB	PDF, FF2	09-94
OF 612	OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT	PDF/F, WORD	09-94
OF 630-A	REQUEST TO DONATE LEAVE TO LEAVE RECIPIENT (WITHIN AGENCY) UNDER THE LEAVE TRANSFER PROGRAM	FF2	06-89
OPM 913B	RECOGNITIONS AND AGREEMENTS CHANGE FORM	PDF, WORD, WP	07-94
OPM 1390	EXECUTIVE PERSONNEL TRANSACTION	PDF	04-79
OPM 1397 (LONG AND SHORT 22FORMS)	WORKSHEET FOR SPECIAL SALARY RATE REQUESTS	PDF, WP	05-98
OPM 1482	AGENCY CERTIFICATION OF STATUS OF REEMPLOYED ANNUITANT (FEGLI)	PDF, PDF/F, FF2	02-93
OPM 1510	CERTIFICATION OF AGENCY OFFICER OF POSITION AND REQUIRED DOCUMENTATION FOR DISCONTINUED SERVICE RETIREMENT UNDER CSRS OR FERS	PDF, PDF/F, FF1	10-94
OPM 1514	MILITARY DEPOSIT WORKSHEET, MARCH 1991	FF1, FF2	03-91
OPM 1515	MILITARY SERVICE DEPOSIT ELECTION	PDF, FF1, FF2	03-91
OPM 1592	OUTSTANDING SCHOLAR PROVISION REPORTING FORM FOR THE	PDF	02-90

FORMS AVAILABLE AT WWW.OPM.GOV/FORMS/

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OPM 1635	WELFARE TO WORK PROGRAM	PDF	04-97
OPM 1637	APPLICATION TO BECOME A LEAVE RECIPIENT UNDER THE EMERGENCY LEAVE TRANSFER PROGRAM	PDF, PDF/F	08-98
OPM 1638	REQUEST TO DONATE ANNUAL LEAVE UNDER THE EMERGENCY LEAVE TRANSFER PROGRAM	PDF, PDF/F	08-98
OPM 1639	TRANSFER OF DONATED ANNUAL LEAVE TO/FROM THE EMERGENCY LEAVE TRANSFER PROGRAM	PDF, PDF/F	08-98
RI 38-110	ELECTION OF RETIREMENT COVERAGE AS A RESULT OF A MOVE FROM A NAF POSITION TO A CIVIL SERVICE POSITION WITHIN DOD OR THE COAST GUARD, MARCH 1991	FF2	03-91
RI 76-10	ASSIGNMENT OF FEDERAL EMPLOYEES GROUP LIFE INSURANCE	PDF, PDF/F	01-95
SF-8	NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE	PDF (USE GSA LINK)	NA
SF 15	APPLICATION FOR VETERANS PREFERENCE	PDF	04-96
SF 39	REQUEST FOR REFERRAL OF ELIGIBLES	PDF	11-88
SF 50	NOTIFICATION OF PERSONNEL ACTION	PDF	07-91
SF 52	REQUEST FOR PERSONNEL ACTION	PDF	07-91
SF 59	REQUEST FOR APPROVAL OF NON-COMPETITIVE ACTION	PDF	01-79
SF 61	APPOINTMENT AFFIDAVIT	PDF	06-86
SF 62	AGENCY REQUEST TO PASS OVER PREFERENCE ELIGIBLE	PDF	10-79
SF 71	REQUEST FOR LEAVE	PDF, PDF/F, WORD, WP	12-97
SF 85	QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS	PDF	09-95
SF 85P	QUESTIONNAIRE FOR PUBLIC TRUST POSITIONS	PDF	09-95
SF 85P-S	SUPPLEMENTAL QUESTIONNAIRE FOR SELECTED POSITIONS	PDF	09-95

FORMS AVAILABLE AT WWW.OPM.GOV/FORMS/

SF 86	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	PDF	09-95
SF 86A	CONTINUATION SHEET FOR QUESTIONNAIRES SF-86, SF-85P AND SF-85	PDF	09-95
SF 113A	MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT	PDF	08-94
SF 181	RACE & NATIONAL ORIGIN IDENTIFICATION	PDF	05-82
SF 256	SELF-IDENTIFICATION OF REPORTABLE HANDICAP	PDF	08-87
SF 813	VERIFICATION OF A MILITARY RETIREE'S SVC IN NONWARTIME CAMPAIGNS OR EXPEDITIONS	PDF	08-94
SF 1152	DESIGNATION OF BENEFICIARY – UNPAID COMPENSATION OF DECEASED CIVILIAN EMPLOYEE	PDF	11-91
SF 1187	REQUEST FOR PAYROLL DEDUCTIONS FOR LABOR ORGANIZATION DUES	PDF/F	03-89
SF 2800	APPLICATION FOR DEATH BENEFITS, CSRS	FF2	03-92
SF 2800A	AGENCY CERTIFICATION FOR DEATH IN SERVICE, CSRS	FF2	04-86
SF 2801	APPLICATION FOR IMMEDIATE RETIREMENT UNDER THE CSRS	FF1, FF2	01-90
SF 2801 SCH A, B, AND C	APPLICATION FOR IMMEDIATE RETIREMENT UNDER THE CSRS, SCHEDULES A, B, AND C	FF2	01-90
SF 2801-2	SPOUSE'S CONSENT TO SURVIVOR ELECTION	FF2	01-90
SF 2801-3	ELECTION OF FORMER SPOUSE SURVIVOR ANNUITY OR COMBINATION CURRENT/FORMER SPOUSE ANNUITY	FF2	01-90
SF 2801-D	AGENCY CHECKLIST OF IMMEDIATE RETIREMENT PROCEDURES, CSRS	FF2	01-90
SF 2802	APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS, CSRS	FF1	01-91
SF 2802B	CURRENT/FORMER SPOUSE'S NOTIFICATION OF APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS UNDER THE CSRS	FF1, FF2	01-91
SF 2803	APPLICATION OF MAKE DEPOSIT OR REDEPOSIT	PDF, FF1, FF2	06-92
SF 2804	APPLICATION TO MAKE VOLUNTARY CONTRIBUTIONS, CSRS	FF2	01-95
SF 2805	REQUEST FOR RECOVERY OF DEBT DUE THE UNITED STATES, CSRS AND FERS	FF2	10-88
SF 2806	RETIREMENT RECORD (CSRS)	PDF (USE GSA	05-93

FORMS AVAILABLE AT WWW.OPM.GOV/FORMS/

		LINK)	
SF 2808	DESIGNATION OF BENEFICIARY (CSRS)	PDF (USE HHS LINK)	05-93
SF-2809	HEALTH BENEFITS REGISTRATION FORM	FF1	08-92
SF-2810	NOTICE OF CHANGE IN HEALTH BENEFITS ENROLLMENT	FF1, FF2	06-95
SF 2817	LIFE INSURANCE ELECTION	PDF	04-99
SF-2818	FEGLI CONTINUATION OF LIFE INSURANCE COVERAGE AS A RETIREE OR COMPENSATIONER	FF1	02-96
SF 2819	NOTICE OF CONVERSION PRIVILEGE (FEGLI)	PDF, PDF/F, FF1, FF2	05-95
SF 2820	CERTIFICATION OF INSURED EMPLOYEE'S RETIRED STATUS	PDF, PDF/F	08-94
SF-2821	AGENCY CERTIFICATION OF INSURANCE STATUS	FF1	05-95
SF 2822	REQUEST FOR INSURANCE	PDF	01-93
SF 2823	DESIGNATION OF BENEFICIARY (FEGLI)	PDF, PDF/F, FF1, FF2	07-95
SF 3100	INDIVIDUAL RETIREMENT RECORD, FERS	FF2	01-87
SF 3102	DESIGNATION OF BENEFICIARY (FERS)	PDF/F, FF2	12-93
SF-3104B	DOCUMENTATION AND ELECTIONS IN SUPPORT OF APPLICATION FOR DEATH BENEFITS WHEN DECEASED WAS AN EMPLOYEE AT THE TIME OF DEATH (FERS)	FF2	12-95
SF 3106	APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS (FERS)	PDF, FF2	03-96
SF 3106A	CURRENT/FORMER SPOUSE'S NOTIFICATION OF APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS UNDER FERS	PDF, FF2	03-96
SF 3107	APPLICATION FOR IMMEDIATE RETIREMENT (FERS)	FF1	01-97
SF 3108	APPLICATION TO MAKE SERVICE CREDIT PAYMENT FOR CIVILIAN SERVICE (FERS)	FF2	05-88

FORMS AVAILABLE AT WWW.OPM.GOV/FORMS/

SF 3109	ELECTION OF COVERAGE, FERS	PDF/F, FF2	07-89
SF 3110	FORMER SPOUSE'S CONSENT TO FERS ELECTION	PDF/F, FF2	06-90
SF 3111	REQUEST FOR WAIVER, EXTENSION OR SEARCH IN CONNECTION WITH ELECTION OF FERS COVERAGE	PDF/F, FF2	06-90
SF 3112	DOCUMENTATION IN SUPPORT OF DISABILITY RETIREMENT APPLICATION	FF1, FF2	12-95
SF 3112A	APPLICANT'S STATEMENT OF DISABILITY IN CONNECTION WITH DISABILITY RETIREMENT UNDER CSRS/FERS	FF2	12-95
SF 3112B	SUPERVISOR'S STATEMENT IN CONNECTION WITH DISABILITY RETIREMENT UNDER CSRS/FERS	FF2	12-95
SF 3112C	PHYSICIAN'S STATEMENT IN CONNECTION WITH DISABILITY RETIREMENT UNDER CSRS/FERS	FF2	12-95
SF 3112D	AGENCY CERTIFICATION OF REASSIGNMENT AND ACCOMMODATION EFFORTS IN CONNECTION WITH DISABILITY RETIREMENT UNDER CSRS/FERS	FF2	12-95
SF 3112E	DISABILITY RETIREMENT APPLICATION CHECKLIST FOR DISABILITY RETIREMENT UNDER CSRS/FERS	FF2	12-95
W-4	1999 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE	PDF (USE IRS LINK)	1999
W-4P	1999 WITHHOLDING CERTIFICATE FOR PENSIONS AND ANNUITY PAYMENTS	PDF (USE IRS LINK)	1999

**FORMS AVAILABLE FOR LOCAL REPRODUCTION
IN CSRS AND FERS HANDBOOK**

FORM #	DESCRIPTION	CHAPTER	DATE
	EFT INFORMATION/CERTIFICATION LETTER	40	04-98
OPM 1510	CERTIFICATION OF AGENCY OFFICER OF POSITION AND REQUIRED DOCUMENTATION FOR DISCONTINUED SERVICE RETIREMENT UNDER CSRS OR FERS	44	10-94
OPM 1514	MILITARY DEPOSIT WORKSHEET	23	03-91
OPM 1515	MILITARY SERVICE DEPOSIT ELECTION	23	03-91
OPM 1519	SURVIVORS MILITARY SERVICE ELECTION	70	01-91
OPM 1562	APPLICATION FOR RETURN OF EXCESS RETIREMENT CONTRIBUTIONS (FERS)	33	01-91
RI 16-26	EFT DIRECT DEPOSIT SIGNUP FORM (CANADA)	40	04-96
RI 20-97	ESTIMATED EARNINGS DURING MILITARY SERVICE	23	01-90
RI 25-41	INITIAL CERTIFICATION OF FULL TIME SCHOOL ATTENDANCE	73	02-89
RI 25-43	DOCUMENTATION IN SUPPORT OF CLAIM FOR CSRS OR FERS BENEFITS AS A DISABLED DEPENDENT CHILD	73	02-90
RI 25-45	VERIFICATION OF MILITARY RETIRED PAY STATUS FOR SURVIVORS OF DECEASED FEDERAL EMPLOYEE	70	11-90
RI 36-48	AGENCY CHECKLIST FOR A CSRS REFUND APPLICATION	32	12-89
RI 36-56	AGENCY CHECKLIST FOR A CSRS SERVICE CREDIT APPLICATION	21	03-90
RI 37-22	SPECIAL TAX NOTICE REGARDING ROLLOVERS	40 AND 53	10-94
RI 38-122	ALTERNATIVE ANNUITY AND ROLLOVER ELECTION	53	09-94
RI 38-123	ALTERNATIVE ANNUITY ELECTION INFORMATION	53	09-94
RI 38-124	VOLUNTARY CONTRIBUTIONS ELECTION	40	09-94
RI 38-125	VOLUNTARY CONTRIBUTIONS NOTICE	40	
RI 38-130	RETIREMENT, LIFE INSURANCE AND HEALTH BENEFITS UNDER THE INDIAN SELF-DETERMINATION AND EDUCATIONAL ASSISTANCE ACT (P.L.	12	04-98

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	93-638)		
RI 95-1	AGENCY CHECKLIST FOR A FERS SERVICE CREDIT APPLICATION	21	03-90
RI 95-2	AGENCY CHECKLIST FOR A FERS REFUND APPLICATION	32	09-89
SF 2800A	AGENCY CERTIFICATION FOR DEATH IN SERVICE, CSRS	70	04-86
SF 2812	PAYROLL OFFICE REPORTING OF WITHHOLDING AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT	80	01-90
SF 2812A	PAYROLL OFFICE REPORTING OF WITHHOLDING AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT BY ENROLLMENT CODE	80	01-90
SF 2812L	PAYROLL OFFICE REPORTING OF WITHHOLDING AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT	80	01-90