



# CONVERSION TO FOREIGN SERVICE RETIREMENT AND DISABILITY SYSTEM

Date (mm-dd-yyyy)

To	Name of Employee (Last, First, MI.)		
	Other Names Used		
	Date of Birth (mm-dd-yyyy)	SSN	Date of Conversion (mm-dd-yyyy)

The contributions and interest, exclusive of voluntary contributions to the account of the above named employee in the Civil Service Retirement and Disability Fund are being transferred to the Foreign Service Retirement and Disability Fund.

Total Contributions	Interest
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### The Above Contributions and Interest Cover the Following Period(s) of Service

Department or Agency	Periods of Service*	
	From (mm-dd-yyyy)	To (mm-dd-yyyy)

\*Indicate periods of WAE service and LWOP in excess of six months during a calendar year and, if possible, include supporting documents.

In addition to the above service, if the records of the Office of Personnel Management reflect that the above named employee has additional service for which (1) no contributions were made or (2) the employee received a refund of contributions, such service is indicated below. If payments made toward deposit or redeposit, list amounts and dates paid. Include SF-2806(s) when refunds have been made and not redeposited.

Nature of Action	Salary**	Effective Date (mm-dd-yyyy)	Department or Establishment

\*\*Base pay only, please do not include differential pay

Has this employee made voluntary contributions?  Yes  No

From **Office of Personnel Management  
Compensation Group  
Refund and Deposit Section  
Boyers, Pennsylvania 16017**

Deductions and Service History Certified Correct

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Signature Name and Title