National Finance Center
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Retirement Processing System (RETM)

TITLE I
Payroll/Personnel Manual

CHAPTER 9
Retirement Procedures

SECTION 2
Retirement Processing System (RETM)

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System Overview

The Retirement Processing System (RETM) external procedure provides instructions for Agency personnel offices to track the processing of separated employees' Individual Retirement Records (IRR), including those involving applications for retirement benefits in the event of an employee's (1) retirement, (2) death, or (3) separation with a request for a refund of retirement contributions. RETM is an online data processing system of the United States Department of Agriculture (USDA).

RETM provides personnel offices with the capability of adding, modifying, reporting, and querying a RETM tracking record and printing a paper version of the IRR, Standard Form (SF) 2806 (Civil Service Retirement System (CSRS))/SF 3100 (Federal Employees Retirement System (FERS)).

Note: The IRR can be generated for employees at any time during employment.

For annuity-related separations, Agency personnel offices accept employees' applications. These applications along with other related documents (i.e., health and life insurance) are reviewed by the Agency personnel offices. (See Title I, Payroll/Personnel Manual, Chapter 9, Section 1, Processing Retirement Documents.) The Agency personnel offices then enter pertinent data into RETM to track the employee's applications before sending retirement package to the National Finance Center (NFC). Additional data needed to track the processing of the application is entered into RETM by NFC personnel and systemically upon release of the case to the Office of Personnel Management (OPM).

In addition to forwarding application packages, it is essential that personnel offices enter the separation action (Nature of Action (NOA)) and a Time and Attendance (T&A) Report flagged final prior to the payroll cycle in which an employee separates. Without these actions, the IRR will not generate systemically, causing processing delays.

Once all Agency actions are complete, NFC personnel reviews the IRRs and the applications and related documents to ensure that the application packages are complete. The applications are then submitted, along with the official SF-2806/SF-3100, to OPM within 30 days of the employee's separation date.

System Access

This section includes the following topics:

Remote Terminal Usage and Security

For specific information about security for systems access, individual user identification (ID) and password, use of master control and directional keys, see Title VI, Systems Access Manual, Chapter 2, Remote Site Usage, Section 1, Remote Terminal Usage. For information about connecting to and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.
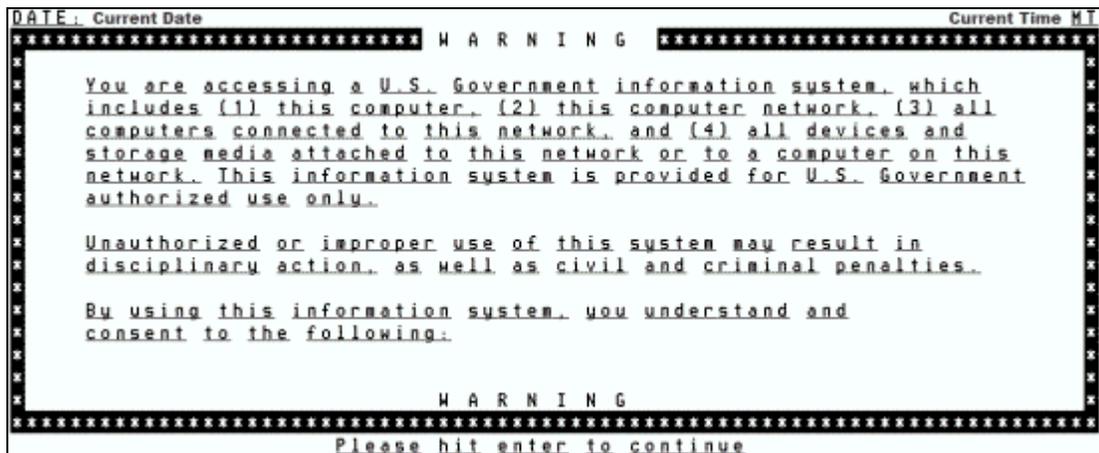
Figure 1: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC Banner screen.

Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (e.g., NF0999). Press **Tab**.
Password	Type your password. (Your password is not displayed on the screen.) Press **Tab**. **Note:** You may press **Enter** (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.
New Password	The system generates "*N*". If you are not changing your password, press Tab. If you are changing your password, enter "Y". Then complete the steps for changing your password as described under Changing Your Password.
Enter Application Name	Type the application acronym and press **Enter** to go directly to that system. OR Leave the field blank and press **Enter** to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.

- **Tab** until the cursor is located on the line next to the Session ID.

- Press **Enter**.

OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.

- Type **s**.

- Press the **space bar** once.

- Type the Session ID acronym.

- Press **Enter**. See screen below for an example. The applicable system is displayed.

```
_____   Actions  Options  Commands  Features  Help
--------------------------------------------------------------------------------
KLSVSEL1                      CL/SUPERSESSION Main Menu              More:   +

Select sessions with the ENTER key or use a "/"
          to display an action code.
    Session ID   Description                               Type     Status
    ----------   ----------------------------------------  -------- -------------
    _   IDMS05       IDMS05                                    Multi
    _   PINQ05       IDMS05                                    Multi
    _   ABCOINQ      IDMS03                                    Multi
    _   ABCO         IDMS03                                    Multi
    _   $DB2         TSOB $DB2      TSOB   PROC($DB2           Multi
    _   $ORACLE      TSOA                                      Multi
    _   $ORACLEA     TSOA                                      Multi
    _   $SPFA        TSOA $SPFA     TSOA   PROC($SPF           Multi
    _   $SPFAV2      TSOA $SPFAV2   TSOA   PROC($SPF           Multi
    _   $SPFB        TSOB $SPFB     TSOB   PROC($SPF           Multi
    _   $SPFBV2      TSOB $SPFBV2   TSOB   PROC($SPF           Multi
    _   $SPFC        TSOC $SPFC     TSOC   PROC($SPF           Multi

TSS7030I Password Changed
Command ===>                                              SYSB/T30N6447
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```

Figure 3: CL/SUPERSESSION Main Menu Screen

```
_____   Actions  Options  Commands  Features  Help
--------------------------------------------------------------------------------
KLSVSEL1                      CL/SUPERSESSION Main Menu              More:   +

Select sessions with the ENTER key or use a "/"
          to display an action code.
    Session ID   Description                               Type     Status
    ----------   ----------------------------------------  -------- -------------
    _   IDMS05       IDMS05                                    Multi
    _   PINQ05       IDMS05                                    Multi
    _   ABCOINQ      IDMS03                                    Multi
    _   ABCO         IDMS03                                    Multi
    _   $DB2         TSOB $DB2      TSOB   PROC($DB2           Multi
    _   $ORACLE      TSOA                                      Multi
    _   $ORACLEA     TSOA                                      Multi
    _   $SPFA        TSOA $SPFA     TSOA   PROC($SPF           Multi
    _   $SPFAV2      TSOA $SPFAV2   TSOA   PROC($SPF           Multi
    _   $SPFB        TSOB $SPFB     TSOB   PROC($SPF           Multi
    _   $SPFBV2      TSOB $SPFBV2   TSOB   PROC($SPF           Multi
    _   $SPFC        TSOC $SPFC     TSOC   PROC($SPF           Multi


Command ===> s TMGT                                       SYSB/T30N6447
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```

Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)

Sign Off

1. Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```
         Actions   Options   Commands   Features   Help
--------------------------------------------------------------------------------
KLSVSEL1                    CL/SUPERSESSION Main Menu                More:   +

Select sessions with the ENTER key or use a "/"
        to display an action code.
   Session ID  Description                             Type      Status
   ----------  -------------------------------------   --------  -----------
 _ IDMS05      IDMS05                                  Multi     Current
 _ PINQ05      IDMS05                                  Multi     Active
   .-------------------------------------------------------.  ulti
   |  KLSTERM1            Exit Menu                        |  ulti
   |                                                       |  ulti
   |  Type a selection number or position the             |  ulti
   |  cursor on a line and press ENTER.                    |  ulti
   |                                                       |  ulti
   |  _ 1. Exit and terminate sessions (X)                 |  ulti
   |    2. Exit and do not terminate sessions (N)          |  ulti
   |    3. Resume (R)                                      |  ulti
   |                                                       |  ulti
   |                                                       |  ulti
   |  Command ===>                                         |
   |  Enter  F1=Help  F12=Cancel                           |      SYSB/T30N6447
   '-------------------------------------------------------'  trieve  F10=Action
```

Figure 5: CL/SUPERSESSION Main Menu Screen

2. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.

3. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

   OR

   Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Operating Features

This section includes the following topics:

System Design

RETM consists of one menu and four options (actions) for maintaining and retrieving data.The key field in each data record is the SSNO (Social Security number) field. This field is used to access data for a specific record after the record is entered in the database.

Help Screen

The help screen is available for all entry fields displayed on the Report Generation Help Screen. To obtain the Help screen from the Report Generation Screen, position the cursor on the field in question and press **PF5.** The Help screen is displayed and provides a description of the field either in narrative format or by listing the valid entry codes. Press **PF5** to return to the previous screen.

System Edits

RETM performs edit and/or validity checks on the entered data, as applicable. If the data does not pass system edits, errors are highlighted, and an error message appears at the bottom of the screen. All errors must be corrected before the record can be updated.

Function Keys

The program function (PF) keys are used to access RETM options. How these keys are identified depends on the equipment being used. Other function keys include Enter, Clear, and Tab. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide.The functions of applicable PF keys are displayed at the bottom of each screen.

Agency Tracking Menu

After you have accessed RETM, the Agency Tracking Menu is displayed. This is RETM's main menu and provides four action options.

```
    RM00011M              USDA - OCFO - NATIONAL FINANCE CENTER
                          RETIREMENT PROCESSING SYSTEM -- RETM
                                AGENCY TRACKING MENU


                                     ACTION CODES


                             UPDATE (ADD/MOD) = U
                             INQUIRY          = I
                             PRINT RETM CARD  = P
                             REPORTS          = R



                                PLEASE ENTER:

                             ACTION CODE:
                             SSNO:






    CLEAR=EXIT   ENTER=NEXT SCREEN
```

Figure 6: Agency Tracking Menu

The following is a brief description of each option:

UPDATE (Add/Mod) (Option **U**)- Add or modify a tracking record in RETM.

INQUIRY (Option **I**)- Query (view) an existing tracking record in RETM.

PRINT RETM CARD (Option **P**)- Print the paper version of the Individual Retirement Record, SF-2806/SF-3100.

REPORTS (Option **R**)- Generate a report.

To select an option, complete the fields as follows:

Field	Description/Instruction
Action Code	*required, alpha, 1 position*
	Type the appropriate code: **U, I, P,** or **R**.

Field	Description/Instruction
SSNO	*required, numeric, 9 positions* Type the employee's Social Security number. Press **Enter**.

Note: For all RETM screens, the fields displaying zeros (0) are numeric.

This section includes the following topics:

Update (Add/Modify)

Update (Add/Modify) is the first option on the Agency Tracking Menu. This option is used to add a new tracking record or modify an existing record. To select and use the update option, follow the instructions below.

For more information see:

Adding a Tracking Record

At the Agency Tracking Menu, type ʊ at the Action Code prompt and type the employee's Social Security number at the SSNO prompt. Press **Enter**. The Personnel Office-Application Tracking screen is displayed.

```
RM06010M        U S D A  -  O F M  -  NATIONAL FINANCE CENTER
                   RETIREMENT TRACKING SYSTEM - ADD / MODIFY
                    PERSONNEL OFFICE - APPLICATION TRACKING


SSNO      _____
NAME:     LAST _____           FIRST _____          MIDDLE _
AGENCY/POI 90  5317    SEPARATION DATE 00 00 00  NATURE OF ACTION
      DATE APPLICATION RECEIVED PERSONNEL   00 00 00
      DATE APPLICATION SENT TO NFC          00 00 00

      SELECT TYPE APPLICATION  00         RETIREMENT COVERAGE CODE  1
      01 = AGE
      02 = OPTIONAL
      03 = EARLY OPTIONAL
      04 = DISCONTINUED SERVICE
      05 = SEPARATION (NFC USE ONLY)
      06 = PRELIM DISABILITY
      07 = FINAL
      08 = DEATH
      09 = SUPPLEMENTAL(NFC USE ONLY)
      10 = SEPARATION (REFUND)
      11 = ATTACHMENT (NFC USE ONLY)
TRACKING RECORD DOES NOT EXIST FOR THIS SSNO
CLEAR=EXIT PF1=MENU PF2=REFRESH PF3=ADD PF4=MODIFY PF7=PREV REC  PF8=NEXT REC
```

Figure 7: Personnel Office-Application Tracking Screen

Complete the fields as follows:

Field	Description/Instruction
SSNO	*numeric, 9 positions* This field is system generated from the Agency Tracking Menu screen.
Name	*alpha, 41 positions max* This field is system generated
Agency/POI	*alphanumeric, 6 positions max* These fields are system generated.
Separation Date	*numeric, 6 positions* This field is system generated after the separation personnel action is entered into the EPIC Web, EmpowHR, or FESI Systems and applied to the Payroll/Personnel System database.

Field	Description/Instruction
Nature of Action	*numeric, 3 positions* This field is system generated after the separation personnel action is entered into the EPIC Web, EmpowHR, or FESI Systems and applied to the Payroll/Personnel System database.
Date Application Received Personnel	*required, numeric, 6 positions* Type the date the Agency personnel office received the employee's application in the month/day/year sequence.
Date Application Sent To NFC	*required, numeric, 6 positions* Type the date the Agency personnel office sent the employee's application to NFC in month/day/year sequence.
Select Type Application	*required, numeric, 2 positions* Type the appropriate type of application being filed, using the list on the screen.
Retirement Coverage Code	*alphanumeric, 1 position* This field is system generated.

After completing all data entry, press **PF3** to add the record to RETM. The message Retirement Tracking Record Stored is displayed at the bottom of the screen. To add another record , press **PF2**; otherwise, press the applicable key as displayed at the bottom of the screen.

Modifying a Tracking Record

At the Agency Tracking Menu screen, press **PF3**, type **U** at the Action Code prompt and type the employee's Social Security number at the SSNO prompt. Press **Enter**. The Personnel Office-Application Tracking screen is displayed showing the latest data for the selected employee.

Note: The only fields that may be modified are: Date Application Received Personnel and Date Applications Sent to NFC.

To modify the record, type the new data over the data on the screen in accordance with the entry instructions provided for Adding A Tracking Record. Press **PF4**. The message Retirement Tracking Record Modified is displayed at the bottom of the screen.

To modify another record, press **PF2**. The screen is cleared for the entry of another Social Security number.

After completing all modifications, press the applicable key as displayed at the bottom of the screen.

Inquiry

Inquiry is the second option on the Agency Tracking Menu. This option is used to query (view) tracking records on file for an employee.

To select this option, type **I** at the Action Code prompt and type the employee's Social Security number at the SSNO prompt on the Agency Tracking Menu screen. Press **Enter .** The Application Tracking-Inquiry screen is displayed showing the latest data for the selected Social Security number.

```
RM07010M        U S D A  -  O F M  -  NATIONAL FINANCE CENTER    Current Date
                    RETIREMENT TRACKING SYSTEM -- RETM
                     APPLICATION TRACKING - INQUIRY

SSNO    _____
NAME:    LAST                    FIRST                MIDDLE
AGENCY/POI    0000   EMPLOYEE SEPARATION DATE 00 00 00  NATURE OF ACTION
SEPARATION PAY PERIOD AND YEAR 00 / 0000   TYPE CASE 00
CURRENT YEAR DEDUCTIONS            .00       CUMULATIVE DEDUCTIONS        .00


DATE APPLICATION RECEIVED IN PERSONNEL    00 00 00


DATE APPLICATION SENT TO NFC              00 00 00


DATE APPLICATION RECEIVED AT NFC          00 00 00


DATE PERSONNEL ACTION APPLIED             00 00 00



DATE APPLICATION/RETIREMENT RECORD SENT TO OPM   00 00 00 REGISTER NO.
NUMBER OF PROCESSING DAYS   000
TRACKING RECORD DOES NOT EXIST FOR THIS SSNO
CLEAR=EXIT  PF1=MENU   ENTER=NEW RECORD   PF4=FORMS   PF7=PREV REC   PF8=NEXT REC
```

Figure 8: Application Tracking- Inquiry Screen

Note: This screen includes data that was entered not only by Agency personnel offices but also by NFC personnel and by a systemic update.

NFC enters additional data into RETM to assist Agencies in tracking an employee's application. The date the employee's application was received by NFC is entered by NFC personnel. Data updated systemically by NFC on the first inquiry screen includes (1) the employee's current yearly and cumulative deductions while payrolled by NFC, (2) the date the personnel action was applied to the Payroll/Personnel database, (3) the date the application was sent to OPM, (4) the register number, and (5) the number of days it took to process the action.

- To view additional records for the same employee, press **PF8**.

- To view a record for another employee, type the next Social Security number over the existing number on the first inquiry screen. Press **Enter**. The data for the selected Social Security number is displayed.

- To view additional records, repeat this process; otherwise, press the applicable key as displayed at the bottom of the screen.

Print RETM Card

Print RETM Card is the third option on the Agency Tracking Menu. This option is used to print a paper version of the Individual Retirement Record, SF-2806/SF-3100. The Individual Retirement Record can be generated for employees at any time during their employment. A sample of an SF-3100 is provided as **Exhibit 1** to this procedure. NFC generates the *official* Individual Retirement Record (a hardcopy printed on card stock) that is sent to OPM.

The SF-2806/SF-3100 depicts information regarding retirement contributions. Therefore, time worked by employees under an appointment not contributing to retirement would not be shown on the SF-2806/SF-3100. Also, for Departments converting to NFC's Payroll/Personnel System, deductions depicted on the SF-2806/SF-3100 begin at the time of conversion.

USDA Agencies that converted to NFC's Payroll/Personnel System have the remarks, Brought Forward, displayed under Fiscal Record on the paper version SF-2806/SF-3100. Brought Forward indicates the employee's previous retirement contributions before conversion.

To select the print option, type **P** at the Action Code prompt. Press **Enter**. The Print Screen is displayed. If an employee's Social Security number was entered at the SSNO prompt on the Agency Tracking Menu, it is automatically displayed.

```
RM04050M                    NATIONAL FINANCE CENTER
                      RETIREMENT PROCESSING SYSTEM -- RETM
                               PRINT SCREEN

                              PRINT INFORMATION
    JOB CHARACTER: A                        SYSTEM OUTPUT CLASS:  A
    DELIVERY INFO:                          REMOTE PRINTER ID:

      SSNO                SSNO               SSNO               SSNO
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000
    000000000          000000000          000000000          000000000


    CLEAR=EXIT  PF1=MENU  PF6=SUBMIT
```

Figure 9: Print Screen

Complete the fields as follows:

Field	Description/Instruction
Job Character	*optional, alpha, 1 position* A is system generated and added to the job name to assist in identifying the printout. Another alpha character (A-Z), however, can be keyed in over the A.
System Output Class	*alpha, 1 position* C is system generated to designate a request for a printed copy.
Delivery Info	*required, alphanumeric, 20 positions max* Type information to designate where the output job should be delivered (e.g., John Doe, Room 125).
Remote Printer ID	*required, alphanumeric, 16 positions max* Type the number of the printer designated to print the Individual Retirement Record.
SSNO	*optional, numeric, 9 positions*

Field	Description/Instruction
	The Social Security number entered on the Agency Tracking Menu is automatically displayed. If you want to change the SSNO, type over the existing number.This screen can accommodate 48 Social Security numbers. Key in additional Social Security numbers, if applicable.

Press **PF6** to submit the job. The message *JOB NFXXXA Submitted* is displayed at the bottom of the screen. All of the SSNO data fields are cleared and zeros are displayed in preparation of additional entries.

If no other entries are required, press the applicable key as displayed at the bottom of the screen.

Reports

Reports is the fourth option on the Agency Tracking Menu. This option is used to request any one of three RETM reports.

The Department Summary Report **(Exhibit 2)** lists, by Department and Agency, the number of processing days between the separation date and the date NFC submitted the application to OPM. This report provides information on annuities, refunds, and deaths.

The Agency/Bureau Summary Report **(Exhibit 3)** lists, by Agency (including serviced Agencies), the number of processing days between the separation date and the date NFC submitted the application to OPM. This report provides information on annuities, refunds, and deaths.

The Personnel Office Identifier (POI) Summary Report **(Exhibit 4)** lists the separated individuals name within the POI and the number of processing days between the separation date and the date submitted to OPM.

To select this option, Type **R** at the Action Code prompt. Press **Enter**. The Report Generation Screen is displayed.

```
RM04100M              U S D A, O F M, NATIONAL FINANCE CENTER      Current Date
                            REPORT GENERATION SCREEN

          DEPARTMENT:        AGENCY/BUREAU:           POI:

                    TIME PERIOD   000000    TO   000000

                       1.   DEPARTMENT SUMMARY REPORT

                       2.   AGENCY/BUREAU SUMMARY REPORT

                       3.   POI SUMMARY REPORT


                       SELECT REPORT NO.


DELIVERY INFORMATION:                            NUMBER OF COPIES: 1
SYSTEM OUTPUT CLASS : C                           REMOTE PRINTER ID:



   CLEAR=EXIT    PF1=MENU   PF5=HELP    ENTER=SUBMIT JOB
```

Figure 10: Report Generation Screen

Complete the fields as follows:

Field	Description/Instruction
Department	*required, alpha, 2 positions* Type the Department code.
Agency/Bureau	*required, alphanumeric, 2 positions* Type the Agency or Bureau code.
POI	*optional for Report Nos. 1 and 2, required for Report No .3, numeric, 4 positions* Type the personnel identifier code.
Time Period	*required, numeric, 6 positions* Type the beginning date of the report in the month, day, year sequence.
To	*required, numeric, 6 positions* Type the ending date of the report in the month, day, year sequence
Select Report No.	*required, numeric, 1 position*

Field	Description/Instruction
	Type the desired report number.
Delivery Information	*required, alphanumeric, 20 positions* Type information to designate where the generated report should be delivered (e.g., John Doe, Room 125).
Remote Printer ID	*required, alphanumeric, 16 positions max* Type the number of the printer designated to print the report.
System Output Class	*optional, alpha, 1 position* A is system generated to designate a printed report.
Number of Copies	*required, numeric, 1 position* Type the number of copies desired.

Press **Enter**. The message *Job Submitted* is displayed at the bottom of the screen. To request additional reports, type the new data over the existing data and press **Enter**.

If no other entries are required, press the application key as displayed at the bottom of the screen.

For assistance in completing these fields, move to the field in question and press **PF5** to display the Report Generation Help Screen.


```
RM04101M          U S D A. O F M. NATIONAL FINANCE CENTER        XX/XX/XX
                      REPORT GENERATION HELP SCREEN

DEPARTMENT      -   ENTER YOUR TWO POSITION DEPARTMENT CODE
AGENCY/BUREAU  -   ENTER YOUR TWO POSITION AGENCY/BUREAU CODE
POI             -   ENTER 4 DIGIT PERSONNEL OFFICE IDENTIFIER CODE
TIME PERIOD     -   ENTER THE BEGINNING AND ENDING DATES OF THE TIME PERIOD
                    THAT YOU WISH THE REPORT TO COVER.  DATES MUST BE IN MMDDYY
                    FORMAT.
SELECT REPORT NO. - ENTER 1, 2 OR 3 BASED ON WHICH REPORT YOU WANT PRINTED.
                 1 - SUMMARY LIST BY DEPARTMENT THE NUMBER OF PROCESSING DAYS
                 2 - SUMMARY LIST BY AGENCY THE NUMBER OF PROCESSING DAYS
                 3 - SSNO LISTING OF EACH ACTION PROCESSED WITHIN A SPECIFIC POI
DELIVERY INFORMATION -   ENTER IDENTIFYING INFORMATION NEEDED TO DELIVER REPORT
                         TO YOUR LOCATION.
REMOTE PRINTER ID      -   ENTER YOUR REMOTE PRINTER ID.
SYSTEM OUTPUT CLASS    -   ENTER A IF REPORT SHOULD BE PRINTED AUTOMATICALLY. IF
                           YOU DESIRE TO VIEW REPORT FIRST REFER TO TITLE VI,
                           SYSTEMS ACCESS MANUAL. CHAPTER 2. SECTION 2.
NUMBER OF COPIES       -   ENTER NUMBER OF COPIES DESIRED. MAXIMUM IS 9.

    CLEAR=EXIT              PF5=PREVIOUS SCREEN
```

Figure 11: Reprt Generation Help Screen

For more information see:

Reporting Through FOCUS

RETM is defined to the FOCUS Reporting System.

To retrieve RETM data, select the option for the Retirement Processing System (RETM) on the Payroll/Personnel Database Menu within the FOCUS Reporting System.

Two files are available in the FOCUS Reporting System for RETM. RETCLAIM contains tracking information, including information reflected on the Agency application tracking screen. RETMASTER contains information reflected on the Individual Retirement Record.

Exhibits

This section includes the following topics:

Sample of Individual Retirement Record SF-3100 (Paper Version) (Exhibit 1)

```
***INQUIRY – SF3100***

CABD    1
```

NAME:	LAST	FIRST	MIDDLE	DOB	SSNO	AGCY	PAY OFC	LOCATION	PAY OFC NO
	DOE	JOHN	T	01 02 35	123 45 6789	USDA	NFC	N.O. LA.	12-40-0001

XX-XXXX

SERVICE HISTORY

EFFECT DATE	ACTION	BASE PAY	REMARKS
3/29/87	TRANS CAREER	18358.00	GS-07
4/12/87	REASSGNMENT	18358.00	GS-07
4/12/87	PAY ADJ	18970.00	GS-07
4/12/87	CORRECTION	18970.00	GS-07
10/25/87	PAY ADJ REASSGNMENT	18358.00	GS-07
11/08/87	CHG IN SCD	18358.00	GS-07
11/21/87	TERM-APT IN	18358.00	GS-07

FISCAL RECORD

YEAR	CAL SAL	YR DED	ACCUM SAL DED	REMARKS
1987	159.41	159.41		DED. BEGAN
1988	.00	159.41		3/29/87
1989	.00	.00	159.41	SCD 01/05/85
1990	.00	.00	159.41	PAY CEASED
1991		.00	159.41	0/00/00
				NO UNUSED

DEDUCTIONS AND SERVICE   S/L BALANCE
CERTIFIED CORRECT

Sample of Department Summary Report (Exhibit 2)

	DEPARTMENT SUMMARY REPORT RETIREMENT PROCESSING FOR PERIOD			PAGE 1
	XX XX XX THROUGH XX XX XX (DEPARTMENT WIDE)			
	NUMBER OF DAYS BETWEEN SEPARATION DATE AND SUBMISSION TO OPM, BOYERS			
	0 - 28	29 - 58	OVER 58	TOTAL
AMS (02)	11	2	0	13
ANNUITIES	11	0	0	11
REFUNDS	0	1	0	1
DEATHS	0	1	0	1
ARS (03)	26	2	0	28
ANNUITIES	25	0	0	25
REFUNDS	0	1	0	1
DEATHS	1	1	0	2
ASCS (05)	9	1	0	10
ANNUITIES	9	0	0	9
REFUNDS	0	0	0	0
DEATHS	0	1	0	1
FMHA (07)	32	0	0	32
ANNUITIES	24	0	0	24
REFUNDS	4	0	0	4
DEATHS	4	0	0	4

Sample of Agency/Bureau Summary Report (Exhibit 3)

	AGENCY/BUREAU SUMMARY REPORT RETIREMENT PROCESSING FOR PERIOD			PAGE 1
	XX XX XX THROUGH XX XX XX (AGENCY WIDE)			
	NUMBER OF DAYS BETWEEN SEPARATION DATE AND SUBMISSION TO OPM, BOYERS			
	0 - 28	29 - 58	OVER 58	TOTAL
5026	3	0	0	3
ANNUITIES	2	0	0	2
REFUNDS	1	0	0	1
DEATHS	0	0	0	0
5027	1	0	0	1
ANNUITIES	1	0	0	1
REFUNDS	0	0	0	0
DEATHS	0	0	0	0
5029	1	0	0	1
ANNUITIES	1	0	0	1
REFUNDS	0	0	0	0
DEATHS	0	0	0	0

Sample of Personnel Office Identifier (POI) Summary Report (Exhibit 4)

				NO OF DAYS
			TYPE	BETWEEN SEP.
EMPLOYEE NAME	AG	SOC. SEC. NO.	APPLICATION	AND SUB. TO OPM
DOE, JANE	52	000112222	02	19
DOE, JOHN	53	000223333	06	19
SMITH, JANE	54	000334444	04	13

POI SUMMARY REPORT
RETIREMENT PROCESSING FOR PERIOD   PAGE   1
XX XX XX THROUGH XX XX XX
(POI 1531)

RETM Edit Messages (Exhibit 5)

Message

Agency Code Must Be Entered

Bad Find on Claimant Record

Bad Obtain on Forms - Rcd

Control - Error on Table Search

Database Exception for Tables

Date Appl Mailed NFC is a Required Field

Date Appl Recd Personnel Must Be a Valid Date

Date Sent to NFC Must Be Later Than or Equal to Date Received Personnel

Department Code And Agency Code Do Not Agree

Dup Rec Exhausted

Employee Last Name Cannot Be Spaces

End Date Must Be MM/DD/YY Format

Enter SSNO for Next Request

Invalid Agency Code Entered

Invalid Key - Validate Agcy Code/POI

Job Submitted

Key in New SSNO, Press Enter

Modify Allowed on "Date Appl/Rcvd Per" & "Date Appl/Sent to NFC" After Init Input

Modify not Allowed, Claim has Been Processed and Forwarded to OPM

Modify not Allowed, Type Application of "5", "9", and "11" are for NFC Use Only

Must Enter Delivery Information

Must Enter Job Character

Must Enter Remote Printer ID

Must Enter System Output Class

Must Press PF2 to Refresh Screen, Then PF3 to Store a New Tracking Record

Pers Off Ident Must Be Numeric

Please Enter an Agency Code

Press PF3 to Store New Tracking Record

Problem With Accessing Tracking Record - Contact Information Center - NFC

Problem With Transfer Back to Main Menu

Record Inactive - Error on Table Search

Report No. Must Be 1, 2, or 3

Retirement Tracking Record Modified

Retirement Tracking Record Stored

Start Date Must Be MM/DD/YY Format

SSNO Must Be all Numeric

SSNO not Within Your Security Access

SSNO Required

POI is a Required Numeric Field

Table Error - Request not Complete

There are More Than 12 Forms Missing for This SSNO - Only 12 Displayed on Screen

Tracking Record Does not Exist for This SSNO

Unable to Modify, NOA and EFF Date Duplicate

Unable to Modify Retirement Tracking Record

Unable to Obtain Claimant Record

Unable to Obtain Current Tracking Record

Unable to Store, Record Exists With the Same Separation Date and Nature of Action

Unable to Store Retirement Tracking Record

Valid Values for Employee Name are Letters A Thru Z (i.e., Commas not Allowed)

Valid Values for System Output Class are A and X

Valid Values for Type Application are 1 2, 3, 4, 6, 7, 8, or 10

Valid Values for Type Retirement Coverage are "F" and "C"

Validate Selection or Action Code

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