



***Benefits Administration Letter***

Number: 06- 106

Date: July 14, 2006

**Subject: Federal Erroneous Retirement Coverage Corrections to Standard Form 50's**

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**Introduction**

This BAL provides instructions for processing the Standard Form 50's under the Federal Erroneous Retirement Coverage Corrections Act (FERCCA). This Benefits Administration Letter (BAL) supplements BAL 05-103, Retirement Coverage Error Correction: Correction of Errors that Provide an Election, and BAL 03-104, Retirement Coverage Error Correction: Correction of Errors that do not Provide an Election.

**Using this BAL**

The procedures in this BAL apply to corrections for individuals that have not previously been corrected and have made a coverage election or the six month time limit for making an election has passed and they are being placed in the default retirement coverage or have no choice in what retirement system to be in.

This BAL is organized by type of error and the coverage election. Each section contains all the steps needed for making a specific type of correction on the SF 50. For example, for a person who was erroneously in the Federal Employees Retirement System (FERS) and should have been in the Civil Service Retirement System (CSRS)-Offset who elected CSRS-Offset, all the actions needed to correct the HR records are in section XII of the BAL.

Table 1 summarizes the types of errors that trigger an election and based on the election, which section of BAL 05-103 provides correction guidance. Table 2 provides detailed instructions for making those corrections to SF 50's.

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<i>Civil Service Retirement System</i>	<i>Federal Employees' Group Life Insurance Program</i>	<i>Federal Employees Health Benefits Program</i>	<i>Federal Employees Retirement System</i>	<i>Long Term Care Insurance Program</i>
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Table 3 summarizes the types of errors that do not provide a choice and which section of BAL 03-104 provides correction guidance. Table 4 provides detailed instructions for making those corrections to SF 50's.

Robert F. Danbeck  
Associate Director  
for Human Resources Products and Services

Attachments:

Table 1 – Summary of Errors and Sections that Explain Correction Instructions, BAL 05-103

Table 2 – FERCCA Corrections to SF 50's for BAL 05-103, dated 3/17/05

Table 3 – Summary of Errors and Sections that Explain Correction Instructions, BAL 03-104

Table 4 – FERCCA Corrections to SF 50's for BAL 03-104, dated 4/15/03