

## Attachment B – Annotated CSRS and FERS Development Checklist

### FERS Development Checklist

Misc:	Yes	No	NA					
FERS Deferred? If 10 or more years of service – refer to LAS – <b>Does not track to agency</b>								
Checked <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>ARPS</td> <td>Service Credit</td> <td>AQS (OWCP)</td> <td>NATS</td> <td>DCCS</td> </tr> </table> – <b>Does not track to agency</b>	ARPS	Service Credit	AQS (OWCP)	NATS	DCCS			
ARPS	Service Credit	AQS (OWCP)	NATS	DCCS				
Close out U#s, indicate with red 'C' on the U # – <b>Does not track to agency</b>								
Discontinued service 1510 and notice - <b>HR</b>								
Early out authority number - <b>HR</b>								
Agency certification for ATC, LEO, firefighter, nuclear material courier, CBPO 535 - <b>HR</b>								
ATC: retirement SF50 - <b>HR</b>								
VA nurse code VN 0610, 0605 and all VA physician: USL expiration date - <b>Payroll</b>								
Unused Sick Leave - <b>Payroll</b>								
Frozen CSRS Sick Leave – <b>Does not track to agency</b>								

Service:	Yes	No	NA
Complete IRRs for covered service – <b>Does not track to agency</b>			
FICA earnings or pay rates including EO adjustments - <b>HR</b>			
FICA earnings when required (all postal 3 months or more) – <b>USPS, only if PS 316 not sent</b>			
Intermittent/WAE hours or days worked – <b>HR if on Summary of Service, Payroll on IRR</b>			
Part-time tour or hours worked - <b>HR if on Summary of Service, Payroll on IRR</b>			
5 years congressional service or court ordered award (to DC) - <b>Does not track to agency</b>			

HBs & FEGLI:	Yes	No	NA
Proof of 5 years – HB - <b>HR</b>			
HB waiver of 5 years for DSR or Early Out - <b>HR</b>			
Correct HB code on label – <b>Does not track to agency</b>			
Print G mat if HB change done – <b>Does not track to agency</b>			
Proof of 5 years – LI - <b>HR</b>			
Required ink signatures on 2821, 2818, non-scanned desis – <b>HR or Payroll (2821)</b>			
2821, 2818, completed accurately - <b>HR</b>			

Application:	Yes	No	NA
Required ink signatures on 3107, 3107-2 - <b>HR</b>			
Annuitant election and spousal consent agree - <b>HR</b>			
Spousal consent signed & notarized on the same date - <b>HR</b>			
Former spouse with court awarded benefit - <b>Does not track to agency</b>			

Military:	Yes	No	NA
DD214s noting character of service or military orders - <b>HR</b>			
P56 deposit IRR paid in full – <b>only if in the agency package - Payroll</b>			
MRP clarified – <b>HR (waiver initiated or proof of combat incurred disability or reserve retirement submitted)</b>			

Screener Signature:	Date:
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## CSRS Development Checklist

### Misc:

Yes No NA

Checked	ARPS	Service Credit	AQS (OWCP)	NATS	DCCS	- Does not track to agency			
Close out U#, indicate with red 'C' on the U # - Does not track to agency									
Discontinued service 1510 and notice - HR									
Early out authority number - HR									
Agency certification for ATC, LEO, firefighter, nuclear material courier, CBPO 535 - HR									
VA nurse code VN 0610, 0605 and all VA physician: USL expiration date - Payroll									
Unused Sick Leave - Payroll									

### Service:

Yes No NA

Complete IRRs for covered service - Does not track to agency									
FICA earnings or pay rates including EO adjustments - HR									
FICA earnings when required (all sub rural carrier service, postal service 5 yrs or more) - USPS, only if PS 316 not sent									
Intermittent/WAE hours or days worked - HR if on Summary of Service, Payroll on IRR									
Part-time tour or hours worked - HR if on Summary of Service, Payroll on IRR									
5 years congressional service or court ordered award (to DC) - Does not track to agency									

### Offset cases:

Yes No NA

HBPC breakdown for offset service beginning with cy 2004 - Payroll									
2.H entered - Does not track to agency									
Offset amount received for offset cases age 62 or older - Does not track to agency									

### HBs & FEGLI:

Yes No NA

Proof of 5 years - HB - HR									
HB waiver of 5 years for DSR or Early Out - HR									
Correct HB code on label - Does not track to agency									
Print G mat if HB change done - Does not track to agency									
Proof of 5 years - LI - HR									
Required ink signatures on 2821, 2818, non-scanned desis - HR or Payroll (2821)									
2821, 2818, completed accurately - HR									

### Application:

Yes No NA

Required ink signatures on 2801, 2801-2 - HR									
Annuitant election and spousal consent agree - HR									
Spousal consent signed & notarized on the same date - HR									
Former spouse with court awarded benefit - Does not track to agency									

### Military:

Yes No NA

DD214s noting character of service or military orders - HR									
P56 deposit IRR paid in full - only if in the agency package - Payroll									
SSA verification if P56 not paid and within 3 months of age 62 or older - Does not track to agency									
MRP clarified HR (waiver initiated, proof of combat incurred disability or reserve retirement submitted)									

Screeener Signature:	Date:
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