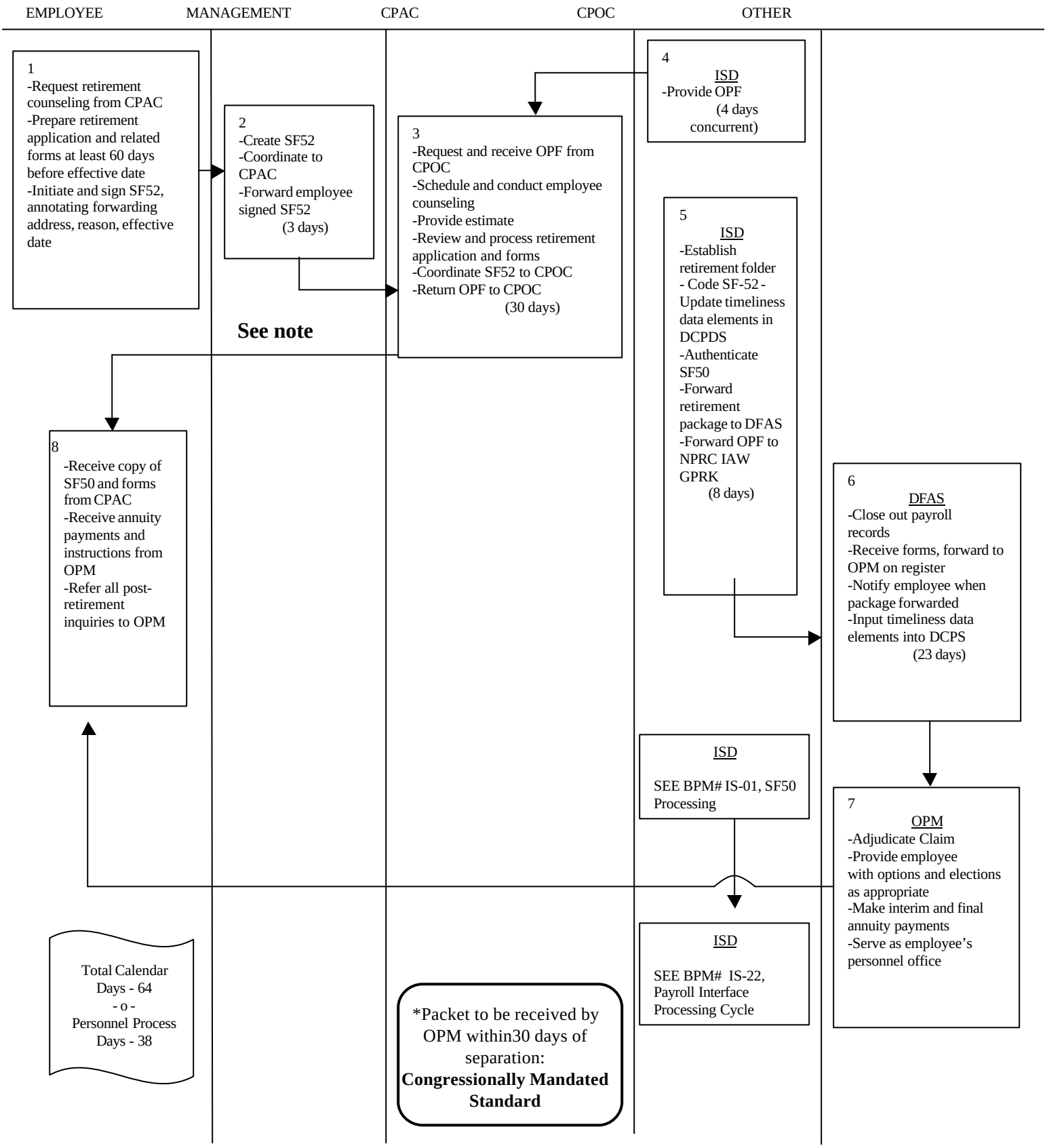
EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
-Request retirement counseling from CPAC
-Prepare retirement application and related forms at least 60 days before effective date
-Initiate and sign SF52, annotating forwarding address, reason, effective date
2
-Create SF52
-Coordinate to CPAC
-Forward employee signed SF52
(3 days)
3
-Request and receive OPF from CPOC
-Schedule and conduct employee counseling
-Provide estimate
-Review and process retirement application and forms
-Coordinate SF52 to CPOC
-Return OPF to CPOC
(30 days)
4
ISD
-Provide OPF
(4 days concurrent)
5
ISD
-Establish retirement folder
- Code SF-52 -
Update timeliness data elements in DCPDS
-Authenticate SF50
-Forward retirement package to DFAS
-Forward OPF to NPRC IAW GPRK
(8 days)
6
DFAS
-Close out payroll records
-Receive forms, forward to OPM on register
-Notify employee when package forwarded
-Input timeliness data elements into DCPS
(23 days)
7
OPM
-Adjudicate Claim
-Provide employee with options and elections as appropriate
-Make interim and final annuity payments
-Serve as employee's personnel office
8
-Receive copy of SF50 and forms from CPAC
-Receive annuity payments and instructions from OPM
-Refer all post-retirement inquiries to OPM
See note
ISD
SEE BPM# IS-01, SF50 Processing
ISD
SEE BPM# IS-22, Payroll Interface Processing Cycle
Total Calendar Days - 64
- o -
Personnel Process Days - 38
*Packet to be received by OPM within30 days of separation:
Congressionally Mandated Standard