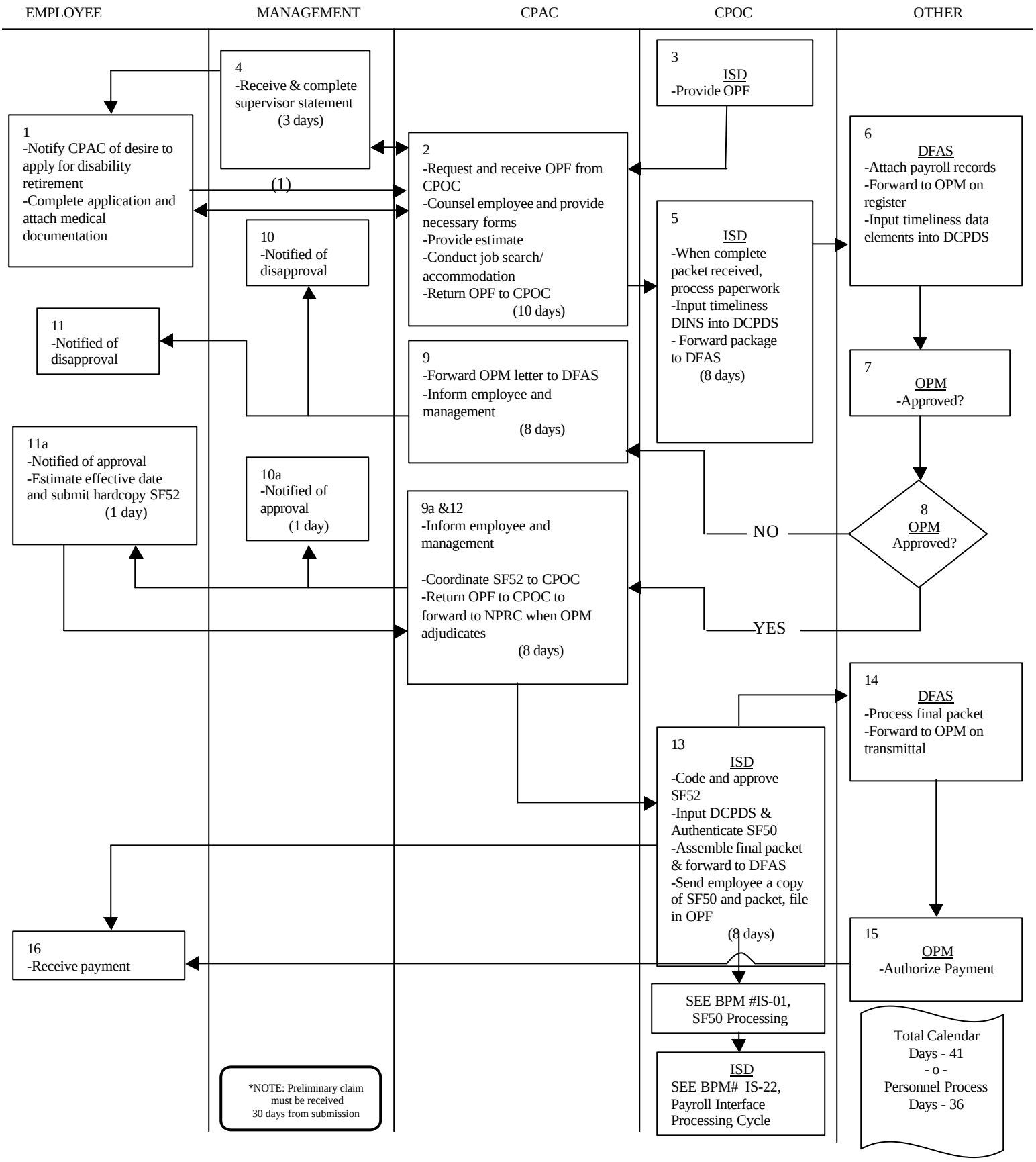
EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
-Notify CPAC of desire to apply for disability retirement
-Complete application and attach medical documentation
4
-Receive & complete supervisor statement
(3 days)
(1)
2
-Request and receive OPF from CPOC
-Counsel employee and provide necessary forms
-Provide estimate
-Conduct job search/ accommodation
-Return OPF to CPOC
(10 days)
3
ISD
-Provide OPF
5
ISD
-When complete packet received, process paperwork
-Input timeliness DINS into DCPDS
- Forward package to DFAS
(8 days)
6
DFAS
-Attach payroll records
-Forward to OPM on register
-Input timeliness data elements into DCPDS
7
OPM
-Approved?
8
OPM
Approved?
NO
YES
9
-Forward OPM letter to DFAS
-Inform employee and management
(8 days)
9a &12
-Inform employee and management
-Coordinate SF52 to CPOC
-Return OPF to CPOC to forward to NPRC when OPM adjudicates
(8 days)
10
-Notified of disapproval
10a
-Notified of approval
(1 day)
11
-Notified of disapproval
11a
-Notified of approval
-Estimate effective date and submit hardcopy SF52
(1 day)
13
ISD
-Code and approve SF52
-Input DCPDS & Authenticate SF50
-Assemble final packet & forward to DFAS
-Send employee a copy of SF50 and packet, file in OPF
(8 days)
14
DFAS
-Process final packet
-Forward to OPM on transmittal
15
OPM
-Authorize Payment
16
-Receive payment
SEE BPM #IS-01, SF50 Processing
ISD
SEE BPM# IS-22, Payroll Interface Processing Cycle
*NOTE: Preliminary claim must be received 30 days from submission
Total Calendar Days - 41
- o -
Personnel Process Days - 36