



Agency Checklist for Phased Retirement - *FERS*

Section A - Employing Office Checklist

To be completed by office maintaining Official Personnel Folder

Name of applicant (<i>last, first, middle</i>):	Date of birth:	Social security number:		
<i>Are the following documents attached or actions taken? Indicate by a "check mark" for each item</i>				
1. SF 3107: Application for Immediate Retirement - the following sections are completed:	Yes	No	Not Applicable	
Section A: Identifying Information				
Section B: Federal Service (<i>Item 2, Date of final separation, should not be completed.</i>)				
Section C: Marital Information				
<i>Item 1 through 1f is optional</i>				
<i>Item 2, if there is a Court Order for apportionment of federal annuity</i>				
Section D: Annuity Election				
Section E: Insurance Information				
Section F: Other Claim Information				
Section G: Information about Children				
Section H: Direct Deposit and Tax Withholding Information				
Section I: Applicant's Certification				
Schedule A: Military Service Information				
Schedule B: Military Retired Pay				
Schedule C: Federal Employees' Compensation Information				
2. SF 3107-1: Certified Summary of Federal Service				
3. If applicant wants to waive military retired pay, copy of waiver request and response from Military Retired Pay Center, if available				
4. If applicant served in the military, or applied for military retired pay or DOVA benefits in lieu of military retired pay, or applied for OWCP benefits, Schedules A, B, C of SF 3107				
5. If applicant has military service document (<i>DD214 or its equivalent</i>)				
6. If applicant wants a refund of a military service deposit because he/she does not want to waive military retired pay, submitting SF 3106?				
7. If post 1956 military service involved and deposit not made, was applicant counseled about the effects of not paying the deposit? <i>Attach OPM Form 1515, if available.</i>				
8. Employee Election of Phased Annuity (<i>SF 3116, Part 1A</i>) included in package (<i>mandatory</i>)				
9. If applicant wants Federal Income tax withheld at the same rate as an employee, copy of W-4 form				
10. Agency estimate of annuity				

Agency Certification

I certify that the above accurately reflects verified information in official records and that the applicant has sufficient service to be entitled to an annuity.

11. Signature of Chief Human Resources Officer or Designee	14. Address
12. Official Title	
12a. Person to contact for further information	15. Submitting Office Number (SON)
13. Telephone number, FAX number, and E-mail address	16. Date (<i>mm/dd/yyyy</i>)

Offenses Barring Annuity Payments: Public Law 87-299 prohibits payment of annuity to persons who have committed specified offenses involving the national security of the United States. Employing agencies are responsible for submitting all pertinent information to the Office of Personnel Management Retirement Services Program, in any case when this law possibly applies.

Payroll Provider Checklist for Phased Retirement - *FERS*

Section B - Payroll Office Checklist

To be completed by the office maintaining the Individual Retirement Record (SF 3100/3100A)

The *Individual Retirement Record (IRR)* must have the Military Deposit Status posting. (*Note: FEHB, FEGLI, Unused Sick Leave, and Last Day in Pay postings are NOT applicable in the phased retirement IRR.*)

Important: The SF 3100/3100A must be closed out and received by OPM within 30 days after the employee's effective date of phased retirement.	Yes	No	Not Applicable
1. Does the SF 3100/3100A for the applicant named in Section A contain all information necessary to comply with OPM instructions for maintaining the IRR?			
2. Is the applicant someone who elected to transfer to FERS and who is entitled to have a portion of his or her benefits computed under CSRS?			
3. Has applicant made a military service deposit with your office?			
4. If "yes", is the SF 3100/3100A for the deposit attached?			
5. Does the applicant have any part time service on or after April 7, 1986?			
6. If "yes", is the number of hours in each scheduled tour of duty of each change in tour of duty posted on the SF 3100/3100A?			
7. If applicant is a Postal Service employee, are postal earnings for non-deduction service shown on SF 3100/3100A?			
8. Disposition of SF 3100/3100A: SF 3100 or SF 3100A and <i>Register of Separations and Transfers</i> (SF 3103) are attached			
8a. If SF 3100/3100A was already forwarded, provide the following: Forwarded To, SF 3103 Number, and Date (<i>mm/dd/yyyy</i>) of <i>SF 3103</i>			

Payroll Certification

I certify that the above reflects official records maintained by this office.

Signature of Chief Payroll Officer or Designee	Payroll Office Number
Telephone number, FAX number, and E-mail address	Date (<i>mm/dd/yyyy</i>)