



Agency Checklist for Phased Retirement - CSRS

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:
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<i>Are the following documents attached or actions taken? Indicate by a "check mark" for each item</i>	Yes	No	Not Applicable
1. SF 2801: Application for Immediate Retirement - the following sections are completed:			
Section A: Identifying Information			
Section B: Federal Service (<i>Item 2, Date of final separation, should not be completed.</i>)			
Section C: Other Claim Information			
Section D: Insurance Information			
Section E: 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 F: Annuity Election			
Section G: Information about Your Unmarried Dependent 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 2801-1: 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 2801			
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 2802?			
7. If post 1956 military service involved and deposit not made, was applicant counseled about the effects of not paying the deposit? Attach OPM Form 1515, if available.			
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 - CSRS

Section B - Payroll Office Checklist

To be completed by the office maintaining the Individual Retirement Record

The 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 2806 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 2806 for the applicant named in Section A contain all information necessary to comply with OPM instructions for maintaining the Individual Retirement Record (IRR)?			
2. Has applicant made a military service deposit with your office?			
3. If "yes", is the SF 2806 for the deposit attached?			
4. Does the applicant have any part time service on or after April 7, 1986?			
5. If "yes", is the number of hours in each scheduled tour of duty of each change in tour of duty posted on the SF 2806?			
6. If applicant is a Postal Service employee, are postal earnings for non-deduction service shown on SF 2806?			
7. Disposition of SF 2806: SF 2806 and Register of Separations and Transfers (SF 2807) are attached			

7a. If SF 2806 was already forwarded, provide the following: Forwarded To, SF 2807 Number, and Date (mm/dd/yyyy) of SF 2807

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 (mm/dd/yyyy)