CSRS ERROR DEFINITIONS

OPM Retirement Package Case Screening Criteria (October 2013)

	Error Descriptions for CSRS Applications	HR or Payroll
	Miscellaneous Errors	
1	Name, SSN, date-of-birth do not match on the documents in the file	HR
2	Discontinued service annuity: the RIF Notice/Letter is not attached	HR
3	Discontinued Service: the SF-1510 is not attached	HR
4	Voluntary Early Retirement Authority (VERA): the Authority Number is not provided on Summary, IRR, SF 50 or the Agency Checklist	HR
5	Agency Certification for ATC, LEO, Fire Fighter, Nuclear Material Courier, or Customs and Border Protection Officer retirement plan eligibility is not provided	HR
6	Unused sick leave expiration date: uncommon tours of duty. Ex: LEO, FF, VA doc not posted on IRR	Payroll
7	Unused Sick Leave: omitted from the IRR	Payroll
	Service Errors	
1	Complete IRRs for covered service not included - CURRENT agency/payroll	Payroll
2	Retirement IRR missing (e.g. health benefits, life insurance, service computation date, unused sick leave, and pay cease date-last day in pay status).	Payroll
3	SF-2801-1 Summary not included in retirement package (& RTR for USPS)	HR
4	SF-2801-1 contains inaccurate service dates or missing signature	HR
5	SF-2801-1: FICA earnings or pay rates not included, including EO adjustments	HR
6	SF-2801-1: Intermittent or WAE hours missing	HR
7	Covered service: Intermittent or WAE hours missing on the IRR	Payroll
8	SF-2801-1: Part-time tour or hours missing	HR
9	Covered service: part-time tour or hours missing on IRR	Payroll
10	SF-2801, Schedule D (Agency Checklist) Missing	HR
	CSRS Offset Errors	
1	HBPC breakdown for offset service beginning with CY 2004 not provided on the IRR	Payroll
	Health Insurance Enrollment (FEHB) Errors	
1	HB: Proof of 5 years or 1st opportunity - "old & new" codes not documented	HR
2	HB: Proof of 5 years or 1st opportunity - other error	HR
3	HB Waiver of 5 years for discontinued service annuity or VERA not documented	HR
4	HB Coverage Suspended: documentation not in file (e.g. extended leave without pay)	HR
5	HB Coverage Cancelled after previous enrollment: documentation not in file (e.g. SF-2810)	HR
6	Incorrect HB Code on HB label	Payroll
7	Incorrect HB Code on IRR	Payroll
	Life Insurance Enrollment (FEGLI) ERRORS	
1	Proof of 5 years or 1st opportunity not provided	HR
2	Life insurance coverage waived/cancelled after previous enrollment; documentation not in file	HR
3	SF-2818: Elected coverage is greater than permitted coverage (error example - eligible for 3 multiples, elected 4)	HR
4	SF-2818: Not signed	HR
5	SF-2818: Missing	HR
6	SF-2819: Not signed (if included)	HR
7	Incorrect life insurance code on the IRR	Payroll
8	SF-2821: Incorrect life insurance code	Payroll
9	SF-2821: Not signed by HR	HR
10	SF-2821: Not signed by Payroll	Payroll
11	SF-2821: Missing	HR
12	SF-2821: Box 5 completed and SF-2823 not attached (if indicated)	HR
13	SF-2821: Box 9 completed and doesn't match the SF-2819's date (if included)	HR
14	SF-2821: Coverage doesn't match most recent SF-2817 or SF-50	HR

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	Application Errors	
1	SF-2801: Not signed	HR
2	SF-2801: Annuitant did not make Survivor election	HR
3	SF-2801: Question #2 isn't answered (regarding former spouse)	HR
4	SF-2801: Spousal information not included	HR
5	SF-2801-2: Not signed	HR
6	SF-2801-2: Not notarized	HR
7	SF-2801-2: Notary has expired	HR
8	SF-2801-2: Spousal Consent not signed & notarized on same date	HR
9	SF-2801-2: Spousal Consent has unacceptable corrections	HR
10	Annuitant election (SF-2801) and Spousal Consent (SF-2801-2) do not agree	HR
11	SF-2801: Proof of Common Law Marriage not included (if applicable)	HR
	Military Service Errors	
1	Military retirement pay not clarified: Waiver request not included	HR
2	Military retirement pay not clarified: Reserve Retired Pay	HR
3	Military retirement pay not clarified: Combat Incurred Disability	HR
4	DD-214 or military orders not included	HR
5	DD-214 or military orders do NOT note the character of service	HR
6	Post-1956 IRR: dates & lost time do not match the DD-214	Payroll
7	Post-1956 IRR is not marked PAID IN FULL (if submitted with application)	Payroll