

# FERS Development Checklist

## Misc:

	Yes	No	NA
FERS Deferred? If 10 or more years of service – refer to LAS			
Checked ARPS Service Credit AQS (OWCP) NATS DCCS X X X X X			
Close out U#s, indicate with red 'C' on the U #			
Discontinued service 1510 and notice			
Early out authority number			
Agency certification for ATC, LEO, firefighter, nuclear material courier, CBPO 535			
ATC: retirement SF50			
VA nurse code VN 0610, 0605 and all VA physician: USL expiration date			
Unused Sick Leave			
Frozen CSRS Sick Leave			

## Service:

	Yes	No	NA
Complete IRRs for covered service			
FICA earnings or pay rates including EO adjustments			
FICA earnings when required (all postal 3 months or more)			
Intermittent/WAE hours or days worked			
Part-time tour or hours worked			
5 years congressional service or court ordered award (to DC)			

## HBs & FEGLI:

	Yes	No	NA
Proof of 5 years - HB			
HB waiver of 5 years for DSR or Early Out			
Correct HB code on label			
Print G mat if HB change done			
Proof of 5 years - LI			
Required signatures on 2821, 2818, desis			
2821, 2818, completed accurately			

## Application:

	Yes	No	NA
Required signatures on 3107, 3107-2			
Annuitant election and spousal consent agree			
Spousal consent signed & notarized on the same date			
Former spouse with court awarded benefit			

## Military:

	Yes	No	NA
DD214s noting character of service or military orders			
P56 deposit IRR paid in full			
MRP clarified			

Screener Signature:	Date: 10/10/2012
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FERS Development Log for \_\_\_\_\_

SSN \_\_\_\_-\_\_\_\_-\_\_\_\_

CSA# \_\_\_\_\_

Payroll # \_\_\_\_\_

Date 10/10/2012

Agency # \_\_\_\_\_

Submitting Office# \_\_\_\_\_

ISSUES REQUIRING DEVELOPMENT		Resolved?
Use separate line for each matter requiring development		Yes
1.		
2.		
3.		

**DEVELOPMENT STEPS TAKEN**  
Use corresponding block number to document steps taken to develop case

1. Contacted:	At:	(phone # or email)
Info/documents requested:		Date: 10/10/2012
Completion date(s):		DCCS HOLD CODES

2. Contacted:	At:	(phone # or email)
Info/documents requested:		Date: 10/10/2012
Completion date(s):		DCCS HOLD CODES

3. Contacted:	At:	(phone # or email)
Info/documents requested:		Date: 10/10/2012
Completion date		DCCS HOLD CODES