


Approved for Release
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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT
HUMAN RESOURCES (HR) BULLETIN #088, FY08**

SUBJECT: Tracking of Aging of Separation Packages

EFFECTIVE DATE: Effective immediately upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: HR Bulletin FY07-058, Tracking of Aging of Separation Packages, dated January 31, 2007

BACKGROUND: The Office of Personnel Management (OPM) has established an 80 percent timeliness requirement standard for retirement benefit-related submissions. This standard is met if at least 80 percent of retirement packages for annuities, deaths in service, and refunds are received by OPM within 30 days of an employee's separation. OPM has determined that the majority of cases taking more than 30 days to complete are delayed because information is missing, incomplete, or inaccurate. The Aging of Separation report reflects the date the paper records are received by OPM and not the date of the electronic transfer.

Retirement packages submitted timely by your office, but delayed in the National Finance Center (NFC) adversely affect the Department's timeliness rate. It is your responsibility to track all submissions and follow-up with the NFC to ensure that potential problems are resolved.

PURPOSE: The purpose of this HR Bulletin is to provide updated reporting requirements for tracking retirement, death-in-service, and refund packages.

REPORTING REQUIREMENTS: Each PHRM/SHRO must submit to OHRM an accounting of packages submitted to OPM no later than the 5th of each month, for the preceding month. This three-part report must be submitted in the following format:

The first part of the report is to provide the number of timely and/or delinquent submissions.

PHRM/SHRO:
Month/Year:

Type of Application Package	0-30 Days	31-60 Days	Over 60 Days
Annuities			
Death-In-Service			
Refunds			

The second part of the report is to track the reasons for the delay. Provide a breakdown by category of the reasons for the late submissions.

Late Submission Categories	31 – 60 Days	Over 60 Days
Missing Information		
Incomplete Information		
Inaccurate Information		
Miscellaneous		

The third part of the report is to provide a brief explanation of the reason by category for each late submission.

Late Submission Narrative

REFERENCES: The Office of Personnel Management Quarterly Aging of Separation Reports

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