



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2670

December 29, 2020

Memorandum

To: Federal Personnel and Payroll System User Group Representatives

From: Christine Zertuche-Rocha, Chief //signed for by Lisa J Puente//
Payroll Operations Division

Subject: Reminder - Processing Retirement Data Electronic Retirement Records (ERR)

Please share the following information with Servicing Personnel Offices (SPOs) and all appropriate Human Resources staff.

As we approach the end of the year, the Interior Business Center (IBC) is expecting to receive around 2400 retirement packets to process in January 2021, from all our customer agencies. The Office of Personnel Management (OPM) requires submission of 80% of retirement packages within 30 days from the date of retirement. IBC's target is 85%. To ensure that the IBC can meet that requirement, as well as our service level agreements to our customers, please use the following guidelines:

When processing retirement packets, they should be in order as prescribed by the OPM BAL 12-103 "Submitting Healthy Retirement Application Packages": This will allow the IBC to review the packets for the necessary information and certify the needed forms.

Process the retirement personnel action timely in the Federal Personnel Payroll System (FPPS): IBC cannot certify the Electronic Retirement Record (ERR) until the action is completed. Delayed processing of the personnel action can delay the ERR certification and retirement packet by up to two weeks, as it will need to process through calculate after the SPO has completed it.

- Example: For an employee retiring on December 31, 2020, the action should be completed in FPPS by January 5, 2021, for pay groups 2 and 3, or January 6, 2021, for pay groups 1 and 4.

Only send IBC one complete retirement packet: Whether it is by hardcopy through FedEx or by uploading it to Secure Transport. The IBC cannot accurately process a retirement packet when it is sent in different pieces. If you use Secure Transport, follow the naming convention in the Secure Transport Work Instructions provided to your agency when you were granted access to that system. This allows us to quickly identify and process benefits related documents.

If you have any questions, please contact Duke Dupre, Benefits Processing Branch Chief, at (303) 969-7487.