

## **Portability Move - Civil Service to Nonappropriated Fund (NAF) Out-Processing Checklist for Civil Service Human Resources Office (HRO)**

This checklist is for DoD civil service appropriated fund (APF) HRO use when separating an employee who accepts a DoD or Coast Guard NAF position following separation from DoD APF. The checklist helps advise the employee of potential eligibility for retirement and non-retirement portability of benefits upon appointment to the NAF position. The checklist helps prevent erroneous civil service annual leave and severance pay payouts and retirement system coverage errors.

Use this checklist when the civil service employer knows the employee is moving to a NAF position. The employer may know of the movement because the employer initiates the move (i.e., the DoD Component abolishes the civil service position, establishes it as a NAF position, and appoints the incumbent to NAF), or because the employee tells the employer of the employee's acceptance of a NAF position.

The Defense Civilian Personnel Advisory Service (DCPAS) "Portability of Benefits Reference Guide" contains additional information on separating HRO responsibilities, as well as references to regulations and policies.\*

Employee Name:	Last 4 SSN:
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**1.  VERIFY DoD CIVIL SERVICE APF SEPARATION:**

a. Date of separation from civil service position:	b. Employing DoD Component and activity:
c. Position title:	d. Pay schedule, occupational code, and grade:
e. Employment category (full, part-time, intermittent, or seasonal):	f. Permanent, or temporary/not to exceed:
g. Was employee participating in a retirement plan on date of separation? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
h. If answer to 1.g. above is Yes, specify retirement plan coverage: APF (Specify CSRS, CSRS-Offset, FERS, FERS RAE, or FERS-FRAE): NAF (Based on a prior portability move; specify Army, Air Force, Marine Corps, NEXCOM, CNIC, AAFES, or Coast Guard NAF):	
i. Was the employee participating in TSP or a NAF 401(k)? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
j. Does the employee have an outstanding loan from TSP or a NAF 401(k)? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
k. Is employee receiving an APF or NAF annuity based on prior APF or NAF employment? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If Yes, name of retirement plan providing annuity:	
l. Is employee retiring from current retirement plan upon separation from civil service position? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	

m. Is employee eligible for severance pay? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
n. Is employee eligible for voluntary separation incentive? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
o. Amount of annual leave at time of separation:
p. Amount of sick leave at time of separation (Note: Do not include a sick leave balance that is being applied to an employee's retirement calculation.):
q. Amount of home leave at time of separation:
r. Location of employee's OPF/MRPF:
s. Name of APF Servicing HR Point of Contact: Title: Organization: Phone Number: E-mail:

2.  **DETERMINE POTENTIAL ELIGIBILITY FOR BENEFITS OTHER THAN RETIREMENT**

Is the employee:

- (1) Moving from the DoD APF position to a DoD NAF position, and
- (2) Moving without a break in service of more than 3 days?

<input type="checkbox"/> <b>No.</b> (Movement is to a NAF position outside of DoD (such as Coast Guard NAF), or break in service is more than 3 days). Portability of non-retirement benefits <u>will not</u> apply. Treat as any other separating employee for purposes of non-retirement benefits and documentation.
<input type="checkbox"/> <b>Yes.</b> Portability of non-retirement benefits will apply.  <b>Do the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate a release date with the employing DoD NAF employer to ensure movement occurs within 3 days. If the move involves abolishment of the civil service position and conversion to NAF, the move must take place without a break in service.</li> <li><input type="checkbox"/> Use Remarks section on separation document to document that the employee is moving under P.L. 101-508 to a DoD NAF position.</li> <li><input type="checkbox"/> Confirm that employee will not receive immediate lump sum payout of annual leave from APF employer.</li> <li><input type="checkbox"/> Provide annual, sick, and home leave balance information (recorded in Section 1) to the employing DoD NAF HRO. Note: there is no transfer of funds between APF and NAF employers for DoD APF leave credited by DoD NAF.</li> <li><input type="checkbox"/> Confirm that the employee will not receive an APF severance payment.</li> <li><input type="checkbox"/> Upon confirmation from the DoD NAF HRO of the DoD NAF appointment and request for employee records, transfer the employee's civil service personnel and medical records to the appointing DoD NAF HRO.</li> </ul>

**3.  DETERMINE POTENTIAL ELIGIBILITY FOR A PORTABILITY OF BENEFITS RETIREMENT COVERAGE ELECTION**

Employees who move from retirement-covered Civil Service positions to retirement-covered DoD or Coast Guard NAF positions without a break in service of more than one year may be eligible for a retirement coverage portability election. See Section 6, Appendix 6B, of the DCPAS “Portability of Benefits Reference Guide” for information on retirement election eligibility.

a. Did employee previously elect to retain CSRS/FERS or NAF retirement coverage based on a prior move between APF and NAF positions?

<input type="checkbox"/> <b>No.</b> Continue to Section 3.b. of this checklist.
<input type="checkbox"/> <b>Yes.</b> The employee made an irrevocable election to be covered by the elected retirement coverage for all future APF and NAF service. <b>The employee is not eligible for another retirement portability election.</b>
<b>Do the following:</b>
<input type="checkbox"/> Ensure that the employee’s Merged Record Personnel Folder contains appropriate documentation of the prior election.
<input type="checkbox"/> Advise the appointing NAF HRO of the employee’s prior election. Provide assistance as needed.
<input type="checkbox"/> Advise the employee that a prior portability election is irrevocable. The appointing NAF employer will receive information on the prior election. The NAF employer will continue the employee in the previously elected retirement coverage and provide the employee with written confirmation of ineligibility for a new retirement coverage election and appeal rights.
<input type="checkbox"/> <b>Go to Section 5 of checklist.</b>

b. Did employee decline an opportunity to remain in CSRS/FERS following a previous move from an APF position to a NAF position?

<input type="checkbox"/> <b>No.</b> Continue to Section 4 of this checklist.
<input type="checkbox"/> <b>Yes.</b> The employee has already had a one-time election to remain in CSRS or FERS as a NAF employee. <b>The employee is not eligible for a second opportunity to elect to remain in CSRS or FERS.</b>
<b>Do the following:</b>
<input type="checkbox"/> Ensure that the employee’s OPF contains appropriate documentation of the prior election declining to remain in CSRS or FERS.
<input type="checkbox"/> Advise the employing NAF HRO of the employee’s prior election opportunity.
<input type="checkbox"/> Advise the employee of the prior election opportunity. The NAF employer will provide the employee with information on NAF retirement plan coverage and with written confirmation of ineligibility for a new retirement coverage portability election and appeal rights.
<input type="checkbox"/> <b>Go to Section 5 of checklist.</b>

**4.  PROVIDE INFORMATION ON POTENTIAL RETIREMENT COVERAGE ELECTION TO EMPLOYEES WHO ARE EXPECTING APPOINTMENT TO A NAF POSITION WITHIN ONE YEAR OF SEPARATION.**

An employee may be eligible to elect to remain in CSRS or FERS as a NAF employee if the employee:

- Did not previously elect to remain in CSRS/FERS or NAF;
- Did not have a prior election opportunity to remain in CSRS or FERS; and
- Moves between APF and NAF retirement-covered positions without a break in service of more than 1 year.

**Do the following:**

Provide the employee with information about their CSRS/FERS retirement plan options and benefits.

Give the employee a copy of RI 38-144, “Election to Retain CSRS, CSRS Offset, or FERS Retirement Coverage As a Result Of A Move From A Civil Service Position To A NonAppropriated Fund (NAF) Position On or After December 28, 2001.” The copy is for informational purposes only. The employee will complete the form at the time of appointment to a qualifying NAF position, not at the time of separation from civil service.

Tell the employee that the appointing NAF HRO is responsible for determining eligibility for a portability retirement coverage election. The appointing employer will offer eligible employees a retirement coverage election, or advise the employee in writing of non-eligibility and appeal rights.

**Go to Section 5 of checklist.**

**5.  PROVIDE APPOINTING NAF HRO INFORMATION, IF KNOWN:**

Name: Title: Organization: Phone number:	Today’s Date:
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**6.  FILE A COPY OF THIS COMPLETED CHECKLIST AND ANY OTHER SUPPORTING DOCUMENTS ON THE LEFT (TEMPORARY) SIDE OF THE EMPLOYEE’S OPF OR MRPF.**

\*Defense Civilian Personnel Advisory Service “Portability of Benefits Reference Guide,” <https://www.dcpas.osd.mil/Content/documents/BWN/Portability%20Guide%20May%201,%202017%20-%20Fall%202017.pdf>