

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

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

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

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

m. Is employee eligible for severance pay? YES <input type="checkbox"/> NO <input type="checkbox"/>
n. Is employee eligible for voluntary separation incentive? YES <input type="checkbox"/> NO <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 NAF 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 NAF position to a DoD APF position, and
- (2) Moving without a break in service of more than 3 days?

<input type="checkbox"/> No. (Movement is to an APF position outside of DoD, 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"/> Yes. Portability of non-retirement benefits will apply.
<p>Do the following:</p> <input type="checkbox"/> Coordinate a release date with the employing DoD APF employer to ensure movement occurs within 3 days. If the move involves abolishment of the NAF position and conversion to APF, the move must take place without a break in service. <input type="checkbox"/> Use Remarks section on separation document to document that the employee is moving under P.L. 101-508 to a DoD APF civil service position. <input type="checkbox"/> Confirm with NAF payroll that employee will not receive immediate lump sum payout of annual leave from NAF employer. <input type="checkbox"/> Provide annual, sick, and home leave balance information (recorded in Section 1) to the appointing DoD APF HRO. Note: there is no transfer of funds between NAF and civil service employers for DoD NAF leave credited by DoD APF. <input type="checkbox"/> Confirm with NAF payroll that the employee will not receive NAF severance payment. <input type="checkbox"/> Upon confirmation from the DoD APF HRO of the civil service appointment and request for employee records, transfer the employee's NAF personnel and medical records to the appointing HRO.

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

Employees who move from retirement-covered NAF positions to retirement-covered Civil Service positions without a break in service of more than one year may be eligible for a retirement coverage portability election. See Section 6, Appendix 6A 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 NAF and APF positions?

<input type="checkbox"/> No. Continue to Section 3.b. of this checklist.
<input type="checkbox"/> Yes. The employee made an irrevocable election to be covered by the elected retirement coverage for all future APF and NAF service. The employee is not eligible for another retirement portability election. Do the following: <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 APF 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 employing APF employer will receive information on the prior election. The APF 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"/> Go to Section 5 of checklist.

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

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

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

An employee may be eligible to elect to remain in the NAF retirement plan as a civil service 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 a NAF retirement plan; and
- Moves between NAF and APF retirement-covered positions without a break in service of more than 1 year.

Do the following:

Provide the employee with information about their NAF retirement plan options and benefits.

Give the employee a copy of RI 38-134, "Election to Retain NonAppropriated Fund (NAF) Retirement Coverage As a Result of a Move From A NonAppropriated Fund Position to A Civil Service 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 civil service position, not at the time of separation from NAF.

Tell the employee that the appointing civil service 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 APF 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>