



UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415-1000

OFFICE OF THE DIRECTOR

November 8, 2005

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER  
Director

SUBJECT: Aging of Separations Report

A handwritten signature in blue ink, appearing to read "LMS", with a long, sweeping horizontal line extending to the right.

On a quarterly basis, the Office of Personnel Management (OPM) sends agencies a report indicating the timeliness of retirement application submissions. This Aging of Separations (AOS) report indicates the percent of retirement records OPM receives within 30 days of an employee's separation from service.

Congress set a standard that 80% of retirement application submissions by agencies should be received by OPM within 30 days. The original Congressional intent in setting this 80% standard was to ensure that retirement processing is done expeditiously and completely at the agencies so that OPM can finalize the process and begin timely payment of retirement benefits to annuitants.

We consider a submission to be complete when we receive both the employee's final payroll record and the retirement application package. Since the implementation of electronic transmission of payroll data, we have been using the date of the transmission to measure agency timeliness with the understanding that the package would follow in one to two days. Although more than half of our retirees receive interim payments based on just the payroll information, we cannot begin to adjudicate the retirement claim until we receive the complete application package.

Recently we identified a significant gap between the date we receive the electronic data and the date we receive the retirement package for some agencies. Therefore, effective for Fiscal Year 2006 the AOS report will reflect the date the retirement package was received by OPM and not the date of the electronic transfer. However, we will allow an extra two days to accommodate the agencies that provide the electronic feed by the 30<sup>th</sup> day but also immediately follow-up with the package. For these agencies, this change will not affect their timeliness. For other agencies, this change will result in a decrease in the percentage of submissions received within the standard, but will more accurately measure compliance with the Congressional mandate.

OPM staff is available to assist agencies in achieving the goal of a seamless transition to retirement for Federal employees. If you have any questions, please contact Joseph Donald, Assistant Director of Retirement Services at (202) 606-0300.