

### CIVILIAN OUTPROCESSING CHECKLIST

<b>NAME:</b>		
<b>ORGANIZATION:</b>		<b>LAST WORKDAY:</b>
<b>FORWARDING ADDRESS:</b>		
<small>This checklist is designed to assist civilian employees in clearing FLW when transferring, separating, or retiring. Employees are in duty status when outprocessing. Employees should annotate any item that is not applicable. Turn in completed checklist to your supervisor. Supervisors should maintain completed form in their Employee Work Folder.</small>		
ACTIVITY	WHERE	SIGNATURE AND DATE
CPAC-Turn-in Civilian ID Card (Applicable to all employees leaving Ft Leonard Wood)	CPAC Bldg 470 Room 2205	
Obtain Retiree Card – ID Card Facility (Applicable to all retiring only)	MILPO, Bldg 470, Room 2101	
Clear Civilian Pay – forwarding address (Applicable to <u>all employees</u> leaving Ft Leonard Wood) Make sure correspondence address is correct in MyPay! DRM	CSR, Hoge Hall, Manscen 3 <sup>rd</sup> Floor Room 341 <u>MEDDAC EMPLOYEES</u> GLWACH RM 1468	
Unit Security Officer (If debriefing required, complete DA Form 2962 and attach to this form.)	Contact your Organizations Security Manager <u>MEDDAC GLWACH RM: 610</u>	
DOL/PBO/IIMA ( All hand receipt holders)	REP Bldg 2325	
Unit IAO Representative (All employees with automation passwords)	Contact your Organizations Information Awareness Officer	
DOC (IMPAC Approving Officials and Cardholders)	Bldg 606 IMPAC Approving Officials and Cardholders	
Exit Interview (Optional to all employees leaving Ft Leonard Wood)	Turn into your CPAC	
Turn in office keys	Contact Activity Key Control Officer	
Government Credit Cards (Travel Cards, and clear outstanding travel vouchers).	Contact your Travel Card Administrator ( <u>MEDDAC EMPLOYEES</u> GLWACH RM: 152)	
<u>Occupational Health (All Employees)</u>	<u>GLWACH Hospital</u> <u>Room 135</u>	
Personnel Operations Division ( <u>MEDDAC EMPLOYEES</u> )	GLWACH- RM 653 Turn in MEDDAC ID Badge	
Pharmacy ( <u>MEDDAC EMPLOYEES</u> )	GLWACH -RM 120-25 Pyxis Access: Yes No Pickpoint: Yes No	
PAD ( <u>MEDDAC EMPLOYEES</u> ) PAD (MD'S, PA'S Only)	GLWACH RM: 122	
RMD ( <u>MEDDAC EMPLOYEES</u> )	<u>MEDDAC EMPLOYEES</u> GLWACH -RM: 150 Manpower Management <b>AND</b> GLWACH- RM: 155-11 MEPRS	
Credentialing ( <u>MEDDAC EMPLOYEES</u> )	GLWACH -RM: 144	
Library ( <u>MEDDAC EMPLOYEES</u> )	GLWACH -RM: 160	
Mail Room (Hours of Operations 07:00-100 & 1200-15:30) ( <u>MEDDAC EMPLOYEES</u> )	MEDDAC -GLWACH RM:21	
Info. Mgmt Div. ( <u>MEDDAC EMPLOYEES</u> )	MEDDAC -GLWACH RM: 11	

Property and Service Branch ( <u>MEDDAC EMPLOYEES</u> )	MEDDAC -GLWACH RM: 50	
<b>MEDDAC EMPLOYEES MUST TURN THIS FORM INTO THE HR COORDINATOR</b>	GLWACH Room: 671	EMPLOYEE SIGNATURE HERE:
Army has developed a confidential exit survey to study the reasons why people leave Army service voluntarily. It is requested that you take 5 minutes to complete this survey, which is available at <a href="http://www.cpol.army.mil/survey/exitsurvey/survey.html">http://www.cpol.army.mil/survey/exitsurvey/survey.html</a>		
I have cleared all items/offices indicated, turned in all property and documents for which I am responsible and was counseled on all items listed above.		
<b>SIGNATURE OF EMPLOYEE</b>		

Employees Leaving Federal Service

- 1. SF 8, "Notice to Federal Employee about Unemployment Compensation"
- 2. SF 293, "Notice to Separated Employees Concerning Disposition of OPF"
- 3. Application for Refund of Retirement Deductions (SF2802 or SF 3106)
- 4. SF 2810 "Notice of Change in Health Benefits Enrollment:
  - If LWOP- Employee received premium payment election form?      Issue Date:
- 5. SF 2819 "Notice of Coverage Privilege-Federal Employees" Group Life Ins.
- 6. SF 2821 "Agency Certification of Insurance Status"
- 7. Exit Interview Questionnaire

**Privacy Act Statement:**

1. Authority: Title 10 USC 3013 2. PRINCIPLE PURPOSE: to verify that departing employee has cleared the installation and that certain information concerning pertaining to the termination of employment has been provided to the employee. 3. ROUTINE USES: Internal use only. To clear the departing employee from the installation. In cases of later inquiry, as proof that employee cleared the installation and/or that stated information was given to the employee. In cases where no forwarding address was provided on other documents, it provides a means of forwarding future correspondences. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary, if forwarding Address is not provided; the Civilian Personnel Advisory Center cannot guarantee future correspondences will reach the individual.

SUPERVISORS SIGNATURE: DAY	EMPLOYEE'S LAST DUTY

DATE CLEARED POST
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NOTE TO SUPERVISORS: Ensure all credit cards (VISA, American Express, etc.) Key's, and other miscellaneous items are turned in.

# Information for Separating FERS Employees Who Are Not Eligible for an Immediate Annuity

## **I. Retirement**

### *A. Option: Refund*

1. You may apply for a refund of your retirement contributions if you have been separated from Federal service for at least 31 days (or have occupied a position not covered by FERS for at least 31 days). If you have more than 1 year of service, interest on the contributions will be part of the refund.

Form to Use:

- SF 3106, *Application for Refund of Retirement Deductions*

2. Before you can receive a refund, you generally must notify your spouse and any former spouse that you have filed the application. Also, you may be barred from receiving a refund if the refund would end the court-ordered right of any spouse or former spouse to future benefits based on your service.

3. Refunded FERS contributions cannot be redeposited and the service covered by the refund cannot be re-credited.

4. If you elected to transfer to FERS and qualify to have a portion of your annuity computed under CSRS rules, and later separate from Federal service, you may apply for a refund of your CSRS contributions only. (You may redeposit the CSRS contributions according to CSRS deposit rules.) By leaving your FERS contributions in the retirement fund, you will retain title to a FERS deferred annuity.

**Note:** *If you were covered by CSRS Offset provisions (both CSRS and Social Security) when you transferred to FERS, your Offset service is now treated as FERS service. You cannot redeposit a refund of Offset service deductions that you receive after transferring to FERS. The service covered by that refund cannot be re-credited.*

### *B. Option: Deferred Annuity*

1. If you have at least 5 years of creditable civilian service for which withholdings or deposits remain in the Fund, and you are not eligible for an immediate retirement benefit, you will be eligible for a deferred annuity. You may receive a deferred annuity beginning on the first day of the month after you attain age 62. Alternatively, if you have at least 10 years of creditable service, you may elect to receive a deferred annuity as early as the first day of the month after you attain your Minimum Retirement Age (MRA).

2. If you are eligible for a deferred annuity beginning after you attain your MRA (see paragraph B1 above), your deferred annuity will be reduced by 5/12 percent for each month (5 percent per year) by which the commencing date of annuity precedes your 62nd birthday, unless you have at least 30 years of service; have 20 years of service and postpone the commencing date until you are age 60; or have at least 20 years of 5 service as an air traffic controller, firefighter, law enforcement officer, or Member of Congress.

3. Contact us to ask for form RI 92-19, *Application for Deferred or Postponed Retirement*. Call (202) 606-0500 or write us at: **OPM, P.O. Box 45, Boyers, PA 10617-0045**. Complete the form and mail it to us no sooner than 2 months before age 62. The deferred annuity begins on your 62nd birthday.

4. The deferred annuity is based on the length of your service and your high-3 average salary. The basic annuity computation formula is: 1% of your high-3 average pay *times* years of creditable service

**Note:** *If you retire at age 62 or later with at least 20 years of service, a factor of 1.1% is used rather than 1%.*

5. If you want to make a deposit for post- 1956 military service so that you can receive credit for this service in the computation of your deferred annuity, you must pay the deposit **to your employing agency before you separate** from Federal employment. We at OPM cannot accept your payment.
6. If you die before applying for a deferred annuity and you have less than 10 years of creditable service or no eligible survivor, any contributions remaining in the retirement fund are paid in a lump sum (with interest) to your designated beneficiary or person in the order of precedence set by law.
7. If you die before applying for a deferred annuity, your surviving spouse is entitled to a survivor annuity if:
  - a. You have at least 10 years of creditable service for which withholdings or deposits remain in the Fund (5 years of which is creditable civilian service); and
  - b. Your spouse was married to you at the time of your separation from Federal service. Your surviving spouse may elect to receive a lump-sum payment of your retirement contributions in lieu of the survivor annuity.

## **II. Health Benefits**

### *A. 31-day Extension of Coverage and Temporary Continuation of Coverage.*

1. Enrollment in the Federal Employees Health Benefits (FEHB) program terminates on the last day of the pay period during which you separate. You then have a 31-day free extension of coverage.
2. When you separate from service, you may choose to continue FEHB coverage for a period of 18 months after your separation. If you take advantage of this temporary continuation of coverage option, you must pay **both** the employee and the employer share of the health benefits premium plus an administrative charge of 2 percent of the premium. You can choose to enroll in the same plan you had at separation or any other plan, option, or type of enrollment for which you are eligible. (DOD employees should check with their personnel department concerning payment of premiums.)
3. Temporary continuation of coverage begins as soon as the 31-day free extension of coverage ends regardless of when you elect it. Your agency is required to notify you about your eligibility for temporary continuation of coverage within 60 days after you separate. You have 60 days after receiving the notice to enroll. If you enroll after the 31 day free extension expires, your enrollment will be retroactive to the expiration of the 31-day free extension and you will be billed for the retroactive coverage.
4. You may get additional information about temporary continuation of coverage from the pamphlet RI 79-27, *Temporary Continuation of Coverage (TCC) under the Federal Employees Health Benefits Program* which is available through your employing office.

### *B. Conversion Privilege*

1. If you do not want to continue your health benefits coverage under the temporary continuation provision described in paragraph A.2., you may convert to an individual (nongroup) contract. The conversion contract is available only from the carrier of the plan you are enrolled in when you separate. If you continue your coverage under the temporary continuation provision, you will have another opportunity to convert to an individual contract at the end of the 18-month period.
2. If you do convert, you must pay the entire cost of coverage and your benefits may be less than previous coverage. However, the carrier must offer you a nongroup contract regardless of any health problems you or your family members may have.

### *C. Form You Should Receive: SF 2810, Notice of Change in Health Benefits Enrollment*

When you separate, your employing office must terminate your enrollment by completing an SF 2810 and forwarding you a copy. The SF 2810 tells about the 31-day extension of coverage and how to convert to an individual (nongroup) contract and gives information about temporary continuation of coverage. Your agency will also give you a notice about your eligibility for the temporary continuation of coverage described above (paragraph A) and information about how to enroll.

### *D. Reinstatement of Coverage*

You **cannot** reinstate your health benefits coverage if you receive a deferred annuity.

### **III. Life Insurance**

#### *A. Conversion Privilege*

Life insurance under the Federal Employees Group Life Insurance (FGLI) program terminates at the end of the pay period in which you separate. You then have a 31-day free extension of coverage during which you may convert to an individual policy.

#### B. Forms You Should Receive:

- SF 2821, *Agency Certification of Insurance Status*
- SF 2819, *Notice of Conversion Privilege*

When you separate, your employing office must terminate your coverage by completing an SF 2821 and forwarding you a copy. It must also give you an SF 2819 that provides information on your right to convert to an individual (nongroup) life insurance policy.

#### *C. Reinstatement of Coverage*

You **cannot** reinstate your life benefits coverage if you receive a deferred annuity.

## **The ABC-C provides services to separated employees!**

Beginning 1 April 2005, employees that are serviced by the Department of the Army can reach a benefits counselor for a period of six months from their separation date for assistance with benefits related issues.

### **What does this mean to separating employees?**

Separated employees will be able to contact a benefits counselor to answer questions about their benefits following separation. These questions may be related to the areas of health benefits, life insurance, status of retirement packets, Thrift Savings Plan, etc.

### **How can a separated employee contact the ABC-C?**

Dial the toll-free number for the ABC-C as indicated above or in the yellow box and make the following selections:

- At the welcome message, press 1.
- To access the Benefits and Entitlements Services System, press 2.
- At the next voicing the following will be heard "Press 1 for Army serviced employees and employees separated within 180 days". Press 1.
- At that point, the voicing will indicate the requirement to use the SSN and PIN to access the system, press 1.

- After entering the SSN the following will be heard, “Please hold while we transfer you to a benefits counselor”. At that point, the call has been transferred to a counselor within the ABC-C for personal assistance.

Separated employees will not be able to use EBIS to review records or request assistance. If EBIS is entered, a message will be displayed that says “Access Denied” and instructs the customer to contact a benefits counselor for assistance and provides the main toll free telephone number.

### **What if the customer does not remember their ABC-C Personnel Identification Number (PIN)?**

Good news for a separated employee! The PIN will not be required. Once the Social Security Number has been entered, the system will transfer the call to the next available counselor.

For assistance, contact the SWCPOC HelpDesk at 785-239-2000 or DSN 856-2000 between 7:30 a.m. and 4:00 p.m. CST on normal workdays.

## **TSP Withdrawals! It’s Your Move — Now or Later?**

Now that you’ve left Federal service, you need to make some decisions about your TSP account. Here are the options you can choose from:

- **Leave your money in the TSP.** (You will have to make a final withdrawal decision for your entire account no later than April 1 of the year after you turn age 70 ½.)

- **Take out part of your account (i.e., make a partial withdrawal).** You can withdraw \$1,000 or more, which will be paid out in a single payment. (This is available only if you did not make an age-based in-service withdrawal.)

- **Take out your entire account (i.e., make a full withdrawal).** You have three withdrawal methods to choose from:

- A single payment — your entire account, paid at one time.

- Monthly payments — in an amount you choose or based on your life expectancy.

- A life annuity — paid to you throughout your lifetime or to you or your spouse (or another joint annuitant) while either of you is alive. Available only for an amount of \$3,500 or more.

A fourth possibility: a “mixed withdrawal” — **any combination of the above three methods. Plus**, if you have both a uniformed services and a civilian TSP account, you may be able to combine both accounts into one.

Before you request any withdrawal, read the booklet *Withdrawing Your TSP Account After Leaving Federal Service* and the tax notice “Important Tax Information About Payments From Your TSP Account.” The information in this material will help you make an informed decision. If you’re interested in a TSP annuity, you should

also use the Annuity Calculator on the TSP Web site. When you're ready to make a withdrawal, you can obtain the material you need from the Forms & Publications section of the Web site, or you can order them using the attached request. The TSP is also ready to assist you with any questions you might have. You can contact a participant service representative through the ThriftLine or by writing to the TSP:

Thrift Savings Plan  
P.O. Box 385021  
Birmingham, AL 35238

**Note:** Please include your entire TSP Account number on any written correspondence to the TSP.

**TSP Web Site:** [www.tsp.gov](http://www.tsp.gov) **ThriftLine:** 1-TSP-YOU-FRST (1-877-968-3778)  
**TDD:** 1-TSP-THRIFT5 (1-877-847-4385)

## Remember:

- Keep your address up to date in your TSP record through January of the year after your account has been completely paid out. This will ensure that important information can reach you.
- Important information that you will need to make a withdrawal decision is contained in the booklet *Withdrawing Your TSP Account After Leaving Federal Service* and the tax notice "Important Tax Information about Payments from Your TSP Account."
- You can make a withdrawal request on the Web site in the Account Access section, or on Form TSP-77 for a partial withdrawal or Form TSP-70 for a full withdrawal of your account. (Members of the uniformed services should use Form TSP-U-77 or Form TSP-U-70.)
- When you use the Web site to access your account or to make a change or request, you will need your 8-character TSP password and your TSP account number.

## INFORMATION TO EMPLOYEES WHO ARE SEPARATING FROM CIVILIAN

### EMPLOYMENT AT FORT LEONARDWOOD

#### PAY

1. Your FINAL SALARY CHECK will go electronically to your account approximately ten days after the end of the pay period in which you are separated.
2. Any outstanding debts due to the U.S Government, Such as Reports of Survey , travel, overpayment , jury/witness fees, advance leave, etc., will be withheld from your final pay and/or lump-sum payment if settlement has not been made prior to separation.
3. Your LEAVE AND EARNINGS STATEMENT (LES) will be forwarded to your current LES address unless you submit a change of address. The forwarding address that is shown on the SF 52, Request for Personnel Action, and on the SF 50, Notification of Personnel Action, is NOT used by civilian pay to change your mailing address.
4. If you wish to have your FINAL LES FORWARDED TO AN ADDRESS different from where it is currently being sent, you should provide a change of address to the Customer Service Representative or make the change through Employee Member Self Service (E/MSS) at <http://emss.dfas.mil>.

#### WITHHOLDING TAX STATEMENT

1. Form W-2, Wage and Tax Statement, will be sent to you prior to January 31 following the pay year in which you are separated. Pay years end on the last day of the last pay period paid in December. The Form W-2 will be mailed to the address you have provided for mailing of your LES. If you have an address change prior to the end of the calendar year, a written change of address should be sent to Defense Accounting Office , **ATTN: DFAS-IN/EM-TM-FPC, Fort Leonard Wood, MO 65473-5000** by December 15 so that you can receive your Form W-2 in a timely manner. The notification of change in address should include your social security number and the activity where you were last employed at Fort Leonard Wood (FLW).
2. Retain all W-2 forms in order to establish eligibility for Medicare in the future.

#### SICK LEAVE

1. Sick Leave credited to your account will be documented in your Official Personnel Folder (OPF) and upon reemployment will be recredited to your account.
2. If you are separating under CSRS retirement, sick leave to your credit will be transferred to the Office of Personnel Management (OPM), Washington, DC for credit toward computation of your annuity and will not be available for recredit if you are employed in the future. Federal Employee Retirement System (FERS) employees receive no credit toward the annuity. Employees do not receive compensation or pay for any sick leave to their credit at the time of separation. However, if employees are reemployed, the total amount of earned sick leave will

be recredited without regard to the date of his/her separation, if he/she returns to Federal employment on or after December 2, 1994 unless the sick leave was forfeited upon reemployment before December 2, 1994.

3. If you are separating to accompany a civilian or uninformed services sponsor on official assignment overseas, sick leave will be recredited if reemployed.
4. If you obtain another position in the Federal service prior to your separation, your unused sick leave will be transferred to your new agency.

### **ANNUAL LEAVE**

An employee will receive a lump-sum payment for any unused annual leave when he or she separates from Federal service. Generally, a lump-sum payment will equal the pay the employee would have received had he or she remained employed until expiration of the period covered by the annual leave.

### **WITHDRAWAL OF RETIREMENT CONTRIBUTION (EXCLUDING RETIREES)**

1. Refunds of retirement deductions are made from the OPM, Washington, DC approximately six (6) to eight (8) weeks after the receipt of your application for refund in their office. Incomplete or illegal forms and forms submitted prior to separation will cause unnecessary delays in your refund.
2. Employees under CSRS wishing to withdrawal their retirement deductions must complete OPM Form 2802, Application for Refund of Retirement Deductions; and OPM Form 1537, Current/Former Spouse's Notification of Application for Refund of Retirement Deductions under the Civil Service Retirement System. If you are not eligible for immediate retirement but have at least five years of civilian service, AND have been employed one year under the CSRS within the two years preceding this separation, you may be eligible for a future annuity upon reaching the age of 62, if you do not withdraw your retirement deductions.
3. Employees under FERS wishing to withdraw their retirement deductions; and SF 3106A, Current /Former Spouse's Notification of Application for Refund of Retirement Deductions Under the Federal Employees' Retirement Systems. If you are not eligible for immediate retirement but have at least five years of civilian service you may receive an unreduced monthly benefit at age 62, or receive a reduced monthly benefit beginning at the minimum retirement age if you have at least ten but less than 30 years of service, if you do not withdraw your retirement deductions. FERS employees are reminded that you will not be able to redeposit any deductions you elect to withdraw.
4. If you leave government service and return within one year and you were previously covered under CSRS (without social security), then you will be covered by CSRS upon reemployment. However, you may elect to transfer to FERS, in which case you will be covered by social security.
5. If you leave government service and return after more than one year and you were previously covered under CSRS, you are automatically covered by FERS. You will receive credit for your CSRS, you are automatically covered by social security, and (a) if you have less than five years under CSRS, you are automatically covered by FERS. You will receive credit for your CSRS service if you make any payments for your past service that may be required; (b) if you have five or

more years under CSRS, you are covered by CSRS contributions are reduced by %100 of your social security OASDI (Old Age, Survivor, Disability, Insurance) taxes. Your CSRS benefit will be offset by any social security benefit attributable to your federal service. You may transfer to FERS if desired; (c) if you are rehired under CSRS, you may elect to transfer to FERS within six months of reemployment.

6. Employees wishing to withdraw their Thrift Saving Plan account must complete a Form TSP-70, Withdraw Request. For inquiries, call 1-877-968-3778.

### **UNEMPLOYMENT BENEFITS**

1. To file a claim for unemployment insurance benefits in Missouri, call 1-800-320-2519, Monday-Friday, 8:00 a.m to 4:00 p.m Central Time. It can take up to 6-8 weeks for the initial claim to be paid. Subsequent payments will be made weekly.
2. Be prepared to establish a four-digit Personal Identification Number (PIN).
3. Please have the following information when you call:
  - Social Security Number
  - Name and address, including zip code, of your very last employer (whether you worker full time or part time)
  - If you worked outside Missouri during the past 18 months, have the name and complete address of all your employers ant the first and last date you worked for each of them.
  - Your Standard Form 8, Notice to Federal Employees about Unemployment.
  - Federal Agency 3 digit ID number is 422
4. You must have worked long enough to have established eligibility for coverage and be able to work and actively seek work to be considered for benefits.
5. Missouri unemployment office requires every 28 days an in-person visit at any Missouri Career Center. Must bring drivers license.
6. Must also register with the Missouri Career Center by visiting the career center located in Bldg 470, room 2203 or by registering online at [www.missouricareersource.com](http://www.missouricareersource.com).
7. This agency may request to provide additional information to the State Unemployment Office in an effort to determine eligibility for unemployment compensation. If you are reemployed and are receiving (or have applied for) unemployment insurance benefit payments you must notify the appropriate state agency in writing of your reemployment. Failure to notify the state agency could result in a penalty such as fine, imprisonment or both.

### **LIFE INSURANCE**

You will receive a completed SF 2819, Notice of Conversion Privilege, which provides conversion information and instructions. If you are interested in converting to a private policy, read and follow the instructions for conversion of the SF 2819 and send completed SF 2821 and SF 2819 to Office of Federal Employees Group Life Insurance (OFEGLI) at 200 Park Avenue, New York, NY 10166-0188. The election must be made within 60 days of your insurance termination date or the date on the SF 2819, whichever is later. If you are interested in "Porting" Option B coverage, complete and mail or

fax the SF 2821 and Portability Notice to Army Benefits Center for Civilians (ABC-C) and send a copy to MetLife. The Portability Notice MUST be completed within 60 days of the terminating event and be received at the ABC-C not later than the 65<sup>th</sup> day after the terminating event or by the 79<sup>th</sup> day if you live overseas.

**FUTURE REEMPLOYMENT:** If you held a career appointment, you have indefinite reinstatement eligibility. If you held a career-conditional appointment, you have reinstatement eligibility for three years from the date of separation. If you are a veteran preference eligible and held a career-conditional appointment you have indefinite reinstatement eligibility. For more information, check with CPAC at the individuals activities to which you are applying.

# Exit Survey

- Privacy Act Statement:
1. Authority: Title 5 of the U.S. Code, Section 1302, 3301, and 3304
  2. Purpose: Analysis of turnover trend.
  3. Routine Use: For use by installation CPAC officials.
  4. Mandatory or Voluntary: Voluntary

Organization: \_\_\_\_\_ Job, Title, Series & Grade \_\_\_\_\_

Reason for Leaving:

- |   |   |
|---|---|
| <input type="checkbox"/> Employment in another Federal, State or Local agency | <input type="checkbox"/> Employment in private industries |
| <input type="checkbox"/> Relocating with Spouse                               | <input type="checkbox"/> Self Employment                  |
| <input type="checkbox"/> Supervision  | <input type="checkbox"/> Type of work                     |
| <input type="checkbox"/> Pay  | <input type="checkbox"/> Further Education                |
| <input type="checkbox"/> Family Circumstances                                 | <input type="checkbox"/> Illness or Physical Condition    |
| <input type="checkbox"/> Reduction-In-Force                                   | <input type="checkbox"/> Commuting Distance               |
| <input type="checkbox"/> Retirement   | <input type="checkbox"/> Other: _____                     |

Working conditions of your position:

- |                                    |                       |
|------------------------------------|-----------------------|
| <input type="checkbox"/> Excellent | Please Explain: _____ |
| <input type="checkbox"/> Fair      | _____                 |
| <input type="checkbox"/> Poor      | _____                 |

Supervision you received:

- |                                    |                       |
|------------------------------------|-----------------------|
| <input type="checkbox"/> Excellent | Please Explain: _____ |
| <input type="checkbox"/> Fair      | _____                 |
| <input type="checkbox"/> Poor      | _____                 |

Training you received to perform your duties:

- |                                   |                       |
|-----------------------------------|-----------------------|
| <input type="checkbox"/> Adequate | Please Explain: _____ |
| <input type="checkbox"/> Minimal  | _____                 |
| <input type="checkbox"/> None     | _____                 |

Would you consider reemployment to the same position?

- |                              |                                |
|------------------------------|--------------------------------|
| <input type="checkbox"/> Yes | If "No", please explain: _____ |
| <input type="checkbox"/> No  | _____                          |

Thank you for completing this survey- and good luck to you as you pursue your next endeavor. We encourage you to complete the Army's Exit Survey Located at <http://cpol.army.mil/survey/exitsurvey/survey.html>

**TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM**  
**UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM**  
**NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE**

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

*Unemployment insurance (UI) for Federal workers.* When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

**FEDERAL AGENCY** will insert in the box:

**1st line** - Parent Federal Agency

Name and 3 digit code number

**2nd line** - Major Component (if any)

**3rd and 4th line** - complete

address to which all forms

pertaining to a claim should be

sent (ES-931, 931A, 934, 936, and

notices of appeal, hearings, and

determinations)

3 Digit Identification FEDERAL AGENCY	
DEPARTMENT OF ARMY	CODE NO. 422
SWR-ABC-C UNEMPLOYMENT COMPENSATION	
301 Marshall Avenue	
Ft. Riley, KS 66442	

To be completed by the Federal Agency:

Contact Name/Office  
UNEMPLOYMENT COMPENSATION

Telephone No. (include area code)

1-866-792-7620

**KEEP THIS FORM and TAKE IT WITH YOU** if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

# UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

## UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

### TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

#### GENERAL INFORMATION:

##### 1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, become eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

##### 2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:

- a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
- b. You must register for work and file a claim at a local public employment service/UI claim office;
- c. You must continue to report to the office as directed; and
- d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

- a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

##### 3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

##### 4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

**IF YOU BECOME REEMPLOYED** and have been collection UCFE/UI benefit payments, it is your **RESPONSIBILITY** to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*