

  
Approved for Release  
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Date

**DEPARTMENT OF COMMERCE  
OFFICE OF HUMAN RESOURCES MANAGEMENT**

**HUMAN RESOURCES (HR) BULLETIN #058, FY07**

**SUBJECT:** Tracking of Aging of Separation Packages

**EFFECTIVE DATE:** Upon release of this HR Bulletin

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** N/A

**BACKGROUND:** The Office of Personnel Management (OPM) has established an 80 percent timeliness requirement standard for retirement benefit-related submissions. This standard is met if at least 80 percent of retirement packages for annuities, deaths in service, and refunds are received by OPM within 30 days of an employee's separation. OPM has determined that the majority of cases taking more than 30 days to complete are delayed because information is missing, incomplete, or inaccurate. The Aging of Separation report reflects the date the paper records are received by OPM and not the date of the electronic transfer.

**PURPOSE:** The purpose of this HR Bulletin is to provide Principal Human Resources Managers and/or Servicing Human Resources Managers (PHRM/SHRO) with the requirements for tracking retirement packages and reporting to the Department's Office of Human Resources Management (OHRM).

**REPORTING REQUIREMENTS:** Each PHRM/SHRO must submit to OHRM an accounting of packages submitted to OPM no later than the 5<sup>th</sup> of each month, for the preceding month. This two part report must be submitted in the following format:

PHRM/SHRO:  
Month/Year:

Type of Application Package	0-30 Days	31-60 Days	Over 60 Days
Annuities			
Death-In-Service			
Refunds			

The second part of the report is to track the reasons for the delays. Provide a breakdown by category the reasons for late submissions as follows:

Reason For Late Submission	31 – 60 Days	Over 60 Days
Missing Information		
Incomplete Information		
Inaccurate Information		
Miscellaneous		

**REFERENCES:** The Office of Personnel Management Quarterly Aging of Separation Reports

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