

Subject: All Full Serviced CPF E-mail - Rehiring Retired Employees & Lump Sum Annual Leave Payout
Sent: Monday, 15 December 2003

For all full-serviced CPOs:

The purpose of this E-mail is to provide a reminder to your staff to notify BEST if you have an employee who is retiring and going to be rehired with minimal or no break-in-service so that we can stop payment of the lump sum annual leave when the separation action is processed.

When an employee has retired and is rehired with minimal or no break-in-service, the separation action can be coded to stop payment of the lump sum payment for annual leave. If BEST is not aware that an employee is going to be rehired and does not accurately code the separation (retirement) action, DFAS automatically pays to the employee a lump-sum amount for the annual leave balance.

As a reminder -- if your staff is aware of management's intent to rehire a separating employee, request that your staff:

- Document separation RPA, Part D, identifying this employee will be rehired, and identifying the specific position information and date
- Notify and coordinate with appropriate AFPC/DPC Division (DPCMB POC for Retirements is Jill Binns -or- contact your Staffing Servicing Team for other separations) for the separation and rehire information

The reason for the reminder now is because over the next 7-10 days, BEST will be processing end-of-year retirement RPAs and we want to ensure anyone who will be rehired will be properly coded to avoid them having to re-pay their lump sum payment for annual leave.

As always, thank you for your support!

Chief, Special Operations Division
AFPC/DPCM