



Benefits Administration Letter

Number: 21 - 104

Date: January 13, 2021

Subject: Additional Guidance Regarding Certification of Service Performed as a Law Enforcement Officer, Firefighter, Nuclear Materials Courier, Customs and Border Protection Officer (535 Service), or Air Traffic Controller

Purpose

To notify agencies of the availability of form RI 20-124, required to certify service performed as a Law Enforcement Officer, Firefighter, Nuclear Materials Courier, Customs and Border Protection Officer (535 Service), and Air Traffic Controller. The purpose of this form is to provide a consistent method of documenting the service.

Background

[Benefits Administration Letter \(BAL\) 10-105](#), on Enhanced Disability and Survivor Annuity Computations under CSRS and FERS, dated July 7, 2010, provides detailed information regarding a series of court cases that changed the way the Office of Personnel Management (OPM) calculates disability annuities and survivor annuities that are based in whole or in part on service in positions that are usually tied to higher retirement deduction rates and to higher annuity accrual rates. It provides information and guidance relating to those changes and specific instructions on the certification of service performed in the following positions:

Law Enforcement Officer, Firefighter, and Nuclear Materials Courier, that is qualifying for retirement under 5 U.S.C. § 8336(c) or § 8412(d);

Custom and Border Protection Officer that is qualifying for retirement under 5 U.S.C. § 8336(c) or § 8412(d);

Member of the Supreme Court Police;

Member of the Capitol Police; and

Air Traffic Controller that is qualifying for retirement under 5 U.S.C. § 8336(e) or § 8412(e).

Agency Requirement to Certify Service

OPM has created form RI 20-124, *Certification of Service Performed as a Law Enforcement Officer, Firefighter, Nuclear Materials Courier, Customs and Border Protection Officer (535 Service), or Air Traffic Controller*.

OPM requires that agencies complete form RI 20-124 to certify an employee's service in one of these special categories: law enforcement officer (LEO), firefighter (FF), nuclear courier (NMC), customs and border protection officer (535 Service) (CBPO), and air traffic controller (ATC).

In addition to the requirements set forth in BAL 10-105 for certifying service, the certification of such service must be done on form RI 20-124. This form can be accessed at the following link: http://www.opm.gov/forms/pdf_fill/ri20-124.pdf.

Agencies must complete this form whenever an employee, who has performed service in one of these special provision categories, separates from the agency for any reason, including resignation, transfer, retirement (including disability retirement), and death.

When an employee separates for any reason (separation due to resignation, transfer, etc.) other than retirement or death, the completed form RI 20-124 must be filed on the permanent side of the employee's Official Personnel Folder (OPF).

When the employee's separation is for retirement or death, form RI 20-124 should be forwarded to OPM, and any other such certification that may already be on file in the individual's OPF, along with the employee's Individual Retirement Record, SF 2806 or SF 3100.

Additional information and guidance on submitting retirement records for employees retiring under these Special retirement provisions can be found on the CSRS and FERS Handbook chapter 46.

Kenneth J. Zawodny, Jr.
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