

OFFICIAL PERSONNEL FOLDER (OPF) REVIEW CHECKLIST

- _____ Verify your personal information on your most recent SF 50 Notification of Personnel Action (NPA) – name, date of birth, SSN
- _____ Verify your position information on your most recent SF 50 NPA – position title, pay plan, grade, step, salary

Health Insurance (FEHB)

- _____ Verify the FEHB enrollment code on the latest SF 2809 matches the FEHB code on your LES (DEDUCTIONS block)
- _____ If you are covering a grandchild or other child under your FEHB as a foster child, is the Certification for Foster Children on file? Information is available on the Army Benefits Center – Civilian (ABC-C) website:
<https://www.abc.army.mil/Health/FamilyMemberEligibility.htm>
- _____ If you are covering a child over age 26 incapable of self support, is the approval letter from ABC-C on file?
- _____ If you are enrolled in self & family coverage, do you still have eligible family members that can be covered? If not, contact the ABC-C at 1-877-276-9287.
- _____ Verify your OPF contains all SF 2809s for the last five years.

Life Insurance (FEGLI)

- _____ Verify the FEGLI election on the latest SF 2817 matches the information in the DEDUCTIONS section of your LES, and Block 27 of your SF 50.
- _____ If you have Option C Family coverage, do you still have eligible family members that can be covered? If not, contact the ABC-C at 1-877-276-9287.
- _____ Verify your OPF contains all SF 2817s for the last five years.

Beneficiary Forms

- _____ SF 1152, Unpaid Compensation of a Deceased Civilian Employee. This form should be filed on the left side of the OPF. Verify the following:
 - _____ The percentages in Part B equal 100%.
 - _____ You have signed and dated the form in Part B.
 - _____ Part C has been completed by two witnesses who are not beneficiaries.
 - _____ Part C Receiving Agency Certification has been completed.
 - _____ Verify the form on file is still valid. If the form on file is from a period of employment with another agency or prior to a break in service, it is no longer valid.
 - _____ If the names and/or addresses of any of the beneficiaries changed, a new form should be completed.
 - _____ If there has been a change in your family status, you may want to complete a new form.
- _____ SF 2808, Civil Service Retirement System (CSRS). If you are CSRS or CSRS Offset, you should file this form with the Office of Personnel Management (OPM).

_____ SF 2823, Federal Employees Group Life Insurance (FEGLI). Verify the following:

_____ The percentages in Part B equal 100%.

_____ You have signed and dated the form in Part C.

_____ Part D has been completed by two witnesses who are not beneficiaries.

_____ Part E Receiving Agency Certification has been completed.

_____ Verify the form on file is still valid. The form is no longer valid 31 days after your insurance coverage stops. If you have cancelled your insurance or have left Federal civilian employment since you completed the SF 2823, it is no longer valid.

_____ If the names and/or addresses of any of the beneficiaries changed, a new form should be completed.

_____ If there has been a change in your family status, you may want to complete a new form.

_____ SF 3102, Federal Employees Retirement System (FERS). If you are FERS, verify the following:

_____ The percentages in Part B equal 100%.

_____ You have signed and dated the form in Part B.

_____ Part C has been completed by two witnesses who are not beneficiaries.

_____ Part C Receiving Agency Certification has been completed.

_____ Verify the form on file is still valid. The SF 3102 remains in effect unless you receive a refund of retirement deductions before retirement.

_____ If the names and/or addresses of any of the beneficiaries changed, a new form should be completed.

_____ If there has been a change in your family status, you may want to complete a new form.

_____ TSP-3, Thrift Savings Plan. This form should be filed with the Thrift Savings Plan (TSP).

Military Service

_____ If you have military service, are DD 214s for **ALL** periods of active military service on file?

_____ If your active military service interrupted your civilian service, is the proper documentation on file, to include LWOP-US SF 50s?

_____ If the deposit has been paid for your military service, is proof of payment on file? (OPM 1514 Military Deposit Worksheet or equivalent)

Civilian Service

_____ Verify documentation of all periods of Federal civilian service.

_____ If you paid a deposit for non-deduction service, is proof of payment on file?

_____ If you received a refund of retirement contributions and have paid the redeposit, is proof of payment on file?