

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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DPM LETTER: 296-2

SUBJECT: Implementation of Section 301(d) of Public Law
97-253 Regarding Deductions from Civilian Pay
for Cost of Living Adjustments in Uniformed
Service Retired Pay

DATE APR 27 1983

This letter supplements Departmental Personnel Manual Letter 296-1 on the same subject. The purpose is to prescribe further action with respect to the Defense Manpower Data Center's (DMDC) identification of retired military employees compared to employees identified as such in the Departmental Personnel Management Information System (PMIS). It also documents the procedures to be used for accomplishment of the deduction for the cost of living adjustment for military retirees hired between April 2, 1983, and September 30, 1983.

The DMDC file of military retirees will be matched against the PMIS in order to determine (1) those employees who are not identified as retired military in the PMIS and (2) those employees identified as retired military in the PMIS who were not identified by the DMDC. Mismatch listings (in the formats contained in Attachments 1 and 2) will be sent to the PMIS contacts in each Administration for verification and correction of personnel records as necessary. Individuals identified as retired military employees in the PMIS and not in the DMDC file should be verified as to their retired military status. The listing, appropriately annotated, should be sent back to the Personnel Systems Division, M-15, so that the cost of living adjustment offset amount for these employees can be obtained from the DMDC.

The Office of Personnel Management has interpreted the law such that any military retiree hired as a civilian between April 2, 1983, and September 30, 1983, that retired prior to April 2, 1983, must have an offset in pay. For those Administrations which are serviced by the Consolidated Personnel Management Information System (CPMIS), a centralized listing of all retired military individuals that are hired in each month will be produced and forwarded to the DMDC after the end

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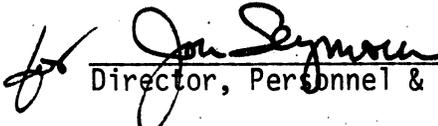
OP: M-15:BMULCAHY:X64101:Personnel Systems Division

of the month. Those organizations which are not serviced by the CPMIS (United States Coast Guard, Saint Lawrence Seaway, the Alaska Railroad, and the Maritime Administration) must provide a listing of monthly hires (in the format provided as Attachment 3) to the Personnel Systems Division, M-15, by the tenth of the following month for subsequent forwarding to the DMDC. The DMDC will calculate and return the COLA offsets by written reply to the Personnel Systems Division. The data will then be forwarded directly to each of the servicing payroll systems in the Department. This procedure does not change the current requirement that you notify the service finance centers when a retired military individual is hired.

The DMDC has advised us that if an employee feels the offset in his pay is incorrect, the finance center of the applicable retired military service should be contacted by the Personnel Office, not by the individual. However, if possible, questions should be postponed until the "catch up" offset is completed in August or September 1983.

It should also be noted that proper maintenance of the Annuitant Indicator data element which is used for identifying retired military employees in the PMIS is critical to the administration of the required COLA deductions for retired military employees.

Please contact Mrs. Barbara Mulcahy on 426-4101 if there are any questions.


Director, Personnel & Training

Retired Military Employees
in the DMDC File and not in the DOT PMIS File
as of Month Day, Year

Administration (New Page)

SON

1. No match on SSN

Name	SSN	DOB	DOB Mismatch
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Category 1 Sub-total

2. No match on retired military ID*

Name	SSN	DOB	DOB Mismatch
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Category 2 Sub-total

SON Sub-total

Administration Sub-total

Grand Total

*Employee matches on SSN to DOT PMIS but does not have an annuitant indicator of 2-5 for retired military

Retired Military Employees
in the DOT PMIS File and not in the DMDC File*
as of Month Day, Year

Administration (New Page)

SON

NAME	SSN	DOB	Annuitant Indicator	Salary
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SON Sub-total

Administration Sub-total

Grand Total

*Employee has an annuitant indicator of 2,3,4 or 5 for retired military on the DOT PMIS file but is not on the DMDC file.

REQUEST FOR COLA OFFSET INFORMATION
APRIL 2, 1983 TO SEPTEMBER 30, 1983 HIRES

- 1. MONTH OF HIRE _____
- 2. AGENCY _____ 3. AGENCY AND SUBELEMENT CODE _____
- 4. NAME, TITLE, AND ADDRESS OF PERSON TO RECEIVE COLA DATA

- 5. CONTACT PHONE NUMBER _____

<u>Social Security Number</u>	<u>Date of Birth</u> YYMMDD	<u>Annual</u> <u>Civilian</u> <u>Salary</u>	<u>Offset</u> <u>Provided</u> <u>By DMDC</u> (leave blank)
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