

Quick Checklist for Submitting FERCCA Cases to NFC

- 1. AD343, with the following information:**
 - a. "FERCCA Case"
 - b. Incorrect Retirement Coverage Code
 - c. Correct Retirement Coverage Code
 - d. Inclusive dates of adjustment
 - e. TSP adjustment instructions
 - f. Accounting to be charged
- 2. Copy of Employee FERCCA Election form**
- 3. Copies of corrected SF-50's**
- 4. Copy of prior-to-conversion 2806 or 3100 Individual Retirement Record**
- 5. Prior-to-conversion Salary data (if available)**
 - a. For entire period if going from a plan w/o OASDI (i.e.: CSRS) to a plan with OASDI (i.e.: FERS or CSRS-Offset)
 - b. For the current and prior three years if going from a plan with OASDI to a plan w/o OASDI (OASDI cannot be removed beyond non-barred years)