

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

DPM Instruction No. 31B-2

Published in advance of incorporation in DPM chapter(s) 31B

SUBJECT: Coding Personnel Actions on the D.C. Retirement System

Date: DEC 16 1988

1. Scope

a. Background

The Council of the District of Columbia enacted the "District of Columbia Government Comprehensive Merit Personnel Act of 1978 Employee Benefits Amendment Emergency Act of 1987" (D.C. Law 7-27) effective October 1, 1987, to provide new retirement, health and life insurance programs for certain employees of the District government first employed after September 30, 1987, who would otherwise have been covered under the federal benefit programs.

The District of Columbia Retirement Benefits Program is applicable to individuals first employed by the District of Columbia on or after October 1, 1987.

b. Purpose

This interim instruction is to notify independent personnel authorities and servicing personnel offices of the coding system for D.C. Retirement on personnel actions, established by the Office of Pay and Retirement.

2. Retirement Coding

Block 29 of the personnel action (Form 1) should indicate the D.C. Retirement Code. The retirement code "15" should be entered for employees covered under D.C. Retirement. The field code "082" represents coverage under the D.C. Retirement System. The values for District contributions are:

- "01" for 7% agency contribution;
- "14" for 7.5% agency contribution for Detention Officers; and
- "00" to eliminate all D.C. Retirement agency contributions.

3. Action Required

a. New Hires

Personnel actions on a new employee should be processed with a code "15" in Block 29. The field code "082" and the appropriate value for the type of contribution should also be entered. Thus, on a new hire, Block 29 should read as follows: "15;082=00."

When the employee has served the one-year qualifying period for agency contributions to begin, a new Form 1 should be processed, indicating in Block 29: "15;082=01" (or "14," as appropriate).

Inquiries: Compensation Division, 727-6445, 6446, or 6416

Distribution: Heads of Departments and Agencies, and Personnel Officers

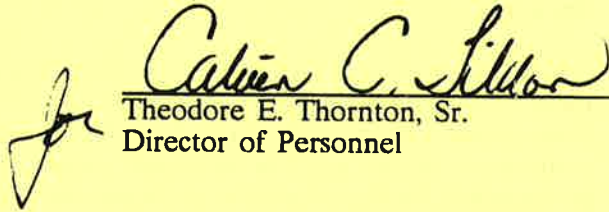
Retain Until Superseded

b. Current Employees Hired on or After October 1, 1987

At the end of the one-year qualifying period, a personnel action is necessary to establish the proper D.C. retirement code. The nature of action should indicate "Change in Retirement Code," and Block 29 should indicate "15;082=01" (or "14," as appropriate).

4. Effective Date

This instruction is effective immediately and supplements DPM Instruction 26C-1.


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