



17.80.10 Case Assignment

Examiners will be given a "slash folder" with a white route slip attached displaying the claim number. A current white RAIL G-90 will be included.

Examiners will be responsible for securing all information necessary to process the annuity adjustment(s) for each payee without the folder.

If it is determined that a folder should be secured, provide the senior claims examiner with the reason on the white route slip attached to the "slash folder." Include your name on the route slip.

17.80.20 Determining if the folder is needed

If any of the following conditions exist, supply the senior claims examiner with the reason for securing the folder and adjust the annuity accordingly. Otherwise proceed to RCM 17.80.30.

The folder is charged to an adjudicative unit, as another annuity adjustment may be ongoing (check AFCS).

The case is earmarked as a mass adjustment reject or review. Refer to PREH screen 3250 and page back.

The case is currently paid under the O/M. Refer to PREH screen 3225.

Relational edit violations are found on PREH that cannot be cleared without the folder. Refer to ORIS full inquiry records menu.

The annuity is terminated with a code other than code 01 (and widow in CPS not at same address as EE) or code 51.

Legal process is involved and is coded other than fixed. Refer to PREH screen 3200 page 2 of 6, legal process code >0.

WC/PDB offset applies and the PIA #1 changes by \$1.00 or more. Refer to PREH screen 3210 page 1 of 2.

WD's apply for more than one year. Refer to PREH screen 3220 and 3278 and page back.

Deemed service months provide initial supplemental annuity entitlement and a G-88p is necessary. Refer to RCM 1.4 App. A for RR employers requiring Form G-88p. Check



PREH screen 3240 for prior supplemental annuity entitlement and 3300 CC-CODE-N to verify that a C/C exists.

The tier 2 base rate is decreasing. Compare G-90 tier 2 base rate to PREH 3200 (4 of 6) T2-BAS-RT-AMT.

The tier 1 decreasing.

Unusual circumstances warrant review of the folder.

17.80.30 PREH relational edits and dual entitlement

The following PREH screens will provide information regarding dual entitlement and the existence of any relational edits.

PREH screen	Function	Examiner action
ORIS family group menu	Denotes dual entitlement	If PIA 1 is changing consider adjustment for other claim
ORIS full inquiry records menu	Denotes relational edit violations	Clear edit or determine if award action will clear edit

17.80.40 Verifying G-90 accuracy

The following PREH screens are to be used to validate G-90 accuracy. If any of the factors below are discrepant a new G-90 should be requested.

PREH screen	Field
RHRRID (3200) page 1 of 6	DOB-DT-N
	ANN-BASE-CODE
	ABD-OBD-DT
RHRRID (3200) page 2 of 6	SEX-CODE-N
RHDSABL (3255) page 1 of 1	RRA-DIS-ONS-DT
	DF-BEG-DT
	DF-2 ND -PER-BEG-DT



17.80.50 What type of award to use

Use PREH, screen RHRRID (3200) page 1 of 6, field RR-ANN-PAY-STAT-CD, to determine the type of award action to be processed as follows.

If the RR-ANN-PAY-STAT-CD is	And	For	Then
0 = in CPS		Any payee	Process a recert award.
1 = in suspense	Suspension code is 02 or 95	Any payee	Process an OPO recert award – paying accrual or withholding accrual from existing OP and release ALTA letter.
1 = in suspense	Suspension code is 69, 88 or 98	Any payee	Pend until annuity reinstated (1 month).
1 = in suspense	Suspension code is not 02, 95, 69, 88 or 98	Any payee	Request folder and adjust accordingly.
2 = termination	Termination code is 51	The spouse	Process an OPO recert payable to the EE.
2 = termination	Termination code is 01	The employee	Process an OPO recert payable to the widow if in CPS at same address as EE Refer material to RBD analyst after the award clears vouch.
2 = termination	Termination code is 01	The employee	Process OPO recert update only if no



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			payee available. Forward material to RBD analyst.
2 = termination	Termination code other than 01 or 51	Any payee	Request folder and adjust accordingly.

17.80.60 What do I need to adjust?

Use the following chart to determine annuity component changes and entitlement data. Make prints of any PREH screens that will assist with data input in preparing your award action. Since ROC obtains many of its prefills from PREH, it is discretionary for the examiner to print PREH screens.

PREH screen	Field	Examiner action
RHRRID (3200) page 4 of 6	T2-BAS-RT-AMT	Compare to the tier 2 base rate on the G-90 to determine if the case involves an increase or decrease. Refer to 17.80.140 for handling tier 2 base rate decrease cases.
RHHSKP (3270) page 1 of 1	INIT-RECOMP-PIA- WO-COL-AMT	Compare with the G-90 PIA 1. PIA 1 may be payable from an earlier date than indicated on the G-90. Verify the date against the wage record and request additional PIA computations as needed
RHHSKP (3270) page 1 of 1	PIA-17-AT-ABD- AMT	For work deduction purposes, if applicable.
RHEE (3300) Page 1 of 4	CC-CODE-N	If code is NO, additional service months will not affect status of supp entitlement.
RHEE (3300) page 1 of 4	RRA-MAX-APPBL- CODE	If =1, max applies, retest the max.
RHEE (3300) Page 2 of 4	AMC-6-AMT	Compare FAMC on PREH with G-90 – update PREH if needed. Additional comp/wages can impact the FAMC.



RHREDCT (3220) page 1 of 1	PART-WH-EFF-DT	Enter on G-357.
RHREDCT (3220) page 1 of 2	PART-RCVY-DT	Recovery date prior to this adjustment.

17.80.70 Consider outstanding O/P

Check PARS for any outstanding overpayments. If accrual is being applied to a prior overpayment, calculate a new recovery date to be used in the contents of the award notice.

17.80.80 Processing an award

Use ROC for payment if possible.

Before making any altering entry in ROC, be sure to print the screen first as documentation of what PREH contained before your adjustment.

Examiners should include the following statement in the remarks section of any award completed without the folder: "This award was completed folderless"

17.80.90 ALTA

The following paragraphs are to be used to explain the adjustment. Refer to RCM 10.5 to view the paragraphs. Include other pertinent paragraphs as needed, i.e., accrual withheld to collect outstanding overpayment.

Component affected	Paragraph
Tier 2 increase	201A
Tier 2 decrease	201B
Tier 1 decrease	201C



17.80.100 Updating PREH

Since the G-90 produced for these cases is a RAIL type G-90, the G-90 date cannot be used on the award to update PREH. Refer to RCM 8.1.164B(2) and 8.6, G-357 instructions, item 18 for further details.

For FAMC, PIA 1, Elig Yr, AIME/AMW, YOC changes, etc., complete the Annuitant Data screen on ROC to update PREH. To update PIA 9, PIA 17, etc., complete form G-59, or use the on-line PREH correction facility.

17.80.110 Auth

All awards will require authorization except where ROC determines to bypass authorization.

17.80.120 STAR

Cases identified are loaded to the Retirement STAR program for tracking purposes. The unit designation is RBD and categories are DI for tier 2 base rate increase cases and DD for tier 2 base rate decrease cases. The examiner and authorizer are responsible for closing out STAR.

17.80.130 Folder doc after award clears

After the ROC/PC award is produced, all folderless claims material will be held in the section for 60 days in case of annuitant or field office inquiry. After 60 days, the material will be sent "Priority File Only" matching to Claim Files.

The material for matching in the folder in Claim Files will include:

- 1) the G-90;
- 2) the mechanical award output;
- 3) the ORCS material, if any;
- 4) G-607 copy, if necessary; and
- 5) ALTA screen print.

All other ROC/PREH screen material will be discarded once the material is referred to "Claim Files" for matching.



17.80.140 Tier 2 base rate decrease

Determine the cause of the tier 2 base rate decrease by comparing the G-90 to the latest G-90 in file. If the tier 2 base rate is decreasing due to the untimely inclusion of deemed service months and no other reason, do not adjust the case. Continue to 17.80.150. Untimely inclusion of deemed service months is defined as manual deeming - indicated with the letter 'R' outside of column 'O' of the G-90.

17.80.150 Handling tier 2 base rate decrease

Cases in which the manual deeming results in a tier 2 base rate decrease but provides eligibility for a supplemental annuity or establishes entitlement to a more advantageous annuity must be considered. Determine the effect the additional service months will have and provide an HSL, if necessary, to the appropriate field office explaining the impact. (HSL is only necessary if advantage is not apparent or current i.e., supplemental entitlement in future.) Request the field office to contact the annuitant with the information you provided so that the annuitant can make a choice on the handling of their annuity. Adjust the annuity accordingly.

For cases that will not be adjusted include the following statement as folder documentation. 'Deeming resolved resulting in a decrease in tier 2. No adjustment is needed.' Enter administrative finality code '3' on PREH. If a later adjustment results in an increase, remove the administrative finality code from PREH.