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the overall effectiveness of the Government-wide program, as well as those programs at individual agencies, based on program information required of agencies.

[49 FR 27921, July 9, 1984]

§ 792.105 Agency responsibilities.

(a) Agencies shall establish and administer programs through which practitioners who are knowledgeable in counseling and referral services can offer and provide employees who have alcohol and/or drug problems short-term counseling and/or referrals for long-term counseling or treatment.

(b) Agencies shall issue internal instructions implementing the requirements of 42 U.S.C. 290dd–1(a) and 290ee–1(a) and this regulation.

(c) Whenever a manager/supervisor becomes aware that a Federal employee's use of alcohol and/or drugs may be contributing to a performance or conduct deficiency, the manager/supervisor shall recommend counseling and refer the employee to the agency counseling program. If an employee fails to participate in any rehabilitative program or, having participated, the employee fails to bring conduct or performance up to satisfactory level, the agency shall evaluate the employee accordingly and initiate an appropriate performance-based or adverse action.

(d) As requested, agencies shall annually submit a report to OPM on their counseling activities for the past fiscal year at a time, and in a manner, set by OPM.

[49 FR 27921, July 9, 1984, as amended at 50 FR 16692, Apr. 29, 1985]

Subpart B—[Reserved]

PART 831—RETIREMENT

Subpart A—Administration and General Provisions

Sec.

831.101 Administration.
831.102 Basic records.
831.103 Evidence.
831.104 Application.
831.105 Computation of interest.
831.106 Disclosure of information.
831.107 Computation of time.
831.108 Major reorganization reduction in force, or transfer of functions.
831.109 Initial decision and reconsideration.
831.110 Appeals.
831.111 Employee deductions and agency contributions.
831.112 Definitions of employee.
831.113 Payments to children.

Subpart B—Coverage

831.201 Exclusions from retirement coverage.
831.202 Continuation of coverage for food service employees of the House of Representatives.
831.203 Continuation of coverage for employees of the Metropolitan Washington Airports Authority.
831.204 Elections of retirement coverage under the District of Columbia Financial Responsibility and Management Assistance Act of 1995.

Subpart C—Credit for Service

831.301 Military service.
831.302 Unused sick leave.
831.303 Civilian service.
831.304 Service with the Cadet Nurse Corps during World War II.
831.305 Service with a nonappropriated fund instrumentality after June 18, 1952, but before January 1, 1966.
831.306 Service as a National Guard technician before January 1, 1969.
831.307 Contract service.

Subpart D—Voluntary Contributions

831.401 Purpose and scope.
831.402 Definitions.
831.403 Eligibility to make voluntary contributions.
831.404 Procedure for making voluntary contributions.
831.405 Interest on voluntary contributions.
831.406 Withdrawal of voluntary contributions.
831.407 Purchase of additional annuity.

Subpart E—Eligibility for Retirement

831.501 Time for filing applications.
831.502 Automatic separation; exemption.
831.503 Retirement based on involuntary separation.

Subpart F—Survivor Annuities

ORGANIZATION AND STRUCTURE OF REGULATIONS ON SURVIVOR ANNUITIES

831.601 Purpose and scope.
831.602 Relation to other regulations.
831.603 Definitions.

ELECTIONS AT THE TIME OF RETIREMENT

831.611 Election at time of retirement of fully reduced annuity to provide a current spouse annuity.
831.612 Election at time of retirement of a fully reduced annuity or a partially reduced annuity to provide a former spouse annuity.
831.613 Election of insurable interest annuity.
831.614 Election of a self-only annuity or partially reduced annuity by married employees and Members.
831.615 [Reserved]
831.616 Elections by previously retired retiree with new title to an annuity.
831.617 [Reserved]
831.618 Waiver of spousal consent requirement.
831.619 Marital status at time of retirement.

CHANGES OF SURVIVOR ELECTIONS

831.621 Changes of election before final adjudication.
831.622 Changes of election after final adjudication.

POST-RETIREMENT ELECTIONS

831.631 Post-retirement election of fully reduced annuity or partially reduced annuity to provide a current spouse annuity.
831.632 Post-retirement election of fully reduced annuity or partially reduced annuity to provide a former spouse annuity.

ELIGIBILITY

831.641 Division of a survivor annuity.
831.642 Marriage duration requirements.
831.643 Time for filing applications for death benefits.
831.644 Remarriage.
831.645 Elections between survivor annuities.

PAYMENT OF SURVIVOR ANNUITIES

831.651 Commencing and terminating dates of survivor annuities.

SURVIVOR ELECTION DEPOSITS

831.661 Deposits not subject to waiver.
831.662 Deposits required to change an election after final adjudication.
831.663 Actuarial reduction in annuity of retirees who make post-retirement elections to provide a current spouse annuity or a former spouse annuity.
831.664 Post-retirement survivor election deposits that were partially paid before October 1, 1993.
831.665 Payment of deposits under §831.631, §831.632, §831.682, or §831.684 under pre-October 1, 1993, law or when the retiree has died prior to October 1, 1993.

CHILDREN'S ANNUITIES

831.671 Proof of eligibility for a child's annuity.
831.672 Annuity for a child age 18 to 22 during full-time school attendance.
831.673 Rates of child annuities.

REGULATIONS PERTAINING TO NONCODIFIED STATUTES

831.681 Annual notice required by Public Law 95–317.
831.682 Election by a retiree who retired before May 7, 1985, to provide a former spouse annuity.
831.683 Annuities for former spouses of employees or Members retired before May 7, 1985.
831.684 Second chance elections to provide survivor benefits.
831.685 Changes in elections to provide a current spouse annuity by a retiree who retired before May 28, 1986.

Subpart G—Computation of Annuities

831.701 Effective dates of annuities.
831.702 Adjustment of annuities.
831.703 Computation of annuities for part–time service.
831.704 Annuities including credit for service with a nonappropriated fund instrumentality.

Subpart H—[Reserved]

Subpart I—Law Enforcement Officers and Firefighters

831.901 Applicability and purpose.
831.902 Definitions.
831.903 Conditions for coverage in primary positions.
831.904 Conditions for coverage in secondary positions.
831.905 Evidence.
831.906 Requests from individuals.
831.907 Withholdings and contributions.
831.908 Mandatory separation.
831.909 Reemployment.
831.910 Review of decisions.
831.911 Oversight of coverage determinations.

Subpart J—CSRS Offset

831.1001 Purpose.
831.1002 Definitions.
831.1003 Deductions from pay.
831.1004 Agency contributions.
831.1005 Offset from nondisability annuity.
831.1006 Offset from disability or survivor annuity.

Subpart K—Prohibition on Payments of Annuities

831.1101 Scope.

831.1102 Definitions.
831.1104 Notice.
831.1105 Answer; request for hearing.
831.1106 Hearing.
831.1107 Powers of presiding officers.
831.1108 Witnesses.
831.1109 Evidence.
831.1110 Initial decision.
831.1111 Appeal and review.
831.1112 Final decision.

Subpart L—Disability Retirement

831.1201 Introduction.
831.1202 Definitions.
831.1203 Basic requirements for disability retirement.
831.1204 Filing disability retirement applications: General.
831.1205 Agency-filed disability retirement applications.
831.1206 Evidence supporting entitlement to disability benefits.
831.1207 Withdrawal of disability retirement applications.
831.1208 Termination of disability annuity because of recovery.
831.1209 Termination of disability annuity because of restoration to earning capacity.
831.1210 Annuity rights after a disability annuity terminates.
831.1211 Reinstatement of disability annuity.
831.1212 Administrative review of OPM decisions.

Subpart M—Collection of Debts

831.1301 Purpose.
831.1302 Scope.
831.1303 Definitions.
831.1304 Processing.
831.1305 Collection of debts.
831.1306 Collection by administrative offset.
831.1307 Use of consumer reporting agencies.
831.1308 Referral to a collection agency.
831.1309 Referral for litigation.

Subpart N—Standards for Waiver of Overpayments

831.1401 Conditions for waiver.
831.1402 Fault.
831.1403 Equity and good conscience.
831.1404 Financial hardship.
831.1405 Ordinary and necessary living expenses.
831.1406 Waiver precluded.
831.1407 Burdens of proof.

Subpart O—Allotments From Civil Service Annuities

831.1501 Definitions.
831.1511 Authorized allottees.
831.1521 Limitations.

Subparts P–Q—[Reserved]

Subpart R—Agency Requests to OPM for Recovery of a Debt From the Civil Service Retirement and Disability Fund

831.1801 Purpose.
831.1802 Scope.
831.1803 Definitions.
831.1804 Conditions for requesting an offset.
831.1805 Creditor agency processing for non–fraud claims.
831.1806 OPM processing for non–fraud claims.
831.1807 Installment withholdings.
831.1808 Special processing for fraud claims.

Subpart S—State Income Tax Withholding

831.1901 Definitions.
831.1902 Federal-State agreements.
831.1903 OPM responsibilities.
831.1904 State responsibilities.
831.1905 Additional provisions.
831.1906 Agreement modification and termination.
831.1907 Authority to use the Federal Personnel Manual System.

Subpart T—Payment of Lump Sums

831.2001 Definitions.
831.2002 Eligibility for lump-sum payment upon filing an Application for Refund of Retirement Deductions (SF 2802).
831.2003 Eligibility for lump-sum payment upon death or retirement.
831.2004 Amount of lump sums.
831.2005 Designation of beneficiary for lump-sum payment.
831.2006 Designation of agent by next of kin.
831.2007 Notification of current and/or former spouse before payment of lump sum.
831.2008 Waiver of spouse and/or former spouse notification requirement.
831.2009 Lump sum payments which include contributions made to a retirement system for employees of a nonappropriated fund instrumentality.
831.2010 Transfers between retirement systems.
831.2011 Effect of part 772 of this chapter on CSRS lump-sum payments.

Subpart U—Deposits for Military Service

831.2101 Purpose.
831.2102 Scope.
831.2103 Definitions.
831.2104 Eligibility to make deposits.
831.2105 Filing an application to make deposit.
831.2106 Processing applications for deposit for service.
831.2107 Payments on deposits.

Subpart V—Alternative Forms of Annuities

831.2201 Purpose.
831.2202 Definitions.
831.2203 Eligibility.
831.2204 Alternative forms of annuities available.
831.2205 Computation of alternative form of annuity.
831.2206 Election to pay deposit or redeposit for civilian service.
831.2207 Partial deferred payment of the lump-sum credit if annuity commences after January 3, 1988, and before October 1, 1989.
831.2208 Partial deferred payment of the lump-sum credit if annuity commences after December 2, 1989, and before October 1, 1995.
831.2209 Redetermined annuity after reemployment.

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SOURCE: 33 FR 12498, Sept. 4, 1968, unless otherwise noted.

Subpart A—Administration and General Provisions

§831.101 Administration.

(a) OPM has charge of the adjudication of all claims arising under subchapter III of chapter 83 of title 5, United States Code, and of all matters directly or indirectly concerned with these adjudications.

(b) In the adjudication of claims arising under subchapter III of chapter 83 of title 5, United States Code, OPM shall consider and take appropriate action on counterclaims filed by the Government as set-offs against amounts in the Civil Service Retirement and Disability Fund.

(c) For purposes of this part, the term ''Associate Director'' means the Associate Director for Compensation in OPM.

[33 FR 12498, Sept. 4, 1968, as amended at 34 FR 17617, Oct. 31, 1969]

§831.102 Basic records.

Every Federal department, agency, corporation or branch, whether executive, legislative, or judicial, and the District of Columbia Government (included in this part collectively in the term department or agency) having employees or Members of Congress (hereinafter referred to in this part as Members) subject to subchapter III of chapter 83 of title 5, United States Code, shall initiate and maintain retirement accounts for those employees and Members as prescribed in Federal Personnel Manual Supplement 831–1.

§831.103 Evidence.

(a) Standard Form 2806 (Individual Retirement Record) is the basic record for action on all claims for annuity or refund, and those pertaining to deceased employees, deceased Members, or deceased annuitants.

(b) When the records of the department or agency concerned are lost, destroyed, or incomplete, the department or agency shall request the General Accounting Office, through OPM, to furnish the data that it considers necessary for a proper determination of the rights of the claimant. When an official record cannot develop the required information, the department, agency, or OPM should request inferior or secondary evidence which is then admissible.

§831.104 Application.

(a) Except as provided in paragraph (b) of this section, applications under subchapter III of chapter 83 of title 5, United States Code, shall be filed with OPM and shall be on forms prescribed by OPM.