

ATTACHMENT A

TPD Software Review Checklist

(OASD Rev 10/18/2002 for FY01 (ACTv5) valuations)

Checklist gets updated frequently. Print a fresh copy of i:\Actuary.inf\ACT1\Software Closeout\ACTv5Checklist.doc each time!
Items marked with an asterisk (*) have changed significantly in this revision.

8-digit case # _____ Plan Name :

DOPT: _____ Assets: _____ TPD# _____ TPD Actuary:

FBA (If applicable) _____

Is this a Cash Balance Case? Y or N(_____)If yes, submit the Cash Balance Software Review Checklist too. Located at i:\Actuary.inf\ACT1\Software Closeout\Cash Balance Checklist.doc

Contractor (Firm & Actuarial Programmer name):

If case was **not** valued w/ standard IOD tools (Access tables, ValTool, BSRS, DRS, ADT5), attach an explanation & skip to #7.

1. Participant counts & PVs ADT Edit Summary Report agree w/ C1 and C1 agrees with Actuarial Case Memo

____ ADT Edit Summary Report agrees w/ the C1 table: A=C, B=D.

____ Actuarial Case Memo (ACM) agrees w/ C1 table E=ACM col (3), F=ACM col (6), G=ACM col (7)

ADT Group	Edit Summary		C1 table				
	Count	PV	Count	LS_Term	PVMB_Title_IV	PVMB_4022c	PVMB_Term
M1: Future pays a/o DoPT							
M3: DoPT Retirees							
M4: DoPT Beneficiaries							
M5: NonVested w/ no bft							
M6: Return of Ee Contrib							
TOTAL							
	A	B	C	D	E	F	G

2. ADT/Upload and BSPF

____ ADT Edit Summary report is attached. (Also Edit Detail report if there are any errors on Edit Summary.)

____ Explanations of each ADT warning and error are written on the Edit Summary report. Errors require an OK from OASD.

____ For deferred beneficiaries, be sure that SFName and SLName are filled.

____ Unknown CusNums have been replaced by >official dummy SSNs=

____ Was the valuation done in groups (i.e. more than one #####.mdb, etc)?

3*. All user-defined fields in C2, [C6 & C7 -- circle optional tables that were used] are described in UD. Indicate below, each individual user-defined field for each type used.

N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____
N _____	I _____	D _____	T _____	S _____

4. Timestamps on files: #####BS.txt was created on or AFTER S1.cfg

5. 4022(c) issues. Have 4022(c) benefits been fully resolved for this plan?

___ Yes, is resolved for all. C1.PVMB_4022c is non-blank for all participants.

___ No, 4022c is unresolved for all: C1.PVMB_4022c is blank (not zero) for all participants.

___ No, 4022(c) is partially resolved: C1.PVMB_4022c is blank (not zero) for unresolved & non-blank for resolved pts.

6*. PRISM Reconciliation. It's very important that mismatched SSNs be fixed before ADT!

___ Approximately when did you last reconcile the valuation DB with PRISM?

What types of discrepancies from the Unmatched Base Data Report were **not** corrected (e.g. ANames@, ADOH@ etc)

7*. Clean up files on the shared drive.

___ Obsolete files and directories in i:\software have been deleted.

___ For contractor cases: Obsolete files and directories in i:\board have been deleted.

8*. For contractor cases:

___ Delete references to >h:\atpbgc\atpbgc.xls= in the formula row within the excel spreadsheet.

9*. Test at least 4 customers on the IOD LAN. Choose a participant from each relevant category. If some categories aren=t relevant, test more than one customer from relevant categories so a minimum of 4 people are checked. Attach copies of the statements to this checklist.

___A. Verify Term_MB_EURD_NSF matches value shown on DOPT benefit statement. Check column A if OK.

___B. Test BSRS by recalculating the XRD benefits. Check column B if OK.

Be sure to re-test your BSRS (or BET) from the Archive Access program after it=s been archived!

GROUP	Name/SSN	XRD/SDOB	Term_MB_EURD_NSF/ Term_MB_ERD_NSF	A	XRD_MB_ TERM	B
M1: Future Pay						
M3: Retiree						
M4: Beneficiary						
M5: Non-Vested, no benefit						
M6: Return of Ee Contributions						

10. Supplements

___ No supplements or Free Spouse Benefits

___ ERD supplement: ERD Benefit = Term_MB_ERD_NSF+

___ EURD supplement: EURD Benefit = Term_MB_EURD_NSF+

___ Free Spouse Benefits apply to the following number of participants: _____

11*. Check the files that you want archived and copy them to I:\Software\##### (use 8-digit case #).

Please don't carelessly copy all files from h:\ACTWork -- get only the relevant ones!

Be sure Readme.txt is an accurate representation of these files!

If you ever need to modify these files, email them to OASD so the Archive can be updated too!

___ 9999999L#.xls DOPT Listings (Must include HEADERS) (_____)

- | | | |
|---|---------------------------------------|--|
| 0. All | 1. Retirees | 2. Separated Vested |
| 3. Active Vested | 4. Non Vested | 5. Beneficiaries in Pay-Status |
| 6. Deferred Beneficiaries | 7. Ret/Benes in Pay-Status >= 5 Years | 8. Ret/Benes in Pay-Status < 5 Years |
| 9. Substantial Owners | A. All Participants | B. Participants in Pay-Status <5 yrs. |
| C. Beneficiaries in Pay-Status >=5 yrs. | | D. Beneficiaries in Pay-Status <5 yrs. |

Use E through Z for any user defined group. List these groups on the non-standard file table below.

- | | |
|-------------------|---|
| ___ 99999999.mdb | Plan Access Database |
| ___ 999999BS.txt | Benefit Statement Print File (Note that Case # is 6 digits for this file) |
| ___ 9999999R0.doc | Table of Contents for Actuarial Case Report |
| ___ 9999999R1.doc | Actuarial Case Report |
| ___ 9999999R2.doc | PLS Instructions |
| ___ 9999999R5.doc | Plan Abstract |
| ___ 9999999RD.doc | Contractor Case Cover Memo |
| ___ 9999999S1.cfg | BSRS Configuration File |
| ___ 9999999S2.xls | Early Retirement Factors |
| ___ 9999999S3.xls | Form Conversion Factors |
| ___ 9999999V1.xls | Valuation Spreadsheet |
| ___ README.txt | List of case software files |
| ___ ADTf.mdb | ADT5 output file |

List any other files you want archived (filename and description). **A description is very important!**

If you don't provide one, these files will be >invisible= on the Archive.

File name	Description

Actuary: _____

Phone: _____ Date: _____