California Department of Human Resources
Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT: New State Safety and Peace Officer/Firefighter Retirement Designation Request	REFERENCE NUMBER: 2016-006
DATE ISSUED: March 1, 2016	SUPERSEDES:

This memorandum should be forwarded to:

> **Personnel Officers**
> **Employee Relations Officers**
> **Transaction Supervisors**

FROM: California Department of Human Resources
              Benefits Division

CONTACT: Desi Rodrigues, Retirement Program Manager
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The purpose of this memorandum is to announce new state safety and peace officer/firefighter (PO/FF) retirement designation request procedures, the "RetirementRequests@calhr.ca.gov" email address, and the updated CalHR website information.

Effective March 1, 2016, state departments will have the ability to:

- Access state safety and PO/FF retirement information at www.calhr.ca.gov/state-hr-professionals/Pages/main.aspx to better educate state employers on the benefits, eligibility, criteria, and required documents to initiate retirement designation requests.

- Access the new state safety and PO/FF request form that ensures important information required by CalHR is captured for the review process.

- Submit retirement designation requests and supporting documentation to CalHR staff at "RetirementRequests@calhr.ca.gov." This new feature will alert appropriate CalHR staff of the request to provide CalHR staff with the opportunity to concurrently review incoming requests.

The new retirement information and procedures are intended to streamline the retirement determination process to enhance efficiency and provide a more consistent process for departments.

If you have questions, please contact Desi Rodrigues at the telephone number or email address listed above.

/s/Belinda Collins

Belinda Collins, Chief
Benefits Division