



California Public Employees' Retirement System
P.O. Box 942709
Sacramento, CA 94229-2709
888 CalPERS (or **888-225-7377**)
Telecommunication Device for the Deaf
No Voice (916) 795-3240

Date: July 12, 1999
Reference No:
Circular Letter No: 200-062
Distribution: III, V, VI, XII, XVI,
XVIII
Special:

**TO: ALL CONTRACTING PUBLIC AGENCIES; SCHOOLS,
SCHOOL DISTRICTS, AGRICULTURAL ASSOCIATIONS;
LEGISLATIVE EMPLOYERS**

**SUBJECT: REVISION OF MEMBER ACTION REQUEST FORM AESD-1
(FORMERLY MSD-1)**

This Circular Letter is to inform you of significant revisions we have made to the Member Action Request form (AESD-1, formerly known as the MSD-1).

Our major reasons for changing the form are as follows:

1. New data elements were needed, such as the "Alternate Retirement Plan" for Government Code Section 20306 (AB 2400, Chapter 1164, Stats. of 1996) information; the "Maternity/Paternity Leave" separation; and "Medical Group" information (**only** for agencies that have CalPERS-sponsored health coverage).
2. To clarify areas that were unclear on the MSD-1 form, particularly in the "Appointment Tenure" and "Time Base" sections.
3. To facilitate data entry, by making the sequence of the form correspond to our electronic **Corporate Registration** system, the database of record for all of our members. (Corporate Registration is the first phase of our COMET/Corporate Database system, which you have probably read about in our newsletters.)

General instructions are found on the "Instructions" sheet and "Quick Reference Guide" attached to the form, but you should always refer to the CalPERS Procedures Manual for the most detailed instructions. (The next revision of this Manual will not be available until later this year, but the pertinent text is enclosed with this Circular Letter.)

IMPORTANT NOTE: The "Retired Annuitant" (#14 - J) and "21228 Disability Reemployment" (#14 - O) boxes should **not** be used at the present time, as the programming has not been completed for these fields yet. **You will be notified by Circular Letter, and given instructions for use, when these fields are operational.**

Some changes in the form that we would particularly like to emphasize are:

- All dates are in 4-digit format, since COMET is fully Year 2000-compliant.
- The "Employer Name" section (#8) has been restored to the form, as a cross-reference and verification of the "Employer Code" (#11).
- The "County Code" (#13) is a 2-digit number; this code may be found on Page 3-105 of the CalPERS Procedures Manual (6/97 version); a copy is enclosed.
- The "Medical Group" (#18) should **only** be entered by **agencies that have medical coverage through CalPERS**. Enter the numeric code for the employee's bargaining unit; this is the same code that is entered in Box #27 (Bargaining Unit) on the Health Enrollment Form (HBD-12).
- The "Subject to 20306" box (#10) and "Alternate Retirement Plan" Type of Action (#14 E) should only be completed by agencies that have an Alternate Retirement Plan under AB 2400 (Chapter 1164, Statutes of 1996).
- The phone number to call for problems or questions about use of this form is now a **toll-free number**; this is the same number as our Corporate Registration "Help Desk," and is staffed from 8:00-5:00 daily. This number should **only** be used for calls about the AESD-1, or by users of our Corporate Registration system, **not** for "general" calls.

ELECTRONIC TEMPLATE OF AESD-1: There is now a *Microsoft Word* (version 97 or higher is required) template version of the AESD-1 available on CalPERS' Web Site on the Internet (<http://www.calpers.ca.gov>). You can download/copy this to your own computer, to enable you to "key these forms in online," rather than having to type them or fill them out by hand. (This had been a longstanding suggestion from agencies.) **Instructions for downloading and using this form are attached, and are also available on the Web Site itself.**

The electronic version of the AESD-1 is only an "interim" step; within the next several years, we expect to be able to allow you to **submit** these forms electronically, as well. Watch for further information about this in the future.

If you have any suggestions for changing or improving the AESD-1, please send them to:

AESD Special Projects Unit/Steve Propp
P.O. Box 942709
Sacramento, CA 94229-2709

Additional copies of the AESD-1 can be obtained from CalPERS by e-mail, fax, telephone or via written requests. The PERS-OSS-3A is currently out of stock; however, you may use your agency letterhead for your requests and submit as follows:

***Mail to:** (using letterhead from your agency)
CalPERS
Attention: Public Agency Requests
PO Box 942715
Sacramento, CA 94229-2715

***Fax to:**
CalPERS

Public Agency Requests
(916) 795-1523

Telephone: (916) 795-3127, between 8:30 AM and 5:00 PM

***E-Mail:** Public_Agency_Requests@calpers.ca.gov

***Please include your Agency Name, Agency Address, Agency telephone number (including Area Code), and Employer Code, for shipping purposes. Also include the number of forms needed, with each request.** We ask that you do not order an "excessive" supply of the forms, since a large number of agencies use this form, and it takes some time to order an additional supply.

Kenneth W. Marzion, Chief
Actuarial & Employer Services Division

Links:

AEED-1 Instructions for 1999 CalPERS Procedures Manual revision
Pg. 3-105 of CalPERS Procedures Manual, "County Codes"
AEED-1 Electronic Template instructions