

# Department of Defense INSTRUCTION

#### NUMBER 1340.19

November 17, 1993

#### ASD(P&R)

SUBJECT: Certification of Public and Community Service Employment of Military Retirees

## References: (a) Public Law 102-484, "National Defense Authorization Act for FY93," October 23, 1992

- (b) Title 10, United States Code
- (c) DoD Instruction 7770.1, "Magnetic Tape Extracts of Retired Military Pay Records," March 6, 1987
- (d) DoD 7000.14-R, "DoD Financial Management Regulation," Volume 7, Part B, November, 1992, authorized by DoD Instruction 7000.14, November 15, 1992

#### 1. PURPOSE

This Instruction establishes policy, assigns responsibilities, and prescribes procedures to certify the public and community service employment of eligible retired members under Section 4464 of reference (a). Such certified employment may be used to recompute military retired pay and, where applicable, the Survivor Benefit Plan (SBP) base amount when the retired member attains or would have attained 62 years of age.

#### 2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense and the Military Departments. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps (including their National Guard and Reserve components).

2.2. Any member of the Military Services who:

2.2.1. Retires (other than for disability) under the temporary early retirement authority of Section 4403 of reference (a) before the completion of 20 years of creditable service (as computed under the applicable provision of law) (herein referred to as "retiree").

2.2.2. Is employed by a public or community service organization listed on the registry required by Section 1143a(c) of 10 U.S.C. (reference (b)) as added by Section 4462 of Pub. L. No. 102-484 (1992) (reference (a)).

2.2.3. Is employed within the period beginning on the date of retirement and ending on the date the retired member would have attained 20 years of creditable service for computing retired pay (herein referred to as "enhanced retirement qualification period").

#### 3. POLICY

It is DoD policy that:

3.1. A retiree shall receive military service credit, as provided by reference (a), for all qualifying periods of employment during the enhanced retirement qualification period. A qualifying period of employment shall meet the following conditions:

3.1.1. The employing organization is listed on the registry of public and community service organizations, maintained by the Department of Defense, reviewed by the Interagency Public and Community Service Working Group, and approved by the Assistant Secretary of Defense for Personnel and Readiness, as qualifying as an employer for additional military service credit.

3.1.2. The employment is full-time, as defined by the employing organization. As a guideline, full-time is defined as a minimum of 33 hours per week or 143 hours per month, including paid holidays and paid periods of leave or vacation.

3.1.3. The employee is paid.

3.2. The failure of the employing organization to have a listing on the registry of public and community service organizations before the beginning of a qualified period of employment shall not affect the computation of military service credit, if the organization has applied for a registry listing before the end of the qualifying period of employment or the end of the enhanced retirement qualification period, whichever is

earlier.

3.3. For each qualifying period of employment, the amount of military service credit shall be computed by subtracting the date of the first day of employment or the first day of the enhanced retirement qualification period, whichever is later, from the date of the last day of employment or the last day of the enhanced retirement qualification period, whichever is earlier, and adding 1 day to account for inclusive dates. The arrangement below illustrates five possible date patterns when calculating military service credit.

Q First and last day of enhanced retirement qualification period.

- E First and last day of employment.
- X Dates used to calculate military service credit.

Pattern 1:	Q E E Q
	XXX
Pattern 2:	Q E Q E
	XXXXX
Pattern 3:	EQEQ
	XXX
Pattern 4:	EQE
	XXX
Pattern 5:	Q E E Q E
	·····X····X····X····X····X····

3.4. Periods of employment that occur before or after the enhanced retirement qualification period shall not be credited.

3.5. The calculated amount of military service credit for a creditable period of employment shall be reduced by the length of any overlapping period of active duty service.

3.6. Periods of creditable employment may not overlap. A retiree who is simultaneously employed in two jobs that both meet the conditions of employment specified in subsection 3.1., above, shall not receive double military service credit.

#### 4. <u>RESPONSIBILITIES</u>

4.1. The Assistant Secretary of Defense for Personnel and Readiness shall:

4.1.1. Establish policy and provide guidance on the reporting and certification of public and community service employment of eligible retirees.

4.1.2. Ensure that the Director, Defense Manpower Data Center (DMDC), establishes procedures for the receipt, certification, and auditing of information about public and community service employment and provides certified employment data to the Defense Finance and Accounting Service (DFAS).

4.1.3. Establish, in coordination with other Federal Agencies, a registry of public and community service organizations.

4.2. The <u>Comptroller of the Department of Defense shall ensure that the Director</u>, DFAS, establishes procedures to maintain and report certified employment data and to recompute military retired pay and the SBP base amount.

4.3. The <u>Secretaries of the Military Departments</u> shall ensure that the Military Services provide retirement processing, including instruction and informational materials on the certification of public or community service employment.

#### 5. PROCEDURES

5.1. During retirement processing, the Military Services shall provide each retiree a copy of DD Form 2676, "Validation of Public or Community Service Employment," (enclosure 1) and explain the reporting requirements and procedures for enhanced retirement credit as described in this Instruction.

5.2. Initial data reporting requirements.

5.2.1. The Military Services shall provide to the DFAS the enhanced retirement qualification period beginning date (i.e., the date of retirement) and the creditable service for computing retired pay amount in years, months, and days for all

retirees.

5.2.2. The DFAS shall compute the enhanced retirement qualification period ending date.

5.2.3. The DFAS shall uniquely identify these retirees and provide enhanced retirement qualification period beginning and ending dates and the creditable service for computing retired pay amount in years, months, and days to the DMDC on the retired pay master file records submitted under DoD Instruction 7770.1 (reference (c)).

5.2.4. The DFAS shall report enhanced retirement qualification period beginning and ending dates with the first statement of account provided to the retiree.

5.3. Reporting of qualifying periods of employment.

5.3.1. A retiree who becomes employed under the conditions specified in subsection 3.1., above, shall obtain certification of employment from the employing organization and submit a completed DD Form 2676 as follows:

5.3.1.1. At the beginning of a qualifying period of employment, unless the expected period of employment is less than 3 months.

5.3.1.2. At the end of a qualifying period of employment or the end of the enhanced retirement qualification period, whichever comes first.

5.3.1.3. Annually during a qualifying period of employment on the anniversary of the date of retirement, unless this date is within 3 months of either of the dates defined by subparagraphs 5.3.1.1. and 5.3.1.2., above.

5.3.2. In the event of the physical or mental incapacitation or death of the retiree, the completed DD Form 2676 may be submitted by anyone acting on behalf of the retiree.

5.3.3. All reporting shall be completed by the retiree within 1 year of the end of the enhanced retirement qualification period.

5.4. The DMDC shall receive and process the completed DD Form 2676, make a certification determination, and compute the amount of military service credit. If certification is denied, then the DMDC shall provide the retiree with a statement indicating the reasons for denial.

5.5. At the request of the DMDC, the Military Services shall provide the DMDC with the dates of any retiree's post-retirement periods of active duty service.

5.6. The DMDC shall provide the retiree with a summary statement of certified employment within 2 months of the receipt of a completed DD Form 2676.

5.7. One year after the end of the enhanced retirement qualification period, the DMDC shall provide the DFAS with an automated record reporting the amount of military service credit earned by the retiree through creditable employment. Records shall be combined and submitted monthly via magnetic tape cartridge or electronic data transfer.

5.8. When the retiree attains or would have attained 62 years of age, the DFAS will recompute military retired pay and, where applicable, the SBP base amount consistent with the procedures in DoD 7000.14-R, Volume 7, Part B (reference (d)).

#### 6. INFORMATION REQUIREMENTS

The reporting requirements contained in this Instruction have been assigned Report Control Symbol DD-FM&P(AR)1925 and OMB Control Number 0704-0357.

#### 7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. The Military Departments shall forward two copies of implementing documents to the Assistant Secretary of Defense for Personnel and Readiness within 120 days.

Edwin Dorn Under Secretary of Defense for Personnel and Readiness

Enclosures - 1

E1. DD Form 2676, "Validation of Public or Community Service Employment"

#### E1. ENCLOSURE 1

### DD Form 2676, "Validation of Public or Community Service Employment"

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C. ADDRESS (Include 9-digit ZIP Code) 6000 East Branch Avenue Urban, Virginia 00011 10. DATES OF QUALIFYING PERIODS OF FULL-TIME EMPLOYMENT (YYMMDD) a. BEGINNING DATE (YYMMDD) 931201 J understand the intent of the certification of public and community service employment of military retirees a provided by Public Law 102-484, Section 4464, October 1992. I certify the full-time paid employment of th employee for the dates indicated, and that this organization is a registered public or community servic organization. 1. TYPED/PRINTED NAME AND TITLE OF CERTIFIER 12. SIGNATURE OF CERTIFIER 13. DATE (YYMMDD) 14. CERTIFICATION OF MILITARY RETIREE 14. CERTIFICATION OF MILITARY RETIREE 14. CERTIFICATION OF MILITARY RETIREE 15. SIGNATURE 16. DATE (YYMMDD) 17. SIGNATURE 17. SIGNATURE 18. OATE (YYMMDD) 19. ENDING DATE (Include Area Code (1) Office Number (001) 110-1111 (2) Fax Number (001) 001-0111 (2) Fax Number (001) 01-0111 (2) Fax Number (001) 01-0111 (2) Fax Number				-  " "		r UNGAN	12	9		
6000 East Branch Avenue       (1) Office Number         Urban, Virginia 00011       (001) 110-1111         (2) Fax Number       (001) 001-0111         10. DATES OF QUALIFYING PERIODS OF FULL-TIME EMPLOYMENT (YYMMDD)       a. BEGINNING DATE (YYMMDD)         a. BEGINNING DATE (YYMMDD)       b. ENDING DATE (YYMMDD)         931201       931202         I understand the intent of the certification of public and community service employment of military retirees a provided by Public Law 102-484, Section 4464, October 1992. I certify the full-time paid employment of th employee for the dates indicated, and that this organization is a registered public or community servic organization.         11. TYPED/PRINTED NAME AND TITLE OF CERTIFIER       12. SIGNATURE OF CERTIFIER       13. DATE (YYMMDD)         Stephanie S. Certifier       12. SIGNATURE OF CERTIFIER       13. DATE (YYMMDD)         14. CERTIFICATION OF MILITARY RETIREE       12. SIGNATURE OF CERTIFIER       13. DATE (YYMMDD)         14. CERTIFICATION OF MILITARY RETIREE       14. CERTIFICATION OF MILITARY RETIREE       14. CERTIFICATION OF MILITARY RETIREE         14. CERTIFICATION OF MILITARY RETIREE I certify that the information provided is true, accurate, and complete. I acknowledge that any false statement may be punishable pursuant to Section 1001 of Title 18, U.S.C.       b. OATE (YYMMDD)	0 0 0 0 0 0		0 0	Rur	al C	ounty	ligh	School		
Urban, Virginia 00011       (001) 110-1111         (2) Fax Number (001) 001-0111         10. DATES OF QUALIFYING PERIODS OF FULL-TIME EMPLOYMENT (YYMMDD)         a. BEGINNING DATE (YYMMDD)         931201         931202         I understand the intent of the certification of public and community service employment of military retirees a provided by Public Law 102-484, Section 4464, October 1992. I certify the full-time paid employment of th employee for the dates indicated, and that this organization is a registered public or community servic organization.         11. TYPED/PRINTED NAME AND TITLE OF CERTIFIER       12. SIGNATURE OF CERTIFIER         13. DATE (YYMMDD)         14. CERTIFICATION OF MILITARY RETIREE         15. SIGNATURE         16. DATE (YYMMDD)         17. SIGNATURE	c. ADDRESS (Include 9-digit ZIP C	(ode)				7	5		_	
(2) Fax Number (001) 001-0111         10. DATES OF QUALIFYING PERIODS OF FULL-TIME EMPLOYMENT (YYMMDD)         a. BEGINNING DATE (YYMMDD)         931201         931202         I understand the intent of the certification of public and community service employment of military retirees a provided by Public Law 102-484, Section 4464, October 1992. I certify the full-time paid employment of th employee for the dates indicated, and that this organization is a registered public or community servic organization.         11. TYPED/PRINTED NAME AND TITLE OF CERTIFIER       12. SIGNATURE OF CERTIFIER         12. SIGNATURE OF CERTIFIER       13. DATE (YYMMDD)         931202       931202	COGO LEDE DIWACH MOULD									
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a. SIGNATURE b. DATE (YYMMDD)										
	raise statement may be punish	RETIREE: I certify hable pursuant to	y that the in Section 10	nformat 01 of Tit	tion pi tle 18, l	ovided is J.S.C.	true, ac	curate, and	comp	lete. I acknowledge that any
931202	I. SIGNATURE									b. DATE (YYMMDD) 931202
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communi Section 4 may be u the Survi attains of A reti periods of period, w retired m retirement	form collects information to be used to certify the publi- ity service employment of eligible retired members un 464 of Detrie Law 102-484 (1992). Such certified employ- used to accompute military retired pay and, where applied two Benefit Plan (SBP) base amount when the retired me r would have attained 62 years of age. irree shall receive military service credit for all qualifi- finch begins on the date of retirement and ends on the dat tember would have attained 20 years of creditable service on purposes. A qualifying period of employment shall meet conditions: The employing organization provides or coordinates provision of public or community services and is listed the Registry of Public and Community Ser Organizations maintained by the Department of Defend The employment is full-time, as defined by the emplo organization. Typically, full-time is defined as a mini-	ander       b. END OF JOB - if this form reports end of job information while still in the enhanced retirement qualification period.         stable,       while still in the enhanced retirement qualification period.         fying       c. ANNUAL - if this form reports continuing employment.         d. FINAL - if this form reports completion of reporting requirements and is the last report at the conclusion of enhanced retirement qualification period.         8. Check YES or NO to indicate if you were on active duty during the period covered in this report. (The Defense Manpower Data Center will authenticate dates of active duty service from Military Service files.)         9. Information on the Employing organization:         a. Enter Public or Community Service Registry number. If you
(3) The in	of 33 hours per week or 143 hours per month, including holidays and paid periods of leave or vacation. The employee is paid. Stent of the form is to ensure that the retiree is able to fur	paid do not have a registry number, leave blank. To obtain a registry number, write to DMDC, ATTN: Operation Transition, TERA Desk, P.O. Box 100, Fort Ord, CA 93941-0100, or call 1-800-727-3677. b. Enter the organization's name.
validated (1)	proof of employment. Submission is required as follows: At the beginning of a qualifying period of employe unless the expected period of employment is less the months;	an]3 (optional).
(2)	At the end of a qualifying period of employment or the en- the enhanced retirement qualification period, which comes first; and	
retiree, th acting on	Annually during a qualifying period of employment or anniversary of the date of retirement, unless this da within 3 months of either of the dates defined by (1) and above. event of the physical or mental incapacitation or death of he completed DD Form 2676 may be submitted by any behalf of the retiree. The title of the signatory should Section III, Item 14a.	te is for NEW, this may only be a day's time; however, full creditable timewill be established on subsequent reports. For END OF JOB, use date employment ended. For FINAL, enter date that ends reporting requirement for creditable employment. f the yone 11_Typeor Print the name and title of the certifier of the form.
	MS MUST BE COMPLETED	13. Enter the date the form is signed in year, month, day format.
	- TO BE COMPLETED BY MILITARY RETIREE	SECTION II - TO BE COMPLETED BY MILITARY RETIREE
1. Print/ty	pe your name (LAST, First, Middle Initial)	14. CERTIFICATION OF MILITARY RETIREE. Sign and date your certification. Enter the dates YYMMDD; i.e., 930726.
	Current address/apartment number and home teleph s well as a daytime telephone number.	
4. Enter y	our Social Security Number.	
6. Enter ti	of Service. Check applicable box. he date you retired ( <i>use year, month, day).</i> employment being reported. Check the box that applies:	
	W - if this form reports the beginning of a new period employment.	d of

DD Form 2676, OCT 93 (BACK)