



# Department of Defense **INSTRUCTION**

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Civil Service Retirement

References: (a) Office of Personnel Management Operating Manual, "CSRS and FERS Handbook for Personnel and Payroll Offices," April 1998<sup>1</sup>  
(b) Part 831 of title 5, Code of Federal Regulations

## 1. PURPOSE

a. Instruction. This Instruction is composed of several Volumes, each containing its own purpose. The purpose of the overall Instruction is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume. This Volume of this Instruction implements References (a) and (b).

2. PROCEDURES. See Enclosure.

3. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

4. EFFECTIVE DATE. This Volume is effective immediately.

Enclosure  
Procedures

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<sup>1</sup> Available through the Internet at <http://www.opm.gov/retire/pubs/handbook/hod.htm>.

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ENCLOSURE

PROCEDURES

1. RETIREMENT PROCESSING. Servicing civilian personnel offices and human resource offices (CPOs and HROs) must establish a method for providing employees a retirement coverage letter or notice similar to the one referenced in section 40A3.1-2C of chapter 40 of Reference (a).

2. TIMELINESS STANDARD. An 80 percent standard for the timely submission of retirement records (including death and refund records) has been in effect for all Federal Agencies since 1988. To be considered timely, a record must be received by the Office of Personnel Management (OPM) within 30 calendar days of the employee's separation. OPM monitors submissions and issues an Aging of Separations Report to reflect Government-wide and agency compliance with the standard. Responsibility for meeting the standard rests with servicing CPOs, HROs, and the civilian payroll community. Data entry in the Defense Civilian Personnel Data System, Defense Business Management System, and Defense Civilian Pay System provide capability to monitor the movement of records between personnel and payroll.

3. SPECIAL RETIREMENT COVERAGE

a. Position Coverage Determination

(1) The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) must approve coverage determinations for law enforcement officer and firefighter positions that satisfy the requirements of part 831.902 of Reference (b). The CPO or HRO must send the request for USD(P&R) approval to the Civilian Personnel Management Service (CPMS) through appropriate channels. Approval requests must include evidence used in the determination process and a statement that the budgetary consequence of the position coverage has been considered.

(2) Law enforcement officer and firefighter positions that do not satisfy the requirements of part 831.902 of Reference (b) shall be disapproved by the Heads of the DoD Components or their designees. Headquarters retirement counselors may request an advisory opinion from CPMS before processing such disapprovals.

(3) CPMS shall report and maintain required information on position coverage determination approvals. Background material on position coverage determinations (approval and disapproval) shall be maintained by the Heads of the DoD Components or their designees.

b. Requests From Individuals for Past Service Credit

(1) The USD(P&R) must approve affirmative determinations that would provide law enforcement officer or firefighter service credit under circumstances outlined in part 831.906 of Reference (b). The CPO or HRO must send the request for USD(P&R) approval to CPMS through appropriate channels. The approval request must include information required in part 831.906(a) of Reference (b) as well as other evidence used in the determination process.

(2) Determinations that do not grant law enforcement officer or firefighter past service credit are issued by the Heads of the DoD Components or their designees. Headquarters retirement counselors may request an advisory opinion from CPMS before processing such disapprovals.

c. Mandatory Separation

(1) Authority to exempt law enforcement officers and firefighters from mandatory separation rests with the Heads of the DoD Components or their designees. An exemption that requires OPM approval must indicate that the USD(P&R) has approved the DoD Component's submission.

(2) The employee's servicing CPO or HRO is responsible for notifying a law enforcement officer or firefighter of mandatory separation.