

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

March 11, 2012

The Guide to Processing Personnel Actions

Update 57

SPECIAL NOTE TO SUBSCRIBERS

In June 2011 the U.S. Social Security Administration implemented SSN Randomization and for the first time began issuing SSNs with "8" in the first position. Pseudo numbers cited on personnel actions must be consistent with SSN Randomization; accordingly, effective as of June 1, 2011, agencies may not create pseudo numbers with "8" in the first position nor continue to cite on a personnel action an existing pseudo number with "8" in the first position. A small number of agencies may be impacted. Regardless of the date a pseudo number impacted by SSN Randomization was originally created, it *must* be corrected if it is cited on a personnel action effective on or after June 1, 2011. Corrective action required by agencies so impacted: For employees on its rolls, an agency *must* correct a pseudo number cited on personnel actions, **retroactive to the date the pseudo number was first cited on a personnel action**, if "8" is reflected in the first position of the pseudo number *and* it is cited on a personnel action effective on or after June 1, 2011. The corrected pseudo number must have a "9" in the first position (refer to Chapter 32 for instructions on correcting personnel actions). No corrective action required by agencies: Prior to SSN Randomization either "8" or "9" was permissible in the first position when creating a pseudo number. Pseudo numbers with "9" in the first position are not impacted by SSN Randomization and require no corrective action. If a pseudo number with "8" in the first position was created prior to June 1, 2011, *and* it has not been cited (nor will it be cited going forward) on a personnel action effective on or after June 1, 2011, no corrective action is required.

Inquiries: Additional information on SSN Randomization is available at <http://www.socialsecurity.gov/employer/randomization.html>.

*** NOTICE ***

This Guide and its Updates are available for viewing/printing on our web site (www.opm.gov/feddata/persdoc.htm). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically.

Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-9 thru 4-10	Update 47 December 23, 2007	4-9 thru 4-10	Update terminology from “handicap” to “disability”.
4-17 thru 4-18	Update 45 August 6, 2006	4-17 thru 4-18	Consistent with the U.S. Social Security Administration’s implementation of SSN Randomization, <i>effective retroactive to June 1, 2011</i> , deletes the reference to the use of “8” when creating a pseudo Social Security Number from the instructions for completing Block 2 in the Job Aid (<i>see <u>Special Note to Subscribers on cover page of this Update</u></i>).
4-57 thru 4-60	Various	4-57 thru 4-62	Add new rules 28 thru 31 covering PRD Y to Table 4-C resulting in the renumbering of the remaining pages such that Table 4-D is now reflected on new pages 4-61 and 4-62.
6-5 thru 6-10	Various	6-5 thru 6-10	1) Update references for mailing addresses on pages 6-5 and 6-8. 2) Add reference to title 5, USC citation to Section 1-7c.
6-13 thru 6-14	Update 47 December 23, 2007	6-13 thru 6-14	Update references for mailing addresses in Figure 6-2.

b. Agency Issuances. For all other personnel actions, the agency may choose any method to notify employees as long as it meets the following conditions:

(1) The agency must send the notification to the employee. The agency has the obligation to inform its employees when a change has occurred in their conditions of employment. The agency may not transfer this obligation to the employee by requiring employees to ask whether or not a personnel action has been effected. Agencies must take an affirmative step to notify employees of all personnel actions as defined in this **Guide**.

(2) The notification must be capable of being printed. The notice may or may not be a paper document. If it is not, however, the employee must have the option of printing the notice.

(3) The notice must contain:

- the nature of action as defined in this **Guide**. The nature of action code is not required. For example, the notice of a pay change must describe the action as a “Pay Adjustment” but the nature of action code “894” may or may not be included at the agency’s option.

- the effective date.

- the not-to-exceed date if the action is temporary or time-limited.

- all remarks required by this **Guide**.

- the old and new values for any data changed by the action and normally shown on the Standard Form 50. For example, the notice of a reassignment to a position with a different occupation code must identify both the old (reassigned from) and new (reassigned to) occupation codes.

- the employee’s full name.

(4) The notice must be an official issuance. It may be issued electronically or by paper document. Official notices may be

agency forms, documents on agency letterhead, or other electronic or paper issuances showing the name and title of an agency official authorized to inform employees of personnel actions. For example, an agency form such as a leave and earning statement could be used to notify an employee of a within-grade increase.

c. Summary of Options. Agencies must use the Standard Form 50 to notify employees of accessions, conversions, separations, and corrections and cancellations of those actions. For all other actions, including corrections and cancellations of those actions, agencies may use any of the following methods to notify employees of personnel actions:

- Standard Form 50, or

- List form of notice, if the action is one of those identified in section 6, or

- A pay schedule or computer printout described in Chapter 17, if the action is a pay adjustment affecting a large number of employees, or

- An agency issuance that meets the conditions in b. above.

8. Data Collected on Ethnicity and Race and Identification of >Disability<.

a. Need for data. Data on ethnicity and race and >disability< are collected only for use in aggregate statistical reports (for example, number of Hispanic employees

hired, number of American Indian employees serving in positions at certain grades). This data is generally entered into agency personnel systems when appointment information is entered for preparation of the Standard Form 50. The information is never entered on the Standard Form 50 or the Standard Form 52.

b. Storing data. Keep ethnicity and race and >disability< data in strictest confidence and limit access to the data to only those members of the agency staff who obtain the data and report it to the agency's personnel data system and to the Central Personnel Data File. *Destroy ethnicity and race identification forms used to collect the data*

as soon as the data have been entered into the agency's system and verified/corrected. Until they are destroyed, keep the forms under the control of the Equal Employment Officer (or designee) and in a secure location (for example, locked in a cabinet in a secured room). No other hardcopy records containing individually identifiable ethnicity and race data may be maintained. Forms used to collect identification of >disability< may be filed in the Employee Medical Folder. **NEVER** file forms identifying ethnicity and race or >disability< in an Official Personnel Folder, and **NEVER** file in an Official Personnel Folder any document on which employee's ethnicity and race or >disability< appear.

Job Aid

Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52

Purpose

When the personnel action is documented on a Standard Form 50, Notification of Personnel Action, use this job aid to complete the form. Explanations and definitions of codes used in this job aid are found in [The Guide to Personnel Data Standards](#). This job aid also provides guidance for completing sections of the Standard Form 52, Request for Personnel Action.

With the exception of a Presidential Rank Award, or a Separation Incentive, an SF-50 is not required to document awards and bonuses, nor is it required for actions in the 9xx series. If, however, you elect to use an SF-50 to document these actions, follow your agency's instructions in preparing the SF-50.

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
1	Name	Complete on all actions.	<p>a. When a requesting office has entered the employee's name, check it against the Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly.</p> <p>b. When a requesting office has not entered employee's name, enter it in capital letters, listing the last name first, followed by the first name or initial and middle name or initials. Do not enter "Mr.," "Mrs.," "Ms.," "Miss," "Dr.," "Prof.," or any other title.</p> <p>c. In reporting a change of name, show present name in this block and the former name in block 5-B, along with the name change nature of action.</p>
2	Social Security Number	Complete on all actions.	<p>a. When a requesting office has entered the employee's social security number (SSN), check it against the employee's Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When a requesting office has not entered employee's SSN, enter the SSN shown on the employee's application/resume or the Official Personnel Folder.</p>

Continued on next page

Job Aid**Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
2	Social Security Number, continued	Complete on all actions.	<p>b. A social security number is required for:</p> <p>(1) United States citizens;</p> <p>(2) Foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below:</p> <p>American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island);</p> <p>Canton and Enderbury Islands;</p> <p>Commonwealth of Puerto Rico;</p> <p>Guam;</p> <p>Howland, Baker, and Jarvis Islands;</p> <p>Johnston or Cornwallis Island, and Sand Island;</p> <p>Kingman Reef;</p> <p>Swan Islands;</p> <p>Virgin Islands of the United States;</p> <p>Wake Island;</p> <p>Midway Islands;</p> <p>Navassa Island;</p> <p>Palmyra Island;</p> <p>Any small guano islands, rocks, or keys which, by action taken under the Act of Congress, August 18, 1856, are considered as belonging to the United States; and</p> <p>Any other islands to which the United States Government reserves claim, such as Christmas Island.</p> <p>(3) Enter the employee number established by your agency for foreign nationals serving outside the areas listed in (2). If one of these employees has a social security number, it may be entered in place of any employee number established by your agency.</p> <p>c. When employee does not have a social security number. If a valid number is not available, create a pseudo number in the following way: enter *** a 9, followed by the 4-digit Personnel Office Identifier number assigned by the Office of</p> <p style="text-align: right;"><i>Continued on next page</i></p>

Table 4-C. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
19	Retains Senior Executive Service pay	is a career Senior Executive Service employee appointed to a position for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule	elected to continue to receive basic pay as if remaining in the Senior Executive Service in accordance with 5 U.S.C. 3392(c) and 5 CFR part 317, subpart H		S
20	Retains Senior Executive Service pay	is a former career Senior Executive Service employee who has been removed from the Senior Executive Service	is receiving a retained rate of pay under 5 CFR 359.705		R
21	Employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Personnel Management in consultation with the Office of Management and Budget				C
22	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	prior to Jan. 11, 1979, the employee and his or her position was converted from one pay plan to another	the employee was not entitled to other grade or pay retention		2
23		is paid a saved rate and no other code is applicable	the employee is not paid under the General Schedule		4
24	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	on or before June 30, 1984, the employee was a Foreign Service domestic employee who converted to the General Schedule in accordance with Public Law 96-465			2

Table 4-C. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
25	Retains pay without time limitation, at a pay rate above the maximum rate range for reasons other than those discussed in the rules above.	after January 11, 2004, SES member is paid above level III of the Executive Schedule	may not suffer a reduction in pay as a result of transferring to an agency with a maximum SES rate of basic pay equal to level III of the Executive Schedule (5 CFR 534.404(h)(2)); or, as a result of his or her employing agency losing certification of the applicable performance appraisal systems for SES members under 5 CFR 430.405(h) (5 CFR 534.403(b)).		2
26	Is paid at a rate below the minimum rate for the grade or pay band				T
27	Is an Inspector General in a designated Federal entity (as defined in section 8G of the Inspector General Act of 1978) and thus is covered by section 4(b) of the Inspector General Reform Act of 2008, which provides authority to adjust the classification of such an Inspector General and establishes a pay rate floor				D

>Table 4-C. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
28	Is receiving a retained rate based on a former pay rate under the Department of Defense National Security Personnel System (NSPS) that was established when the employee was converted out of NSPS, consistent with section 1113(c)(1) of Public Law 111-84	Is not covered by normally applicable pay retention codes because (1) the employee had a time-limited appointment at time of conversion out of NSPS; (2) the employee's retained rate exceeded 150 percent of the applicable step 10 rate of pay; or (3) the employee's retained rate exceeds the rate of pay for level IV of the Executive Schedule	The conditions for terminating pay retention in 5 CFR 536.308 do not apply.		Y<
29		Is temporarily retaining a rate above step 10 of the assigned General Schedule grade based on a former rate of basic pay held by the employee during a temporary promotion or temporary reassignment under NSPS that was in effect immediately before conversion out of NSPS			
30		Is receiving a retained rate above the applicable rate range based on transition from NSPS to a position not under the General Schedule within DOD			

>Table 4-C. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
31	Is receiving a recruitment, relocation, or retention incentive under 5 U.S.C. 5753-5754 computed based on having a retained rate immediately before conversion out of NSPS that is temporarily protected from reduction under the normal rules governing such incentives				Y<

NOTES:

1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions.
2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay.
3. If an employee covered by a special rate schedule is entitled to a higher rate of pay (e.g., locality rate or retained rate), the employee is not considered to be entitled to a special rate for any purpose (i.e., rules 2-9, 11, and 12).
4. References to a "special rate" do not include any law enforcement officer (LEO) special base rate for LEOs at grades 3 through 10 payable under section 403 of the Federal Employees Pay Comparability Act (formerly referred to as a table 491 special rate).

Table 4-D. Annuitant Status

<i>R U L E</i>	<i>If appointee is</i>	<i>And</i>	<i>And</i>	<i>Then enter in block 28 of the Standard Form 50</i>
1	Retired under the Civil Service Retirement System	will <i>not</i> be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	7 Ret Off/CS-No Reduc
2			Is also a retired Uniformed Services enlisted member	8 Ret Enl/CS-No Reduc
3			Is not a Uniformed Services retiree	6 CS-No Reduction
4		will be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	4 Ret Off/Reempl Ann-CS
5			Is also a retired Uniformed Services enlisted member	5 Ret Enl/Reempl Ann-CS
6			Is not a Uniformed Services retiree	1 Reempl Ann-CS
7	Retired under the Federal Employees Retirement System (FERS)	annuity has already stopped or will stop upon appointment	Is also a retired Uniformed Services officer	D Ret Off/Former Ann-FE
8			Is also a retired Uniformed Services enlisted member	F Ret Enl/Former Ann-FE
9			Is not a Uniformed Services retiree	B Former Ann-FE
10		annuity will continue but pay <i>will not</i> be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	H Ret Off/FE-No Reduc
11			Is also a retired Uniformed Services enlisted member	J Ret Enl/FE-No Reduc
12			Is not a Uniformed Services retiree	G FE-No Reduction

Table 4-D. Annuitant Status (Continued)

<i>R U L E</i>	<i>If appointee is</i>	<i>And</i>	<i>And</i>	<i>Then enter in block 28 of the Standard Form 50</i>
13	Retired under the Federal Employees Retirement System	annuity will continue and pay will be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	C Ret Off/Reempl Ann-FE
14			Is also a retired Uniformed Services enlisted member	E Ret Enl/Reempl Ann-FE
15			Is not a Uniformed Services retiree	A Reempl Ann-FE
16	A Uniformed Services retiree	Is an officer who is not described in rules 1, 4, 7, 10, or 13		2 Ret Officer
17		Is an enlisted member who is not described in rules 2, 5, 8, 11, or 14		3 Ret Enlisted
18	Not described in rules 1-17			9 Not applicable

title 5, Code of Federal Regulations (CFR). A person who is reemployed under 5 CFR 353 receives credit for the entire period of his or her absence, that is, the entire period from the time the employee left until he or she was restored or reemployed.

(3) Periods of *nonpay/nonduty status* are credited to a maximum of six months per calendar year. Examples of nonpay/nonduty time include leave without pay, furlough, suspension, and placement in nonpay status.

This limit does not apply to employees who are absent because of uniformed service or compensable injury. Periods of leave without pay for uniformed service or compensable injury are fully creditable for leave accrual.

(4) *Intermittent* service is service without a prearranged regularly scheduled tour of duty; this was also known as WAE or when actually employed service. Only the days or hours in pay or work status are credited for periods of intermittent service. The credit cannot exceed the calendar time of the period involved. For example, an intermittent employee who worked 100 hours in a 2 week period may not be credited with more than 2 weeks of service. Before 1980, on-call or seasonal work was differentiated from intermittent work by a remark on the Standard Form (SF) 50 or in the employment agreement that indicated that “Service credit...for leave accrual continues up to a maximum of six months per calendar year.” If this or a similar remark is not shown on the SF 50 or the employment agreement, the service is treated as intermittent.

c. Verifying Creditable Civilian Service.

(1) Official Personnel Folder. If the application or Standard Form 144 indicates

prior civilian Federal service, follow the procedures in the Operating Manual, [The Guide to Personnel Recordkeeping](#), to request the employee’s Official Personnel Folder. The Folder should include the documents used to verify prior service during the employee’s last appointment. [The Guide to Personnel Recordkeeping](#) also contains instructions for requesting transcripts of service for civilian employment not under the Office of Personnel Management’s recordkeeping authority and for reconstructing Official Personnel Folders that have been lost.

(2) Postal Service Temporary Christmas Employment. Most Postal Service employment will be documented in the Postal Official Personnel Folder. The Postal Service does not create a personnel folder for temporary Christmas employees. To verify this employment, contact the Post Office where the employee worked or use payroll records. Payroll records can be obtained from >(include in request employer name, city and state, and timeframe)<: National Personnel Records Center >-Annex, Civilian Personnel Records Center, 1411 Boulder Blvd., Valmeyer, IL 62295.<

(3) Affidavits. If the agency is unable to locate any records that can be used to reconstruct an employee’s folder, the agency can use other evidence to give credit for *civilian service for leave accrual purposes only*. In these cases, the burden of proof is on the person claiming service. Other evidence can include travel orders, payroll cards, credit reports that show the Federal employment, or affidavits. Affidavits are required from the employee and at least two other people who were in a position to know the facts of the employment, such as former supervisors. The affidavits must be

notarized. Future employers will accept service verified by affidavit as they would any other service verified by a prior employer.

1-6. Creditable Uniformed Service.

a. General Rule. To be creditable for leave accrual purposes, uniformed service must have:

(1) ended honorably. That includes: an honorable discharge or a discharge under honorable conditions (general) or transfer to the inactive reserves under honorable conditions.

and

(2) been active duty in a uniformed service.

(a) The uniformed services consist of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) plus the commissioned officer corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

(b) Active duty is full time duty in the Armed Forces. In the Reserves this would include active duty for training but not weekly or monthly assemblies or drills. National Guard duty must be active duty in the service of the United States under title 10, United States Code, or under a call by the President or Secretary of Defense. National Guard service or training under the call of the Governor of a State or performed for a State under title 32, United States Code, is *not* creditable.

b. Restrictions on Credit for Military Retirees. Section 6303 of title 5, United States Code, restricts the amount of leave accrual credit military retirees receive for their active duty service. This section contains specific language on the treatment

of uniformed service for leave accrual purposes and differs from the way this service is treated for civil service retirement purposes. This is an exception to the general rule that ties service credit for retirement and leave accrual.

(1) Definition of military retiree. For leave accrual purposes, a military retiree is any member or former member of the uniformed services who is entitled, under statute, to retired, retirement, or retainer pay on account of service as a member. Uniformed services retirees include persons on their service's Temporary Disability Retirement List (TDRL) and Navy and Marine Corps personnel who have been transferred to the Fleet Reserve. Note that the definition is based on an *entitlement*; waiving the actual pay has no impact on whether the person is a military retiree.

(2) Exemptions from the restrictions. Military retirees may receive credit for all active military service **only** if one of the following three conditions is met:

(a) the uniformed services retirement was based on disability that *either* resulted from an injury or disease received in the line of duty as a direct result of armed conflict *or* was caused by an instrumentality of war and was incurred in the line of duty during a period of war as defined in sections 101 and 301 of title 38, United States Code.

(b) the uniformed services retiree was employed in a civilian position subject to the Leave Act on November 30, 1964, and has been continuously employed without a break in service of more than 30 days since that date.

(c) the individual first becomes eligible for a uniformed services annuity

while serving as a civilian employee. This includes reservists who qualify for an annuity, as well as employees who are recalled to active duty, qualify for uniformed services retirement, and then are restored to Federal civilian employment. *This exemption applies only to the current period of civilian employment.* If the employee separates and is reemployed later, the restrictions will apply.

(3) Creditable service. For military retirees who do not qualify for one of the exemptions in (2) above, credit for active duty uniformed service is limited to *service in the armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized.*

(a) Service must have been in the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard). Service in the commissioned officer corps is only creditable if it was in the Armed Forces - for example with the Public Health Service subject to full military benefits or while part of the Armed Forces.

(b) Service during a war is creditable regardless of where the person served or what duties were performed. The last war for leave accrual credit purposes was World War II which officially began on December 7, 1941, and ended on April 28, 1952.

(c) Service in a campaign or expedition for which a campaign badge has been authorized is creditable only for the actual service in or as a part of the campaign or expedition. For example, if a military retiree was on active duty for the entire period of the Vietnam campaign but served in that campaign for 14 months, the retiree is entitled only to the 14 months campaign service credit. He or she is not entitled to credit for time on active duty outside of the campaign area. The **VetGuide**, available on

the Office of Personnel Management's website (<http://www.opm.gov>), contains a list of campaigns and expeditions.

c. Employees Appointed on or after October 17, 2006, While on Terminal Leave Pending Retirement from the Uniformed Service (Pub. Law 109-364, Section 1101, dated 10/17/06). Except under the limited conditions specified in title 5, U.S. Code 6303(a)(A)-(C) or (e)), the uniformed service of such an employee is not creditable for purposes of determining the SCD-Leave.

d. Employees Appointed Prior to October 17, 2006, While on Terminal Leave Pending Retirement from the Uniformed Service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007). The employee's uniformed service is creditable in determining the SCD-Leave at the time of appointment. However, upon the employee's retirement from the uniformed service the employee's uniformed service is no longer creditable in determining the SCD-Leave except under the limited conditions specified in title 5 U.S. Code 6303(a)(A)-(C) or (e)). See Section 2-2h. (<http://www.opm.gov/oca/compmemo/2009/2009-03-Attachment2.asp>)

e. Verifying Creditable Uniformed Service.

(1) Uniformed service must be verified by the branch in which the person served and is generally done so using the DD 214 Certificate of Release or Discharge from Active Duty and the SF 813 Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions. Accordingly, agencies should direct inquires regarding the uniformed services' manner of documenting active duty service (e.g., individual does not have a DD 214, confirmation on dates or

nature of service, etc.) to the branch of the uniformed service in which the individual served. The Office of Personnel Management does not verify information on the dates or nature of uniformed service, type of discharge, or nature of any retirement from the uniformed service.

(2) Service in the Armed Forces is generally documented on the DD 214, Certificate of Release or Discharge from Active Duty. This form shows the dates or total amount of active duty and the type of discharge or separation. If the employee does not have a copy of this form, he or she should obtain it from: National Personnel Records Center (Military), >1 Archives Drive, St. Louis, MO 63138.<

(3) When a retiree's DD 214 does not show the exact dates of service in a campaign or expedition, use the Standard Form (SF) 813, Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions, to request that information. The SF 813 is available from the Office of Personnel Management's website (<http://www.opm.gov/forms>). Ask the retiree to list the exact dates of their participation in the campaign area on the form, and send the form in duplicate to the office listed on the reverse of the form.

(4) Dates of active duty National Guard service should be documented on the DD 214 or on orders placing the employee on active duty. Copies of orders should be obtained from the Adjutant General for the State National Guard in which the employee served. The request may be on a Standard Form 180, Request Pertaining to Military Records, and should include a statement that "The beginning and ending dates of honorable active ARNGUS or ANGUS duty and the authority of law under which it was performed under either a call by the

President or an order by the Secretary of Defense (or his designee) are needed to verify prior Federal service credit for the named Federal employee."

(5) Dates of active duty service as a Public Health Service (PHS) Commissioned Officer should be documented on PHS Form 1867, "Statement of Service-Verification of Status of Commissioned Officers of the U.S. Public Health Service." The form can be obtained from: >Personnel Management and Support Team, 1101 Wootton Parkway, Plaza Level - Suite 100, Rockville, MD 20852.<

(6) Dates of active duty service as a National Oceanic and Atmospheric Administration (NOAA) Commissioned Officer should be documented on NOAA Form 5616, "Report of Transfer or Discharge." The form can be obtained from: Commissioned Personnel Center, > 8403 Colesville Road, Suite 500, Silver Spring, MD 20910.<

(7) Figure 6-2 lists sources of information on whether a retirement from the uniformed services was based on war- or combat-incurred disability.

1-7. Other Creditable Service.

a. General. Specific statutes have made some civilian service that does not meet the definition of Federal employment creditable for leave or retirement. Civilian service that is creditable for retirement is also creditable for leave accrual purposes. The kinds of service that occur most frequently are described below in "b" through "h". Detailed information on these types of service and the specific conditions that must be met for the service to be creditable are in Chapter 20, Subchapter 20A of [The CSRS and FERS Handbook](#).

Additionally, section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 20, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable towards determining the SCD-Leave. Such service is described in “h” below.

b. National Guard Technician Service. This has been Federal service since January 1, 1969. All those who have served in a National Guard Technician position since January 1, 1969, receive credit for all their service, including any pre-1969 service. Specific legislation granted limited credit for those who had only pre-1969 National Guard Technician service. This service can be verified by contacting the Adjutant General’s office for the State National Guard unit with which the individual served.

c. Nonappropriated Fund Employment (NAF). >Sections 6308(b) and 3502(a)(4)(c)(ii) of title 5, United States Code, as amended by section 7202 of the Portability of Benefits for Nonappropriated Fund Employees Act of 1990 (Public Law 101-508 dated November 5, 1990)< authorizes credit for leave accrual and RIF purposes for NAF service of employees who move on or after January 1, 1987, from Department of Defense NAF employment to Department of Defense civil service employment, or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable

during any subsequent period of civil service employment. Periods of NAF employment under retained civil service retirement coverage are creditable for leave accrual. Other NAF service performed between 1952 and 1966 may also be creditable (Public Law 99-638). For information on this service, refer to Chapter 20 of [The CSRS and FERS Handbook](#). Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in [The Guide to Personnel Recordkeeping](#).

d. VISTA Volunteer Service. Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment but the enrollment had to be for a period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from: AMERICORPS*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.

e. Peace Corps Volunteer Service. Satisfactory volunteer service with the Peace Corps is creditable. The training prior to enrolling as a volunteer is not creditable; only actual volunteer time is creditable. Verification of satisfactory volunteer Peace Corps service is available from: Volunteer Staff & Payroll Services, The Peace Corps, Washington, DC 20526.

f. Agricultural Stabilization and Conservation Service County Committee

Service. Section 6312 of title 5, United States Code, allows credit for service as an employee of an Agricultural Stabilization and Conservation Service county committee. Verification of such service should be available from: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC 20250.

g. Certain Government Service Performed Abroad. Section 321 of Pub. Law 107-228, the Foreign Relations Authorization Act, Fiscal Year 2003, grants credit for certain government service performed abroad and refers specifically to service that was performed: after December 31, 1998, and before May 24, 1998; under a temporary appointment pursuant to sections 309 and 311 of the Foreign Service Act of 1980; at a U.S. diplomatic mission, consular post (other than a consular agency), or other Foreign Service post abroad; by an individual who satisfied all eligibility requirements under regulations of the Department of State (as in effect on September 30, 2002) for a family member limited non-career appointment at the time the service was performed. (If an individual who performed such service was not employed by the Department of State while performing the service, the individual shall be treated as if he or she were employed by the Department of State for purposes of this definition.)

h. Prior non-Federal Service or Active Duty Uniformed Service that otherwise would not be creditable. Section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 30, 2004), permits a newly appointed or reappointed

employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable. Credit granted under this provision can only be applied upon appointment or reappointment (following a break in service of at least 90 calendar days from the last period of Federal civilian employment) to a position on or after April 28, 2005. An employee has no entitlement to such credit. The head of the agency or designee must determine that the skills and experience the employee possess were acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which appointed and are necessary to achieve an important agency mission or performance goal, determine what constitutes acceptable written documentation for non-Federal service (an employee must provide written documentation from the uniformed services to receive credit for honorable active duty uniformed service), and approve such prior to the effective date of the employee's entry on duty. The amount of service credit that may be granted is at the sole and exclusive discretion of the head of the agency or designee; however, the amount of service credited may not exceed the actual amount of service during which duties directly related to the position for which being appointed were performed. Document such service credit on the SF-144A or an agency equivalent form used in lieu of the SF-144A. Such credit is granted in terms of years and months, and the exact number of years and months of credit granted is recorded in Part I, Column B, of the SF-144A. See Table 6-1 for appropriate remarks.

<http://www.opm.gov/oca/compmemo/2005/2005-07.asp>).

Figure 6-2. Information on Uniformed Service Retirement

Use the sources listed below for additional information on whether retirement from the uniformed services was based on war- or combat-incurred disability.

Branch of Service	Records to be Reviewed	Contact
Army	DA Form 199, Physical Evaluation Board Proceedings (1967 or later edition)	<p>For a copy of the form, write to: ARPERCEN Attn: DARP-PAS-E >1 Archives Drive St. Louis, MO 63138<</p> <p>(Label envelope “DO NOT OPEN IN MAILROOM”)</p>
Navy and Marine Corps		<p>Request determination from: Office of the Judge Advocate General (JAG 32) Department of the Navy Washington Navy Yard 1322 Patterson Avenue, SE >Bldg. 33,< Suite 3000 Washington, DC 20374-5066</p>
Air Force	<p>Department of the Air Force Retirement Order</p> <p>Earlier versions included: DD 424, Certification of Information for Retired Pay; AFPMC 69, Certification of Information for Retirement Pay; AFPMC 134, Retirement Order; AF 2653, Retirement Special Order-Physically Unfit</p>	<p>For a copy of one of these forms, write to: National Personnel Records Center (Military Personnel Records) Air Force Reference Branch >1 Archives Drive St. Louis, MO 63138<</p>

Figure 6-2. Information on Uniformed Service Retirement

Use the sources listed below for additional information on whether retirement from the uniformed services was based on war- or combat-incurred disability.

Branch of Service	Records to be Reviewed	Contact
Coast Guard		Request determination from: Commanding Officer (RPD) Coast Guard Pay and Personnel Center Federal Building 444 SE Quincy Street Topeka, KS 66683-3591
Public Health Service Commissioned Officer		Send letter to: >Personnel Management and Support Team 1101 Wootton Parkway Plaza Level - Suite 100 Rockville, MD 20852<
National Oceanic and Atmospheric Administration Commissioned Officer		Send letter to: Commissioned Personnel Center >8403 Colesville Road Suite 500 Silver Spring, MD 20910<