



# Department of Defense INSTRUCTION

NUMBER 1340.19

November 17, 1993

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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



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. RESPONSIBILITIES

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

4.3. The Secretaries of the Military Departments 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.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

**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"

VALIDATION OF PUBLIC OR COMMUNITY SERVICE EMPLOYMENT <i>(Please read instructions on back before completing this form.)</i>		Form Approved OMB No. 0704-0357 Expires Sept 30, 1996
<small>Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0357), Washington, DC 20503.</small> <b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.</b> <b>RETURN COMPLETED FORM TO: DMDC, ATTN: OPERATION TRANSITION, TERA DESK, P.O. BOX 100, FORT ORD, CA 93941-0100</b>		
<b>PRIVACY ACT STATEMENT</b> Public Law 102-484, Section 4464, October 23, 1992; E.O. 9397 <b>AUTHORITY:</b> <b>PRINCIPAL PURPOSE(S):</b> To provide certification of full-time public and community service employment. Full-time employment is defined by the employing organization. Information on this form will be used to verify employment status. <b>ROUTINE USE(S):</b> None. <b>DISCLOSURE:</b> Voluntary; however, if information is not provided, no further action can be taken to certify public or community service for increased retirement benefit.		<b>GOVERNMENT USE ONLY</b>
<b>SECTION I - TO BE COMPLETED BY MILITARY RETIREE</b>		
<b>1. NAME (LAST, First, Middle Initial)</b> Booth, David E.	<b>2. CURRENT HOME ADDRESS/APT. NUMBER</b> (Include 9-digit ZIP Code) (Check box if new address) 7000 West Pine Street Rural, Virginia 11110	<b>3. TELEPHONE (Include Area Code)</b> a. Home Number (001) 111-1110 b. Daytime Number (001) 110-0011
<b>4. SOCIAL SECURITY NUMBER</b> 0 0 0 0 0 0 0 0 0 0	<b>5. BRANCH OF SERVICE</b> a. ARMY b. NAVY c. AIR FORCE d. MARINE CORPS	
<b>6. DATE OF RETIREMENT</b>		
<b>7. TYPE OF EMPLOYMENT REPORTED (Mark appropriate box)</b> a. NEW <input checked="" type="checkbox"/> b. END OF JOB c. ANNUAL d. FINAL 8. Have you served on active duty since the beginning of this period of qualifying employment or since you last submitted a DD Form 2676, whichever date is later? a. YES <input type="checkbox"/> b. NO <input checked="" type="checkbox"/>		
<b>SECTION II - TO BE COMPLETED BY EMPLOYER</b>		
<b>9. INFORMATION ON EMPLOYING ORGANIZATION</b>		
<b>a. PUBLIC/COMMUNITY SERVICE REGISTRY NUMBER</b> 0 0 0 0 0 0 0 0 0 0	<b>b. NAME OF ORGANIZATION</b> Rural County High School	
<b>c. ADDRESS (Include 9-digit ZIP Code)</b> 6000 East Branch Avenue Urban, Virginia 00011		<b>d. TELEPHONE (Include Area Code)</b> (1) Office Number (001) 110-1111 (2) Fax Number (001) 001-0111
<b>10. DATES OF QUALIFYING PERIODS OF FULL-TIME EMPLOYMENT (YYMMDD)</b>		
<b>a. BEGINNING DATE (YYMMDD)</b> 931201	<b>b. ENDING DATE (YYMMDD)</b> 931202	
I understand the intent of the certification of public and community service employment of military retirees as provided by Public Law 102-484, Section 4464, October 1992. I certify the full-time paid employment of the employee for the dates indicated, and that this organization is a registered public or community service organization.		
<b>11. TYPED/PRINTED NAME AND TITLE OF CERTIFIER</b> Stephanie S. Certifier	<b>12. SIGNATURE OF CERTIFIER</b>	<b>13. DATE (YYMMDD)</b> 931202
<b>SECTION III - TO BE COMPLETED BY MILITARY RETIREE</b>		
<b>14. CERTIFICATION OF MILITARY RETIREE:</b> 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>a. SIGNATURE</b>		<b>b. DATE (YYMMDD)</b> 931202

DD Form 2676, OCT 93

**DD FORM 2676 COMPLETION INSTRUCTIONS**

This form collects information to be used to certify the public and community service employment of eligible retired members under Section 4464 of Public Law 102-484 (1992). Such certified employment may be used to compute 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.

A retiree shall receive military service credit for all qualifying periods of employment during the enhanced retirement qualification period, which begins on the date of retirement and ends on the date the retired member would have attained 20 years of creditable service for retirement purposes. A qualifying period of employment shall meet the following conditions:

- (1) The employing organization provides or coordinates the provision of public or community services and is listed on the Registry of Public and Community Service Organizations maintained by the Department of Defense.
- (2) The employment is full-time, as defined by the employing organization. Typically, 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) The employee is paid.

The intent of the form is to ensure that the retiree is able to furnish validated proof of employment. Submission is required as follows:

- (1) At the beginning of a qualifying period of employment, unless the expected period of employment is less than 3 months;
- (2) At the end of a qualifying period of employment or the end of the enhanced retirement qualification period, whichever comes first; and
- (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 (1) and (2), above.

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. The title of the signatory should be included in Section III, Item 14a.

**ALL ITEMS MUST BE COMPLETED**

**SECTION I - TO BE COMPLETED BY MILITARY RETIREE**

1. Print/type your name (LAST, First, Middle Initial)
2. and 3. Current address/apartment number and home telephone number, as well as a daytime telephone number.
4. Enter your Social Security Number.
5. Branch of Service. Check applicable box.
6. Enter the date you retired (use year, month, day).
7. Type of employment being reported. Check the box that applies:
  - a. NEW - if this form reports the beginning of a new period of qualifying employment.

**SECTION I - TO BE COMPLETED BY MILITARY RETIREE (Continued)**

- b. END OF JOB - if this form reports end of job information while still in the enhanced retirement qualification period.
  - 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.)

**SECTION II - TO BE COMPLETED BY EMPLOYER**

9. Information on the Employing organization:
- a. Enter Public or Community Service Registry number. If you 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.
  - c. Enter organization's address.
  - d. Enter organization's telephone number (Fax number is optional).

**10. Enter dates of qualifying periods of employment:**

- a. Beginning date. If NEW, ANNUAL, END OF JOB, or FINAL, enter date employment began.
- b. Ending date. If NEW or ANNUAL, enter date form is signed. For NEW, this may only be a day's time; however, full creditable time will be established on subsequent reports. For END OF JOB, use date employment ended. For FINAL, enter date that ends reporting requirement for creditable employment.

**11. Type** Print the name and title of the certifier of the form.

**12. Signature of certifier.**

**13. Enter the date the form is signed in year, month, day format.**

**SECTION III - TO BE COMPLETED BY MILITARY RETIREE**

**14. CERTIFICATION OF MILITARY RETIREE.** Sign and date your certification. Enter the date as YYMMDD; i.e., 930726.