



# Department of Defense INSTRUCTION

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Credit for Prior Non-Federal Work Experience and Certain Military Service for Determining Leave Accrual Rate

References: See Enclosure 1

## 1. PURPOSE

a. Instruction. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), 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 incorporates and cancels Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum (Reference (b)) and establishes policy, assigns responsibilities, and prescribes procedures for affording credit for prior work experience pursuant to section 6303(e) of title 5, United States Code, (Reference (c)) that otherwise would not be creditable in determining a newly appointed or reappointed civilian employee's annual leave accrual rate according to section 6303(a) of Reference (c).

2. APPLICABILITY. This Volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy:

a. That the Secretaries of the Military Departments, the Directors of the Defense Agencies and the DoD Field Activities, and all other organizational entities within the Department of Defense with independent appointing authority for themselves and their serviced organizations are delegated the authority to authorize service credit for prior work experience pursuant to section 6303(e) of Reference (c) for purposes of annual leave accrual for positions that otherwise would not be creditable according to section 6303(a) of Reference (c). This authority may be re-delegated in writing, for use in accordance with this Volume, to a selecting official (hereafter referred to as an “authorized management official”).

b. That credit pursuant to section 6303(e) of Reference (c) for non-Federal or active duty Military Service experience toward annual leave accrual purposes is a discretionary flexibility designed for use in meeting civilian strategic human capital needs; there is no entitlement to credit for non-Federal employment, active duty Military Service, or volunteer experience pursuant to this Volume.

c. To offer leave service computation date (SCD) credit pursuant to section 6303(e) of Reference (c), when the criteria of this Volume is met, for directly related experience in non-Federal or active duty Military Service positions when such credit would serve as an incentive to acquire high quality talent for positions that are important to mission accomplishment or achievement of performance goals.

d. To consider such factors as the currency and relevancy of the experience to be credited to the position being filled; the criticality of the position to the organization’s mission; the difficulty in filling the position; and the existing capabilities to attract candidates to the position when making determinations regarding authorizing such credit under section 6303(e) of Reference (c).

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. 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>.

8. EFFECTIVE DATE. This Volume is effective immediately.



Gail H. McGinn  
Deputy Under Secretary of Defense (Plans)  
Performing the Duties of the  
Under Secretary of Defense for  
Personnel and Readiness

Enclosures

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) Under Secretary of Defense for Personnel and Readiness Memorandum, "Credit for Non-Federal and Uniformed Service for Determining Annual Leave Accrual Rate," May 4, 2006 (hereby canceled)
- (c) Sections 2301, 6303, 6307, and 6312 of title 5, United States Code
- (d) Chapter 6 of U.S. Office of Personnel Management Guide, "Guide to Processing Personnel Actions," as amended
- (e) Parts 550 and 630 of title 5, Code of Federal Regulation
- (f) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (g) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
- (h) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007

ENCLOSURE 2

RESPONSIBILITIES

1. USD(P&R). The USD(P&R) shall establish and have the overall responsibility for DoD human resource policies issued in this Volume for prior work experience credit for annual leave accrual rate.

2. DEPUTY UNDER SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DUSD(CPP)). The DUSD(CPP), under the authority, direction, and control of the USD(P&R), shall:

a. Develop, maintain, and assess overall DoD policy on matters relating to this Volume.

b. Monitor actions to ensure compliance with this Volume and with the merit principles set forth in section 2301(b) of Reference (c).

3. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:

a. Ensure compliance with this Volume.

b. Ensure that service credit determinations are granted in accordance with the requirements in this Volume and other relevant regulations or laws.

c. Issue implementing guidance and procedures, as appropriate.

ENCLOSURE 3

PROCEDURES

1. ELIGIBILITY. Employees eligible for consideration in accordance with this Volume must meet these criteria:

a. The employee must be receiving his or her first appointment (regardless of tenure) as a civilian employee of the Federal Government or be reappointed following a break in service of at least 90 calendar days after his or her last period of civilian Federal employment.

b. The skills and experience of the employee must be essential to the new position and must have been acquired through performance in a non-Federal, Military Service, or volunteer position having duties that directly relate to the duties of the position to which the employee is being appointed.

c. The skills and experience of the employee must be necessary to achieve an important agency mission or performance goal.

d. The employee is being appointed to a position that is covered by the Federal annual and sick leave program according to sections 6303 and 6307 of Reference (c).

e. The authorized management official determines, in writing, that the conditions in paragraphs 1.a. through 1.d. of this enclosure are met.

2. DETERMINATION OF SERVICE CREDIT

a. Service credit pursuant to section 6303(e) of Reference (c), when authorized, will be computed in terms of years and months and computed on a one-for-one basis for all service that is creditable pursuant to this Volume. The minimum amount of service that may be credited is 1 year. The amount of service credit may not exceed the actual amount of service during which the current expertise was attained and the directly-related duties were performed.

b. Credit for prior non-Federal or honorable, active-duty Military Service pursuant to section 6303(e) of Reference (c) that otherwise would not be creditable according to section 6303(a) of Reference (c) will be granted on the date of initial appointment or reappointment.

c. Annual leave service credit granted in accordance with this Volume must be approved before the effective date of initial appointment or reappointment. There are no provisions for retroactive determinations on the annual leave accrual rate for current employees.

d. Service credited in accordance with this Volume is not creditable for retirement or reduction in force.

### 3. 1 YEAR MINIMUM CONTINUOUS SERVICE REQUIREMENT

a. In accordance with the procedures in this Volume, an employee's annual leave service credit granted pursuant to section 6303(e) of Reference (c) will remain creditable unless the employee fails to complete 1 full year of continuous service within the Department of Defense.

b. An employee who separates from Federal service or transfers to another Federal agency (outside the Department of Defense) before completing 1 full year of continuous service with the Department of Defense is not entitled to retain service credit for non-Federal or Military Service experience credited in accordance with this Volume.

(1) Prior to processing the personnel action that separates the employee from Federal service or transfers the employee to another Federal agency, the SCD-Leave must be adjusted by subtracting the credit that was granted for the non-Federal and/or Military Service experience. The Standard Form (SF) 50, "Notification of Personnel Action," documenting the change in service credit, must be coded according to Office of Personnel Management Guide (Reference (d)) and using remark code "B75." This code indicates a change in the SCD-Leave date because the employee failed to complete 1 full year of continuous service with the appointing agency.

(2) All unused annual leave accrued and accumulated by an employee pursuant to this provision remains credited to the employee after the adjustment to the SCD-Leave. The remaining annual leave balance must either be transferred to the new Federal agency if the employee is transferring to a position to which annual leave may be transferred (part 630 of title 5, Code of Federal Regulations (Reference (e))); or paid in a lump-sum payment if the employee is separating from Federal service or moving into a position to which annual leave cannot be transferred (part 550 of Reference (e)).

(3) If an employee is placed in a leave without pay status during the required 1-year period of continuous service, the continuous service requirement is extended by the amount of time the employee is in a leave without pay status. However, if the employee's absence is due to active duty Military Service or a compensable injury, the period of leave without pay is credited as though the employee had remained in a pay and duty status according to part 630 of Reference (e).

### 4. DOCUMENTATION

a. Authorized management officials exercising the discretionary authority to authorize service credit for prior work experience shall justify and document the reasons for granting such credit pursuant to this Volume in writing prior to the effective date of the applicant's entry on duty. Such documentation shall include:

(1) A copy of the position description for the position being filled and the vacancy announcement for the position (when applicable).

(2) The employee's resume or application, which must clearly document the length and nature of the service to be credited, or be supplemented by supporting documentation. The documentation must clearly show the claimed creditable service, provide specific beginning and ending dates (month, day, and year), and provide evidence that the duties performed directly relate to those of the position being filled.

(3) An explanation of how the duties relate to the position being filled for each period of service for which credit is requested.

(4) In the case of creditable Military Service credit, a copy of the employee's DD Form 214, "Certificate of Release or Discharge from Active Service," or, if the DD 214 cannot be obtained, other official documentation from the Military Service concerned of the employee's honorable, active duty service.

b. Service credited pursuant to this Volume will be part of the SCD-Leave calculation and will be noted on SF 144A, "Statement of Prior Service-Worksheet," or other equivalent form. An equivalent form may be a variation of SF 144A or a printout from a computer program that calculates the SCD-Leave.

c. The documentation relied upon as proof or verification of creditable service must be attached to the SF 144A or equivalent form and retained permanently on the right side of the employee's official personnel folder.

## 5. PERSONNEL ACTION PROCESSING PROCEDURES

a. Instructions for processing the personnel actions in this Volume are provided in Reference (d). For credit for non-Federal service according to section 6303(e) of Reference (c), the remark code "B73" is used on the SF 50 that effects the appointment. That remark indicates the amount of years and months of credit toward the SCD-Leave for certain period(s) of non-Federal service, and that the service is permanently creditable unless the employee fails to complete 1 full year of continuous service with the agency.

b. For credit for active duty Military Service according to section 6303(e) of Reference (c), the remark code "B74" is used to indicate the amount of service credited, and that the service is permanently creditable unless the employee fails to complete 1 full year of continuous service with the agency. In addition, the remark code "M39" is used to reflect the total amount of creditable Military Service.

## 6. ACCOUNTABILITY AND RECORDKEEPING. The DoD Components shall:

a. Be responsible for the appropriate and effective use and oversight of the authority to authorize service credit for prior work experience in support of mission requirements. Oversight and accountability procedures must be in place to ensure proper use of this authority.

b. Establish recordkeeping procedures according to DoDD 5015.2 (Reference (f)) sufficient to:

(1) Reconstruct each action pursuant to this Volume.

(2) Determine the total number of civilian employees by title, series, and grade and/or level who were hired each fiscal year and awarded annual leave service credit pursuant to this Volume, in comparison with those hired who did not receive credit pursuant to this Volume (obtainable from the Defense Civilian Personnel Data System (DCPDS)).

(3) Determine the amount of credit (e.g., years, months) towards the SCD-Leave that was granted each fiscal year pursuant to this Volume by title, series, and grade and/or level (obtainable from DCPDS).

(4) Ensure the information in paragraphs 6.b.(1) through 6.b.(3) of this enclosure is readily available and is retained for the period required by the applicable record disposition schedule in case of third-party audit or to meet an information request from the DUSD(CPP).

c. Safeguard personally identifiable information (PII) collected and utilized in implementing this Volume to prevent any unauthorized use. Ensure the collection, use, and release of PII complies with the requirements of DoDD 5400.11 and DoD 5400.11-R (References (g) and (h)).

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

DCPDS	Defense Civilian Personnel Data System
DD	Department of Defense (forms only)
DoDD	DoD Directive
DUSD(CPP)	Deputy Under Secretary of Defense for Civilian Personnel Policy
NAFI	non-appropriated fund instrumentality
PII	personally identifiable information
SCD	service computation date
SF	standard form
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Volume.

newly appointed civilian employee. An individual receiving his or her first appointment as a civilian employee of the Federal Government, regardless of tenure. This includes a former DoD non-appropriated fund instrumentality (NAFI) employee with a break in service of 4 calendar days or more.

non-Federal service. Includes service such as experience in the private sector, non-paid volunteer work, experience in a quasi-Federal organization, and NAFI service that is otherwise not creditable for leave purposes according to section 6312(a)(2) of Reference (c).

reappointed civilian employee. An individual who receives a subsequent civilian appointment in the Federal Government following a break in service of at least 90 calendar days after his or her last civilian Federal employment.

transfer. Movement of a Federal employee from the Department of Defense to a different Federal agency.