



















DEPARTMENT OF THE ARMY  
APPROPRIATE LETTERHEAD FOR SUBMITTING OFFICE  
RETROACTIVE SERVICE CREDIT MEMO

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MEMORANDUM FOR OFFICE OF THE ASSISTANT G-1 FOR CIVILIAN PERSONNEL, EMPLOYMENT POLICY DIVISION, BENEFITS, ALLOWANCES AND PAY BRANCH, 2461 EISENHOWER AVE, ALEXANDRIA, VA 22331

SUBJECT: Request for Special Retirement Coverage for Firefighter Position(s) – <Firefighter X>

1. Request formal retroactive service credit be given to <Firefighter X>, who occupied the below listed position description (Enclosure 1), retroactive to the date the individual was assigned to this position. The Standard Form 50 (Notice of Personnel Action) assigning <Firefighter X> to the position is attached at Enclosure 2.

2. The position description is attached for the following firefighter position for which we are requesting approval of special retirement coverage:

<Title of position>, <pay plan, series, grade>, Position Description (PD) #, <date PD was classified>

3. Within the Department of Defense, the authority to determine coverage for firefighters under the special retirement provisions of the Civil Service Retirement System (CSRS) and the Federal Employees' Retirement System (FERS) rests with the Under Secretary of Defense for Personnel and Readiness (USD (P&R)). The USD (P&R) approved special retirement coverage for Department of the Army Firefighters GS-0081-03 through 06 (with appropriate parenthetical) and Lead Firefighter GS-0081-06 through 07 (with appropriate parenthetical) on 22 July 1994. Firefighter positions within the Department of the Army comply with the statutory requirements of title 5, United States Code, by limiting the maximum entry age for firefighters to 37. This is published in DoD 1400.25 SC336.5.2.1 dated December 1996. Army regulation \_\_\_\_\_, dated \_\_\_\_\_, executes this by requiring employing agencies meet DoD guidance.

(The following paragraph will change depending on whether the position is Primary or Secondary and whether a waiver is necessary)

4a. I certify that this position meets the requirements for special retirement coverage as a primary/rigorous position under 5 CFR §831.902 and §842.803 for CSRS and FERS employees, respectively. The incumbent of this position performs primary duties directly connected with controlling and containing/extinguishing of structural and aircraft fires, rescuing persons endangered by fire, driving firefighting vehicles, and operating

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pumping and ladder equipment. I certify that physical fitness training is required on a weekly basis, as reflected by Army directive/instruction \_\_\_\_\_, dated \_\_\_\_\_. Therefore, request waiver of the six month time limit for submission and the one year retroactive time limit, as well as approval of this position as a primary/rigorous firefighter position for purposes of special retirement coverage.

4b. I certify that this position meets the requirements for special retirement coverage as a secondary position under 5 CFR §831.902 and §842.803 for CSRS and FERS employees, respectively. The incumbent of this position meets all requirements to qualify for secondary coverage. Therefore, request waiver of the six month time limit for submission and the one year retroactive time limit, as well as approval of this position as a secondary firefighter position for purposes of special retirement coverage.

5. The point of contact for this action is <fill in point of contact phone number and email>.

Encls

Signature Authority  
Title of Above

FIREFIGHTERS PDS INVOLVED IN REQUESTS FOR INDIVIDUAL COVERAGE
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PP-SRS-GR	Position Title	PD Number	Dates Assigned to PD(s)	Dates Removed from PD(s)	Name Employee (Last name , First name)	SSAN	Retirement Plan
GS-0081-07	FIREFIGHTER	34415 (P)	1/1/2004	2/4/2006	Employee 1	XXXXXX	K
GS-0081-08	FIREFIGHTER	34568 (P)	2/5/2006	Present	Employee 1	XXXXXX	K
GS-0081-09	LEAD FIREFIGHTER	35007 (P)	3/18/2009	Present	Employee 2	XXXXXX	K
YC-0081-01	SUPV FIREFIGHTER	35897 (S)	8/29/2004	9/24/2005	Employee 3	XXXXXX	K
GS-0081-08	FIREFIGHTER	34865 (P)	9/25/2005	Present	Employee 3	XXXXXX	K
GS-0081-09	LEAD FIREFIGHTER	35008 (P)	5/15/2006	Present	Employee 4	XXXXXX	K
YC-0081-02	FIRE CHIEF	568320 (S)	8/8/2004	Present	Employee 5	XXXXXX	K

(P) - primary coverage requested  
(S) - secondary coverage requested

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