

Quick Reference Guide for SCD-Leave Credit (5 U.S.C. Sec 6303(e))

Eligibility	Management Responsibilities	Human Resources Responsibilities	Miscellaneous Information
<p><i>Applicant is a newly appointed or reappointed (following a 90 day break in service) civilian being appointed to a Federal civil service position that is critical to the accomplishment of the organization's human capital strategic mission.</i></p>	<p>Authorized management officials must consider 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 authorizing SCD - Leave credit.</p>	<p>Following instructions for processing and documenting these personnel actions as provided in Chapter 6 of the US OPM Guide to Processing Personnel Actions.</p>	<p>Service credited under this provision is not creditable for retirement or reduction in force. There is no provision for retroactive application of SCD-Leave credit.</p>
<p>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.</p>	<p>Authorized management officials shall justify and document the reasons for granting such credit in writing prior 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) For creditable Military Service, a copy of the employee's DD Form 214 or, if the DD 214 cannot be obtained, other official documentation from the Military Service concerned of the employee's honorable, active duty service.</p>	<p>Ensure SCD accrual as determined by authorized management official and any additional Title 5 USC factors applicable in determining the individual's annual leave accrual rate are accurately calculated, applied and entered into personnel and payroll systems on the date of appointment.</p>	<p>Non-Federal or active duty Military Service experience credit for annual leave accrual is a <i>discretionary</i> flexibility designed for use in meeting civilian strategic human capital needs; <i>no entitlement exists to credit for leave under 5 U.S.C. 6303(e).</i></p>
<p>The skills and experience of the employee must be necessary to achieve an important agency mission or performance goal.</p>	<p>Service credited will be part of the SCD Leave calculation and will be noted on SF 144A "Statement of Prior Service - Worksheet" or other equivalent form. The documentation relied upon as proof or verification of creditable service must be attached to the SF 144A and retained permanently on the right side of the employee's official personnel folder.</p>		<p>Annual leave service credit <i>must be approved prior to the effective date</i> of initial appointment or reappointment. There are no provisions in the law for retroactive determinations for current employees.</p>
<p>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 Title 5 U.S.C.</p>	<p>Authorized management officials must determine the amount of service that will be credited. The amount of service credited may not exceed the actual amount of service during which the employee performed duties directly related to the position to which the employee is being appointed.</p>		<p>Minimum amount of service that may be credited is 1 year. Credit will be computed in terms of years and months and computed on a one-for-one basis. Service credited may not exceed the actual amount of service during which the current expertise was attained and the directly related duties were performed.</p>
<p>The authorized management official determines, in writing, that the conditions as provided in DODI 1400.25 Vol 631 Encl 3 para 1 a. through 1.d are met.</p>			<p>One year minimum continuous service with the DoD is required for the service credited under this authority to remain creditable.</p>
<p>App A SCD-Leave Quick Reference</p>			<p align="right">7/9/2010</p>