

DEPARTMENT OF ARMY
IMPLEMENTING GUIDANCE

CREDIT FOR PRIOR NON-FEDERAL WORK EXPERIENCE AND CERTAIN MILITARY SERVICE TO
DETERMINE ANNUAL LEAVE ACCRUAL RATE

As Provided in title 5 U.S.C., Section 6303(e)

1. DOD POLICY provides:

- a. The authority to authorize service credit for prior work experience pursuant to section 6303(e) of Title 5, United States Code (USC), may be re-delegated in writing from the Secretaries of the Military Departments to an authorized management official.
- b. Service credit provided under section 6303(e) 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 DODI 1400.25-V631.
- c. Such credit should be considered when it would serve as an incentive to acquire high quality talent for positions that are important to mission accomplishment or achievement of performance goals.
- d. Authorizing Officials are to consider such factors as:
 - (1) the currency and relevancy of experience to be credited to the position being filled;
 - (2) the criticality of the position to the organization's mission;
 - (3) the difficulty in filling the position;
 - (4) existing capabilities to attract candidates;

2. For implementation within Department of Army, the following applies:

- a. This recruitment incentive should not be automatically granted to newly appointed or reappointed employees. Authority to approve such service credit must be exercised judiciously and the enduring costs evaluated with regard to Strategic Human Capital goals, return on investment, and the impact on agency efficiency.
- b. The Hiring Official will prepare and provide a written evaluation addressing:

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- Each evaluation factor in paragraph 1 d. (1)-(4), for example:
 - (1)
 - a. How current is the applicant's experience to the critical skills required of the position being filled?
 - b. What is the relevancy of the experience claimed by the applicant to the position being filled? Consideration should be given to such factors as the primary purpose or reason for the position's existence and the mission and responsibility of the organization in which it is located.
 - (2) How do the skills and experience of the applicant fit with the organizational mission and human capital plan? Is the purpose of filling this vacancy to bring skills and experience to the organization that are essential to the core mission? Has your Command's Human Capital Plan identified the position or group of positions as mission critical (i.e., the mission will fail without personnel with the job specific skills and experience in order to close an existing competency gap)?
 - (3) Has the Command/organization had difficulty filling the position previously? Examples of things to consider:
 - Severe shortage of candidates
 - Use of applicable hiring flexibilities, recruitment bonuses, special salary rates, training and development programs have proved inadequate.
 - High declinations of positions offered to qualified candidates.
 - Announcement history shows a lack of qualified candidates.
 - Extensive travel requirement
 - (4) What conditions affect the availability of candidates for the vacancy? For example:

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- Employment trends including the local or national labor market
 - Is there a nationwide or geographical skills shortage?
 - A requirement for special and unusual knowledges, skills or experience?
 - A requirement to work under extraordinary or extreme conditions?
 - Undesirable geographic location or undesirable duties?
 - High cost of living
 - Availability of housing, public transportation
 - Difficult traffic conditions
 - Overseas hostile deployments
- c. This authority may be delegated, in writing, no lower than a selecting official.

3. ELIGIBILITY. Employees eligible for consideration in accordance with DoDI 1400.25-V631 must meet the following 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 re-appointed 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.

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- c. The skills and experience of the employee must be necessary to achieve your Command's Strategic Human Capital goals in support of important agency mission or performance goals.
- 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 Title 5, USC.
- e. The Authorized Management Official determines, in writing, that the conditions in paragraphs 3.a. through 3.d. above are met.

4. DETERMINATION OF SERVICE CREDIT

- a. SCD-Leave credit will be computed in terms of years and months and on a one-for-one basis for all service/experience that is directly related to the position being filled.
- b. 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.
- c. The minimum amount of service that may be credited is one year.
- d. SCD-Leave credit will be granted upon the effective date of initial appointment or reappointment.
- e. Service credit must be approved before the effective date of the initial appointment or reappointment.
- f. The documentation relied upon as proof or verification of creditable service must be attached to the SF 144A or equivalent form pursuant to DoDI 1400.25-V631. The service credited will be part of the SCD-Leave calculation.
- g. There is no provision for retroactive determinations or authorizations on the annual leave accrual rate for current employees.
- h. Service credited is not creditable for retirement or reduction in force purposes.

5. 1 YEAR MINIMUM CONTINUOUS SERVICE REQUIREMENT:

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- a. An employee's annual leave service credit granted pursuant to section 6303(e) of title 5, USC 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 DoDI 1400.25-V631.
 - (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 guidance 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 the provisions of 6303(e) Title 5 USC 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, CFR); 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.
 - (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.

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6. RESPONSIBILITIES/DOCUMENTATION

a. The applicant must provide:

- (1) A resume or other documentation that clearly describes the claimed creditable service and the duties performed that directly relate to those of the position being filled. Periods of service for which credit is sought must have specific beginning and ending dates (month, day and year). Appendix E may be used as a guide to assist the applicant.
- (2) In the case of creditable Military Service credit, a copy of his/her DD-214, Certificate of Release or Discharge from Active Duty Service, or if the DD-214 cannot be obtained, other official documentation from the releasing Military Service showing the employee's honorable, active duty service.

b. The Authorized Management Official approving service credit for prior work experience shall justify and document the reasons for granting such credit in writing prior to the effective date of the applicant's entry on duty. Such documentation shall include.

- (1) An evaluation addressing the DoD/DA factors required to be considered under paragraph 2 above when considering SCD-Leave credit as an incentive. (See Para 2 and use of Appendix C)
- (2) A copy of the position description of the position being filled.
- (3) The vacancy announcement for the position being filled (when applicable).
- (4) The employee's resume or application, which must clearly document the length and nature of 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.
- (5) A description of how the duties relate to the position being filled for each period of service for which credit is requested.

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(6) In the case of creditable Military Service, 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.

(7) The applicant's supporting statement regarding prior work experience (See example at Appendix E)

(8) Management documentation of directly related experience (See example at Appendix C)

c. Commands will ensure:

1. Authorized Management Officials are delegated the authority, in writing, to authorize SCD-Leave credit consistent with section 6303(e) of Title 5, DODI 1400.25, Vol 631, the Department of Army implementing guidance, and your Command's SCD-Leave credit implementation plan.
2. Complete SCD-Leave credit packages are forwarded to the servicing Human Resources Office for the final job offer and prior to the employee's entry on duty.

d. The servicing Civilian Human Resources Office will:

1. Review and ensure the SCD-Leave credit package is complete prior to the effective date of appointment/reappointment. Request any missing required documentation from the Authorizing Official
2. Include a Statement of Understanding (SOU) (Appendix D) in the hiring package. The SOU should be provided at the time the final job offer is extended and collected as part of the hiring documentation prior to entry on duty. The SOU is intended to document the selectee's understanding of the one year continuous service requirement.

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3. Calculate SCD-Leave credit and code into the Defense Civilian Personnel Data System (DCPDS).
4. File the required documentation in the employee's Official Personnel Folder (OPF) in accordance with OPM and DOD guidance.
5. Adjust the SCD leave calculation for those individuals previously granted SCD-Leave credit who do not complete 1 full year of continuous service with the DOD. The adjustment must take place prior to processing a personnel action that separates or transfers the employee to a non-DoD agency.
6. Process personnel actions in accordance with Chapter 6 of the US Office of Personnel Management Guide to Processing Personnel Actions.
7. Use remark code "B73" on the appointing SF 50 to indicate the amount of years and months of credit toward the SCD-Leave for the non-Federal work experience.
8. Use remark code "B74" to indicate the amount (years and months) of active duty Military Service credited under this authority.
9. Use remark code "M39" to reflect the total amount of creditable Military Service.
10. Use remark code "B75" to indicate a change in the SCD-Leave date because the employee failed to complete 1 full year of continuous service with the DOD.

7. ACCOUNTABILITY AND RECORDKEEPING.

Commands 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

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mission requirements. Oversight and accountability procedures must be in place to ensure proper use of this authority.

b. Establish recordkeeping procedures according to DoDD 5012.2, "DoD Records Management Program," sufficient to:

(1) Reconstruct each action pursuant to the DOD guidance.

(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 authority, in comparison with those hired who did not receive credit pursuant to the authority (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 authority by title, series, and grade and/or level (obtainable from the Defense Civilian Personnel Data System (DCPDS)).

(4) Ensure the information in paragraphs 7.b.(1)-(3) 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 DUSD(CPP) or AG-1 CP.

(5) Determine the total number of civilians employed by title, series and grade or level who were granted SCD-Leave credit and failed to complete one full year of continuous service.

c. Safeguard personally identifiable information (PII) collected and utilized in implementing this authority to prevent any unauthorized use. Ensure the collection, use, and release of PII complies with the requirements of DoDD 5400.11, "DoD Privacy Program," and DOD 5400.11-R "Department of Defense Privacy Program."