



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DAPE-CPZ

-1 1 FEB 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Moratorium on Creation of New Position Descriptions (PDs) and Selection of Candidates Against PDs Anticipated to Qualify for Special Retirement Coverage

1. References:

- a. DoDI 1400.25, Vol 336 (USO (P&R)) issued December 1996 - Civilian Firefighters and Law Enforcement Officers.
- b. DoDI 1400.25, Vol 331 (USD(P&R)) issued December 1996 - Civilian Air Traffic Controllers (ATC).
- c. DoDI 1400.25, Vol 840 (USD(P&R)) issued December 1996 - Federal Employees Retirement System (FERS), Paragraph 3, Special Retirement Coverage.
- d. Memorandum, SA, 13 October 2010, Subject: Delegation of Authority - Position Coverage Determination, Maximum Entry Age Waivers, Reentry Waivers, and Mandatory Age Separation Waivers for Civilian Air Traffic Controllers (ATC).

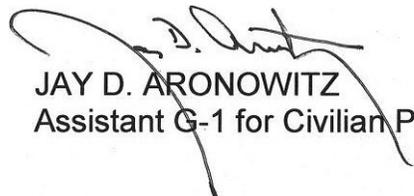
2. Effective immediately, there is a moratorium on the creation of new position descriptions (PDs), the duties of which are intended to establish special retirement coverage (SRC) eligibility; and on the selection of candidates against PDs not yet approved for SRC for the following occupational series: Firefighter 0081, Criminal Investigator 1811, and ATC 2152. Also included in this moratorium are those positions involving multiple classification series which are assigned to the Army Military Corrections Command at the Fort Leavenworth Military Corrections Complex (MCC), and positions providing ancillary or medical support to the MCC. The Civilian Human Resources Agency (CHRA) will issue separate guidance concerning the handling of recruitment requests that may involve positions pending SRC approval.

3. DoD has advised that the July 22, 1994 memorandum issued to Army approving certain positions for SRC coverage cannot be read to grant "global coverage." Individual positions must, in all cases, be approved and identified by position number. All Firefighter and Criminal Investigator PDs not previously approved by position number requires submission to DoD for approval. ATC positions must also be approved and identified by position number. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the approval authority for ATC positions.

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4. We will work with stakeholders to determine position requirements, develop standardized PDs, and initiate SRC approval. This should enhance efficiencies in managing the SRC program.
5. CHRA is conducting a comprehensive review of PDs and employee service records to identify inaccuracies in retirement coding, classification, mandatory retirement, dates and maximum entry age requirements. Our goal is to ensure that no employee will be unfairly disadvantaged because of the pending review or necessary corrective actions. CHRA will begin working with Commands in identifying employees who will be eligible for retirement within the next year, and where appropriate initiate requests for approval of all positions within the employees' employment history that have not been previously approved by specific PD number. CHRA will submit completed packages to AG-1CP for final review and submission to the appropriate approving authority.
6. Employees will receive service credit for SRC effective the date of assignment to an approved PD provided the employee met all of the qualifications, licensure, and medical, physical, and maximum entry age requirements at the time of initial appointment to the position. If the PD was not approved at the time the employee was placed on the PD and the PD is subsequently approved by the appropriate authority, service credit will be retroactive to the date of assignment to the PD.
7. CHRA operational instructions for this review will be released to commands shortly. AG-1CP will coordinate draft HODA guidance with stakeholders for future management of the SRC.
8. The HQ, CHRA point of contact is Ms. Nikki Elkins, (410) 306-1737, DSN 458-1737, or anita.l.elkins.civ@mail.mil; the AG-1CP point of contact is Ms. Barbara Walker, (703) 806-4737, DSN 656-4737, or Barbara.s.walker12.civ@mail.mil.



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