



[Command/Activity Letterhead]

OFFICE SYMBOL

DATE

MEMORANDUM THRU

HEADQUARTERS CIVILIAN HUMAN RESOURCES AGENCY, HUMAN RESOURCES  
POLICY DIVISION, 3330 RARITAN AVENUE, ABERDEEN PROVING GROUND,  
MD 21005-5200  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1, EMPLOYMENT POLICY  
DIVISION, 6010 6<sup>TH</sup> STREET, BLDG 1465, FORT BELVOIR, VA 22060

FOR OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND  
RESERVE AFFAIRS), 111 ARMY PENTAGON, WASHINGTON, DC 20310-0111

SUBJECT: Request for Special Retirement Position Coverage Determination for Air  
Traffic Controller - Position Description Number(s) – <PD>

1. Request formal special retirement coverage approval for PD(s) listed below <PD#>, <title, series, grade> and provided at Enclosure <#>.
2. Within the Department of Army, the authority to make position coverage determinations for Air Traffic Controller(ATC) positions under the special retirement provisions of the Civil Service Retirement System (CSRS) and the Federal Employees' Retirement System (FERS) rests with the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)).
3. I certify that the enclosed position descriptions (PDs) accurately reflect the duties of the respective positions and that the duties described in the PD(s) meet the statutory requirements for special retirement coverage under Title 5, United States Code (USC), Chapters 83 and 84 for CSRS and FERS employees respectively. The duties of [these] position(s) are performed in an air traffic control facility or flight service station and incumbents in the positions are actively engaged in the separation and control of air traffic, or providing pre-flight, in-flight or airport advisory service to aircraft operators, or the incumbents are a first or second-level supervisor of an ATC performing such duties.
4. I also certify that the hiring authority complies with the provisions of DoDI 1400.25, Vol. 331 issued December 1996 and administratively reissued April 6, 2009, by:

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- a) applying maximum entry and the mandatory separation age requirements;
- b) complying with DoD retention requirements; and
- c) ensuring that individuals hired and retained into these positions meet all applicable qualifications and certifications for ATC positions.

5. My point of contact is <NAME>, phone <#> or <#>, or <EMAIL>.

x Encls

- 1. Position Description(s)
- 2. Mission Statement
- 3. Organization Chart

Signature Block

DRAFT