

# HQ DEPARTMENT OF THE ARMY

## Guidance for Requesting Air Traffic Controller (ATC) Special Retirement Position Coverage Determinations

### ENCLOSURE

#### 1. REFERENCES:

- a. Public Law 100-92, August 18, 1987
- b. Title 5, United States Code, §§ 2109, 8331(30), 8336(e), 8401(35), and 8412(e)
- c. Title 5, Code of Federal Regulation, Part 842, Subpart H
- d. Department of Defense Instruction (DoDI) 1400.25, Volume 331, dated June 20, 2005, administratively reissued April 6, 2009, subject: DoD Civilian Personnel Management System: Civilian Air Traffic Controllers (ATCs)
- e. Secretary of the Army Memo, dated March 31, 2014, subject: Delegation of Authority – Position Coverage Determination, Maximum Entry Age Waivers, Reentry Waivers, and Mandatory Age Separation Waivers for Civilian Air Traffic Controllers (ATCs)
- f. AG1 CP Memo, dated February 11, 2013, subject: Moratorium on Creation of New Position Descriptions (PDs) and Selection of Candidates Against PDs Anticipated to Qualify for Special Retirement Coverage
- g. ASA (M&RA) Memo, dated May 1, 2014, subject: Delegation of Civilian Human Resources Authorities, Version 03-2014, effective April 30, 2014: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication and Transmission of Delegation #13, Delegation of Authority – Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP) and VSIP Phase II and Delegation #14, Delegation of Authority to Approve the Meritorious Civilian Service Award.

#### 2. GENERAL

a. Special retirement is a position driven employee benefit that requires the duties of the employee's position of record be officially approved for coverage. A position description, commonly called a "PD" by Federal workers, documents the major duties, responsibilities, and organizational relationships of a job. It serves as the official record of the classification of the job and is used to make many personnel decisions to include those related to pay and special retirement eligibility. The employee's work history and periods of service are identified and credited by PD#, title, series and grade. Section 842.804 of Reference 1.c. requires that the agency head's finding that the

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f. Although the 2152 series includes positions involved in the research and development of rules regarding airspace utilization and participation in the development of regulations and procedures for the security, control, and methods of integrating air traffic, such positions may not meet the above ATC definition for purposes of SRC.

**3. INSTRUCTIONS FOR SUBMISSION OF PDs FOR SRC DETERMINATION:**

a. Submit/include a statement from an authorized management official that confirms the Army organization:

1) understands and will comply with the DoD policy on maximum entry age and the statutory mandatory separation provisions; and

2) understands and will comply with the guidance in Reference 1.d. in the management of ATC positions.

b. Submit a copy of the official PD with the signature or name and date of the approving official (supervisor/manager) and signature or name and date the PD was originally classified. If the PD is not currently available in electronic or hard copy format, an official job summary must be provided (see Attachment 2 for template). A job summary may be provided only for those PDs no longer contained in FASCLASS or available in hard copy. PDs and job summaries must include detailed information regarding required certifications, facility ratings and proficiency standards as stipulated in applicable Army directives. If not present in the PD, the information may be certified within the request memorandum or documented and attached to the PD in an evaluation statement.

c. A mission statement and organizational chart(s) or other data identifying the subject position's location in the organization, and the position's first and second line supervisors.

d. For supervisory positions, verification of whether the position serves as a first or second level supervisor of employees in positions that meet the definition under 5 U.S.C §2109 (1)(A).f. Indicate the facility category the position is assigned to:

- Army Radar Approach Control
- Tower
- Ground-Controlled Approach, or
- Airspace Information Center

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e. Any other information management officials or the Civilian Personnel Advisory Center (CPAC) representatives deem relevant in determining whether the positions meets requirements for special retirement coverage.

f. Requests for coverage determinations will be initiated by the Command G1 or by Civilian Human Resources Agency (CHRA) with Command concurrence. Coverage determination requests will be submitted by memorandum (see Attachment 1 for template) to or by HQ CHRA. HQ CHRA will ensure all requirements for submission are complete and will consolidate requests for approval by PD number, Title, Series and Grade, and submit the request thru the Assistant G1 for Civilian Personnel for review, coordination and submission to the ASA (M&RA). A checklist is provided at Attachment 3 to assist in development of request(s). To the extent this guidance is inconsistent with the processing guidelines contained in Reference 1.f., this memorandum controls.

g. Commands will submit only those PDs which meet coverage criteria as indicated in Section 2.e. above. PDs that clearly do not meet eligibility, or that are in dispute, must be submitted individually with supporting documentation to include the command's legal endorsement and description of how the position meets special retirement coverage eligibility.

h. Exceptions to the current moratorium on hiring on unapproved PDs or establishment of new PDs may be requested through the AG1 CP (see Reference 1.f.).