



REPLY TO
ATTENTION OF

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

DAPE-CPZ

4 JUN 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Retirement Coverage (SRC) Requests for Air Traffic Controller Positions

1. This memorandum and enclosure provide Department of the Army guidance and instructions for requesting special retirement coverage (SRC) for civilian Air Traffic Controller (ATC) positions. SRC determinations are position-driven. Position coverage requires that the position of record be officially approved for coverage under the Civil Service Retirement System (CSRS) and/or the Federal Employee Retirement System (FERS) provisions. To qualify for coverage, ATC positions must meet the criteria for coverage under Title 5, United States Code, section 8331(30) or 8401(35) for CSRS or FERS, respectively. Pursuant to DoDI 1400.25, Volume 331, April 6, 2009, coverage approval authority rests with the Secretaries of the Military Departments or their designees. The Secretary of the Army has designated the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) as the approval authority. No further delegation is authorized.
2. The Headquarters, Civilian Human Resources Agency (CHRA), in coordination with the employing commands, will identify all occupational series 2152 positions. Positions that appear to meet the eligibility criteria but have not been approved for coverage must be promptly submitted for ASA (M&RA) for approval. The enclosure to this memorandum provides guidance for the review and submission of these positions for an SRC determination. The Army Benefits Center-Civilian (ABC-C) is responsible for validating an employee's service record and assignment to an approved position prior to submitting an application for special retirement to the Office of Personnel Management. As appropriate, coverage approval documentation will be filed in each employee's official personnel file.
3. Employee SRC service credit will be effective the date of official assignment to a position that has already been approved for special retirement coverage.
4. Organizations with ATC positions will prepare and submit requests for SRC through HQ, CHRA. HQ, CHRA, will submit a consolidated request, by position description number, to AG1 CP for review and submission to the ASA (M&RA). Command suspense to HQ, CHRA, for all unapproved positions is **July 11, 2014**.

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5. My point of contact is Ms. Barbara Walker, phone 703-806-3852 or DSN 656-3852, or barbara.s.walker12.civ@mail.mil.



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