

ANNIVERSARY



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000  
09 JUN 2004



MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Request for Special Retirement Coverage - Law Enforcement  
Officer Position

I approve the following positions for coverage under the primary category of  
special retirement provisions for law enforcement officers under 5 U.S.C. §336(c) and  
8412(d), as recommended in the attached Department of Army, Office of the Deputy  
Chief of Staff, G-1, memorandum.

- Parole Administrative Clerk (OA), GS-0303-04, position number DM125790
- Mail and File Clerk (OA), GS-0305-04, position number DM111165
- Fabric Worker Supervisor, WS-3105-02, position number DMC0888
- Support Services Specialist, GS-0342-07, position number DM97181

*David S. C. Chu*

David S. C. Chu

Attachment:  
As stated



40603305



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
200 STOVALL STREET  
ALEXANDRIA, VIRGINIA 22332-0300



REPLY TO  
ATTENTION OF

June 3, 1996

MEMORANDUM FOR COMMANDER, U. S. ARMOR CENTER AND FORT  
KNOX, ATTN: ATZK-CPC, FORT KNOX,  
KENTUCKY 40121-5000

SUBJECT: Special Retirement Coverage

Forwarded is the Department of Defense (DOD)  
decision letter on your request for special retirement  
coverage (enclosure 1).

If you have any further questions, please feel  
free to contact this office at the following address:  
Office of the Assistant Secretary of the Army (Manpower  
and Reserve Affairs), Policy and Program Development  
Division, ATTN: SAMR-CP-SM, 200 Stovall Street,  
Alexandria, Virginia 22332-0300.

Sincerely,

*for James E. Hill*  
Elizabeth B. Throckmorton  
Chief, Policy and Program  
Development Division

Enclosures



DEPARTMENT OF DEFENSE  
CIVILIAN PERSONNEL MANAGEMENT SERVICE  
1400 KEY BOULEVARD  
ARLINGTON, VA 22209-5144

APR 16 1996

Mr. Remer Griner  
FAMR-CPP-SM  
200 Stovall Street  
Alexandria, VA 22332-0340

Dear Mr. Griner:

This is a follow up to our letter of September 28, 1995, concerning your request for law enforcement officer coverage for police officer's located at Fort Knox, Ky.

As indicated in 5 CFR 831.902--

"Law Enforcement Officer" means an employee in a position whose duties are primarily the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States, including an employee engaged in this activity who moves directly to a secondary position.

The definition does not include an employee whose primary duties involve maintaining law and order, protecting life and property, guarding against or inspecting for violations of law, or investigating persons other than persons who are suspected or convicted of offenses against the criminal laws of the United States.

"Primary duties" are those duties of a position that--

1. Are paramount in influence or weight; that is, constitute the basic reason for the existence of the position;
2. Occupy a substantial portion of the individual's working time over a typical work cycle; and
3. Are assigned on a regular and recurring basis.

Duties that are of an emergency, incidental, or temporary nature cannot be considered "primary" even if they meet the substantial portion of time criterion.

The positions submitted for primary coverage do not meet the criteria. The primary duties of the positions submitted involve; protection of persons and property, conducting routine patrols, serving warrants, summons and subpoenas, civil liaison duties, teaching traffic safety and drug resistance education courses and part time marijuana eradication duties.

As indicated in 5 CFR 831.902--

“Secondary position” means a position that--

1. Is in the law enforcement field;
2. Is in an organization having a law enforcement mission;
3. Is Supervisory -

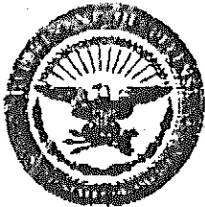
that is , a position whose primary duties are those of a first-level supervisor of law enforcement officers in primary positions.

The supervisory police officer positions do not meet these criteria because they are not in an organization having a law enforcement mission and they are not the first level supervisors of law enforcement officers in primary positions.

Based on our review of available information: Supv. Police Officer, GS-0083-11, PD # 187-88S, Supv Police Officer, GS-0083-07, PD # 301-88S, Police Officer, GS-0083-07, PD # 91171, Police Officer, GS-0083-07, PD # 91337, and Police Officer, GS-0083-07, PD # 92173 located at Fort Knox, Kentucky do not meet the requirements for special retirement coverage for law enforcement officers.

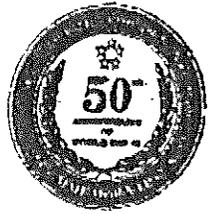


JOHN C. MOSELEY  
Chief, Field Advisory Services Division



PERSONNEL AND  
READINESS

THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000



JAN 17 1995

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Request for Special Retirement Coverage for Certain Law  
Enforcement Officer Positions

I approve the positions as recommended in the attached memorandum for coverage  
under the special retirement provisions of title 5 USC 8336 (c) and 8412 (d).

*Edwin Dorn*  
for Edwin Dorn

Attachment:  
Army memo of October 18, 1994

RECEIVED  
18 JAN 95 07 41

CORRES & RECORDS CTR  
9500457Z



065771  
A 17000 1707-1115

MEMORANDUM FOR COMMANDER, HEADQUARTERS, U.S. ARMY ARMOR  
CENTER AND FORT KNOX, ATTN: ATZK-CPC  
(DIANE BLOCK), FORT KNOX, KENTUCKY  
40121-5000

SUBJECT: Approval of Special Retirement Coverage

Forwarded is the Department of Defense (DOD) decision memorandum of January 17, 1995, approving special retirement coverage for the attached positions.

Upon receipt of this memorandum, you should apply the age restriction to employment offers made for rigorous (primary) FERS positions. Employees currently occupying these positions are exempt from the age restriction. Each covered position description should be annotated with one of the following remarks, as appropriate:

Position covered as a rigorous/primary position under the Civil Service Retirement System (CSRS) 5 U.S.C. 8336(c) or Federal Employees' Retirement System (FERS) special retirement provision (5 U.S.C. 8412(d)). Authority: Department of Defense Memorandum dated January 17, 1995.

Secondary position covered under the Civil Service Retirement System (CSRS) 5 U.S.C. 8336(c) or Federal Employees' Retirement System (FERS) special retirement provision (5 U.S.C. 8412(d)). Authority: Department of Defense Memorandum dated January 17, 1995.

In order for employees to be covered under secondary positions, the following criteria must be met under CSRS: (1) the employee transferred directly from a rigorous/primary position without a break in service exceeding 3 days; and, (2) the employee must have been continuously employed in secondary positions since moving from the rigorous position. Involuntary separations (not for cause), within the meaning of 8336(d)(1) of title 5, United States Code, are not considered in determining whether the service is continuous for this purpose.

In order for employees to be covered under secondary positions, the following criteria must be met under FERS: (1) the employee must have completed three years of service in a rigorous/primary position; (2) the employee must have moved directly from a rigorous/primary position without a break in service exceeding three days; and, (3) the employee must have been continuously employed in a secondary position since moving from the rigorous position. Involuntary separations (not for cause) are not considered in determining continuous service. Employees not meeting the above criteria under CSRS and FERS are not covered under the special retirement system. There are no waivers to the law.

You should coordinate with your civilian payroll office (PRO) to ensure that retirement contributions required under 5 U.S.C. 8334(a)(1), 8422(a) and 8423(a)(1) are computed, deducted, withheld and submitted to the Office of Personnel Management (OPM) as soon as possible. In addition, you should file a copy of the DOD decision memorandum on the permanent side of each affected employees' OPF.

Whenever there are significant changes that affect currently approved primary and/or secondary positions, CPOs are responsible for reviewing the positions to ensure that they still meet the criteria for special retirement coverage. CPOs are also responsible for ensuring coordination with this office in these types of cases. If you have any questions, please contact Ms. Debbie Chiles, at DSN 221-1334 or commercial (703) 325-1334.

Enclosures

Remer W. Griner  
Chief, Technical Services  
Branch

DEPARTMENT OF THE ARMY  
LAW ENFORCEMENT POSITIONS  
FORT KNOX, KENTUCKY

Title	Series/Grade	PD#	Recommended Designation
Accounting Tech	GS-0525-04	84261	Primary
Supply Clerk (MVO)	GS-2005-04	A014C	Primary
Maint & Opns Supv	WS-4701-05	Z5053	Primary
Office Automation Clk	GS-0326-04	92158	Primary
Correctional Prog Spec	GS-0006-09	91323	Primary
Counseling Psychologist	GS-0180-09	91365	Primary

NOTE: POSITIONS RECOMMENDED FOR SECONDARY COVERAGE MEET THE DEFINITION IN 5CFR 831.902 AND 842.802. ALL SUPERVISORY POSITIONS ARE FIRST LEVEL SUPERVISORS OVER FIREFIGHTERS/LAW ENFORCEMENT OFFICERS. THOSE POSITIONS WHICH ARE SUPERVISORY REQUIRED EXPERIENCE IN A PRIMARY FIREFIGHTING OR LAW ENFORCEMENT POSITION. ALL OF THE ABOVE POSITIONS ARE WITHIN THE WALLS OF THE FORT KNOX REGIONAL CORRECTIONAL FACILITY.



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111



MEMO TO  
ATTENTION OF

118 OCT 1994

MEMORANDUM FOR DEFENSE CIVILIAN PERSONNEL MANAGEMENT  
SERVICE, ATTN: FIELD ADVISORY  
SERVICES) DIVISION (GEORGE YOUNG),  
2461 EISENHOWER AVENUE, ROOM 164,  
ALEXANDRIA, VA 22331-0900

SUBJECT: Request for Section 6 Retirement Coverage

Agency heads are authorized by title 5, Code of Federal Regulations, parts 831 and 842, to approve Section 6 special retirement coverage under the Federal Employees' Retirement System (FERS) and the Civil Service Retirement System (CSRS) for firefighters and law enforcement officers. Within the Department of Defense, this authority rests with the Secretary of Defense rather than with the heads of the military departments. The Department of the Army herewith requests determination of coverage under the special retirement provisions of 5 USC 8336(c) and/or 8412(d) for the rigorous or secondary firefighter and law enforcement positions listed at Tab A. Army's advisory opinion is also annotated at Tab A. Position descriptions are enclosed at Tab B.

*James E. Hill*  
for David L. Snyder  
Director, Civilian Personnel  
Management Directorate

Enclosures



REPLY TO  
ATTENTION OF:

ATFK-CPC (690-500)

28 June 1994

MEMORANDUM FOR DA, ATTN: TAPC-CPP-0 (Ms. Chiles), 200 Stovall St,  
Alexandria, VA 22332-0340

SUBJECT: Special Retirement Coverage

1. Request a determination be made on blanket approval for the coverage of the Fort Knox Regional Correctional Facility (RCF), under Law Enforcement Officer and Firefighter special retirement coverage and salary rates. This request includes one employee who is physically located at the RCF, but is an employee of the Directorate of Public Works.
2. The following information is provided for your review:
  - a. The Provost Marshal/Law Enforcement Activity, Regional Correctional Facility, Fort Knox, KY is a long term, medium custody facility providing commanders from all branches of the Armed Forces with pretrial detention and post-trial confinement up to a maximum sentence of 36 months.
  - b. The RCF lists the primary confining offenses into four major categories: crimes against persons; crimes against property; narcotics; and military status offenses. Presently, the RCF has prisoners confined for: homicide; sex related offenses; assault; forgery; narcotics; larceny; desertion; and failure to obey a lawful order.
  - c. A chart depicting the layout of the facility is at enclosure 1.
  - d. The RCF compound has a perimeter fence with locking vehicle/pedestrian gates. The main building has a double fence around the recreation area with razor wire on the top of the fence and on the top of the building. The interior of the main building has correctional locking doors, wire mesh or metal bars on the windows, and a limited number of closed circuit television monitors. Prisoner movement throughout the facility is constant during the majority of the day and is monitored by an intra-pass system and manned security check points. Civilian employees are not escorted by correctional soldiers while performing their duties inside the RCF.

AYZK-CPC

- SUBJECT: Special Retirement Coverage

e. All employees have indirect contact with prisoners when going from their work site to other locations in the RCF (i.e., rest rooms, civilian break room). Enclosure 2 describes the nature and duration of contact each occupant of the civilian positions at the RCF have with the prisoners and current retirement coverage.

f. A copy of each position description and evaluation statement (if available) is attached at enclosure 3.

g. Enclosure 4 contains the performance standards with critical and non-critical elements identified for each position.

h. Qualification and medical standards for entry and retention are the same as the X-118 standards.

i. The current organizational chart for the RCF is at enclosure 5.

3. POC is Diane Block, DSN 464-6432.

5 Encls

SAM JONES  
Civilian Personnel Officer

CF:

DPW (MS WALD)  
LEC/PMO (MS ROOP)

to Diane Block 7/2/94  
16 March 94 - Diane Block  
of the... will send  
17 March 1994

ATZK-PMD

MEMORANDUM THRU ~~Commander~~ <sup>SJR</sup> Law Enforcement Command

FOR Civilian Personnel Office, ATZK-CPC, ATTN: Diane Block

SUBJECT: Special Retirement Coverage

1. The following data is provided to obtain blanket approval for the Regional Correctional Facility (RCF) civilian employees under the special retirement coverage. A TRADOC Technical Assistance Visit conducted by the Army's corrections experts at the United States Disciplinary Barracks, Fort Leavenworth, KS, directed we bring all RCF civilian employees under the umbrella of the Law Enforcement and Fire Fighter's Retirement Plan.

2. General. The RCF is a long term, medium custody facility providing Commanders from all branches of the Armed Forces with pretrial detention and Post-trial confinement up to a maximum sentence of 36 months.

a. Nature of crimes of detainees. The RCF lists the primary confining offense into four major categories: 1) crimes against persons; 2) crimes against property; 3) narcotics; 4) military status offenses. Presently, the RCF has prisoners confined for homicide, sex related offenses, assault, forgery, narcotics, larceny, desertion, and failure to obey an order.

b. Layout of the facility. See Enclosure #1.

c. Physical and personal security of the facility. The RCF compound has a perimeter fence with locking vehicle/pedestrian gates. The main building has a double fence around the recreation area with razor wire on the top of the fence and razor wire also on the top of the building. The interior of the main building has correctional locking doors, wire mesh or metal bars on the windows, and a limited number of close circuit television monitors. Prisoners movement throughout the facility is constant during the majority of the day and is monitored by an intra-pass system and manned security check points. Civilian employees are not escorted by correctional soldiers while performing their duties inside the RCF.

d. Nature of contact each employee has with detainees. All employees have indirect contact with prisoners when moving from their work site to other locations in the RCF (i.e., rest rooms, civilian break room). Specifically, direct contact is:

- 1) Mr. Bowen, Counseling Psychologist, GS-180-09: Conducts initial intake interviews with all new confinees to assess rehabilitative needs and complete mental status evaluations; conducts individual interviews/therapy sessions with prisoners with

ATZK-PMD

SUBJECT: Special Retirement Coverage

special psychiatric needs; conducts individual counseling with prisoners experiencing problems adjusting to confinement; and conducts/cofacilitates crime specific treatment/therapy groups of 5-10 prisoners.

2) Mrs. Payne, Correctional Program Specialist, GS-0006-09; Conducts initial interview with all new post-trial prisoners regarding parole/clemency eligibility and requirements; assists prisoners in developing parole plan and preparation of parole packet; counsels prisoners on parole decisions determined by the US Army Clemency and Parole Board; assists prisoner in processing parole release.

3) Mr. Tinsley, Supply Clerk, GS-2005-04: Conducts individual/facility supply transactions with prisoners, delivers and receives equipment and supplies from various agencies throughout post with prisoner helpers, and works in the same office with prisoners assigned to supply room with work detail.

4) Mrs. Wyant, Accounting Technician, GS-525-05: Conducts initial inprocessing of all new prisoners regarding their personal property funds; assist prisoners in receiving and transferring personal funds; works in the same office with a prisoner assigned to the property & funds work detail.

5) Mrs. Wright, Office Automation Clerk, GS-326-04: Conducts additional duty as the recorder when prisoners physically appear before the RCF parole/clemency board. Prisoners must physically pass her desk when reporting to the administrative section, Senior Corrections NCO, and or RCF Commander.

6) Mr. Gaddie, General Maintenance & Operations Supervisor, WS-4701-05: First line supervisor for the Screen/Buffer Shop, Directorate of Public Works. Supervises and trains 6-8 prisoners in repair of floor polishers, vacuums, fans, and fabrication and repair of screens for doors and windows.

e. Frequency and duration of contact with detainees. The frequency of each employees having indirect contact with prisoner when moving from their work site to other locations in the RCF is equal to any government employee passing another employee in the hallway. Specifically, direct contact is:

- 1) Mr. Bowen - daily, 7 hours per day.
- 2) Mrs. Payne - daily, 5.6 hours per day.
- 3) Mr. Tinsley - daily, 8 hours per day.
- 4) Mrs. Wyant - daily, 8 hours per day.

ATZK-PMD

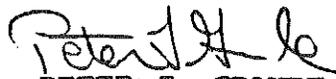
SUBJECT: Special Retirement Coverage

5) Ms. Wright - daily, 1 hour per day.

6) Mr. Gaddie - daily, 8 hours per day.

f. Organization chart to include military personnel. See Enclosure # 2.

3. POC this action is the undersigned, 4-1111/1112.



PETER J. GRANDE

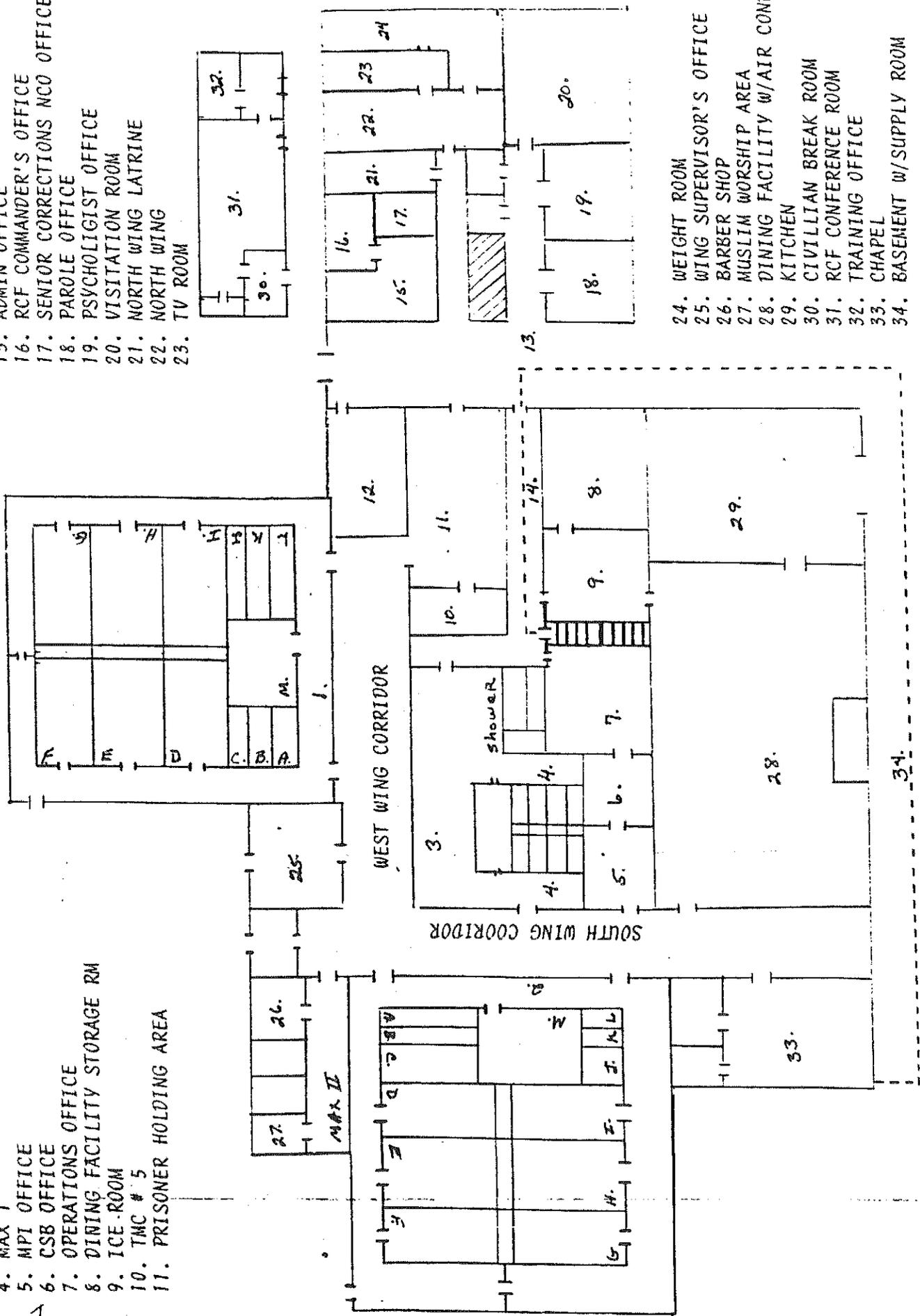
MAJ, MP

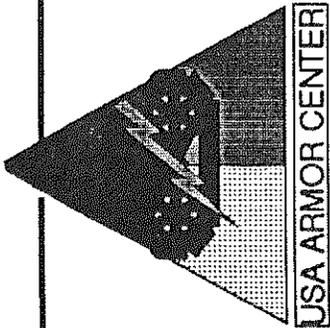
Commanding

- 12. PROPERTY & FUNDS
- 13. POST # 2
- 14. POST # 3
- 15. ADMIN OFFICE
- 16. RCF COMMANDER'S OFFICE
- 17. SENIOR CORRECTIONS NCO OFFICE
- 18. PAROLE OFFICE
- 19. PSYCHOLOGIST OFFICE
- 20. VISITATION ROOM
- 21. NORTH WING LATRINE
- 22. NORTH WING
- 23. TV ROOM

- 1. WEST WING
- 2. SOUTH WING
- 3. CONTROL
- 4. MAX I
- 5. MPI OFFICE
- 6. CSB OFFICE
- 7. OPERATIONS OFFICE
- 8. DINING FACILITY STORAGE RM
- 9. ICE ROOM
- 10. TMC # 5
- 11. PRISONER HOLDING AREA

- 24. WEIGHT ROOM
- 25. WING SUPERVISOR'S OFFICE
- 26. BARBER SHOP
- 27. MUSLIM WORSHIP AREA
- 28. DINING FACILITY W/AIR CONDITIONER
- 29. KITCHEN
- 30. CIVILLIAN BREAK ROOM
- 31. RCF CONFERENCE ROOM
- 32. TRAINING OFFICE
- 33. CHAPEL
- 34. BASEMENT W/SUPPLY ROOM





# REGIONAL CORRECTIONAL FACILITY

Office of the Mil - 04  
COMMANDER Civ - 01

— CHAPLAIN

— SGM

— MPI

— CLERK

CHIEF, PSB  
Mil - 10 Civ - 05

— ADMINISTRATION

— PROPERTY & FUNDS

— PAROLE & CLEMENCY

— COUNSELING & EDUCATION

— SUPPLY

FOOD SERVICE  
Mil - 14 Civ - 0

CHIEF, CSB  
Mil - 64 Civ - 0

— CORRECTIONAL PLATOONS

— PRISONER EMPLOYMENT

— APPOINTMENTS/ESCORTS

— TRAINING

HOME OF MOUNTED WARFARE



PERSONNEL AND  
READINESS

4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000

JUL 22 1994

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Request for Special Retirement Coverage for Certain Firefighter and Law  
Enforcement Officer Positions

I approve the positions as recommended in the attached memorandum for coverage  
under the special retirement provisions of title 5 USC 8336 (c) and 8412 (d).

*Edwin Dorn*  
for Edwin Dorn

Attachment:  
Army memo of June 9, 1994



DEPARTMENT OF THE ARMY  
U.S. TOTAL ARMY PERSONNEL COMMAND  
ALEXANDRIA, VA  
22332-0340



REPLY TO  
ATTENTION OF

09 JUN 1994

TAPC-CPF-O

MEMORANDUM FOR DEFENSE CIVILIAN PERSONNEL MANAGEMENT SERVICE,  
ATTN: CHIEF OF THE COMPENSATION DIVISION  
(MR. PAUL ROSSBACH), 2461 EISENHOWER AVENUE,  
ROOM 164, ALEXANDRIA, VA 22331-0900

SUBJECT: Position Coverage Under 5 U.S.C. 8412(d) and 5 U.S.C.  
8336(c) for Firefighters and Law Enforcement Officers

1. Within the Department of Defense, the authority to determine coverage under the special retirement provisions of the Civil Service Retirement System (CSRS) and the Federal Employees' Retirement System (FERS) rests with the Under Secretary of Defense for Personnel and Readiness. The authority for this determination is found in 5 CFR Part 831 and Part 842.

2. The Department of Army therefore requests approval of coverage under the special retirement provisions of 5 U.S.C. 8336(c) and 5 U.S.C. 8412(d) for the primary and secondary positions indicated below and in the attachment to this memorandum. This request does not include positions at Fort Leavenworth, Kansas. It also does not change any previous law enforcement officer or firefighter determinations made by the Office of Personnel Management or Department of Defense.

a. Primary/Rigorous positions--Firefighters. The following positions meet the requirements for special retirement coverage as primary/rigorous firefighter positions under 5 CFR 831.902 and 842.803 for CSRS and FERS employees respectively. Incumbents perform primary duties directly connected with the control and containment/extinguishment of fires. Primary duties are those duties which are paramount in influence or weight; that is, constitute the basic reason for the existence of the position; occupy a substantial portion of the individual's working cycle and are assigned on a regular and recurring basis. These include structural, those related to aircraft crashes or accidents and those resulting from the handling of large quantities of fuels and propellants related to the operation of aircraft. The positions require rescuing persons endangered by fires, driving firefighting vehicles and operating pumping and ladder equipment. Titles, series and grades are as follows:

Firefighter GS-0081-03 through 06  
(With appropriate parenthetical)  
Lead Firefighter GS-0081-06 through 07  
(With appropriate parenthetical)

b. Primary/Rigorous positions--Law Enforcement Officers. The duties of these positions involve the investigation, apprehension or detention of individuals suspected to have committed offenses against the criminal laws of the United States.

Criminal Investigator GS-1811-05 through GS-13

c. Secondary position coverage. The following positions meet the requirements for special retirement coverage as secondary firefighter/law enforcement officer positions under 5 CFR 831.902 and 842.803 for CSRS and FERS employees respectively.

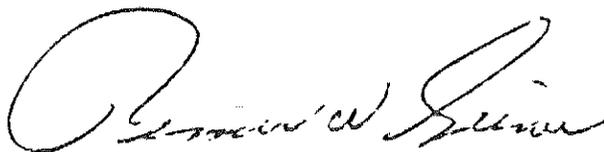
Fire Communications Operator GS-0081-04  
Fire Chief GS/GM-0081-09 through 14  
Supervisory Firefighter GS-0081-07 through 12  
(With appropriate parenthetical)  
Fire Protection Specialist GS-0081-07 through 13  
Fire Protection Inspector GS-0081-05 through 08  
Supervisory Fire Protection Inspector GS-0081-07 through 11  
Supervisory Criminal Investigator GS/GM-1811-09 through 15

d. A selection of position descriptions representative of all firefighter and criminal investigator positions is enclosed.

3. Please bear in mind that this listing is generic in nature and applies to all positions with the same position title, series and grade on all installations, regardless of the position description number assigned.

4. If your staff has any questions or needs additional information in this matter, they may contact Ms. Debbie Chiles at 325-1336.

1334



JAMES E. HILTZ  
Acting Director, Civilian Personnel  
Management

Enclosures