



Improving the Capabilities of the HR Workforce

DCPAS VIRTUAL BENEFITS SYMPOSIUM

Approval Process for Special Retirement Position Descriptions (PD)

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REFERENCES

- Title 5 U.S.C. Chapter 83, 84
- 5 CFR 831, 842
- CSRS and FERS Handbook Chapters 46 and 54
- Changes in Procedures for Requesting SRC Memorandum and LEO/FF SRC Request Checklists
- DoDI 1400.25, Volume 336



OBJECTIVES

- Discuss Special Retirement Coverage (SRC) Position Approval Authority
- Define Law Enforcement Officer (LEO) and Firefighter (FF) Primary vs Secondary Positions
- Discuss the Special Retirement Position Approval Process
- Review Elements of a Special Retirement Package
- Discuss Common SRC Request Errors
- Become Familiar with the Request for SRC PD Approval Guidance



LEO/FF Positions

- All LEO/FF Positions must be approved for special retirement coverage by the head of the Departmental Agency, or his designee no lower than one reporting level.
- Secretary of Defense is the Departmental Agency Head for DoD.
- Authority has been delegated to the Assistant Secretary of Defense for Manpower and Reserve Affairs and Under Secretary for Personnel and Readiness (USD (P&R)).



LEO DEFINITIONS

Law Enforcement Officer

- CSRS Legal Definition - 5 U.S.C. 8331(20)
Employees, the duties of whose position 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 is transferred to a supervisory or administrative position.
- FERS Legal Definitions - 5 U.S.C. 8401(17)(D)
Same as CSRS definition but includes provision for employees whose duties are to protect public officials (CSRS has no provision).



FF DEFINITIONS

Firefighter

- CSRS Legal Definition - 5 U.S.C. 8331(21)

Employees, the duties of whose position are **primarily** to perform work directly connected with the control and extinguishment of fires or the maintenance and use of firefighting apparatus and equipment.

- FERS Legal Definitions - 5 U.S.C. 8401(14)(A)

Employees, the duties of whose position are **primarily** to perform work directly connected with the control and extinguishment of fires; **and**

Duties are sufficiently rigorous that employment opportunities should be limited to the young and physically vigorous individuals.



LEO/FF PRIMARY vs SECONDARY POSITIONS

Primary Positions:

Primary duties are performed at least 50% of the time.

- **Law Enforcement Officer** – a position whose primary duties are to investigate, apprehend or detain individuals suspected or convicted of offenses against the criminal laws of the United States
- **Firefighter** – a position whose primary duties are to perform work directly connected with controlling, and extinguishing fires or maintaining and using firefighter apparatus and equipment
- **FERS Only** – First-level supervisors whose duties qualify

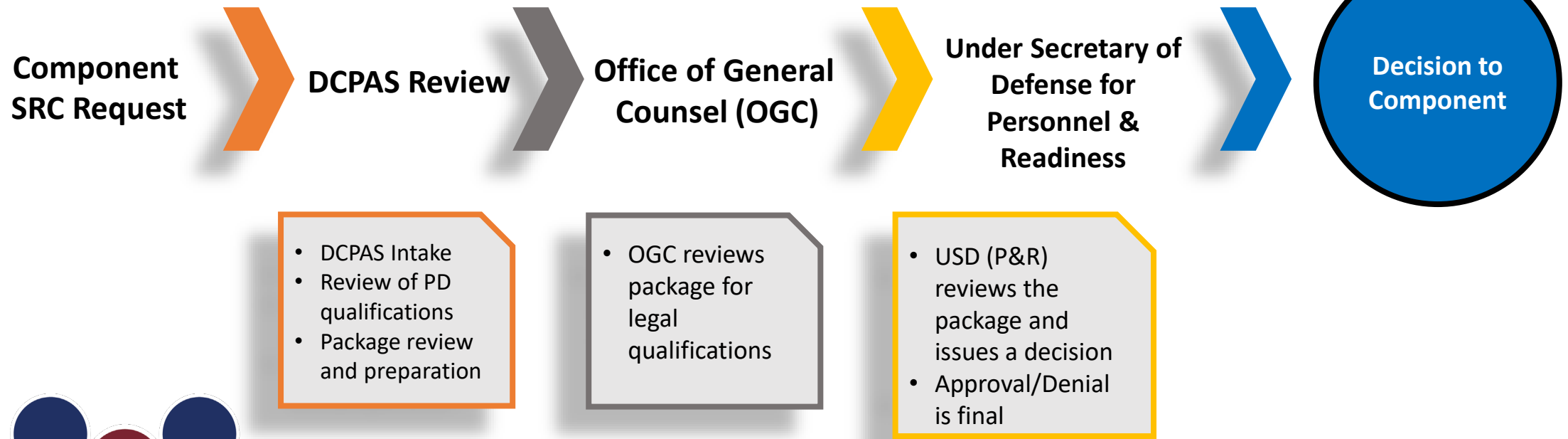
➤ Secondary Positions:

- must clearly be in the law enforcement or firefighting field;
- assigned to an organization having a law enforcement or firefighting mission;
- and either Supervisory or Administrative.



COMPONENT REQUEST APPROVAL PROCESS

Lead Time: 2 – 6 months depending on the condition of the package



COMPONENT SRC REQUEST – PROCEDURAL UPDATES

1. Any agency requesting Special Retirement coverage will not fill the position until coverage is approved.
2. Components are encouraged to use standardized position descriptions.
3. All Special Retirement coverage requests must contain one of the provided LEO or FF checklists, and a corresponding legal opinion from the Component's Office of General Counsel.



COMPONENT SRC REQUEST PACKAGE

Package Contents

- 1 Base/Component Requests
- 2 Component Legal Review
- 3 PDs (LEO or FF) with Signed OF8
- 4 Certification Statement/Position Evaluation Statement
- 5 Certification of Age/Physical Qualification Requirements
- 6 Organization Chart
- 7 Mission Statement
- 8 LEO/FF SRC Request Checklist



COMMON SRC REQUEST ERRORS

1. Missing PD(s)
2. Missing PD Elements
 - Duties must match Primary and Secondary definitions
 - Incorrect percentage of duties, must = 100%
 - Secondary Administrative PDs must include primary prerequisite phrase as noted in checklist
 - Must be signed and dated
 - Must include physical requirement
 - Position evaluation statement
3. All PD titles and information, grades, and dates must match throughout all documents
4. Missing Full Performance Level PD(s)



COMMON SRC REQUEST ERRORS Continued

5. Missing *Statement of Difference* (if applicable)
6. Missing *Legal Review Memorandum*
7. Missing *LEO/FF Checklist*
8. Positions effective before 2016 must include detailed information as to the delay in submission
9. SRC Request cannot contain both Primary and Secondary coverage positions
10. Missing certification statement



REQUEST FOR SRC PD APPROVAL GUIDANCE

1. Changes in Procedures for Requesting SRC Memorandum
2. LEO/FF SRC Request Checklist



Questions ?



Please take a moment to provide us your feedback

- You can scan the QR code or go to:
- <https://forms.osi.apps.mil/r/KcijuQkYUe>

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