United States Department of the Interior
OFFICE OF THE SECRETARY
Washington, DC 20240

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PERSONNEL BULLETIN NO. 05-05

SUBJECT: Departmental Policy on Absence and Leave; Creditable Service

1. This bulletin establishes the Department of the Interior's policy on crediting service for annual leave based on prior experience in non-Federal positions or as a retired member of the uniformed services. This policy will be used as a recruitment incentive and must be requested and approved prior to the effective date of the new appointment or reappointment.

2. **Authorities**. Title 5, United States Code (U.S.C.) section 6303 amended by Section 202(a) of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411, October 30, 2004).

3. **Policy**. The Department of the Interior hereby establishes a policy for creditable service for annual leave accrual in accordance with the regulations issued by the Office of Personnel Management (OPM) in 5 CFR Part 630. Heads of bureaus and equivalent organizations will be responsible for administering this policy.

a. **Approving Officials**. The heads of bureaus, equivalent offices or their designee are granted authority to approve creditable service for annual leave accrual. This authority may be further delegated at the discretion of the head of the bureau or equivalent office to the servicing Human Resources Office.

b. **Documentation for Service**. The following documentation is required for crediting non-Federal work experience or experience in a uniformed service that would otherwise not be creditable for the purpose of leave accrual to allow for the reconstruction of each action.

(1) Creditable service for annual leave accrual must be based on a written determination that: the skills and experience the employee possesses are essential to the new position and were acquired through previous work experience in a non-Federal position having duties that directly relate to the duties of the position to which the employee is being appointed; that use of this authority is necessary in order to achieve an important agency mission or performance goal. The written determination will address both factors and the reasons for granting a higher annual leave accrual rate. The written determination must be approved prior to the effective date of the employee's entry on duty.

An employee who is a retired member of a uniformed service may be granted credit for any period of active military service during which they performed the duties directly related to the position to which they are being appointed. When hiring a retired member of the

uniformed service, the bureau or equivalent office must determine that the creditable duties from the military service directly relate to the duties of the position to which the employee is being appointed; and the use of this authority is necessary in order to achieve an important agency mission or performance goal.

(2) An Application for Federal Employment (OF-612 or resume) and DD-214 documenting honorable uniformed service (if applicable) will serve as written documentation from an employee regarding prior non-Federal or active duty uniformed service work experience considered in determining service credit for annual leave accrual rate.

c. **Amount and Processing of Service Credit.**

(1) The amount of service credit granted may not exceed the actual number of years and months during which the directly related non-Federal or uniformed service work experience was gained.

(2) The amount of service credited will be documented on the SF-144A or equivalent printouts from computer programs that calculate service computation dates and processed in accordance with OPM regulations.

d. **Effective Date**. This provision may be applied to an employee's appointment to a position on or after the date of the issuance of this Personnel Bulletin. Credit for non-Federal work experience or experience gained in a uniformed service is granted to an employee on the date of their initial appointment or reappointment following a break of 90-calendar days from the date of their last period of civilian Federal employment.

e. **Continuation of Service**. Service credit granted to an employee will remain creditable for annual leave accrual purposes unless the employee fails to complete one (1) full year of continuous service with the appointing agency. If the employee separates from Federal service or transfers to another agency prior to completing one (1) full year of continuous service with the appointing agency they are not entitled to retain service credit for non-Federal or active duty work experience. At the time of the transfer or separation after less than one (1) year of service the bureau or equivalent office will establish a new service computation date for leave, subtracting the credit that was provided for non-Federal or military work experience.

f. **Leave Accrual**. All unused annual leave accrued and accumulated by an employee as a result of receiving credit for non-Federal or uniformed service remains to the credit of the employee and must be transferred to the new agency or liquidated by a lump-sum payment under 5 CFR 550.1205, as appropriate.

g. **Documentation and Records**. The Human Resources Office will document all of the creditable service on the Standard Form 144 with supporting documentation attached, e.g., résumé's or other employment credentials. The Standard Form 144 will be signed and dated by the action officer and maintained in the Official Personnel Folder according to the provisions of

the OPM Guide to Personnel Record Keeping. Bureaus will establish appropriate internal guidelines and evaluation procedures to ensure compliance with the law, OPM's regulations, and this policy. Documentation on the use of this authority will be available for review upon request.

h. **Program Oversight and Evaluation**. Bureaus and equivalent organizations will include review of use of this authority in their internal personnel management evaluation programs.

4. The Department point of contact on this policy is Michael Ballew, (202) 208-7765 or Michael_Ballew@ios.doi.gov.

Kathleen J. H. Wheeler

Kathleen J. H. Wheeler
Deputy Chief Human Capital Officer