

DOI CHECKLIST FOR RECOMMENDATION OF SPECIAL CSRS/FERS COVERAGE FOR LAW ENFORCEMENT OR FIREFIGHTER POSITIONS

BUREAU _____

POSITION DESCRIPTION NUMBER _____ SERIES AND GRADE _____

CLASSIFICATION TITLE _____

ORGANIZATION TITLE _____

CHECKLIST:	YES	NO
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1. Is this position already approved for either FERS or CSRS coverage? (Enter the type of coverage that is approved _____)		
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A. Is the position a New Position?		
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B. Does the position replace/redescribe a prior position? If yes, show prior position number _____		
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2. Does the position meet the definition (See 5 C.F.R. § 831.902 and § 842.802) of:		
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A. Law Enforcement Officer		
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B. Firefighter		
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3. Is the position recommended for primary/rigorous coverage, with duties of the position sufficiently rigorous that employment opportunities are required to be limited to young and physically vigorous individuals? (If no, go to Item 4)		
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A. Requirement for maximum entry age (37)?		
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B. Physical qualifications determinations:		
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(1) Must maintain the arduous physical fitness level for firefighters, or		
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(2) Must maintain special physical fitness level for law enforcement officers, or		
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(3) For pilots, specific FAA physical qualifications.		
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OR

4. Is the position recommended for secondary coverage, clearly in the law enforcement or firefighting field, and in an organization having a law enforcement or firefighting mission, and is either:		
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A. Supervisory: primary duties are as a first-level supervisor of law enforcement officers or firefighters in primary/rigorous positions.		
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B. Administrative: executive, managerial, technical, semiprofessional, or professional position for which experience in a primary/rigorous law enforcement or firefighting position, or equivalent experience outside the Federal Government, is a mandatory prerequisite .		
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5. Do the major duties of the position used for the coverage recommendation meet the regulatory criteria for primary duties; i.e., that they are a) paramount in influence or weight; b) occupy a substantial portion of incumbent's working time; and c) are assigned on a regular and recurring basis?		
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6. Bureau Recommendation for special retirement coverage:

CSRS: Primary _____ FERS: Rigorous _____

Secondary _____ Secondary _____

I certify that this position (as described in the attached position description and attachments) meets all of the above conditions necessary for coverage as a law enforcement or firefighter position under the CSRS and/or FERS retirement systems as recommended.

Signature of Classifier or Authorized Official _____ Date _____

**CHECKLIST OF DOCUMENTATION SUBMITTED FOR SPECIAL CSRS/FERS COVERAGE OF
LAW ENFORCMEENT OR FIREFIGHTER POSITIONS**

CHECK:	DOCUMENTATION
	1. Official Position Description – must identify a complete breakdown of duties by percentage, totaling 100%
	A. Primary Position: must show that arduous physical qualifications are required.
	B. Secondary Position: (1) Supervisory – must show that primary duties are as a first-level supervisor of law enforcement officers or firefighters in primary/rigorous positions; or
	(2) Administrative – must establish that experience in a primary/rigorous law enforcement or firefighting position, or equivalent experience outside the Federal Government, is a mandatory prerequisite.
	2. Organization chart – must show the exact position being submitted.
	3. Functional statement – must establish that the position is in a law enforcement or firefighting field in an organization having a law enforcement or firefighting mission.
	4. A list of the provision of the Federal criminal law incumbent is responsible for enforcing (if applicable).
	5. Optional – Current performance standard (to show critical elements).
	6. Optional – Classification evaluation statement.

FOR ALL POSITIONS:

Attach the “Checklist for Determination of Special CSRS/FERS Coverage for Law Enforcement or Firefighter Positions,” and documents checked above.

NOTE ON INDIVIDUAL COVERAGE – If an individual is not in a covered position, the individual must request coverage from the appropriate Department.

- ∇ **CSRS** – file a claim for service credit **every year while occupying a non-covered position.**
- ∇ **FERS** – make a request **within 6 months** of entering a non-covered position, or after any significant change in the position.