

FACT SHEET

Service Credit for Non-Federal and Uniformed Service (ACTION)

As a new employee to the Administrative Office of the US Courts (AO), you may be eligible to receive service credit for certain active duty uniformed service or non-federal work experience. Service credit, if granted, is for annual leave accrual purposes only. Conditions and requirements for receiving this service credit are outlined below. You do not have an automatic entitlement to receive this service credit and **you must apply to receive this credit prior to your entrance on duty with the AO.**

Who is Covered

You may be entitled to this based on three very important assumptions: (1) you are a newly hired employee to the AO; (2) you are not a previous Federal government employee, OR if you have previous Federal service, you were not a civilian Federal government employee for at least 90 days prior to your appointment to the AO; and (3) you were not receiving the maximum annual leave increment (eight hours of annual leave earned per pay period after 15 years of creditable service) upon appointment to the AO.

Service Credit

Service credit determinations are made by the AO Human Resources (AOHRO) subject to the following:

- (1) Your skills and experience are essential to the new position;
- (2) Your skills and experience were acquired through the performance of duties in a non-Federal or an active duty uniformed position directly related to the duties of your new position; and
- (3) The use of this authority is necessary to achieve the agency's mission and/or goal.

Granting Service Credit

Credit for non-Federal service or active duty uniformed service is granted upon the effective date of your initial appointment or reappointment to Federal service. Service credit, when granted, will be cited in years and months. The amount of service credited to you may not exceed the actual amount of service during which you performed duties directly related to the position to which appointed. All uniformed service must have been performed under honorable conditions.

Request for Consideration

You must submit a request for consideration in writing **prior to your hire** with the AOHRD, One Columbus Circle, NE, Suite G-200, Washington, DC 20544. You must include supporting documentation of the applicable service. Supporting documentation must include a statement from you documenting the length and nature of service to be credited and an explanation of how the previous service relates to the duties of your current position. Written documentation from a previous employer or uniformed service also must be provided with the request, and must include your exact start and end dates, including day, month, and year. Examples of acceptable documentation include the following:

- (1) Position description
- (2) Performance evaluation

- (3) Signed and dated memorandum or letter from a previous employer
- (4) Contractual agreements
- (5) Military service documents outlining the type of work performed or work requirements, or
- (6) Official documentation which shows you performed duties associated with the new position

You need to submit only one of the documents from the list above to support each year of service that you are requesting credit. All documentation must be reviewed and approved by the AOHRD.

No Dual Credit for Service

You may not receive credit for the same period of non-Federal service or active duty uniformed service on more than one occasion. Once you are permanently credited with a period of non-Federal service or active duty uniformed service (after completion of one full continuous year with the appointing agency), that period of service may not be considered for further credit if you have a future break in service.

Retaining Service Credit

Once credit is granted to you for non-Federal service or active duty uniformed service, it remains to your credit unless you fail to complete one full year of continuous service with the AO. Therefore, if you separate from the AO or transfer to another Federal agency prior to completing one full year of continuous service with the AO, you are not entitled to retain service credit for prior non-Federal service or active duty uniformed service. The additional service credit will be subtracted from your total creditable service and a new service computation date for leave will be established before you separate or transfer to another agency.

Once you complete one full year of continuous service with the AO, the service credit granted for non-Federal or active duty uniformed service work experience is permanently creditable for the purpose of determining the annual leave accrual rate for the duration of your career.

If you have any questions regarding this provision, please contact your servicing Human Resources Advisor or Human Resources Specialist in the AO Human Resources Office:

Department of Program Services - DPS	Ernest Espinoza , HR Advisor Rachel Davis , HR Specialist	210-301-6306 202-502-3271
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Department of Administrative Services – DAS Executive Offices	Chantel Trent , HR Advisor Hong Hoa Ly-Gonzalez , HR Specialist	202-502-1264 202-502-1274
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Department of Technology Services - DTS	Kymberli Camber , HR Advisor Elisa Acevedo-Rodriguez , HR Specialist	210-301-6303 210-301-6257