



Commandant
United States Coast Guard

2100 2nd Street SW
Washington, DC 20593
Staff Symbol: CG-1212
Phone: (202) 475-5306
Fax: (202) 475-5922

MAR 7, 2008
COMDTINST 12630.2

COMMANDANT INSTRUCTION 12630.2

Subj: CREDIT FOR PRIOR CIVILIAN WORK EXPERIENCE AND ACTIVE DUTY UNIFORMED SERVICE NOT OTHERWISE CREDITABLE IN DETERMINING ENHANCED RATES OF ANNUAL LEAVE ACCRUAL

Ref: (a) Title 5, United States Code, Section 6303(e)
(b) Title 5, Code of Federal Regulations, Part 630.205
(c) DHS Memorandum dated 17 February 2006
(d) 71 Fed. Reg. 54567
(e) Office of Personnel Management Compensation Memorandum 2006-09 dated 18 September 2006

1. PURPOSE. This Instruction sets Coast Guard policy and procedures governing the use of prior civilian work experience and active duty uniformed service by military retirees that would not otherwise be creditable for determining enhanced annual leave accrual rates of Coast Guard civilian employees paid from appropriated funds.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General of the Coast Guard, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. POLICY. It is the policy of the Coast Guard to utilize, where appropriate, authorized incentives to attract a high-quality, skilled, and productive civilian workforce. In exercising this authority, responsible Coast Guard officials must determine whether a candidate's skills and experience (which were acquired in a civilian job or on active duty prior to retirement from a uniformed service) directly relate to the duties of the position for which the candidate is being considered and whether those skills and experience enable the Coast Guard to accomplish an important mission or performance goal. This authority is a recruitment incentive and, as is true with all recruitment and retention incentives, must not

DISTRIBUTION – SDL No. 147

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1	1	1	1		1	1		1	1	1	1	1	1		1		1					
B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1
D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
E	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1	1	1	1			1	1		
F																	1	1	1							
G		1	1	1	1																					
H																										

NON-STANDARD DISTRIBUTION:

COMDTINST 12630.2

be used routinely. Approval of an enhanced annual leave accrual rate should be considered as part of the total compensation package offered to the candidate.

5. COVERAGE. A candidate selected for employment with the Coast Guard is eligible for an enhanced accrual rate of annual leave provided:

He or she is receiving his or her first Federal civil service appointment (regardless of tenure) or is being re-appointed to the Federal civil service after a break in service of at least 90 calendar days; and

He or she acquired skills through performance in a prior civilian position and/or active duty uniformed service position, not otherwise creditable. These skills must be:

(1) Essential to the position and acquired through performance in a prior position having duties that directly relate to the duties of the position to which the candidate is being appointed, and

(2) Essential to accomplishing an important Coast Guard mission or performance goal.

6. BACKGROUND. Reference (a) authorized the Office of Personnel Management (OPM) to issue regulations authorizing agencies to credit prior civilian work experience or active duty uniformed service not otherwise creditable, to enhance annual leave accrual rates as an incentive to recruit highly qualified candidates into difficult to fill positions. Reference (b), OPM regulations, requires Federal agencies to develop policy, which must include criteria, documentation and recordkeeping requirements for using this incentive. Reference (c), DHS Interim Policy, delegates to the Coast Guard the authority to implement this policy.

7. DEFINITIONS.

a. A **break in service** is the time when an employee is no longer on the payroll of a Federal agency. (Periods of time in a non-pay status (e.g., leave without pay – LWOP) are not breaks in service.)

b. **Active duty uniformed service not otherwise creditable** is service for which a military retiree would **not** receive credit for leave accrual purposes. It involves active duty service **other** than service during a war declared by Congress or active duty service **other** than service participating in a campaign or expedition for which a campaign badge has been authorized.

c. **Prior civilian work experience** is work experience gained outside the Federal Government in the private sector, state or local government, non-profit or volunteer organizations, or elsewhere, or work experience gained inside the Federal civil service that is not creditable for leave accrual purposes.

8. REQUIRED APPROVALS. Requests to enhance an annual leave accrual rate through the use of prior civilian work experience or active duty uniformed service not otherwise creditable must be made in writing by the candidate's prospective supervisor and must have the signed endorsement of the following official or deputy: the responsible area or district commander, commander of a maintenance and logistics command, Headquarters unit commanding officer, assistant commandant for a directorate, Judge

Advocate General of the Coast Guard, or a chief of a special staff at Headquarters. The request shall be documented using the form at enclosure (1), Request for Crediting Prior Civilian Work Experience or Active Duty Uniformed Service Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual, and the form at enclosure (2), Statement of Relevant Prior Civilian Work Experience or Active Duty Uniformed Service Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual. In addition, the candidate's job application or resume must be attached. Each request shall be forwarded through the servicing Human Resources Specialist/Command Staff Advisor (CSA) to Commandant (CG-121) for approval.

9. CRITERIA FOR APPROVING SERVICE CREDIT.

- a. Supervisory officials have the discretion to request that credit be granted to a candidate for prior civilian work experience or active duty uniformed service not otherwise creditable. The amount of credit granted must not exceed the actual length of time the candidate performed duties that were directly related to the position being filled. A candidate has no entitlement to this credit for enhancing his or her annual leave accrual rate. While the credit may be used in conjunction with other recruitment incentives and superior qualifications pay-setting, it cannot be used to recruit current Federal employees from other agencies or to retain current civilian employees. Written documentation sufficient to allow reconstruction of the decision to grant or deny the credit is required for each request. Such documentation must include:
- (1) An explanation for the determination that the position was difficult to fill;
 - (2) Documentation of each period of prior employment (including periods of active duty uniformed service for military retirees) for which credit is provided, the specific work performed (to include supporting written documentation), and the relationship of that previous experience to the current work requirements;
 - (3) An explanation of how the directly related experience will enable the Coast Guard to accomplish an important mission or performance goal;
 - (4) The specific time for each period of prior employment for which credit is being granted;
 - (5) A clear record of the requesting, endorsing, reviewing, and approving officials; and
 - (6) Written documentation from the employee of his or her prior work experience, or written documentation from the military of his or her uniformed service.
- b. Determination that a position is difficult to fill must be based on a demonstration that, in the absence of providing an enhanced rate of annual leave accrual, the Coast Guard would have difficulty filling the position with a highly qualified candidate. Evidence that a position is difficult to fill should be based on factors such as:
- (1) Inadequate numbers of qualified applicants in the local commuting area;

COMDTINST 12630.2

- (2) High turnover and low retention rates;
- (3) Minimal results from repeated advertisements (vacancy announcements);
- (4) High declination rates;
- (5) High turnover in similar positions; and
- (6) The total compensation package offered to the applicant. Additional annual leave service credit may be granted in lieu of, or in addition to, a recruitment incentive, and/or a superior qualifications appointment.

- c. An employee receiving his or her first Federal civilian appointment as a civilian employee with the U.S. Coast Guard between April 28, 2005 and October 17, 2006, the effective date of the final regulations as indicated in reference (d), or who was reappointed between those dates after a break in service of 90 days or more, may be granted an enhanced accrual rate of annual leave following this appointment or reappointment only if all of the requirements of this Instruction are met and only if his or her supervisor can show that the employee would not have accepted this appointment or reappointment absent an understanding that he or she would be subsequently considered for an enhanced rate of annual leave accrual upon the issuance of this Instruction.
- d. Upon issuance of this Instruction, all written documentation must be received and a determination made on the granting of an enhanced rate of annual leave accrual before the date the candidate enters on duty.

10. COMPLETION OF SERVICE REQUIREMENT. Credit granted to an employee for prior civilian work experience or active duty uniformed service not otherwise creditable remains with the employee unless he or she fails to complete one full year of continuous service with the Department of Homeland Security (DHS). The completion date of the one-year period must be extended by any time spent in a LWOP status unless the employee separates or is placed in a LWOP status (a) because of service in any of the uniformed services followed by a return to civilian employment through the exercise of any re-employment right or (b) because of an on-the-job injury with entitlement to compensation followed by sufficient recovery and a return to work. Once an employee completes one full year of continuous service with DHS, the period of service for which he or she was granted is permanently creditable for the purpose of determining his or her annual leave for the duration of the employee's career. That credit, however, is relevant only for determining the employee's annual leave accrual rate.

11. FAILURE TO COMPLETE SERVICE REQUIREMENT. If an employee separates from Federal service or transfers to another Federal agency prior to completing one full year of continuous service with DHS, the employee forfeits the credit that he or she was granted under this Instruction for prior civilian work experience or active duty uniformed service not otherwise creditable. The credit must be subtracted from the employee's total creditable service, and a new service computation date for leave accrual purposes must be established before the employee separates or transfers to a new Federal agency. Annual leave, accrued or accumulated by an employee as a result of the enhanced annual leave

accrual rate authority, remains with the employee even if he or she has failed to complete one full year of continuous service with DHS. DHS must transfer the annual leave balance to the new Federal agency (if the employee is transferring into a position to which annual leave may be transferred) or must make a lump-sum payment for any unused annual leave if the employee is separating from Federal service or is moving into a new position to which annual leave cannot be transferred.

12. RESPONSIBILITIES.

a. Supervisors shall:

- (1) Comply with merit system principles and the provisions in this Instruction when selecting employees to receive enhanced annual leave accrual rates, and consider the need to maintain a balanced and diverse workforce; and
- (2) Document any request for enhanced annual leave accrual by completing enclosure (1), Request for Crediting Prior Civilian Work Experience or Active Duty Uniformed Service Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual.

b. Area or district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staffs at Headquarters or their deputies shall endorse in writing all requests for enhanced annual leave accrual, following the provisions of this Instruction;

c. Commandant (CG-1211) shall:

- (1) Review requests for enhanced annual leave accrual, and recommend approval/disapproval to CG-121;
- (2) Maintain a record of each determination made under this Instruction that is sufficient to allow reconstruction of each action, and retain the record for three years after the determination has been made or after OPM has evaluated the program (whichever is later);
- (3) Document credit for prior civilian work experience or active duty uniformed service not otherwise creditable on Standard Form 144 (Statement of Prior Federal Service) and in the remarks section of the Notification of Personnel Action form (SF-50) in accordance with instructions provided in reference (e); and
- (4) Track employees who have received enhanced annual leave accrual rates (and adjust credit if an employee fails to complete one year of continuous service with DHS), and process the appropriate personnel action in accordance with instructions provided in reference (e).

d. Commandant (CG-1212) shall:

COMDTINST 12630.2

- (1) Develop and disseminate policies governing the use of this incentive and provide technical guidance to employing offices concerning its administration;
- (2) Evaluate on a periodic basis the effectiveness of this incentive program; and
- (3) Report annually, to the DHS Office of Human Capital, the number of employees receiving an incentive under this Instruction and their job classifications.

e. Commandant (CG-121) shall approve or disapprove requests for enhanced annual leave accrual.

f. Employees shall:

- (1) Be responsible for completing enclosure (2), Statement of Relevant Prior Civilian Work Experience or Active Duty Uniformed Service Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual; and
- (2) Describe the type of work performed, the name of the organization or organizations for which the work was performed, and the years in which the identified work was performed. Documentation for prior civilian work experience must include an application, clearly documenting the length and nature of the directly related experience to be credited. Documentation for active duty uniformed service must also include a DD-214.

13. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

14. FORMS/REPORTS. The forms called for in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm>, Intranet at <http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm>, and CG Central at <http://cgcentral.uscg.mil/>.

DANIEL A. NEPTUN /s/
Rear Admiral, U.S. Coast Guard
Director of Personnel Management

Encl: (1) U.S. Coast Guard Request for Crediting Prior Civilian Work Experience or Active Duty Uniformed Service Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual
(2) U.S. Coast Guard Statement of Relevant Prior Civilian Work Experience or Active Duty Uniformed Service Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual

**U.S. Coast Guard
Request for Crediting Prior Civilian Work Experience or Active Duty Uniformed
Service Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual**

NOTE: Candidate's Federal job application/resume must be attached

Name of Candidate		Organization		
Position Title	Series/Grade/Step	Type of Appointment	Effective Date of Appointment	
List below any prior civilian work experience or active duty uniformed service not otherwise creditable for which you are requesting credit toward the candidate's enhanced annual leave accrual rate.				
Name and Address of Organization	From Year – Month – Day	To Year- Month – Day	Type of Work Schedule	(To be completed by CG-1211) Experience credited toward the candidate's enhanced annual leave accrual rate Y/N
Supervisor	Title		Date	
Endorsing Official	Title		Date	
(CO of Command, etc)				

CSA/HR Specialist	Date	
CG-121 (Approving Official)	Title	Date

Written Justification. Requesting Official must justify the request against the criteria specified in CREDIT FOR PRIOR CIVILIAN WORK EXPERIENCE AND ACTIVE DUTY UNIFORMED SERVICE NOT OTHERWISE CREDITABLE IN DETERMINING ENHANCED RATES OF ANNUAL LEAVE ACCRUAL, COMDTINST 12630.2, paragraph 9, and describe the reasons the position the candidate was hired for was difficult to fill. The justification should also describe why the specific experience acquired by the employee in the prior civilian or active uniformed service position(s) above will enable the Coast Guard to accomplish an important mission or performance goal. If more than one period of service is requested, please provide justification for each period of service.

ENCLOSURE (1) TO COMDTINST 12630.2

U.S. Coast Guard

Statement of Relevant Prior Civilian Work Experience or Active Duty Uniformed Service Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual

To be Completed by Candidate

CANDIDATE NAME: _____

U.S. COAST GUARD POSITION: _____

U.S. COAST GUARD ORGANIZATION: _____

List below your prior civilian work experience or active duty uniformed service, not otherwise creditable, to be credited toward your annual leave service computation date. Please attach supporting documentation (e.g., officer or enlisted evaluation reports, nominations for awards granted for military retirees or performance evaluations, position descriptions for non-Federal service, duty certification from prior supervisors, or other acceptable documentation).

Name and Address of Organization	From Year – Month – Day	To Year – Month – Day	Type of Work Schedule (Full-Time, Part-Time, Seasonal, Intermittent, etc.)

I certify that the prior civilian work experience and/or active duty uniformed service identified above is directly related to the position for which I have been selected. I have not previously received prior annual leave service credit for the time listed.

Candidate Signature

Date