

## CHAPTER 4. REQUESTS AND DOCUMENTATION PROCEDURES

### 4.1 PROGRAM OFFICE - PROCEDURES FOR REQUESTING APPROVAL

#### 1. Justification:

- a. As soon as the selecting official has tentatively selected a candidate for a mission critical position who meets all conditions of this Handbook, the selecting official will submit a memo signed by an AS or GDAS to the Director, Human Capital Services with a justification and supporting documentation. **Incomplete packages will be returned without action and retroactive approvals will not be given.** Selecting officials are advised to contact the HR Specialist for any guidance needed in preparing timely and accurate packages, and to ensure timely coordination of the candidate's official starting date at HUD. Requests must be submitted a minimum of 7 work days prior to the proposed effective date for entry on duty of the tentative employee.
- b. The justification must include:
  - A brief description of the mission-critical position to be filled and why the position has been deemed as "mission-critical" as defined by this policy.
  - A brief description of how the candidate's high level of unique qualifications and/or experience would benefit HUD in this position.
  - A brief description of the candidate's prior work experience, and
  - How it is **DIRECTLY** related to the current position to be filled.

#### 2. Documentation Required: The following documentation must accompany each request for annual leave credit for prior work experience for mission-critical positions:

- a. Justification from the selecting official as described above.
- b. A copy of the Position Description of the mission critical position to be filled.
- c. A copy of the candidate's resume that was submitted for the mission-critical vacancy. If the resume does not clearly demonstrate that the experience gained in the prior position directly relates to the current position, additional documentation from the candidate will be necessary. Work experience may be verified. Failure to provide additional documentation to substantiate the granting of service credit under the conditions of this Handbook, if requested by the Director RSD (directly or through the HR Specialist), will result in a negative determination.
- d. If a candidate has uniformed service that is being considered under the conditions of this Handbook, he/she must obtain and submit written documentation from the military (i.e. Form DD-214, letter from the Veterans Administration, if required), before any credit is given for any uniformed service.

## 4.2 HCS/RSD - PROCEDURES FOR REVIEWING DOCUMENTATION

1. The HR Specialist will review the package from the selecting official within 2 work days of receipt of a request.
2. If the request appears to be supportable, the HR Specialist will prepare on a “Statement of Prior Service Worksheet”, SF-144A – Part 1. ( [http://www.opm.gov/forms/pdf\\_fill/sf144a.pdf](http://www.opm.gov/forms/pdf_fill/sf144a.pdf)). Credit is to be granted in terms of years and months, and the exact number of years and months of credit being requested must be recorded in Part 1, column B of the SF-144A. Additionally, include a reference in the “Remarks” section of the SF-144A indicating that the SCD-Leave includes creditable non-Federal service or active duty uniformed service work experience that otherwise would not be credited.
  - a. The recommendation for approval must be documented in the **remarks** of the SF-144A and must be initialed by the Director, RSD.
    - i. The package is then forwarded to the Director, HCS for final approval. The PDB will also concur in the remarks section of the SF-144A.
  - b. The recommendation for disapproval must be documented in the SF-144A and must be initialed by the Director, RSD and the Director of HCS.
3. The Director, RSD, or if delegated authority, the HR Specialist will immediately communicate the decision to the request in writing via email to the Selecting Official with a full explanation of the findings.
4. The decision to offer this flexibility **MUST** be documented and approved **BEFORE** the potential employee can be officially offered the benefit.

## 4.3 HCS/Pay, Benefits and Retirement Division

1. The approved package will be forwarded to the Pay, Benefits and Retirement Division (PBRD) and filed on the right side of the employee’s Office Personnel Folder. This package will include the request, the SF-144A (if approved) and any other supporting documentation.
2. If approved, the period of service must be documented in Block 31 of the SF-50 that effects the appointment of the individual with the agency. As appropriate, the following Remark codes must be included on the SF-50:
  - B73, B74 and M39 (include in remark 39 the total of all periods for which the employee is receiving credits towards the Service Computation date)

for leave (SCD-Leave)) also must be included on the SF-50, as appropriate.

3. PBRD is responsible for ensuring all employees departing from the Department's rolls meet the service requirements to retain this benefit. If the requirements are not met, corrective action must be taken to correct the SCD-leave date.