

**Table of Contents****CHAPTER 1. GENERAL PROVISIONS**

1-1	Introduction .....	1
1-2	Purpose .....	1
1-3	Applicability .....	1
1-4	Definitions .....	2

**CHAPTER 2. ROLES AND RESPONSIBILITIES**

2-1	The Assistant Secretary for Administration/CHCO .....	3
2-2	The Director, Recruitment and Staffing Division.....	3
2-3	The Director, Human Capital Services .....	3
2-4	The Chief, Policy Development Branch .....	4
2-5	Program Office Assistant Secretary/General Deputy Assistant Secretary .....	4

**CHAPTER 3. CREDITABLE SERVICE REQUIREMENTS**

3-1	Creditable Skills and/or Experience .....	5
-----	---	---

**CHAPTER 4. REQUESTS AND DOCUMENTATION PROCEDURES**

4-1	Program Office- Procedures for Requesting Approval .....	7
4-2	HCS/RSD – Procedures for Reviewing Documentation .....	8
4-3	HCS/Pay, Benefits and Retirement Division .....	8

**CHAPTER 5. DEPARTURE OR NON-PAY STATUS OF EMPLOYEES GRANTED THIS  
BENEFIT**

5-1	Forfeiture of Service Credit .....	10
5-2	NonPay Status, Transfers and Separations .....	10

**CHAPTER 6. INTERNAL CONTROLS AND REPORTING REQUIREMENTS**

6-1	Accountability and Oversight Internal Controls .....	12
-----	--	----

**ATTACHMENT**

SF-144A Form