Request for Crediting Civilian Work Experience or Active Duty Uniformed Service for Military Retirees Not Otherwise Creditable for Enhanced Rate of Annual Leave Accrual

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

NAME OF CANDIDATE	DEPARTMENT
POSITION TITLE	SERIES/GRADE/STEP
TYPE OF APPOINTMENT	EFFECTIVE DATE OF APPOINTMENT

List below any prior civilian experience or active duty uniformed service for military retirees not otherwise creditable for which you are requesting credit toward the candidate's enhanced annual leave accrual rate. Also, complete the written justification on page 2 of this form.

Name of Organization	From YYYY-MM-DD	To YYYY-MM-DD	Type of Work Schedule (Full-Time, Part-Time, Seasonal, Intermittent, ect.	Approved (completed by HRO)	Date Credited (completed by HRO)

Department Heads of MCIEAST-MCB CAMLEJ Commands and the Commanding Officer's G-1 Manpower Officer will submit approval/ disapproval to the local CHRO-E for processing prior to the effective date of hire of the candidate.

Supervisor (Print Name) _____ Supervisor (Signature) _____ Title _____ ☐ Approved ☐ Disapproved Date Signed _____

Department Head (Print Name) _____ Department Head (Signature) _____ Title _____ ☐ Approved ☐ Disapproved Date Signed _____

☐ All Requested Work Experience Credited ☐ Partial Requested Work Experience Credited Date processed/signed: _____

If request is for more than three years submit to your Commanding General (Attn: G-1/Manpower Officer) for final approval/disapproval

AC/S G-1 (Print Name) _____ AC/S G-1 Signature _____ ☐ Approved ☐ Disapproved Date processed/signed: _____

HR Specialist (Print Name) _____ HR Specialist (Signature) _____ ☐ Approved ☐ Disapproved Date processed/signed: _____

☐ All Requested Work Experience Credited ☐ Partial Requested Work Experience Credited ☐ Forwarded to Installation Commander

SAMPLE

Written Justification.

Requesting official must justify the request against the criteria specified in Base Order 12630.5_, CREDIT FOR PRIOR CIVILIAN WORK EXPERIENCE AND ACTIVE DUTY UNIFORMED SERVICE FOR RETIREES NOT OTHERWISE CREDITABLE IN DETERMINING ENHANCED RATES OF ANNUAL LEAVE ACCRUAL, and describe the reasons the position for which the candidate was hired 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 Command 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. Please provide information in the same format listed in, enclosure (1), par 5 (a) and (b) of MCIEASTO 12630.5.

1. Provide explanation for the determination that the position was difficult to fill:

2. Describe specific work performed and the relationship to current work requirements:

3. How the experience will assist the commands mission and performance goal:

4. List all supporting documentation employee is providing to support this request:

Completed by Supervisor, Department Head or Civilian Human Resources Specialist (check all that apply)

- ☐ Inadequate number of qualified applicants in the local commuting area
- ☐ High turnover and low retention rates
- ☐ Minimal results from repeated advertisements (vacancy announcements)
- ☐ High declination rates
- ☐ High turnover in similar positions
- ☐ Total compensation package offered to the applicant

SAMPLE