

Instruction for Statement of Relevant Non-Federal Service

As a new Federal employee appointed or reappointed (after a break of at least 90 days) to a mission critical occupation in the FRA, you may be eligible for service credit for annual leave accrual purposes only if your previous non-Federal work experience is directly related to the position you have been selected to fill. FRA mission critical occupational series are: 0201, 0340, 0501, 0505, 0510, 0560, 0801, 0810, 0830, 0855, 0905, 1102, 2101, 2110, 2121, and 2210. In order to receive credit for non-Federal work experience directly related to the duties of the position to which you are being appointed, you must complete this form and return it to the Office of Human Resources (OHR) **PRIOR** to the day you report for duty.

Failure to submit your Statement of Relevant Non-Federal Service form prior to your reporting date to OHR will result in you NOT receiving credit for your non-Federal work experience. OHR must review and approve your qualifying prior work experience before you enter on duty. The current law and regulations do not allow agencies to provide credit retroactively, even on your first day of work. It must be approved **PRIOR** to your entrance on duty date.

Please include all prior experience you feel is directly related to the position to which you have been appointed. OHR will review the relevant experience to make any final determinations on how much of your prior experience will be credible toward your annual leave accrual rate. The results of OHR's review will be reflected on the Notification of Personnel Action (SF-50) documenting your appointment. Block 31 of the SF-50 will reflect your annual leave service computation date while remarks in Block 45 will explain the amount of service credit you received. Employees with credible service between 0-3 years may earn 4 hours of annual leave a pay period. Employees with credible service between 3-14 years may earn up to 6 hours of annual leave a pay period. And employees with credible service 15 years and over may earn 8 hours of annual leave a pay period.

In order to retain full service credit for prior non-Federal service or active duty uniformed service you must complete one full year of continuous service with the FRA. Failure to complete one full year of continuous service with FRA will result in the service credit for annual leave accrual to be forfeited.

NOTE: A false statement may be grounds for disciplinary action up to and including removal from Federal service.

STATEMENT OF RELEVANT NON-FEDERAL SERVICE
 (For Annual Leave Accrual Purposes Only)
To be Completed by Appointee

1. Name (Last, First, Middle Initial)						
2. List below your non-Federal work experience directly related to the position to which you were hired for which you would like credited toward your annual leave service computation date.						
Name and Address of Organization	From	To	Type of Work Schedule (Full-Time, Part-Time, Seasonal, Intermittent, etc)	Types of Duties Relevant to Position	% of Time Spent on Duties	<u>(HR Use Only)</u>
	M-D-Y	M-D-Y				Amount of Service Creditable Y-M
3. Certification:						
I certify that the non-Federal work experience identified above is directly related to the position for which I have been selected. I have no other non-Federal experience for which I want to claim credit for annual leave accrual purposes. I understand that a false statement pertaining to my relevant experience may be grounds for disciplinary action up to and including removal from Federal Service. I understand that if I do not complete one full year of continuous service with FRA, service credit toward my annual leave accrual rate will be forfeited. My annual leave Service Computation Date (SCD) will be recalculated to deduct any non-federal or active duty uniformed service previously credited.						
Appointee Signature					Date	
(HR Use Only)						
Total Amount of Creditable Service for Leave Accrual Purposes _____ Y-M _____ SCD Leave*						
*Leave SCD includes non-Federal service or active duty uniformed service work experience that otherwise would not be creditable.						
Reviewed by _____				Date _____		
Approved by _____				Date _____		