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HRDG 4500 - Recruitment and Retention Incentives - Section M - Subsection a

Last Modified:

Subchapter 4500 - Recruitment and Retention Incentives
Section M- Annual Leave Service Credit for Prior Employment
Subsection a - Processing Guide/Recordkeeping Procedures

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SF-50B Documentation	HRO - Minneapolis will ensure that the period of service being credited is included in Block 31 of the SF-50B that effects the appointment of the new employee with the Agency. Remark codes B73, B74, and M39 (include in remark M39 the total of all periods of active duty uniformed service for which the employee is receiving credits towards the Service Computation Date [SCD] for leave) also must be included on the SF-50B, as appropriate.
Correcting the SF-50B if Block 31 Is Not Completed	In situations where the service to be credited was properly documented and approved in advance but the credit was inadvertently not included in Block 31 of the SF-50B, HRO must process a personnel action to change the employee's SCD (Nature of Action [NOA] code 882/Change in SCD) showing the revised date. The NOA 882 action must show remark code B35 and include remark codes B73, B74, and M39 (include in remark M39 the total of all periods of active duty uniformed service for which the employee is receiving credit towards the SCD-Leave), as appropriate. The effective date of the NOA 882 action is the date the employee entered on duty.

Text of New Remark Codes B73, B74, and B75	B73 - "You are receiving (enter yrs. and mos., e.g., '2 yrs., 6mos.') credit towards your SCD-Leave as shown in Block 31 for prior service from (date) to (date). This credit will not hereafter cease to be creditable unless you fail to complete 1 full year of continuous service with this agency." B74 - "You are receiving (enter yrs. and mos., e.g., '2 yrs., 6mos.') credit towards your SCD-Leave as shown in Block 31 for active duty uniformed service from (date) to (date). This credit will not hereafter cease to be creditable unless you fail to complete 1 full year of continuous service with this agency." B75 - "Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency."
Process to Correct a Mathematical Error	If a mathematical error is found after the action is processed and distributed (service to be credited must have already been properly documented, approved in advance, and included in Block 31 of SF-50B Effecting Appointment) then HRO must process a personnel action to correct the SF-50B that effected the appointment (NOA 002/Correction).

	Action To Be Taken to Withdraw Service Credit if an Employee Fails to Complete 1 Full Year of Continuous Service Option A:		
	Step 1	Process SCD-Leave (NOA 882/Change in SCD) to change the SCD for leave.	Include: Remark Code B75	Subtract out: Credited time
Action To Be Taken to Withdraw Service Credit if an Employee Fails to Complete 1 Full Year of Continuous Service	**Step 2**	Process separation action		

Option B: Process SCD-Leave (NOA 882/Change in SCD) changing the SCD for leave and the separation action simultaneously on the Same SF-50

In Blocks:	**Show:**	**Remember to:**
5-A and 5-B	NOA 882/Change in SCD	- Subtract out the credited time and - Include Remark Code B75
6-A and 6-B	Separation Action	

Filing

The SF-144 and the supporting documentation must be filed on the right side of the Official Personnel Folder, directly under the personnel action that reflects the SCD-Leave on the form. For example, the SF-144 for the initial appointment must be filed directly under the SF-50, Notification of Personnel Action, documenting the appointment.

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