



Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 830

August 22, 2014

Incorporating Change 1, August 1, 2022

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Civil Service Retirement System (CSRS)

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. In accordance with DoDD 1400.25, part 831 of Title 5, Code of Federal Regulations, and the Office of Personnel Management (OPM) Operating Manual, (References (b), (c), and (d)), this volume reissues Volume 830 of this instruction (Reference (e)) to establish policy, prescribe procedures, assign responsibilities, and provide the major provisions of the Civil Service Retirement System for DoD employees covered by this retirement plan.

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

3. POLICY. It is DoD policy that:

a. Within the DoD, servicing human resources offices and benefit centers will ensure that employees are provided adequate and timely information and assistance necessary to make informed decisions about retirement and to complete retirement applications.

b. DoD human resources offices and benefit centers will adhere to the OPM's 80 percent standard for the timely submission of retirement records (including death and refund records).


4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 1. The change to this issuance removes the expiration language in accordance with DoDI 5025.01 (Reference (f)).

8. EFFECTIVE DATE. This volume is effective August 22, 2014.


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Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: RESPONSIBILITIES.....5

 ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE
 MANAGEMENT (ASD(R&FM)).....5

 DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL
 POLICY (DASD(CPP)).....5

 DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA).....5

 DoD COMPONENT HEADS WITH INDEPENDENT APPOINTING AUTHORITY
 AND DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS).....5

ENCLOSURE 3: PROCEDURES.....6

 RETIREMENT PROCESSING.....6

 TIMELINESS STANDARD6

 SPECIAL RETIREMENT COVERAGE6

 Position Coverage Determination6

 Requests from Individuals for Past Service Credit.....7

 Mandatory Separation.....7

 HRO AND BENEFITS CENTER7

GLOSSARY8

 ABBREVIATIONS AND ACRONYMS.....8

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996
- (c) Part 831 of Title 5, Code of Federal Regulations
- (d) Office of Personnel Management Operating Manual, “Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) Handbook for Personnel and Payroll Offices,” April 1998¹
- (e) DoD Instruction 1400.25, Volume 830, “DoD Civilian Personnel Management System: Civil Service Retirement,” December 1996, as amended (hereby cancelled)
- (f) DoD Instruction 5025.01, “DoD Issuances Program,” August 1, 2016, as amended
- (g) DoD Directive 5400.11, “DoD Privacy Program,” May 8, 2007, as amended
- (h) DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007

¹ OPM Operating Manual may be found at: <http://www.opm.gov/retirement-services/publications-forms/csrsfers-handbook>

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(R&FM) has overall responsibility for DoD policy regarding the Civil Service Retirement System (CSRS).

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). The DASD(CPP), under the authority, direction, and control of the ASD(R&FM):

- a. Monitors compliance with this instruction.
- b. Provides policy direction and guidance for the civil service retirement program to all other organizational entities in the DoD.
- c. Monitors and oversees the efficacy and integrity of the implementation and administration of this policy.
- d. Provides strategic policy direction and oversight.
- e. Serves as the DoD liaison with OPM and other agencies on retirement matters.
- f. Interprets policy directives, reviews and comments on proposed policy changes affecting government-wide programs, and seeks assistance from OPM if needed to resolve questions not addressed in OPM's written instructions.
- g. Manages retirement program matters within the DoD.

3. DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA shall provide support to the DASD(CPP), as appropriate, in execution of the duties and responsibilities of this Volume.

4. DoD COMPONENT HEADS WITH INDEPENDENT APPOINTING AUTHORITY AND DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). The DoD Components heads with independent appointing authority and the Director, WHS, on behalf of OSD and the DoD Components receiving civilian personnel support from WHS, ensure all personally identifiable information is collected, maintained, disseminated, and used in accordance with DoDD 5400.11 (Reference (g)) and DoD 5400.11-R (Reference (h)), in support of the retirement processing procedures in Enclosure 3 of this volume.

ENCLOSURE 3

PROCEDURES

1. RETIREMENT PROCESSING. Servicing human resources offices (HROs) and benefits centers must establish a method for providing employees a retirement coverage letter or notice similar to the one referenced in chapter 40, section 40A3.1-2C of Reference (d).

2. TIMELINESS STANDARD

a. An 80 percent standard for the timely submission of retirement records (including death and refund records) has been in effect for all federal agencies since 1988.

b. To be considered timely, a record must be received by OPM within 32 calendar days of the employee's separation. OPM monitors submissions and issues an Aging of Separations Report to reflect government-wide and agency compliance with the standard.

c. Servicing HROs, benefits centers, and the civilian payroll community are responsible for meeting the standard. Data entry in the Defense Civilian Personnel Data System, Defense Business Management System, and Defense Civilian Pay System provide the capability to monitor the movement of records between personnel and payroll.

3. SPECIAL RETIREMENT COVERAGE

a. Position Coverage Determination

(1) Prior to a position being encumbered, the USD(P&R) must approve coverage determinations for law enforcement officer and firefighter positions that satisfy the requirements of subpart I of Reference (c). The HRO benefits center must send the request for USD(P&R) approval to the Defense Civilian Personnel Advisory Service (DCPAS). Requests must include evidence used in the determination process and a statement that the budgetary consequence of the position coverage has been considered. Special retirement position coverage terminates if there is a substantial change to the duties of a position that has been approved for special retirement coverage. Such positions must be submitted for a new approval of special retirement coverage.

(2) Law enforcement officer and firefighter positions that do not satisfy the requirements of subpart I of Reference (c) will be disapproved by the DoD Components heads or their designees. Headquarters retirement counselors may request an advisory opinion from DCPAS before processing such disapprovals.

(3) DCPAS will report and maintain required information on position coverage determination approvals. Background material on position coverage determinations (approval and disapproval) will be maintained by the DoD Components heads.

b. Requests from Individuals for Past Service Credit

(1) The USD(P&R) must approve determinations that would provide law enforcement officer or firefighter service credit under circumstances outlined in section 831.906 of Reference (c). The HRO or Benefits Center must send the request for USD(P&R) approval to DCPAS through appropriate channels. The request must include information required in section 831.906 of Reference (c) as well as other evidence used in the determination process.

(2) The DoD Component heads will inform their law enforcement officers or firefighters if past service credit is not granted. Headquarters retirement counselors may request an advisory opinion from DCPAS before processing such disapprovals.

c. Mandatory Separation

(1) DoD Component heads or their designees have the authority to exempt law enforcement officers and firefighters from mandatory separation. An exemption that requires OPM approval pursuant to section 831.502(d) of Reference (c) must indicate that the USD(P&R) has approved the DoD Component's submission.

(2) The employee's servicing HRO or Benefits Center is responsible for notifying a law enforcement officer or firefighter of mandatory separation.

4. HRO OR BENEFITS CENTER. The HRO or Benefits Center:

- a. Complies with regulations and policies governing the Civil Service Retirement System.
- b. Ensures the training and education of local personnel who are responsible for retirement matters, and for employee counseling programs.
- c. Provides supported DoD employees with retirement advice and counseling.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ASD(R&FM)	Assistant Secretary of Defense for Readiness and Force Management
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
DCPAS	Defense Civilian Personnel Advisory Service
DoDD	DoD directive
HRO	Human Resources Office
OPM	Office of Personnel Management
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
WHS	White House Services