



# Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 840

August 22, 2014

Incorporating Change 1, August 1, 2022

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Federal Employees Retirement System (FERS)

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 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 the authority in DoD Directive 1400.25 (Reference (b)), part 841 of Title 5, Code of Federal Regulations (Reference (c)), and the guidance in Office of Personnel Management (OPM) Operating Manual (Reference (d)), this volume reissues Volume 840 of this instruction (Reference (e)) to establish policy, prescribe procedures, assign responsibilities, and provide the major provisions of the FERS 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, the 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 in accordance with Reference (d) that:

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

b. DoD HROs and benefit centers will adhere to the OPM's 80 percent standard for the timely submission of retirement records, including death and refund records.

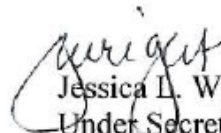
4. RESPONSIBILITIES. See Enclosure 2.

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.

  
Jessica L. Wright  
Under Secretary of Defense for  
Personnel and Readiness

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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) 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 1998
- (e) DoD Instruction 1400.25, Volume 840, “DoD Civilian Personnel Management System: Federal Employees’ Retirement System,” December 1996 (hereby cancelled)
- (f) DoD Instruction 5025.01, “DoD Issuances Program,” August 1, 2016, as amended

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) oversees the DoD FERS program.
  
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), the DASD(CPP) develops DoD FERS policy, guidance and:
  - a. Monitors compliance with this instruction.
  
  - b. Provides policy direction and guidance for the FERS to all other organizational entities in the DoD.
  
  - c. Designates a DoD liaison with OPM and other agencies on retirement matters.
  
  - d. 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.
  
  - e. Manages retirement program matters within 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 under this Volume.
  
4. DoD COMPONENT HEADS WITH INDEPENDENT APPOINTING AUTHORITY. The DoD Component heads with independent appointing authority and the Director, Washington Headquarters Services (WHS), on behalf of the OSD and the DoD Components receiving civilian personnel support from WHS, shall follow the retirement processing procedures in Enclosure 3 of this instruction.

ENCLOSURE 3

PROCEDURES

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

2. TIMELINESS STANDARD

a. 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 80 percent standard of timeliness. Responsibility for meeting the standard rests with servicing HROs, benefits centers and the civilian payroll community.

b. Data entry in the Defense Civilian Personnel Data System, Defense Business Management System, and Defense Civilian Pay System provides the capability to monitor the movement of records between personnel and payroll.

3. SPECIAL RETIREMENT COVERAGE

a. Position Coverage Determination

(1) The USD(P&R) must approve coverage determinations for law enforcement officer and firefighter positions that satisfy the requirements of sections 842.803 of Reference (c). The HRO or benefits center must send the request for USD(P&R) approval to the Defense Civilian Personnel Advisory Service (DCPAS). Approval requests must include evidence used in the determination process and a statement that the budgetary consequence of the position coverage has been considered. Approval authority is not delegable.

(2) Law enforcement officer and firefighter positions that do not satisfy the requirements of sections 842.803 of Reference (c) will be disapproved by the DoD Component heads. 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 Component heads or their designees.

b. Individual Requests for Service Credit

(1) The USD(P&R) must approve affirmative determinations that would provide law enforcement officer or firefighter service credit under circumstances outlined in section 842.804(c) of Reference (c). The HRO or Benefits Center must send the request for USD(P&R) approval to DCPAS through appropriate channels. The approval request must include evidence used in the determination process.

(2) DoD Component heads determine whether or not to grant law enforcement officers or firefighters past service credit. Headquarters retirement counselors may request an advisory opinion from DCPAS before processing such disapprovals.

c. Mandatory Separation

(1) DoD Component heads may exempt law enforcement officers and firefighters from mandatory separation.

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

4. HROs AND BENEFITS CENTERS. The civilian personnel offices and HROs:

- a. Comply with regulations and policies governing the FERS.
- b. Ensure the training and education of local personnel who are responsible for retirement matters and employee counseling programs.
- c. Provide 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
FERS	Federal Employees Retirement System
HRO	human resources office
OPM	Office of Personnel Management
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
WHS	Washington Headquarters Services