



DCMA Manual 4201-27

Reemployed Annuitant Hire and Extension

Office of Primary Responsibility	Organizational Infrastructure Capability Board
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Purpose:

This Issuance, in accordance with DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policies, assigns responsibilities, and defines procedures for hiring Reemployed Annuitants in accordance with in DCMA Instruction 4201, "Civilian Personnel."

To the extent that anything in this Manual contradicts the CBA, the CBA takes precedence.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This Manual applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence. The provisions of this Manual do not apply to:

- a. Annuitants whose disability retirement annuities have been terminated because of recovery or restoration to earning capacity.
- b. Annuitants receiving annuities from a retirement system not covered by the Civil Service Retirement and Disability Fund.
- c. Former Federal civilian employees who are receiving Office of Workers' Compensation benefits and who did not apply for and are not receiving an annuity.
- d. Annuitants receiving an annuity from the Civil Service Retirement and Disability Fund appointed to the DoD prior to November 25, 2003, who continue to serve under the provisions of their original appointment.

1.2. POLICY.

It is DCMA policy that:

- a. Reemployed Annuitants (RAs) will be appointed in accordance with (IAW) Parts 316, 330, and 553 of Title 5, Code of Federal Regulations.
- b. RAs will be employed, as necessary, to support mission requirements and to help meet critical mission needs. The authority to appoint annuitants will not be used to solely benefit an annuitant.
- c. Annuitants should be hired to meet critical mission needs. Circumstances in which it may be appropriate to reemploy an annuitant include, but are not limited to:
 - (1) Filling a position designated "hard-to-fill" as evidenced by:
 - (a) The lack of success of recent efforts to recruit candidates for similar positions using indicators such as offer acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions.
 - (b) Recent turnovers in similar positions.
 - (c) Employment trends and labor-market factors that may affect the ability to recruit candidates for similar positions.
 - (d) The lack of success of efforts to use non-pay authorities, such as special training

and work scheduling flexibilities, to resolve difficulties alone or in combination with a recruitment.

(e) The desirability of the duties, work or organizational environment, or geographic location of the position.

(f) Other supporting factors such as: historically high turnover, severe shortage of candidates, or other significant recruiting difficulty.

(2) A position is critical to accomplish the organization's mission or to complete a specific project initiative.

(3) An annuitant has unique or specialized skill or unusual qualifications not generally available.

(4) An appointment to mentor less experienced employees and/or to provide continuity during critical organization transitions. Appointments to mentor or provide continuity will be limited to a maximum of 2087 hours (i.e., 1-year full time or 2 years part time).

(5) To cover a short-term workload surge, maintain required staffing coverage while a program winds down, or to perform any other duties determined to be critical to accomplish the Agency's mission.

(6) To backfill for individuals who are deployed in support of a contingency operation. The duration for appointments to backfill may be up to the duration of the deployment period plus one month.

d. RAs will be hired on a temporary basis based on mission requirements. Exceptions to the temporary limitation must be approved by the Director, DCMA.

e. RAs serve at the will of the appointing authority and may be terminated when their services are no longer required pursuant Paragraph 4.e., of Volume 300, DoD Instruction (DoDI) 1400.25, "Civilian Personnel Management." A notice of termination will be provided to the RA within 20 business days of effective date.

f. In the case of an annuitant being reemployed within 90 days after retirement to the same or substantially similar position within the same Contract Management Office (CMO), Center, or Division and same geographical location held prior to retirement, the authorized approving official must ensure appropriate retention options were considered and offered prior to the employee's retirement. The term "same organization" refers to a position in the same Headquarters, Directorate, Region, Center, or Division, and in the same geographical location in which the retiring employee is currently employed. Documentation of these efforts must include any correspondence to the employee offering a retention option and the employee's rejection of the offer.

g. An annuitant who previously separated pursuant to the authority of the Voluntary

Separation Incentive Pay Program may not be reemployed in the DoD:

(1) Within 12 months after separation unless the Secretary of Defense or designee has approved a waiver of this requirement.

(2) Within 5 years following separation unless the separation incentive is repaid or without an approved Secretary of Defense level waiver based upon a finding the individual involved is the only qualified applicant available for the position.

h. The hiring of an annuitant will be accomplished by using non-competitive procedures. A request to hire an annuitant must be approved by the appropriate appointing authority pursuant to Paragraph 4.f. of Volume 300, DoDI 1400.25, before a Standard Form (SF) 52, "Request for Personnel Action, " (RPA) linked on the Resource Page of this Manual, is submitted to the servicing Human Resources Office (HRO). Upon submission to the servicing HRO, the RPA must identify the RA as a name request and attach a copy of the RA's resume and retirement SF 50, "Notification of Personnel Action," linked on the Resource Page of this Manual.

i. Annuitants must meet all other required conditions of employment before an official offer of employment will be made.

j. Annuitants are hired for temporary reasons and, therefore, should be granted the lowest priority for all training opportunities. Requests for training for RAs must be approved by the appropriate Component Head.

k. This Manual will be executed in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA.

The DCMA Director will retain the authority to approve the hiring of RAs.

2.2. EXECUTIVE DIRECTOR, TOTAL FORCE DIRECTORATE (TF).

The Executive Director, TF, will execute delegated approval authority to hire and extend RAs on temporary or term appointments for reasons other than those associated with deployments.

2.3. COMPONENT HEADS.

Component Heads will:

- a. Review requests to hire and/or extend RAs to determine if warranted.
- b. Execute delegated approval authority to hire RAs when backfilling behind employees deployed in support of contingency operations.
- c. If not for backfill due to deployment, prepare an Action Memo that endorses warranted requests for submissions requiring a higher-level approval authority.
- d. Obtain all necessary coordination prior to submission to the approval authority.

2.4. DIRECTOR, TOTAL FORCE COMBAT SUPPORT CENTER (TFC).

The Director, TFC, will execute delegated approval authority to hire and extend RAs for deployment in support of contingency operations.

2.5. HIRING MANAGERS.

Hiring Managers will:

- a. Provide sufficient justification and required documentation to support their request to hire or extend an annuitant IAW this Manual.
- b. Initiate RPA and submit to servicing HRO.

2.6. TF FIELD SUPPORT CENTER.

The TF Field Support Center will review justifications to support the hiring of RAs to ensure compliance with applicable laws, regulations, and policy, and make recommendations prior to forwarding to approval authority for a decision.

2.7. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS DIRECTORATE (FB).

The Executive Director, FB, will review submitted request justification and required documentation for hiring of RAs and certify funding.

2.8. HRO.

The servicing HRO will:

- a. “Include a statement in vacancy announcements to advise annuitants of the impact of DoD reemployment IAW Volume 300 of DoDI 1400.25.”
- b. Document appointments of RAs covered by Volume 300 of DoDI 1400.25, including ensuring personnel actions are correctly coded.
- c. Retain all documentation related to the appointment of DoD RAs.
- d. Provide a copy of the notification to the RA regarding their benefits.
- e. Forward a copy of the appointment SF 50 or change in retirement plan SF 50, whichever is effective later, to Office of Personnel Management to ensure appropriate processing of the annuitant’s benefits resulting from reemployment.

SECTION 3: PROCESS

3.1. HIRING AND EXTENSION OF REEMPLOYED ANNUITANTS.

a. Hiring Managers will submit requests to hire and extend RAs for reasons other than those associated with deployments through their appropriate chain of command for approval. The routing hierarchy is as follows:

- Division Director/CMO Commander/Director/Center Director
- Component Head
- Executive Director, FB
- TF Field Support Center
- Executive Director, TF - Delegated Approval Authority

b. Hiring Managers will submit requests to hire and extend RAs to backfill behind someone who has deployed in support of contingency operations through their appropriate chain of command for approval. The routing hierarchy is as follows:

- Division Director/CMO Commander/Director/Center Director
- Executive Director, FB
- Component Head - Delegated Approval Authority

c. TFC will submit requests to hire and extend RAs for deployments in support of contingency operations through the appropriate chain of command for approval. The routing hierarchy is as follows:

- Executive Director, FB
- Director, TFC - Delegated Approval Authority

d. Hiring Managers must provide sufficient justification to support their request to hire an annuitant IAW this Manual. A “Justification to Hire” memorandum template is available on the Resource Page of this Manual.

e. Requests for approval will consist of the following:

(1) A detailed justification memorandum that addresses the following:

(a) All recruitment efforts to fill this and/or similar positions within the same geographical area.

(b) Justification for the duration of the appointment.

(c) A statement that funds are available to support the hiring and/or extension.

(d) Information pertaining to the annuitant’s last period of employment (i.e., pay plan, series, grade, title, duty location, and date of retirement or last employment).

(e) The annuitant's unique or special skills, if applicable, and why these skills are not attainable by other candidates within a reasonable period.

(f) The name, series, grade, position title, fragmentary order, and period of deployment for the position being backfilled, when applicable.

(g) A statement indicating impact on mission if the annuitant is not hired for the position.

(2) A copy of the annuitant's resume and transcripts, if the position has a positive education requirement, retirement SF 50, and SF 50s documenting extensions to the original appointment, if applicable.

(3) A copy of position description (PD)/position requirements document (PRD) for the position being filled.

f. Extension requests must be submitted 90 days prior to the "not to exceed date."

g. Once final decisions have been rendered, the package will be returned to the originator.

h. If an initial hire is approved, the originator will initiate the RPA (i.e., name request, recruit/fill, or extension), and attach the approval, as well as other required documents (i.e., resume, retirement SF 50, and transcripts). RPAs must be routed through FB before forwarding to the servicing HRO.

3.2. RETENTION OF DOCUMENTS.

Documentation related to the appointment of the RA must be attached to the RPA when submitting the action. The approved records file plan containing disposition timelines, records storage location, and associated metadata requirements is located on the Resource Page of this Manual.

GLOSSARY

G.1. ABBREVIATIONS AND ACRONYMS.

TERM	MEANING
CMO	Contract Management Office
DoDI	DoD Instruction
FB	Financial and Business Operations Directorate
HRO	Human Resources Office
IAW	in accordance with
PD	position description
PRD	position requirements document
RA	Reemployed Annuitant
RPA	Request for Personnel Action
SF	Standard Form
SF 50	Notice of Personnel Action
SF 52	Request for Personnel Action
TF	Total Force Directorate
TFC	Total Force Combat Support Center

GLOSSARY

G.2. DEFINITIONS.

TERM	MEANING
Annuitant	An individual receiving an annuity from any retirement system or who meets all requirements for entitlement to an annuity and has submitted a claim for retirement.
Appointing Authority	The Director of DCMA is the appointing authority for the selection of annuitants for DCMA positions, unless further delegated.
Appointment	A personnel action that brings an individual onto the rolls of the DoD (e.g., initial appointment, transfer into the DoD from another Federal agency) or that converts a current employee to another appointment.
Approval Authority	Party responsible for contributing to and implementing policies and guidance/procedures pertaining to their functional area including hiring and extending RAs.
Component	A component is an organization within DCMA.
Component Heads	The leader of a DCMA component who reports directly to Office of the Director, DCMA.
HRO	An office providing personnel servicing to a DoD activity. This includes civilian personnel offices, regional or consolidated service centers, on-site customer support units, etc.
Name Request	A non-competitive appointment authority. The manager must include the applicant's name and upload all required documentation. Examples of required documentation may include the applicant's resume, transcripts, DD214, etc.
PD	A statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position. The purpose of a PD is to document the major duties and responsibilities of a position, not to spell out in detail every possible activity during the workday. A PD is the description of the officially assigned duties and responsibilities that also includes sufficient information on classification and qualification factors.

PRD

Replaces the current agency-developed PD form for employees assigned to Acquisition Demo pay band. The PRD combines the position information, staffing requirements, and contribution expectations into a single document. The new PRD includes a description of job-specific information, the Contribution-based Compensation and Appraisal System broadband level descriptors for the assigned career path broadband level and provides other information pertinent to the job.

RA

An individual who meets all requirements for entitlement to an annuity from the Civil Service Retirement and Disability Fund appointed on or after November 25, 2003, in a civilian appropriated fund position in the competitive or excepted service at the General Service 15 level or below.

RPA

Electronic SF 52 used for processing personnel actions.

REFERENCES

Code of Federal Regulations, Title 5

DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013,
as amended

DoD Instruction 1400.25, "DoD Civilian Personnel Management," December 3, 1996,
as amended