



Indian Health Service Managing Service Credit for Annual Leave (SCAL) Cases Standard Operating Procedure

DOCUMENT CHANGE HISTORY

Record all SOP versions and revisions

Version Number	Release Date	Summary of Changes	Section/Page	Changes Made By
1	5/8/24	SOP stating case requirements and procedures, offering sample cases with instructions on completion	New SOP	OHR HQ

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I. Introduction

A. Purpose

This Standard Operating Procedure (SOP) provides the Indian Health Service (IHS) procedures for crediting prior non-Federal work or active duty experience in a uniformed service (that otherwise would not be creditable) to determine annual leave accrual rate.

This SOP also addresses an employee’s Service Computation Date (SCD) for leave purposes only (SCD-Leave) and explains how to:

1. Identify and verify prior non-Federal or uniformed services creditable service;

2. Determine if prior service is creditable for leave accrual; and
3. Assemble final creditable service package for approval and processing.

Important Note – The SCDs for retirement, Thrift Savings Plan (TSP), and Reduction in Force (RIF) are not affected by this SOP. This SOP only pertains to setting SCD-Leave under the Service Credit for Annual Leave (SCAL) provisions. If a candidate has prior Federal work experience that is creditable under regular non-SCAL leave regulations, the SCD-Leave will need to be recalculated to reflect the true SCD-Leave including both Federal service and creditable non-Federal/uniformed services experience under the SCAL provisions.

B. References

- [5 U.S. Code § 6303](#)
- [5 CFR § 630.205](#)
- [HHS Instruction 630-1: Leave and Excused Absence, dated: December 17, 2010 \(630-1-120\)](#)
- [OPM Fact Sheet: Creditable Service for Annual Leave Accrual for Non-Federal Work Experience and Experience in the Uniformed Service](#)
- [OPM GPPA Chapter 6: Creditable Service for Leave Accrual \(1-7. H.\)](#)
- [Federal Register Notice Volume 71, Number 180](#)

C. Background

Section 6303 of Title 5, United States Code (U.S.C.), sets the rules for crediting service for annual leave accrual. Federal agencies may credit prior non-Federal work experience, including periods of active duty in the uniformed service, towards determining a new or reappointed Federal employee's SCD-Leave which determines the employee's annual leave accrual rate. This provision provides agencies additional recruitment flexibilities to attract talented applicants to Federal service.

D. Definitions

- **Active Duty Uniformed Service** – Performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty as further defined in Title 38 United States Code, Section 4303. This includes U.S. Public Health Service Commissioned Corps Officers (CCOs).
- **Annual Leave Categories for Federal Employees** – Full-time employees earn:
 - Four (4) hours each pay period if service is less than 3 years (13 days a year)
 - Six (6) hours each pay period if service is between 3 and 15 years (20 days a year)
 - Eight (8) hours each pay period for more than 15 years of service and SES (26 days a year)
 - For part-time employees, annual and sick leave hours are accrued on a prorated basis.
- **Continuous Service** – Continuous employment uninterrupted by leave without pay.
- **Entry on Duty (EOD) Date** – The date on which a person begins employment as a Federal employee.
- **Leave Accrual Rate** – Employees accrue leave based on the amount of service gained or credited to them. Employees with less than three years of service receive a ½ day (4 hours) for each pay period.

Employees with three years but less than 15 years of service receive $\frac{3}{4}$ day (6 hours) for each pay period. Lastly, employees with 15 or more years of service receive 1 day (8 hours) for each pay period.

- **Personally Identifiable Information (PII)** – Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Includes dates of birth, social security numbers, phone numbers, home addresses, and personal e-mail addresses.
- **Service Credit for Annual Leave (SCAL)** – Service credit provided that otherwise would not be creditable for the purpose of determining annual leave accrual rates.
- **Service Computation Date (SCD)** - A date, either actual or constructed, that is used to determine benefits and is generally based on how long a person has been in the Federal Service.
- **Service Computation Date-Leave (SCD-Leave)** – A date that is used to determine the rate at which an employee accrues annual leave – four, six, or eight hours per pay period – depending on the amount of service creditable for leave accrual purposes.

II. Roles and Responsibilities

- **Organizational and Individual Roles and Responsibilities**
 - Human Resources (HR) staff are responsible for understanding and implementing these procedures regarding the crediting of prior experience towards annual leave accrual rates. The required documentation must be submitted to the IHS Office of Human Resources Headquarters (OHR HQ) staff at least 15 business days prior to the selectee's EOD date.
 - OHR HQ staff oversee the implementation of the IHS SCAL program. This includes advising HR staff regarding the use of SCALs, providing HR staff with guidance on the preparation of cases, and reviewing request packages to ensure accuracy and completion in accordance with Federal regulations and HHS policy. OHR staff send completed cases to HR staff via email and maintain a central file of all approved packages. The OHR Director (or designee) also serves as a concurring official in all SCAL cases.

III. Procedures

Please note: The determination to offer creditable service for annual leave accrual must be documented and concurred upon by the OHR Director prior to the employee's EOD date. Any requests sent after the employee has reported for duty **must be denied with no exceptions** based on law and regulations.

A. Eligibility

Service Credit for Annual Leave may be granted to -

- a newly appointed employee; or
- a reappointed employee with a break of at least 90 calendar days after their last period of civilian employment in the civil service; or
- a retired member of the active duty uniformed service as defined by 38 U.S.C. 4303 (this includes CCOs)

B. Creditable Service

Experience must be:

- Performed in non-Federal or active duty uniformed service positions AND
- Directly related to the duties of the IHS position being appointed to

Skills and experience the selectee possesses must be:

- Essential to the new position and acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which he or she is being appointed; and
- Necessary to achieve an important agency mission or performance goal.

Note: A SCAL case may be submitted in which the selectee will be granted fewer than three years of creditable service and will remain in the four-hour leave accrual rate category.

C. Documentation

The IHS SCAL Case Checklist provides guidance on required documentation (see Appendix A). The following documents should be gathered by the HR staff, combined into one PDF document, and transmitted to HQ for needed concurrence:

1. IHS Justification Form (see Appendix B)
2. IHS Service Agreement (see Appendix C)
3. IHS SCAL Calculator spreadsheet (see Appendix D)
4. Selectee's Resume, including position duties, hours, and service dates in months and years
5. Job Opportunity Announcement (JOA) or other public notice
6. Position Description (PD)
7. DD-214, Commissioned Corps Personnel Orders, or other appropriate documentation of retirement from the uniformed service (if applicable)

Documents that do **not** need to be included in request package:

- Case Checklist
- Transcripts, licenses, or certifications
- Documents in PD packages other than OF-8 & PD (Evaluation Statement, Position Designation Record, FLSA Checklist, etc.)

Note: Cases are only to be submitted reflecting prior non-Federal work experience or experience in the uniformed services. Prior Federal work experience that is creditable under regular non-SCAL leave regulations should not be included in the SCAL Calculator spreadsheet or the Service Agreement.

Completion of the SCAL Calculator spreadsheet

The SCAL Calculator spreadsheet calculates the service to be credited to a selectee and a selectee's SCD-Leave and should be completed by HR staff.

- Determine which positions in the selectee's resume are creditable.

- Identify on the applicant’s resume any non-Federal or uniformed services experience that is directly related to the duties of the position to which they are being appointed
 - Determine if experience is directly related by comparing the duties of the positions on the applicant’s resume with the duties listed in the PD. Please keep the following points in mind when deciding whether experience is directly related:
 - i. Experience can be considered directly related if the selectee:
 - 1. Will be doing the same or similar work in the new position as compared to the past position
 - 2. Will be using the same or similar skills in the new position as compared to the past position
 - ii. Use best judgement in determining positions that are directly related, getting clarification on duties from selectees if needed and/or consulting with OHR if necessary. Be consistent in application of judgement in treatment of all SCAL candidates.
 - Request an updated resume if necessary – e.g., if positions have dates that do not include months, if no duties are listed for the positions, or if it is unclear from the duties listed whether they are directly related
 - Residencies and fellowships that relate to the candidate’s IHS duties are creditable
 - Internships are not creditable
 - Prior Federal service is not to be included in the SCAL Calculator spreadsheet
- Determine whether the creditable service was worked in positions based on a 40-hour workweek or 36-hour workweek and complete the appropriate section. Some positions, such as nurses, have 36-hour workweeks.
 - For each position being credited enter the name of the position, the employer, the number hours worked per week, and the start and end dates of employment including month and year. Enter the projected EOD date. The years and months to be credited and the SCD-Leave date will be calculated automatically.
 - If the resume shows a range of hours worked/week, either obtain from the selectee the average or select the mid-point of the range.
 - If the resume shows a current position (end date listed as “current” or “present”), the service end date entered into the SCAL Calculator spreadsheet must be the month of EOD.
 - No more than 40 hours per week may be credited for any period of time. See Appendix G for an example of a case involving overlapping periods of service. If a selectee’s resume indicates employment over 40 hours per week, the dates and/or hours per week of employment must be adjusted before entry into the SCAL Calculator spreadsheet so that there is not more than 40 hours per week.
 - No further positions need to be added to the SCAL Calculator spreadsheet after 15 years 1 month of service have been reached.
 - Print the SCAL Calculator spreadsheet to PDF. This can be done by:
 - Selecting the cells to be printed
 - File: Print / Ctrl+P
 - Settings:

- i. Print Selection
- ii. Landscape Orientation
- iii. Fit Sheet on One Page

Completion of the Justification Form

- It is recommended that HR staff complete the Justification Form
- The justification questions require a narrative response of one to two sentences each
- Signatures:
 - Recommending Official – Service Unit CEO
 - Approving Official – Area Director
 - OHR Director

Completion of the Service Agreement

- It is recommended that HR staff complete the Service Agreement.
- The total years and months to be credited field should be completed with the amount calculated by the SCAL Calculator spreadsheet.
- The box for the appropriate bi-weekly leave accrual rate category should be checked
- The SCD-Leave date should be completed with the date calculated by the SCAL Calculator spreadsheet.
- The projected EOD should be entered.
 - Note – if the EOD date changes after submitting the package to HQ but prior to HQ concurrence, the package will need to be re-submitted to reflect the change. If the EOD date changes after HQ concurrence, the package does not need to be resubmitted – pen and ink changes may be made and the updated package does not need to be returned to HQ.
- Signatures:
 - Recommending Official (Service Unit CEO)
 - Approving Official (Area Director)
 - OHR Director
 - HR Specialist
- Note: Prior Federal Service is not included in the Service Agreement.

D. Case Submission

- SCAL packages should be thoroughly reviewed before submission to ensure accuracy.
- Requests should be submitted to IHS OHR Headquarters staff ([Sarah Hochuli](#) and [Mary Hicks](#)) at least 15 business days prior to the selectee's entry on duty.
 - It's recommended that they be submitted as early as possible

- Cases can be submitted with a tentative EOD
- It's not necessary for a selectee to have been cleared for employment prior to submitting a case
- HR staff should create and email a combined Adobe PDF of the case documents to OHR HQ.
 - In the subject line include "SCAL," name of selectee, and EOD date
 - Multiple requests should be sent in separate emails
 - All PII must be redacted
- In the subject line include "SCAL," name of selectee, and EOD date
- Cases should be re-submitted if there is a change to the EOD prior to OHR concurrence.
- Cases **CANNOT** be approved after the selectee has entered on duty
 - A Selectee's EOD date must be postponed if a SCAL case will not receive final signatures prior to the scheduled EOD

E. Case Review at IHS Headquarters

- OHR HQ acknowledges the receipt of case submissions within 3 business days
- OHR HQ reviews packages for accuracy and requests additional information or corrections from HR staff when necessary
- OHR HQ completes cases and returns to HR staff or notifies HR staff of a case that did not receive OHR concurrence
- If there is a change to the EOD after OHR concurrence pen and ink changes can be made to the approved case. It is not necessary to return to HQ for additional signature.

F. Corrections

- If corrections are requested by OHR HQ, HR staff should thoroughly review action items, ensure appropriate corrections are made, and resubmit cases in a timely fashion.
- HR staff should review resubmissions to ensure accuracy prior to sending to OHR HQ.

G. EHCM Processing

1. The correct date must be entered into EHCM for SCD-Leave. If prior Federal service is being credited in addition to the service credited by the SCAL award, the SCD-Leave date from the SCAL case must be recalculated to account for the prior Federal service.
2. SF-50 Documentation - the period of service being credited must be included in Block 31 of the SF-50. Remark codes B73, B74, and M39 are to be included as appropriate. Include in remark M39 the total of all periods of active duty uniformed service for which the employee is receiving credits towards.
 - a. Reference Chapter 6 of the Guide to Processing Personnel Actions for SF-50 documentation.
3. SCD-Leave must also be included on the SF-50.

H. ITAS Processing

- HR staff takes the appropriate steps to ensure that the selectee's leave category and SCD-Leave are provided to the selectee's timekeeper

I. Addition to eOPF

The approved SCAL package should be filed on the right side behind the SF-144A or agency substitute for SF-144. Include a reference in the "Remarks" section of the SF-144A indicating that the SCD-Leave includes creditable non-Federal service or active duty uniformed service work experience that otherwise would not be credited.

J. Leave Without Pay Status and Suspension of Creditable Service

An employee must complete one full year of continuous service with IHS in order to retain this service credit beyond their initial appointment. If an employee is placed in a leave without pay status during the required 1-year period of continuous service, the 1-year period of continuous service must be extended by the amount of time in a leave without pay status unless –

- the employee separates or is placed in a leave without pay status to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 CFR 353.102) and later returns to civilian service through the exercise of a reemployment right provided by law, executive order, or regulation; or
- the employee separates or is placed in a leave without pay status because of an on-the-job injury with entitlement to injury compensation under 5 U.S.C. Chapter 81 and later recovers sufficiently to return to work.

If the employee leaves IHS prior to completion of the service agreement, their SCD-Leave must be recalculated to subtract the service credited. The employee will retain all accrued or accumulated annual leave for transfer or lump-sum leave payment. Remark code B75 is to be included in the SF-50 when creditable service is suspended.

Employees who were granted SCAL awards must be tracked to ensure that the SCD-Leave is recalculated if an employee leaves IHS prior to completing a full year of service.

IV. Appendices

- Appendix A – SCAL Case Checklist
- Appendix B – SCAL Justification Form
- Appendix C – Service Agreement
- Appendix D – SCAL Calculator Excel spreadsheet
- Appendix E – Sample Case
- Appendix F – Case Example: Calculating Overlapping Periods of Service

**INDIAN HEALTH SERVICE
SERVICE CREDIT FOR ANNUAL LEAVE**

CASE CHECKLIST

Candidate’s Name: _____

Proposed Effective Date: _____

HR Contact for Case: _____

Justification Form

- Correct position title and pay plan, series, and are grade entered.
- One to two sentences are provided for each justification question.
- Document has been signed by the HR Specialist and the Approving Official (Area Director). The selectee may sign either before or after approval.

Service Agreement

- The service to be credited and SCD-Leave match the results from the SCAL Calculator Workbook.
- The appropriate annual bi-weekly leave accrual rate has been indicated
- The Service Agreement has been signed by the Recommending Official (service unit CEO or designee), the Approving Official (Area Director or designee), and the HR specialist.

SCAL Calculator

- Fully completed and delineating each period of non-Federal or uniformed services experience being credited.
- All experience being credited is directly related to the duties of the new position.
- Dates of employment align with work history on resume unless overlapping positions equal over 40 hours per week.
- Any overlapping positions are adjusted to equal no more than 40 hours per week of combined creditable service. See Appendix F of the SOP for a case example.

Additional Required Documentation

- Resume
- Job Opportunity Announcement or other public notice
- Position Description
- DD-214 or other appropriate documentation of uniformed service (if applicable)

Any Personally Identifiable Information (PII) is redacted on all paperwork

JUSTIFICATION FOR CREDITING PRIOR EXPERIENCE TOWARDS AN EMPLOYEE’S ANNUAL LEAVE ACCRUAL RATE

The Office of Personnel Management (OPM) issued interim regulations on April 28, 2005, to implement Section 202(a) of the Federal Workforce Flexibility Act of 2004. Section 202(a) amends 5 U.S.C. 6303 to provide OPM with the authority to prescribe regulations under which a newly appointed or re-appointed employee who is covered by the Federal annual and sick leave program, may be given service credit for prior experience that otherwise would not be creditable for the purpose of determining the employee’s annual leave accrual rate.

OPM has added regulations at 5 CFR 630.205(a) to allow the head of the agency or designee the authority to grant a newly appointed or re-appointed employee with service credit for annual leave accrual rate purposes based on prior non-Federal work experience or a period of active duty in a uniformed service.

Employee Name: _____ Position/Pay Plan/Series/Grade: _____

Prior to granting such credit, the HR Director must determine that this employee meets both of the following conditions through reviewing justifications from the requesting organization:

1) The skills and experience that this employee possesses are essential to the new position and were acquired through performance in a non-Federal position having duties that directly related to the position to which he/she is being appointed.
Justification:

2) The use of this authority is necessary to achieve an important agency mission or performance goal.
Justification:

NOTE: The vacancy announcement, position description(s), and employee’s application package must be attached to this justification. If the service credit is based on a period of active duty in a uniformed service, you must also attach the employee’s DD-214.

REVIEWS AND APPROVALS

OPDIV/RECOMMENDING OFFICIAL’s Electronic Signature

OPDIV/APPROVING OFFICIAL’s Electronic Signature

OHR Director’s Electronic Signature

**INDIAN HEALTH SERVICE CREDITABLE SERVICE
FOR ANNUAL LEAVE ACCRUAL SERVICE AGREEMENT**

NAME: _____

In consideration of service credit I am receiving towards my leave accrual rate and service computation date for which I am entitled to under the policies of the *Department of Health and Human Services (HHS)*, I hereby agree to the terms of this agreement:

- 1) To serve at the *Indian Health Service* for a minimum of one full year of continuous service.
- 2) That I am a newly appointed employee or an employee who is being reappointed following a break in service of at least 90 calendar days after my last period of civilian Federal employment.
- 3) That the amount of service credited to me shall be determined by the HR Director or his/her designee as prescribed by the HHS policy for Creditable Service for Annual Leave Accrual. The service credited under this agreement is ____ years, and ____ months.
- 4) That my annual bi-weekly leave accrual rate will be: 4 hours, 6 hours, 8 hours
- 5) That based on the above service credit, my service computation date (SCD) for annual leave accrual purposes will be: _____
- 6) That acceptance of this agreement does not alter the conditions or terms of my employment.
- 7) That this credit of service is based solely of the position to which I am assigned and is not associated with my performance and/or conduct. Accordingly, this agreement will not preclude nor limit *Indian Health Service* from effecting personnel actions that may be appropriate.
- 8) That in the event I separate from Federal service, transfer to another agency, or OPDIV/STAFFDIV prior to completing 1-full year of continuous service with *Indian Health Service*, my service computation date will be re-calculated subtracting the credit that I received under this agreement.
- 9) That HHS policy is incorporated into and made a part of this agreement and I have read this policy.
- 10) That the effective date of this agreement and service credit pursuant to this agreement will be my Entry- On-Duty (EOD) date of: _____ (Day/Month/Year)

I, _____ (print name), agree to the terms of this agreement.

Electronic Signature, here: _____

REVIEWS/APPROVALS

Recommending Official’s Electronic Signature, here: _____

Approving Official’s Electronic Signature, here: _____

OHR Director’s Signature, here: _____

HR Specialist Signature, here: _____

Appendix D – SCAL Calculator – Excel spreadsheet available online at IHS’s [OHR website](#)

Positions based on a 40-hour workweek with no overlapping service
 *Enter no more than 40 hours/week

Name: _____ Name of HRS/HRA completing form: _____

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1								#NUM!
2								#NUM!
3								#NUM!
4								#NUM!
5								#NUM!
6								#NUM!
7								#NUM!
8								#NUM!
9								#NUM!
10								#NUM!
11								#NUM!
12								#NUM!

Total: 0 years, 0 months

EOD: _____
 SCD - Leave: 1/0/1900

Nurse positions based on a 36-hour workweek with no overlapping service
 *Enter no more than 36 hours/week

Name: _____ Name of HRS/HRA completing form: _____

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1								#NUM!
2								#NUM!
3								#NUM!
4								#NUM!
5								#NUM!
6								#NUM!
7								#NUM!
8								#NUM!
9								#NUM!
10								#NUM!
11								#NUM!
12								#NUM!

Total: 0 years, 0 months

EOD: _____
 SCD - Leave: 1/0/1900

JUSTIFICATION FOR CREDITING PRIOR EXPERIENCE TOWARDS AN EMPLOYEE’S ANNUAL LEAVE ACCRUAL RATE

The Office of Personnel Management (OPM) issued interim regulations on April 28, 2005, to implement Section 202(a) of the Federal Workforce Flexibility Act of 2004. Section 202(a) amends 5 U.S.C. 6303 to provide OPM with the authority to prescribe regulations under which a newly appointed or re-appointed employee who is covered by the Federal annual and sick leave program, may be given service credit for prior experience that otherwise would not be creditable for the purpose of determining the employee’s annual leave accrual rate.

OPM has added regulations at 5 CFR 630.205(a) to allow the head of the agency or designee the authority to grant a newly appointed or re-appointed employee with service credit for annual leave accrual rate purposes based on prior non-Federal work experience or a period of active duty in a uniformed service.

Employee Name: Thelma Dickensen Position/Pay Plan/Series/Grade: Environmental Engineer, GS-0819-12

Prior to granting such credit, the HR Director must determine that this employee meets both of the following conditions through reviewing justifications from the requesting organization:

- 1) The skills and experience that this employee possesses are essential to the new position and were acquired through performance in a non-Federal position having duties that directly related to the position to which he/she is being appointed.

Justification:

Thelma's experience includes nearly 7 years in Project and Environmental Engineer positions and is directly related to the position she will be filling. She has the essential skills for this position and her experience was acquired in non-Federal positions.

- 2) The use of this authority is necessary to achieve an important agency mission or performance goal.

Justification:

Offering this service credit is necessary to ensure that this selectee accepts this position in the Sanitation Facilities Construction Division (SFC). The work of the SFC is directly tied to the IHS mission of raising the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level.

NOTE: The vacancy announcement, position description(s), and employee’s application package must be attached to this justification.

REVIEWS AND APPROVALS

OPDIV/RECOMMENDING OFFICIAL’s Electronic Signature

OPDIV/APPROVING OFFICIAL’s Electronic Signature

OHR Director’s Electronic Signature

INDIAN HEALTH SERVICE CREDITABLE SERVICE
FOR ANNUAL LEAVE ACCRUAL SERVICE AGREEMENT

NAME: Thelma Dickinson

In consideration of service credit I am receiving towards my leave accrual rate and service computation date for which I am entitled to under the policies of the *Department of Health and Human Services (HHS)*, I hereby agree to the terms of this agreement:

- 1) To serve at the *Indian Health Service* for a minimum of one full year of continuous service.
- 2) That I am a newly appointed employee or an employee who is being reappointed following a break in service of at least 90 calendar days after my last period of civilian Federal employment.
- 3) That the amount of service credited to me shall be determined by the HR Director or his/her designee as prescribed by the HHS policy for Creditable Service for Annual Leave Accrual. The service credited under this agreement is 6 years, and 11 months.
- 4) That my annual bi-weekly leave accrual rate will be: 4 hours, X 6 hours, 8 hours
- 5) That based on the above service credit, my service computation date (SCD) for annual leave accrual purposes will be: 8/14/2017
- 6) That acceptance of this agreement does not alter the conditions or terms of my employment.
- 7) That this credit of service is based solely of the position to which I am assigned and is not associated with my performance and/or conduct. Accordingly, this agreement will not preclude nor limit *Indian Health Service* from effecting personnel actions that may be appropriate.
- 8) That in the event I separate from Federal service, transfer to another agency, or OPDIV/STAFFDIV prior to completing 1-full year of continuous service with *Indian Health Service*, my service computation date will be re-calculated subtracting the credit that I received under this agreement.
- 9) That HHS policy is incorporated into and made a part of this agreement and I have read this policy.
- 10) That the effective date of this agreement and service credit pursuant to this agreement will be my Entry-OnDuty (EOD) date of: 7/14/2024 (Day/Month/Year)

I, Thelma Dickinson (print name), agree to the terms of this agreement.
Electronic Signature, here: _____

REVIEWS/APPROVALS

Recommending Official's Electronic Signature, here: _____

Approving Official's Electronic Signature, here: _____

OHR Director's Signature, here: _____

HR Specialist Signature, here: _____

Positions based on a 40-hour workweek **with no overlapping service**

*Enter no more than 40 hours/week

Name: Thelma Dickinson Name of HRS/HRA completing form: Your name here

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1	Project Engineer	Waggoner Engineering	40	6	2022	7	2024	2 years, 1 months
2	Energy & Sustainability Coordinator	Mississippi State Universit	40	3	2020	6	2022	2 years, 3 months
3	Environmental Engineer	Fox Engineering	35	2	2017	1	2020	2 years, 7 months
4								#NUM!
5								#NUM!
6								#NUM!
7								#NUM!
8								#NUM!
9								#NUM!
10								#NUM!
11								#NUM!
12								#NUM!

Total: 6 years, 11 months

EOD:	7/14/2024
SCD - Leave:	8/14/2017

Thelma Dickinson

RELEVANT EXPERIENCE

Waggoner Engineering

Project Engineer, June 2022-
present 40 hours/week

- Experience in management of recycling program, implementation of energy efficiency controls, social media sustainable content, and supervision of students who interests are sustainable matters. Assist with maintaining permit compliance (air) for MDEQ permits. Assist with reporting of Energy usage data. Assists with RFPs, Funding request, and tracking carbon output. Developed a newsletter for the program. Assisted with small capital projects such as installation of water bottle filler stations across campus

Mississippi State University

Energy & Sustainability Coordinator, March 2020-
June 2022 40 hours/week

- Experience in management of recycling program, implementation of energy efficiency controls, social media sustainable content, and supervision of students who interests are sustainable matters. Assist with maintaining permit compliance (air) for MDEQ permits. Assist with reporting of Energy usage data. Assists with RFPs, Funding request, and tracking carbon output. Assisted with small capital projects such as installation of water bottle filler stations across campus.

Fox Engineering

Environmental Engineer, February 2017- January
2020 35 hours/week

- Assisted in directing the planning, design, and construction activities for community and individual water supply, wastewater, and solid waste facilities to serve homes and communities.
- Ensured proper procedures and engineering standards were followed for all aspects of engineering design including computer drafting and surveying

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY

Environmental Engineer in Training (EEIT) June 2014 – January
2017 40 hours/week

- I assisted with administering the 401 Water Quality Certification/Stormwater Program, the focus of wetland regulation and protection programs at the state level. I evaluated proposals for their impact on waters of the United States. I also reviewed Storm Water Prevention Pollution Plans (SWPPPs) for various construction, mining, and industrial sites. This evaluation process aids me in administering National Pollution Discharge Elimination System (NPDES) General Permits for construction projects, industrial facilities, residential subdivisions, commercial properties, and municipalities.

Environmental Engineer

DEPARTMENT OF HEALTH AND HUMAN SERVICES

[Indian Health Service](#)

Office of Environmental Health and Engineering -Public Health Service

Summary

This position is an Environmental Engineer, Division of Sanitation Facilities Construction (DSFC), located at the Minnesota District Office, Bemidji, MN. This position reports to the Director of DSFC.

Open until Filled: This announcement is open until the vacancy is filled. It may be extended or closed prior to the current closing date. First cut-off date for applications is 10 business days from the open date 1/29/2024 and every 10 business days thereafter.

[Learn more about this agency](#)

Overview

Accepting applications

Open & closing dates

🕒 01/12/2024 to 12/31/2024

Salary

\$86,962 - \$113,047 per year

Pay scale & grade

GS 12

Location

1 vacancy in the following location:

📍 Bemidji, MN

Remote job

No

Telework eligible

No

Requirements

Conditions of Employment

Must pass pre-employment examination.

Selectee may be subject to a probationary/trial period

ESEP appointees typically serve a two year trial period

U.S. Citizenship is required

Selective Service Registration is required for males born after 12/31/1959

Must have Professional Engineer Registration

Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.

Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/.

Job Opportunity Announcement abbreviated; full JOA should be included in SCAL requests.

POSITION DESCRIPTION (Please read instructions on the back)				1. Agency PD Number				
2a. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Update Supervisor Certification <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other <input type="checkbox"/> Reorganization		3. Service <input type="checkbox"/> Headquarters <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		
2b. Position Information (Complete all that apply) <input type="checkbox"/> PCA <input type="checkbox"/> Drug Testing <input type="checkbox"/> Physical Exam Required		6. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		7. Financial Statements Required <input type="checkbox"/> OGE-278 <input checked="" type="checkbox"/> OGE-450 <input type="checkbox"/> N/A		8. Subject to IA <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Acq Code: <input type="checkbox"/> Select Agent Access <input type="checkbox"/> BUS Code: <input type="checkbox"/> Incumbency Only <input type="checkbox"/> Cyber Sec Code: 00 <input type="checkbox"/> Commissioned Corps <input type="checkbox"/> FPL: 12		9. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in remarks) <input type="checkbox"/> SES (GEN) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisor/Manager (Code 2) <input type="checkbox"/> Supervisor-CSRA (Code 4) <input type="checkbox"/> Management Official (CSRA) (Code 5) <input type="checkbox"/> Work Leader (Code 6) <input type="checkbox"/> Team Leader (Code 7) <input checked="" type="checkbox"/> Neither (Code 8)		12. Position Sensitivity <input type="checkbox"/> 1-Non-sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/> 5-Public Trust/Moderate <input checked="" type="checkbox"/> 6-Public Trust/High Risk		
2c. Explanation (Show any positions replaced) Office of Environmental Health and Engineering Project		10a. Administrative Code		13. Comp Level Code		14. Job Code		
<input checked="" type="checkbox"/> Limited Term <input type="checkbox"/> Limited Emergency NTE Date:		10b. Job Requisition/Position Number		15. OPM Certification No.				
16. Classified/Graded by:	Official Title of Position			Pay Plan	Occupational Series Code	Grade	Initials	Date
a. U.S. Office of Personnel Management								
b. Department, Agency or Establishment	Environmental Engineer			GS	0819	12	SJ	10/18/2022
c. Recommended by Supervisor or Initiating Office								
17. Organizational Title of Position (if different from official title) PLANNING AND DESIGN ENGINEER (REMOTE)				18. Name of Employee (if vacant, specify)				
19. DEPARTMENT OF HEALTH AND HUMAN SERVICES				c. Third subdivision DIVISION OF SANITATION FACILITIES CONSTRUCTION (SFC)				
a. First Subdivision INDIAN HEALTH SERVICE				d. Fourth subdivision				
b. Second subdivision OFFICE OF ENVIRONMENTAL HEALTH AND ENGINEERING (OEH)				e. Fifth subdivision				
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry our Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name/Title/Employee ID of Immediate Supervisor				b. Typed Name/Title/Employee ID of Higher Level Supervisor or Manager (optional)				
Signature		Date		Signature		Date		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by the Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM Job Family Standard for Professional Work in the Engineering and Architecture Group 0800, Environmental and Civil Engineering Series 0819, dated November 2008				
Typed Name and Title of Official Taking Action								
Signature		Date		Information for Employees. The standards and information on their application are available in the human resources office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the human resources office of the U.S. Office of Personnel Management.				
23. Remarks: UFMS: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Incumbent must be suitable for Federal employment as determined by fingerprint check results and appropriate background investigation. An Incumbent found not suitable after hire will be removed from this position. Functional Code: 22 Investigation Level: Tier 4/ Non-childcare								
24. Description of Major Duties and Responsibilities and Evaluation Statement (See Attached)								

Position Title: Environmental Engineer

Series/Grade: GS-0819-12

Organization: Division of Sanitation Facilities Construction

Duty Location: Various PD

Number: HS242R

(Organizational Title for OF8 is Planning and Design Engineer (Remote Position))

Introduction:

The position is located within the Division of Sanitation Facilities Construction (DSFC) under the Office of Environmental Health & Engineering (OEHE) and located in one of the District offices. The position assists the District Engineer in reviewing, planning, managing, and overseeing the design and construction of complex water, sewer and solid waste projects serving American Indian and Alaska Native (AI/AN) homes and communities.

Duties and Responsibilities:

Engineer Planning and Design (80%)

Assists in directing the planning, design, and construction activities for community and individual water supply, wastewater, and solid waste facilities to serve AI/AN homes and communities. Independently responsible for production of technical engineering designs, plans, specifications, and engineering studies and reports for water, sewer and solid waste systems (i.e., wells, pumping equipment and controls, water treatment, water storage tanks, water lines, sewer lines, sewage treatment facilities, sewage lift stations, solid waste transfer stations, solid waste disposal sites) for assigned projects. Assists District Engineer in providing professional engineering review of the same engineering works noted above produced by field engineers. Individually prepares or reviews project documents prepared by district staff work for technical engineering bid packages including cost estimates, specifications, and plan sets for construction.

Ensures proper procedures and engineering standards are followed for all aspects of engineering design including computer drafting and surveying. Provides licensed professional engineering review and approval of construction drawings prepared by subordinate engineering staff not registered as professional engineers. Ensures proper construction of the designed facilities within time and funding limitations.

Prepares reports, keeps records and advises on the progress of contracts and constructed work. Assists in resolving problems in the execution of contracts and construction activities.

Program Management (20%)

Reviews, evaluates, and makes recommendations to the District Engineer on design, construction practices, project summaries, memoranda of agreement, engineering plans, specifications, engineering studies and final reports. Ensures that projects in the Sanitation Deficiency System (SDS) are properly scoped, consistently scored, and have accurate cost estimates. Helps coordinate district responses to Area and Headquarters review comments. Manages funded projects in the Projects Data System (PDS) and successful implementation of funded projects.

Coordinates contracting actions to be awarded under the Federal Acquisition Regulations, Indian Self-Determination Regulations, or by tribal procurement under a Memorandum of Agreement.

Case Example: Calculating Overlapping Periods of Service

A selectee can be awarded no more than 40 hours/week of service credit for non-Federal or uniformed services experience. Often a selectee will have creditable experience from two or more positions that overlap and equal over 40 hours worked per week. In these situations, the information from the resume must be altered before being entered into the SCAL calculator.

The following pages illustrate an example of a fictitious SCAL case such as this and how to account for the periods of overlapping service. While the case is an extreme example, each type of overlap can be encountered. This aid will show the different methods that can be used to credit no more than 40 hours per week for any one period of time.

There are two ways that positions are altered in order to equal no more than 40 hours/week:

- Alter the start or end dates of positions
- Alter the hours worked per week for positions

Following is a resume, an example of how and what to credit, and a completed SCAL Calculator spreadsheet.

Louise Sawyer

Experience

12/2022 – PRESENT

40 Hours/week

Human Resources Generalist/ Sierra Healthcare Company, Three Rivers, California

Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. Developed recruitment programs.

9/2022 – Present

20 Hours/week

Human Resources Generalist/Quebec Hospital, Moose River, Maine

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options. Administrative tasks.

5/2022 – 6/2023

20 Hours/week

Human Resources Generalist/Zulu Healthcare Company, Chico, Illinois

Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. Raised employee retention rates by over 10% to achieve a greater than 90% employee retention over a 2-year period.

5/2017 – 8/2022

40 Hours/week

Human Resources Generalist/ Foxtrot Hospital, New York City, New York

Recruitment and placement activities. Arranged hospital-wide guest speakers' symposia to educate management about new employment laws and workplace confidence and morale building techniques. Administrative tasks.

5/2016 – 5/2017

40 Hours/week

Human Resources Generalist/Yankee Hospital, Warren, Vermont

Recruitment and placement activities. Arranged hospital-wide guest speakers' symposia to educate management about new employment laws and workplace confidence and morale building techniques.

4/2010 – 5/2013

30 Hours/week

Human Resources Generalist/ Victor Hospital, Davis, Oklahoma

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options.

2/2010 – 5/2016

15 Hours/week

Human Resources Generalist/Lima Hospital, Lima, Ohio

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options.

Determining SCAL Calculator Entries for Overlapping Periods of Service

Method: Credit as many hours as possible for positions in reverse chronological order, adjusting hours and/or dates of later positions around earlier positions.

Note: It is sometimes quicker to go out of order and first credit the longest periods of time and/or highest number of hours worked.

Position information	Issue	Method	Dates and hours/week included
<u>Position 1 / Sierra</u> 12/2022 - Present Hours per week: 40	None	Enter as shown on resume	Full credit Credit: 40 hours - 12/2022-3/2024
<u>Position 2 / Quebec</u> 9/2022 - Present Hours per week: 20	Part-time position overlapping with a full-time position	Alter service end date	Overlaps with Position 1: Credit: 20 hours - 9/2022-12/2022
<u>Position 3 / Zulu</u> 5/2022 - 6/2023 Hours per week: 20	Part-time position overlapping with a part-time position equaling 40 hours/week total and with a full-time position	Alter service end date to overlap with part-time position only	Overlaps with Positions 1 & 2: Credit: 20 hours 5/2022-12/2022 (Overlap with 2 equals 40 hours)
<u>Position 4 / Foxtrot</u> 5/2017 - 8/2022 Hours per week: 40	Full-time position overlapping with a part-time position	Alter service end date, create 2 calculator entries *could also credit position in full and alter overlapping position	Overlaps with Position 3: Credit: 40 hours 5/2017-5/2022; Credit: 20 hours 5/2022-8/2022

Appendix F – Case Example: Calculating Overlapping Periods of Service - PDF available online at IHS’s [OHR website](#)

<p><u>Position 5 / Yankee</u> 5/2016 - 5/2017 Hours per week: 40</p>	<p>None</p>	<p>Enter as shown on resume</p>	<p>No overlap, full credit Credit: 5/2016 - 5/2017</p>
<p><u>Position 6 / Victor</u> 4/2010 - 5/2013 Hours per week: 30</p>	<p>None</p>	<p>Enter as shown on resume</p>	<p>No overlap, full credit Credit: 4/2010 - 5/2013</p>
<p><u>Position 7 / Lima</u> 2/2010 - 5/2016 Hours per week: 15</p>	<p>Part-time position overlapping with a part-time position; periods of full credit before and after overlap</p>	<p>Alter service end date & hours during overlap, full credit for 2nd period of no overlap</p>	<p>Overlaps with Position 6: Credit: 15 hours 2/2010-4/2010 Credit: 10 hours 4/2010-5/2013 Credit: 15 hours 5/2013-5/2016</p>

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Positions based on a 40-hour workweek with no overlapping service equaling over 40 hours/week

*Enter no more than 40 hours/week

Name: Louise Name of HRS/HRA completing form:

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1	Human Resources Generalist	Sierra Healthcare Company	40	12	2022	5	2024	1 years, 5 months
2	Human Resources Generalist	Quebec Hospital	20	9	2022	12	2022	0 years, 2 months
3	Human Resources Generalist	Zulu Healthcare Company	20	5	2022	12	2022	0 years, 4 months
4	Human Resources Generalist	Foxtrot Hospital	40	5	2017	5	2022	5 years, 0 months
4	Human Resources Generalist	Foxtrot Hospital	20	5	2022	8	2022	0 years, 2 months
5	Human Resources Generalist	Yankee Hospital	40	5	2016	5	2017	1 years, 0 months
6	Human Resources Generalist	Victor Hospital	30	4	2010	5	2013	2 years, 4 months
7	Human Resources Generalist	Lima Hospital	15	2	2010	4	2010	0 years, 1 months
7	Human Resources Generalist	Lima Hospital	10	4	2010	5	2013	0 years, 9 months
7	Human Resources Generalist	Lima Hospital	15	5	2013	5	2016	1 years, 2 months
8								#NUM!
9								#NUM!

Total: 12 years, 5 months

EOD: 5/5/2024
SCD - Leave: 12/5/2011