



U.S. Department of Justice

Justice Management Division

*Human Resources*

Washington, D.C. 20530

JAN 30 2009

MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:   
Rod Markham  
Director, Human Resources

SUBJECT: Delegation of Authority to Waive the Maximum Entry Age and  
Mandatory Retirement Age of Law Enforcement Officers (LEO)

The Assistant Attorney General for Administration (AAG/A) delegated to Department Components having LEOs the authority to grant exemptions to the maximum entry age and mandatory retirement age required for LEOs on March 5, 2003, and March 17, 2003, respectively. The Heads of Department Components may waive the maximum entry age up to the day preceding an individual's 40<sup>th</sup> birthday, and may waive the mandatory retirement age up to the day preceding an individual's 60<sup>th</sup> birthday.

The delegations specified that the Head of the Department Component will annually notify the AAG/A of the exercise of these authorities during the previous fiscal year.

The notification for maximum entry age waiver(s) should contain the following information:

1. The employee's name, date of birth, date of application, and date of completion of processing requirements; and,
2. A description of the reasons why the exemption to the maximum entry age requirement was waived.

The notification for mandatory retirement age waiver(s) should contain the following information:

1. The employee's name, date of birth, length of LEO service, and date of mandatory retirement;
2. The employee's title, series, grade, organizational title, and duty location;
3. A statement that the employee is willing to remain in Government service;
4. A description of the reasons why the employee's retention is necessary and the requested duration of the exception; and,

5. Certification by the Component Head that the employee's retention for the period of time specified in the request would be in the public interest and would promote the needs of the Component in fulfilling its mission.

Please submit this information to the AAG/A for fiscal year 2008 by February 13, 2009. If you need additional information or assistance, please contact Ms. Jamie Higgins, HR Policy and Advisory Services. She may be reached at (202) 514-5781, or by electronic mail at [Jamie.A.Higgins@usdoj.gov](mailto:Jamie.A.Higgins@usdoj.gov).