

## DOI CHECKLIST FOR RECOMMENDATION OF SPECIAL CSRS/FERS COVERAGE FOR LAW ENFORCEMENT OR FIREFIGHTER POSITIONS

BUREAU \_\_\_\_\_

POSITION DESCRIPTION NUMBER \_\_\_\_\_ SERIES AND GRADE \_\_\_\_\_

CLASSIFICATION TITLE \_\_\_\_\_

ORGANIZATION TITLE \_\_\_\_\_

CHECKLIST: YES      NO

1. Is this position already approved for either FERS or CSRS coverage? (Enter the type of coverage that is approved \_\_\_\_\_)

A. Is the position a New Position?

B. Does the position replace/redescribe a prior position? If yes, show prior position number \_\_\_\_\_

2. Does the position meet the definition (See 5 C.F.R. § 831.902 and § 842.802) of:

A. Law Enforcement Officer

B. Firefighter

3. Is the position recommended for **primary/rigorous** coverage, with duties of the position sufficiently rigorous that employment opportunities are required to be limited to young and physically vigorous individuals? (If no, go to Item 4)

A. Requirement for maximum entry age (37)?

B. Physical qualifications determinations:

(1) Must maintain the arduous physical fitness level for firefighters, or

(2) Must maintain special physical fitness level for law enforcement officers, or

(3) For pilots, specific FAA physical qualifications.

**OR**

4. Is the position recommended for **secondary** coverage, clearly in the law enforcement or firefighting field, and in an organization having a law enforcement or firefighting mission, and is either:

A. **Supervisory:** primary duties are as a first-level supervisor of law enforcement officers or firefighters in primary/rigorous positions.

B. **Administrative:** executive, managerial, technical, semiprofessional, or professional position for which experience in a primary/rigorous law enforcement or firefighting position, or equivalent experience outside the Federal Government, is a **mandatory prerequisite**.

5. Do the major duties of the position used for the coverage recommendation meet the regulatory criteria for primary duties; i.e., that they are a) paramount in influence or weight; b) occupy a substantial portion of incumbent's working time; and c) are assigned on a regular and recurring basis?

**6. Bureau Recommendation for special retirement coverage:**

**CSRS: Primary** \_\_\_\_\_ **FERS: Rigorous** \_\_\_\_\_

**Secondary** \_\_\_\_\_ **Secondary** \_\_\_\_\_

I certify that this position (as described in the attached position description and attachments) meets all of the above conditions necessary for coverage as a law enforcement or firefighter position under the CSRS and/or FERS retirement systems as recommended.

**Signature of Classifier or Authorized Official** \_\_\_\_\_ **Date** \_\_\_\_\_

**CHECKLIST OF DOCUMENTATION SUBMITTED FOR SPECIAL CSRS/FERS COVERAGE OF  
LAW ENFORCMEENT OR FIREFIGHTER POSITIONS**

| CHECK: | DOCUMENTATION  |
|--------|--|
|        | 1. Official Position Description – <b>must identify a complete breakdown of duties by percentage, totaling 100%</b>  |
|        | A. <b>Primary Position:</b> must show that arduous physical qualifications are required.   |
|        | B. <b>Secondary Position:</b><br>(1) <b>Supervisory</b> – must show that primary duties are as a first-level supervisor of law enforcement officers or firefighters in primary/rigorous positions; or            |
|        | (2) <b>Administrative</b> – must establish that experience in a primary/rigorous law enforcement or firefighting position, or equivalent experience outside the Federal Government, is a mandatory prerequisite. |
|        | 2. Organization chart – must show the exact position being submitted.  |
|        | 3. Functional statement – must establish that the position is in a law enforcement or firefighting field in an organization having a law enforcement or firefighting mission.                                    |
|        | 4. A list of the provision of the Federal criminal law incumbent is responsible for enforcing (if applicable).   |
|        | 5. Optional – Current performance standard (to show critical elements).  |
|        | 6. Optional – Classification evaluation statement.   |

**FOR ALL POSITIONS:**

Attach the “Checklist for Determination of Special CSRS/FERS Coverage for Law Enforcement or Firefighter Positions,” and documents checked above.

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**NOTE ON INDIVIDUAL COVERAGE** – If an individual is not in a covered position, the individual must request coverage from the appropriate Department.

- ∇ **CSRS** – file a claim for service credit **every year while occupying a non-covered position.**
- ∇ **FERS** – make a request **within 6 months** of entering a non-covered position, or after any significant change in the position.