



**Credit of Prior Service for Determining Annual Leave Accrual Rate Approval Form
(To Be Completed for Civil Service Candidates Only)**

PRIVACY ACT STATEMENT

Authority: 22 U.S.C.§ 2651 (2011); 5 U.S.C.§ 301 (2001); 5 U.S.C.§ 5379 (2010); and Exec. Order No. 9397, as amended, for the Social Security Number (SSN).

Purpose: To justify crediting of prior non-federal or active duty military work experience critical to the position to which the candidate is being appointed.

Routine Uses: Used when appointing a potential employee new to the Federal Government or a potential employee who has had a break of at least 90 calendar days from the date of their last federal civilian employment.

Disclosure: Failure to provide information on this form may result in the denial of credit for prior service for determining an employee’s annual leave accrual rate.

Instructions: The servicing Human Resources Specialist (HRS) liaises with the candidate to provide required information on this form and ensures supporting documents verifying a candidate’s prior service in accordance with [ADS Reference 480mab](#) (Provision for Crediting Prior Service for Determining Annual Leave Accrual Rate) are attached.

A. The Human Resources Specialist (HRS) completes this section:

1. Candidate’s Name:	2. Effective Date of Appointment:	3. Candidate’s Organization:
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4. Mission Critical Occupations (MCOs) (choose one below):

Government-Wide	Agency Specific
0201 – Human Resources Management	0343 – Management Analyst
0511 – Auditing	0560 – Budget Analysis
0110 – Economist	Science, Technology, Engineering and Mathematics (STEM)
1102 – Contracting	
2210 – Information Technology Management	
Other	



B. The hiring official completes this section:

- Complete section 5 (**Mandatory**)
- If "Other" for section 4, complete sections 6-7

5. Please identify the positions and dates from the candidate's [SF-144A](#) (Office of Personnel Management Statement of Prior Service Worksheet) that you wish to recommend for creditable service. (**Mandatory**)

<i>Name of Organization</i>	<i>Appointment Date</i>			<i>Separation Date</i>		
	<i>Year</i>	<i>Month</i>	<i>Day</i>	<i>Year</i>	<i>Month</i>	<i>Day</i>

6. If "Other" was chosen for section 4, briefly state why the skills and experience the candidate possesses are essential to the new position.



7. If "Other" was chosen for section 4, briefly state why the skills and experience the candidate possesses are necessary to achieve an important agency mission or goal.

C. Authorized by:

8. Name of Servicing HRS:	Signature:	Date:
9. Name of Hiring Official:	Signature:	Date:
10. Name of Chief, Human Capital and Talent Management/Human Capital Services Center/ Civil Service Staffing Division (HCTM/HCSC/CSS), or designee:		
Signature:		Date:

D. Attachments:

- SF-144A (Office of Personnel Management Statement of Prior Service Worksheet)
- Resume annotating prior service with dates in MM/DD/YYYY format

Distribution of copies AID Form 480-2
Original - e-Official Personnel Folder (e-OPF)
1 Copy - HCTM/HCSC Records



INSTRUCTIONS FOR COMPLETING AID 480-2

SECTION 1 - Human Resources Specialist (HRS) enters the candidate's name.

SECTION 2 - HRS enters the effective date of the candidate's appointment.

SECTION 3 - HRS enters the organization the candidate is being assigned to.

SECTION 4 - HRS selects the mission-critical position series that is being used to justify the candidate's eligibility.

SECTION 5 - Hiring official enters the positions and dates from the candidate's SF-144A that they wish to recommend for creditable service. (Mandatory)

SECTION 6 - If "Other" was chosen for section 4, the hiring official briefly states why the skills and experience the candidate possesses are essential to the new position.

SECTION 7 - If "Other" was chosen for section 4, the hiring official briefly states why the skills and experience the candidate possesses are necessary to achieve an important agency mission or goal.

SECTION 8 - HRS enters name and title, signs, and dates.

SECTION 9 - Hiring official enters name and title, signs, and dates.

SECTION 10 - Chief, HCTM/HCSC/CSS, or designee enters name and title, signs, and dates.