



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, November 6, 2000
MSG-089

MEMORANDUM FOR: Human Resources Directors

FROM: Steven R. Cohen Associate Director Office of Merit Systems Oversight and Effectiveness

Subject: Recording Non-creditable Service and Maintaining Records for Volunteers in the Federal Service

We are adopting the new procedures for documenting and record keeping with respect to non-creditable volunteer service as proposed in our memorandum to you of June 21, 2000. As such, agencies will set their own procedures for documenting volunteer service.

We received comments from 12 agencies on the proposed revisions overwhelmingly favoring the elimination of the previous requirements, and endorsing the flexibilities inherent in the new procedures.

The new procedures will be implemented effective December 31, 2000. The Guide to Processing Personnel Actions will be updated accordingly. If further clarification is needed, contact Mary Carter at (202) 606-4415.

cc: Human Resources Directors