COURSE SYLLABUS

Calculating Service Computation Dates Course (Self-Paced)

Master the process of calculating and updating Service Computation Dates (SCDs) for leave, retirement, RIF, and TSP purposes.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/calculating-service-computation-dates-course-self-paced



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Course Outline

Module 1: Verifying Prior Service

- Learn how to verify an employee's prior service for creditability in the federal service computation system.
- Understand the importance of the SF144, resume reviews, and Official Personnel Folders (OPFs) in verifying prior service.
- Explore the process for reconstructing personnel records and verifying military service.

Module 2: Computation of the SCD-Leave

- Learn how to compute the SCD-Leave to determine leave accrual rates for full-time, part-time, and intermittent employees.
- Understand the impact of breaks in service, intermittent service, and nonpay creditability on the SCD-Leave calculation.
- Practice calculating SCD-Leave with examples using the alternate and preferred methods.

Module 3: How and When to Change the SCD

- Learn when and why changes to the SCD should be made (e.g., due to prior service or errors).
- Understand the impact of changes to the SCD on employees' leave balances and other federal benefits.
- Review the required remarks and effective dates of changes to the SCD in personnel records.

Module 4: SCD-RIF (Reduction in Force)

- Learn what SCD-RIF is used for and how it is applied in reduction-in-force scenarios.
- Understand the criteria for creditable service and how to calculate SCD-RIF for retention purposes.
- Learn how to determine if retired military members are eligible for veterans' preference in RIF and their associated creditable service.

Module 5: SCD-TSP (Thrift Savings Plan)

- Learn how to compute the SCD for TSP purposes and its impact on employees' retirement savings.
- Understand the eligibility requirements and how prior service is credited for TSP calculations.

Module 6: SCD-Retirement

- Learn the process for computing the SCD for retirement and its significance in determining retirement benefits.
- Understand how creditable service for retirement purposes is determined, including military and civilian service.

Module 7: SCD-Severance Pay

- Learn how to calculate the SCD for severance pay and the types of service that are creditable for this purpose.
- Understand the requirements for determining severance pay eligibility for federal employees based on their SCD.