

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 in Live Online and onsite training is 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>



CustomerRelations@graduateschool.edu •
[\(888\) 744-4723](tel:(888)744-4723)

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.