

1. Physical and Medical Qualifications:

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	Determines if valid physical standard exists	X	
a.	Develops standard if none exists.	X	
b.	Coordinates with Safety, Bioenvironmental, etc., if needed	X	
2.	Schedules appointment with base-level clinic or contract clinic	X	
3.	Notifies selectee of physical appointment	X	
a.	Selectees may request to use own physician due to excessive delay or other valid reason		
b.	Gives SF 78 with physical standards to selectee to take to his/her physical appointment	X	
c.	Informs selectee that he/she is responsible for physical fee	X	
d.	Upon receipt of private physical results from selectee, forwards to base clinic or contract clinic for medical staff review	X	
4.	Completes SF 78 and forwards to base-level clinic, base's contracted clinic or gives to selectee to take to his/her chosen clinic	X	
5.	Receives signed SF 78 from base-level clinic or base's contracted clinic with annotation of pass/fail	X	
6.	Coordinates and signs SF 78	X	
7.	Notifies AFPC staffing specialist that selectee passed physical and provides all required documentation for appointment. (See Note 1)	X	
8.	If selectee fails exam, failed portion of exam can be retaken		
a.	Schedules appointment at base-level clinic or contracted clinic and notifies selectee of physical appointment	X	
b.	Completes SF 78 and sends to base-level clinic or provides to contracted clinic or to selectee to take to own clinic	X	
c.	If selectee passes subsequent physical; can in-process if reviewed by base clinic or contract clinic and provides other required documentation needed for in-processing appointment		

d.	Notifies AFPC staffing specialist when physical requirements are met for appointment	X	
9.	Failed portion of subsequent physical exam cannot be retaken. Reviews situation and determines if there is sufficient evidence that selectee can perform the duties of the position safely and efficiently	X	
10.	If limitations can be accommodated, supervisor provides documentation to CPF and selectee can in-process, provided all other documentation needed for in-processing is complete	X	
11.	If limitations cannot be accommodated and:		
a.	If selectee is a veteran, OPM medical disqualification requirements must be observed (see 5 CFR 339.306)		
(1)	Processes OPM package requesting medical disqualification determination of veteran (applies only to ASF referrals issued by AFPC)		X
(2)	OPM notifies AFPC of decision		
b.	If selectee is not a veteran		
	Management makes alternate selection	X	

Note 1: Employee medical files are filed at the servicing medical treatment facility (IAW DoD Policy as stated in AF SUP 293-31 S6, 6 Jun 88)

2. SF 180, Request Pertaining to Military Records:

This form is used to request verification of military records, particularly periods of active duty for Reserve Technicians. The SF 180 is available at: <http://www.nara.gov/regional/mprsf180.html>

	ROLES AND RESPONSIBILITIES	CPF	AFPC
1.	Provides SF 180 or web site to the employee.	X	
2.	Employee completes information in Section I, signs Section III, Block 3, Authorization Signature Requested, and returns SF 180 to CPF.		
3.	Completes Section II, Block 3, "Purpose" to include information requested; e.g., "Request for Statement of Service to compute Service Computation Date for Civil Service." If requesting information regarding two or more separate periods of active duty service, provide specific information regarding the dates of service requested.	X	
4.	Completes Section III, Block 1, "Requester Is" by checking the box indicating "Other" and typing the name and title of the personnelist completing the form.	X	
5.	Completes Section III, Block 2 "Send Information/Documents To" with CPF mailing address including name of the requesting CPF representative.	X	
6.	Sends the completed SF 180 to the appropriate Custodian of Records. (Addresses are listed on the reverse side of the SF 180.)	X	
7.	Upon receipt of verified Statement of Service forward original to appropriate AFPC servicing staffing team.	X	
8.	Upon receipt of the Statement of Service, recomputes the Service Computation Date to give credit for verified active duty military service.		X
9.	Completes SF 144A, "Statement of Prior Federal Service – Worksheet"		X
10.	Scans SF 144A, Statement of Service and supporting documents into PARIS-MISC Library-OPF FAX.		X
11.	Creates, completes and processes the RPA for the Change in Service Computation Date.		X
12.	Updates action via Modern DCPDS and updates HR.		X
13.	OPF Management profiles the SF 144A, Statement of Service letter and any other supporting documents into PARIS-OPF.		X

3. SF 813, Verification of a Military Retiree’s Service In Nonwartime Campaigns or Expeditions:

The SF 813 is used to request verification of a retiree’s military service performed in a nonwartime campaign or expedition for which a badge or medal was authorized, in order to credit service for leave accrual and reduction-in-force purposes. The SF 813 can be found in the Guide to Processing Personnel Actions, Chapter 6 or at the OPM web site at: <http://www.opm.gov/forms/html/sf.htm>

	ROLES AND RESPONSIBILITIES	CPF	AFPC
1.	Provides SF 813 or web site to the employee.	X	
2.	Employee completes blocks 1-8 (including “Address to” block with appropriate records center - refer to instructions on reverse of form) and returns the SF 813 to the CPF.		
3.	Completes Block 9 “Requesting Agency ” with CPF mailing address including name of the requesting CPF representative.	X	
4.	Sends the completed SF 813 to the appropriate records center.	X	
5.	Upon receipt of verified Statement of Service, forwards original to appropriate AFPC servicing staffing team.	X	
6.	Upon receipt of the verified SF 813, recomputes the Service Computation Date to give credit for nonwartime campaign or expeditionary service.		X
7.	Completes SF 144A, “Statement of Prior Federal Service – Worksheet”		X
8.	Scans SF 144A and verified SF 813 into PARIS-MISC Library-OPF FAX.		X
9.	Creates, completes and processes the RPA for the Change in Service Computation Date.		X
10.	Updates action via Modern DCPDS and updates HR.		X
11.	OPF Management profiles the SF 144A, verified SF 813 into PARIS-OPF.		X

NOTE: A list of wars, campaigns and expeditions of the armed forces since WWII is available in Appendix A of the Vet Guide at <http://www.opm.gov/veterans/html/vgmedal2.htm>

4. Statement of Understanding - Firefighters, GS-3 and GS-4, Entry Level:

Entry-level employees (GS-03 and GS-04, or contractor equivalent) entering into the DoD workforce into firefighter positions have a maximum of 12 months to become certified at specific levels. Individuals hired at the entry level are required to sign the Statement of Understanding letter at the time of in-processing. (See Appendix A, Sample Letter 23)

Sources of Authority:

DoD Fire and Emergency Services Certification, DoD Manual 6055.6, 12 Dec 95

DoD Fire and Emergency Services Minimum Qualification Standard and Certification Requirements

Fire Protection and Prevention Series, GS-0081, Individual Qualification Standard (Aug 94)

	ROLES AND RESPONSIBILITIES	CPF	AFPC
1.	Provides employee with a copy of the Statement of Understanding for DoD Fire and Emergency Services. (See Sample Letter for copy of the Statement of Understanding.)	X	
2.	Counsels employee concerning the consequences of not completing required certifications within established 12-month time frame.	X	
3.	Employee signs and dates statement.		
4.	Faxes completed copy of Statement of Understanding to AFPC Staffing Team with in-processing documents.	X	
5.	Profiles Statement of Understanding into pre-OPF (PARIS).		X
6.	OPF Management profiles the Statement of Understanding into the OPF Library under MISCEMPDOC and Certifications under MISC Library under MISCHIRE		X