

Certification of Service Performed as a Law Enforcement Officer, Firefighter, Nuclear Materials Courier, Customs and Border Protection Officer (535 Service), or Air Traffic Controller

To be completed when an employee who has performed service in one of these special population categories with an agency separates from the agency for any reason, including resignation, transfer, retirement (including disability retirement), and death.

Section 1: Employee Information

Name of Employee (<i>Last, First, MI</i>)	Date of Birth (<i>mm/dd/yyyy</i>)	Social Security Number
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Section 2: List of Enhanced Service (*use additional copies of this form if more space is needed*)

Service listed below was performed during the employee's service with → Agency Name

Start Date	End Date	Service			Position Title and Position Description Number		Location	Special Population Code <small>(see instructions for list of codes)</small>
		Yrs	Mos	Days	Title	PD Number <small>(not required for ATC service)</small>		
Total Enhanced Service					Comments:			

Section 3: Agency Certification

I certify that the information shown above accurately reflects verified information in official records.

Signature of Authorized Agency Official	Printed Name of Authorized Agency Official	Title	Date (<i>mm/dd/yyyy</i>)
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Instructions

This certification form must be completed by an agency official authorized to certify an employee's service in one of these special population categories: law enforcement officer (LEO), firefighter (FF), nuclear materials courier (NMC), customs and border protection officer (535 Service) (CBPO), and air traffic controller (ATC). The agency official must complete this form whenever an employee who has performed service in one of these special population categories with the agency separates (for any reason) from that agency.

- File the completed certification form on the permanent side of the employee's Official Personnel Folder (OPF) if the separation is for a reason other than retirement or death.
- Forward the certification form, and any other such certification forms that may be already on file in the OPF, to the Office of Personnel Management if the separation is for retirement or death.
- Make separate entries for each unique period of service described in the list of special population codes below. For example, if an employee performs a period of service as a law enforcement officer in a rigorous position and then transfers to a secondary law enforcement position that is qualifying for retirement under the law enforcement provisions in 5 U.S.C. § 8412(d), one entry should document the period of rigorous service and a second entry should document the secondary service.
- Enter the appropriate Special Population Code from the list below to document the type of service for each entry. For example, enter "01" to document service in a primary/rigorous law enforcement officer position, "02S" to document service in a qualifying secondary-supervisory firefighter position, and "13S" to document service as an air traffic controller second level supervisor.
- Provide the position description number for all service types except for air traffic controller service. The position description number is not needed for entries documenting air traffic controller service.

Note: Certification of CBPO "535" service (that is service subject to the provisions of Section 535 of Division E of the Department of Homeland Security (DHS) Appropriations Act, Public Law 110-161, approved 12/26/2007) may be made only by an appropriate authorized official of the Department of Homeland Security.

Special Population Category	Special Population Codes		
	Primary/ Rigorous	Secondary- Administrative	Secondary- Supervisory
Law Enforcement Officer	01	01A	01S
Firefighter	02	02A	02S
Nuclear Materials Courier	03	03A	03S
CBPO (535 service) - Appointed on or after July 6, 2008	17	17A	17S
CBPO (535 service) Proportional - Appointed before July 6, 2008, and served as a CBPO on July 6, 2008	17P	17AP	17SP
Air Traffic Controller - Frontline Service (as defined in 5 U.S.C. § 2109(1)(A)(i))			13
Air Traffic Controller - Other - Preflight/Inflight/Airport Advisor Service (as defined in 5 U.S.C. § 2109(1)(A)(ii)) and First Level Supervisor (as defined in 5 U.S.C. § 2109(1)(B))			13X
Air Traffic Controller - Second Level Supervisor (as defined in 5 U.S.C. §§ 8331(30)(B) and 8401(35)(B))			13S