

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National Service

Series/Staff Member: Rick Allen

Subseries:

OA/ID Number: 2150

FolderID:

Folder Title:

Defense - Interagency Public & Community Service Working Group

Stack:

S

Row:

66

Section:

2

Shelf:

2

Position:

3

UNCLASSIFIED MATERIAL
FACSIMILE COVER SHEET

Date Transmitted

TO: Tina Sene

OFFICE: _____

TELEPHONE: _____

FAX NUMBER: (202) 456-6420

FROM: Paula Davis

OFFICE: OASD FM&P (PSF&E)
Transition, Support and Services
Pentagon 3A272
Washington, DC 20301-4000

TELEPHONE: (703) 697-0712 — DSN 227-0712

FAX NUMBER: (703) 695-1977

NUMBER OF PAGES INCLUDING COVER SHEET: 12

COMMENTS:



Personnel and
Readiness

OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1000

JUL 15 1993

MEMORANDUM TO INTERAGENCY PUBLIC AND COMMUNITY SERVICE WORKING GROUP

SUBJECT: Review of Federal Register Announcement of Public and
Community Service Organization Registry Guidelines

The proposed Public and Community Service Federal Register announcement is enclosed for your review and comments. I would appreciate your coordination by Wednesday, July 21.

We are concurrently coordinating with our General Counsel. In order to be consistent with the Commission on National and Community Service's July 9 Federal Register Announcement, and for sake of clarity, we are advised not to include "for profit" organizations.

Once we receive your concurrence, the announcement will be sent to the Assistant Secretary of Defense (Personnel and Readiness) to approve for publication. Hopefully, our next meeting will be to celebrate the establishment of the organizational registry and to solidify the validation review process. My point of contact for this action is John Walsh, (703) 697-0481, fax (703) 695-1977. Thanks in advance for your time and attention.

Paula J. Davis

Paula Davis
Chairperson

Interagency Public and Community Service Working Group

Coordination:

_____ John Beverly, DoI
_____ Stephen J. McGarry, OPM
_____ John Roddy, Dept of Education
_____ Richard Hardin, DoI
_____ Smita Singh, Commission on National and
Community Service
_____ Jina Sanone, Office of National Service

_____ Bill Bell, Points of Light Foundation
_____ Meredith Kimbro, Dept of Interior
_____ Dr. Peter Beach, HHS
_____ Paul Guthrie, US-EPA
_____ Paul Krumsiek, Dept of Justice
_____ Dorothy Williams, HUD

DEPARTMENT OF DEFENSE

Office of the Secretary

32 CFR Part 77

Public and Community Service Organization Registry for Separating and Retiring Military Service Members -- Qualification Requirements and Registration Procedures

Agency: Department of Defense

Action: Final Rule

SUMMARY: Currently, separating and retiring military servicemembers and their spouses, and Department of Defense (DoD) civilian employees and their spouses, have the opportunity to register for potential employment opportunities with employers in the private sector through the Defense Outplacement Referral System.

This rule would establish the guidelines for the registration of public and community service organizations for a registry maintained by the Department of Defense. The final rule is required to implement the encouragement of continuing public and community service employment for separating military service members, as well as to implement the temporary early retirement authority as established in the National Defense Authorization Act for Fiscal Year 1993, P.L. 102-484 [10 U.S.C. 1143a] (hereafter, "the Act"). This registry would be maintained to encourage separating service members to enter into public and community

service job vacancies, such as in education, law enforcement, and health care, after discharge or release from active duty. This action is intended to provide the necessary interim guidelines to determine, (1) how separating military service members, their spouses, and DoD civilians and their spouses register for public and community service work, (2) which organizations qualify for registration, and (3) procedures qualifying organizations must take to be placed on the registry. A final rule will be issued after a thorough review of all comments is completed.

DATES: This rule is effective August 1, 1993; comments must be received by [insert 30 days from publication].

ADDRESS: Comments concerning this rule should be addressed to:

Office of the Assistant Secretary of Defense
(Personnel and Readiness/Transition Support &
Services)
Room 3A272, Pentagon
Washington, DC 20301-4000

FOR FURTHER INFORMATION CONTACT:

LTC Ronald Horne (703) 695-1783

SUPPLEMENTARY INFORMATION:

Objective: This rule addresses the issue of which public and community service organizations qualify for a registry required by Sec. 4462, P.L. 102-484, 106 Stat. 2738 [10 U.S.C. 1143a(c)]. The rule resolves the issue by using the definition for "public and community service organization" provided in the Act together with

input from congressional staff and representatives of federal and non-profit agencies. The guidelines in 26 U.S.C. 501(c)(3) for nonprofit organizations are incorporated by reference and are limited to private nonprofit organizations.

Consultation:

Prior to drafting the rule, the Department of Defense obtained input from the staff of the Senate Armed Services Committee. Additional input from federal agencies was obtained by the Department of Defense through consultation with representatives from the Department of Labor, the Department of Veterans Affairs, the Department of Education, the Office of Personnel Management, the Department of Justice, Health and Human Services, Housing and Urban Development, the Office of National Service, the Commission on National and Community Service, and the Points of Light Foundation as required by Sec. 4462, P.L. 102-484, 106 Stat. 2738 [10 U.S.C. 1143a(c)]. This rule and corresponding request for comments is intended to satisfy the requirement of consulting with appropriate representatives of State and local governments, and appropriate representatives of business and nonprofit organizations in the private sector.

Procedures:

Procedures for Personnel Registry: (a) Currently, separating and retiring military service members, their spouses, DoD civilian employees and their spouses may register through the Public and Community Service Personnel Registry for potential employment

opportunities using DD Form 2580. (b) Military service members approved for temporary early retirement are required to register for public and community service employment, although they are under no requirement to accept such employment.

List of Subjects in 32 CFR Part 77

Accordingly, Title 32, Chapter I, Subchapter C, is amended to add Part 77 to read as follows:

**PART 77-PUBLIC AND COMMUNITY SERVICE ORGANIZATION REGISTRY FOR
SEPARATING AND RETIRING MILITARY SERVICE MEMBERS--QUALIFICATION
REQUIREMENTS AND REGISTRATION PROCEDURES**

Sec.

77.1 Requirements.

77.2 Definition.

77.3 Clarifying guidelines for qualification

77.4 Procedures for registration.

Authority: 10 U.S.C. 1143(c).

77.1 *Requirements.* Organizations must meet the standards of the definition of a "public and community service organization" in Section 77.2 in order to qualify for registration on the registry established per the authority of Sec. 4462, Pub. L. 102-484, 106 Stat. 2738 [10 U.S.C. 1143a(c)].

77.2 *Definition:*

(a) "Public service and community service organization" includes organizations which provide the following services:

- (i) Elementary, secondary, or postsecondary school teaching or school administration.
- (ii) Support of elementary, secondary, postsecondary school teaching or school administration.
- (iii) Law enforcement.
- (iv) Public safety.
- (v) Social services
- (vi) Public health care.
- (vii) Public housing.
- (viii) Conservation.
- (ix) Environment.
- (x) Job training.
- (xi) Other.

(b) In addition, any public (i.e., federal, state or local) organization qualifying under 26 U.S.C. 501(c)(3) that coordinates the provision of services described in paragraph (a).

c) Public service employment equates to governmental employment and community service employment is defined as non-profit association employment organizations providing or coordinating the provision of the above services.

77.3 Clarifying Guidelines for Qualification:

(a) Organizations currently listed in the Combined Federal Campaign or with the United Way presumptively qualify as community service organizations should they provide the services listed under 77.2.

(b) Accredited schools or educational institutions that qualify for Chapter 1 funds qualify.

(c) Programs may not be administered by any:

- (1) Business organized for profit;
- (2) Labor union;
- (3) Partisan political organization;
- (4) Organization engaged in religious activities, unless such activities are unrelated to religious instruction, worship services, or any form of proselytization.

77.4 Procedures for Registration:

(a) Organizations that meet the requirements of the "public and community service organization" definition in 77.2 should provide the following information:

- (1) Their size (number of employees).
- (2) Types of public and community service positions in the organization.

- (3) Points of contact.
- (4) Procedures for applying for such positions.
- (5) Description of each position that is likely to be available.

(6) If requesting registration as a private nonprofit 501(c)(3) organization, a certified copy of a current certificate of exemption from tax issued by the U.S. Internal Revenue Service (I.R.S.).

- (8) The type of service the organization provides.
- (9) Whether they are public (governmental) or community service (non-profit).

(b) In the event a request for placement on the organizational registry cannot be validated by the Operation Transition staff, the registration application will be forwarded to the Office of Transition Support and Services, OASD/P&R PSF&E, for referral to a core group. The core group will be comprised of representatives from the Department of Defense, the Department of Labor, the Department of Education, Office of Personnel Management, the Department of Veterans Affairs, the Points of Light Foundation, the Commission on National and Community Service, and a representative from the appropriate expert agency. A decision on validation will be made by the core group within 72 hours of receipt.

(c) Appeals should be directed to the Deputy Assistant Secretary of Defense (DASD), Personnel and Readiness. The decision by the DASD will be final. Applicant organizations who are not validated for placement on the registry and remain eligible are

encouraged to use the Defense Outplacement Referral System (DORS) and the Transition Bulletin Board (TBB).

(d) The required information for registration should be mailed to: Operation Transition, 99 Pacific St., Suite 155A, Monterey, CA 93940-2453.

DRAFT
DD NNNN

PUBLIC & COMMUNITY SERVICE ORGANIZATION VALIDATION

Public reporting burden for this collection of information is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202 4302, and the Office of Management and Budget, Paperwork Reduction Project (0704-0324), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES ABOVE.
RETURN COMPLETED FORM TO: OPERATION TRANSITION, 89 PACIFIC ST., SUITE 155A, MONTEREY, CA 93940-2453

AUTHORITY: Public Law 102-494, Section 4462

PURPOSE: To validate that an employer is a public and community service (PACS) organization.

ROUTINE USES: Used by PACS organizations providing certain types of services in order to validate that they qualify as a PACS organization under the definitions provided herein.

DISCLOSURE: Voluntary, however, if information is not provided organization may only access the Defense Outplacement Referral System (DORS) and will not be included in the PACS Organization Registry.

1. Name of Organization		2. Tax ID No.	
2. Address		3. Specific Department	
3. City	State	Zip Code	4. Organizational Point of Contact
4. Telephone No.		5. Point of Contact Telephone No.	
6. Type of Organization			
☐ Elementary, secondary, or postsecondary school teaching or school administration ☐ Support of elementary, secondary, postsecondary school teaching or school administration ☐ Law Enforcement ☐ Public Safety ☐ Emergency management ☐ Other, please explain _____		☐ Social Services ☐ Public Health Care ☐ Public Housing ☐ Conservation ☐ Environment ☐ Job Training	

7. Type of Service
☐ Public (Federal, State, or Local Government-Go to Block 10)
☐ Community (Non-Profit Organization or Association-Go to Block 11)

10. Public Organization		d. Specific Department	
a. Name of Organization		e. Organizational Point of Contact	
b. Address		f. Point of Contact Telephone No.	
c. City	State	Zip Code	()

11. Community/Non Profit Organization
 NOTE: A copy of the IRS Letter of Determination indicating that your organization has received IRS 501 (C) (3) tax-exempt status must be attached. Also, please indicate if your organization is affiliated with the United Way, combined Federal Campaign, or some other broader non-profit association. (This is for informational purposes and is not a criterion for qualifying as a community service organization.)

a. Name of Affiliate Organization		d. Organizational Point of Contact	
b. Address		e. Point of Contact Telephone No.	
c. City	State	Zip Code	()

12. AGREEMENT
 I understand that the intent of providing this information is to assist the Department of Defense in creating a Public and Community Service (PACS) organizational registry. This information will be used to create an automated registry of PACS organizations to be accessible by departing servicemembers on the Transition Bulletin Board (TBB) and additionally, I may request resumes through the PACS personnel registry or place job ads on the TBB. I certify that the information provided is true, accurate and complete. I acknowledge that any false statement may be punishable pursuant to Title 18 U.S. Section 1001.

a. Typed Printed Name and Title	b. Signature	c. Date (YY/MM/DD)
---------------------------------	--------------	--------------------

Government Use Only

1. Registration Number	2. Clerk	3. Date (YY/MM/DD)
------------------------	----------	--------------------

UNCLASSIFIED MATERIAL
FACSIMILE COVER SHEET

5/25/93
Date Transmitted

TO: Jing Sane / Robert Gordon III
OFFICE: Office of National Service
TELEPHONE: (202) 456 6444
FAX NUMBER: (202) 456 6420

FROM: LTC Ronald L. Horne (USA)
OFFICE: OASD FM&P (PS&E)
Transition, Support and Services
Pentagon 3A272
Washington, DC 20301-4000

TELEPHONE: (703) 695-1783 — DSN 225-1783

FAX NUMBER: (703) 695-1977

NUMBER OF PAGES INCLUDING COVER SHEET: 57

COMMENTS:

4. The group agreed to provide examples of services provided by the types of PACS organizations included on the PACS organization form (Attachment #2) (e.g. Social Services -- daycare, eldercare,



OFFICE OF ASSISTANT SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

MAY 25 1993



INTERAGENCY PUBLIC AND COMMUNITY SERVICE (IPACS) WORKING GROUP

Meeting Date: May 18, 1993
Time: 1:00 - 3:15
Place: Room 3E752, The Pentagon
Attendee's Roster: See Attachment #1
Chaired By: Ms. Paula Davis, Deputy Director TSS, DoD
Purpose: Consult with designated agencies about public and community service as required by Sec. 4462, Public Law 102-484.

Summary of Meeting:

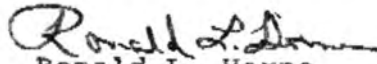
1. A preliminary meeting with representatives from the Department of Health and Human Services (HHS) and the US Environmental Protection Agency (US-EPA) to bring them up-to-date on the accomplishments of the of the Interagency Working Group was conducted by Ms. Davis. The representatives discussed the read-ahead packet provided to them and all questions were answered. The Department of Interior, while not at the meeting has agreed to participate. Consultation with and participation by the Departments of Justice and Housing and Urban Development (HUD) is still being pursued by DoD.
2. The follow-on meeting, comprising the attendees listed on the Working Group roster, consisted of a presentation by Ms. Davis to the group of the packet at attachment #3. The group concurred with the packet content and approach in regards to the definition of types of public and community service organization and the organization registration validation process.
3. Ms. Davis asked the group to take a close look at the material and provide final comments to her not later than Friday, May 21, 1993. No response would be considered a concurrence with the packet. The group agreed to this provision. If all concur, DoD will proceed with the creation of a Federal Register notice. (Note: The only comments received were from Jina Sanone, The Office of National Service. She asked if she were correct in assuming that not-for-profit business would not qualify unless they were 501(c)(3)? We agree.) The Working Group members will be asked to concur with the Federal Register notice.
4. The group agreed to provide examples of services provided by the types of PACS organizations included on the PACS organization form (attachment #2) (e.g. Social Services -- daycare, eldercare,

volunteer clearing houses, caseworker, etc.). These examples will be included with the directions for completing the form and the PACS fact sheets. **Please provide examples to LTC Horne by June 4th.**

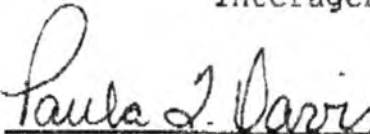
5. As a final item, Ms. Davis discussed a marketing approach for notifying PACS organizations about the DoD program. Group members were requested to provide sources of mailing lists/data base. **This information will be collected in July.**

6. Meeting adjourned at 3:15 P.M. Meeting minutes faxes to all members on May 25, 1993.

7. Next meeting scheduled for June 8, 1993, Room 3E752, the Pentagon, at 1:00 P.M. **The June 1st meeting is cancelled.**


Ronald L. Horne
Recorder

Interagency Public and Community Service Working Group


Paula T. Davis, Chairperson

Attachments:

1. Working Group Members
2. Draft PACS Organizational Form
3. Meeting Handout (To Non-attendees only)

PUBLIC AND COMMUNITY SERVICE INTERAGENCY WORKING GROUP**Attendees Roster - May 18, 1993**

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PHONE/FAX</u>
Stephen J. McGarry	OPM	(202) 606-0950 (202) 606-0390
David Walton	DVA	(202) 523-1601 (202) 535-8439
John L. Roddy	Dept of Education	(202) 401-0404 (202) 401-1971
Smita Singh	Commission on National and Community Service	(202) 724-0600 (202) 724-0608
Jina Sanone	Office of National Service, White House	(202) 456-6444 (202) 456-6420
Robert L. Gordon III	Office of National Service, White House	(202) 456-6444 (202) 456-6420
Bill Dell	Points of Light	(202) 223-9186 (202) 223-9256
Dr. Peter Beach	HHS	(202) 690-6156 (202) 690-5672
Paul N. Guthrie	USEPA	(202) 260-4719 (202) 260-9365
Morgan Ruph	DVA (Detail OSD)	(703) 695-1783
Pete Darby	Navy	(703) 697-6621 (703) 693-6471
Paula Davis	OSD (FM&P/TSS)	(703) 697-0712 (703) 695-1977
LTC Ronald L. Horne	OSD (FM&P/TSS)	(703) 695-1783 (703) 695-1977
Not In Attendance:	Dept of Labor Dept of Interior Dept of Justice Dept of Housing and Urban Development	

ATTCH 1

DRAFT**Public and Community Service Organization Validation**

Standard Blurb at top

Authority: Public Law 102-484, Section 4462

Purpose: To validate that an employer is a public and community service (PACS) organization.

Routine Uses: Used by PACS organizations providing certain types of services in order to validate that they qualify as a PACS organization under the definitions provided herein.

Disclosure: Voluntary, however, if information is not provided organization may only access the Defense Outplacement Referral System and will not be included on the PACS Organization Registry.

Name of Organization _____

Address _____

City _____ State _____ Telephone Number _____

Employer I.D. Number _ _ _ - _ _ _ _ _

Organizational Point of Contact (POC) _____

POC Telephone Number _____

Type of Organization (Check one)

- ☐ Elementary, secondary, or postsecondary school teaching or school administration
- ☐ Support of elementary, secondary, postsecondary school teaching or school administration
- ☐ Law enforcement
- ☐ Public safety
- ☐ Emergency management
- ☐ Social services
- ☐ Public health care
- ☐ Public housing
- ☐ Conservation
- ☐ Environment
- ☐ Other, please explain _____

Type of Service: Public _____ or Community _____

ATTCH 2

DRAFT

If public service organization, please indicate the Federal, State, or Local agency to which your organization reports, along with agency address, telephone number, and POC

Agency

Address

POC

Telephone number

If non-profit, please attach a copy of the IRS Letter of Determination indicating that your organization has received IRS 501(C)(3) tax-empt status.

- ☐ Letter of Determination attached.
☐ Request for Letter of Determination filed with IRS, attached.
☐ No Letter of Determination.

If non-profit, please indicate if your organization is affiliated with the United Way, Combined Federal Campaign, or some other broader non-profit association. ☐ Yes ☐ No (This is for informational purposes and is not a criteria for qualifying as a PACS organization.)
Also indicate affiliate address, POC, and telephone number.

Affiliate address

POC

Telephone Number

If non-profit, please include proof of your organization's function by attaching a copy of your organization's annual report, mission statement, description of function or activities, or brochure.

- ☐ Proof of organization function attached.
☐ Proof of organization function not attached.

I understand that the intent of providing this information is assist the Department of Defense in creating a Public and Community Service (PACS) organizational registry. This information will be used to create an automated registry of PACS organizations to be accessible by departing servicemembers on the Transition Bulletin Board (TBB) and additionally, I may request resumes through the PACS personnel registry or place job ads on the TBB. I certify that the information provided is true, accurate, and complete. I acknowledge that any false statement may be punishable pursuant to Title 18 U.S. Section 1001.

Typed /Printed Name and Title

Signature

Date

DRAFT

Directions should contain examples of services within categories.

Social services should include the phrase "to include volunteer clearinghouses."

Other should include the phrase to include any other program that receives validation from the National Service Trust Act.

In terms of burden minutes, I don't think it should take more than 3 minutes to complete this form.



OFFICE OF ASSISTANT SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

MAY 25 1993



INTERAGENCY PUBLIC AND COMMUNITY SERVICE (IPACS) WORKING GROUP

Meeting Date: May 18, 1993
Time: 1:00 - 3:15
Place: Room 3E752, The Pentagon
Attendee's Roster: See Attachment #1
Chaired By: Ms. Paula Davis, Deputy Director TSS, DoD
Purpose: Consult with designated agencies about public and community service as required by Sec. 4462, Public Law 102-484.

Summary of Meeting:

1. A preliminary meeting with representatives from the Department of Health and Human Services (HHS) and the US Environmental Protection Agency (US-EPA) to bring them up-to-date on the accomplishments of the of the Interagency Working Group was conducted by Ms. Davis. The representatives discussed the read-ahead packet provided to them and all questions were answered. The Department of Interior, while not at the meeting has agreed to participate. Consultation with and participation by the Departments of Justice and Housing and Urban Development (HUD) is still being pursued by DoD.
2. The follow-on meeting, comprising the attendees listed on the Working Group roster, consisted of a presentation by Ms. Davis to the group of the packet at attachment #3. The group concurred with the packet content and approach in regards to the definition of types of public and community service organization and the organization registration validation process.
3. Ms. Davis asked the group to take a close look at the material and provide final comments to her not later than Friday, May 21, 1993. No response would be considered a concurrence with the packet. The group agreed to this provision. If all concur, DoD will proceed with the creation of a Federal Register notice. (Note: The only comments received were from Jina Sanone, The Office of National Service. She asked if she were correct in assuming that not-for-profit business would not qualify unless they were 501(c)(3)? We agree.) The Working Group members will be asked to concur with the Federal Register notice.
4. The group agreed to provide examples of services provided by the types of PACS organizations included on the PACS organization form (attachment #2) (e.g. Social Services -- daycare, eldercare,

To: Paula Davis
From: Jina Sanone
Office of National Service
Re: Homework
April 20, 1993

Tuesday's meeting went very well. I think great progress has been made on defining public and community service. Creating the registry seemed an impossible goal two weeks ago. Now it looks like you are almost there. Congratulations, you have done a great job!

I just have a couple of comments.

GENERAL COMMENTS

What about businesses that define themselves as not-for-profit, as opposed to non-profit? (this may be a topic you covered before I joined the group) I would imagine that if they are not 501(C)(3) they do not qualify? Is this correct?

MAILING LISTS

- 1- As far as mailing lists go, the National Council of Non-Profit Associations has a 10,000 member mailing list. If you have not all ready contacted the NCNA I urge you to do so. The number is 202-785-3208, Jane Robinson Ward is the State Assistance Project Director. I hope they can help.
- 2- Another good mailing list might be obtained from the Commission.
- 3- Unfortunately, right now our national service mailing list is probably not well developed enough for your purposes. When we have a structure for our corporation we should have a good mailing list of national service funded programs. What may be useful in the meantime are addresses and contacts for each of the summer of service sites. These programs will need additional staff for the summer and will most likely continue to receive funding as national service develops over the next few years. I have been told that summer of service sites are currently hiring additional staff. They may need to hire more people once the summer is underway.

May 18, 93

To: Ms. Caroline Aronovitz, Dept of Justice
Mr. Bob Walker, Dept of Interior
Dr. Peter Beach, Dept of Health and Human Services
, Dept of Housing and Urban Development
Mr. Paul Guthrie, Environment Protection Agency

From: Paula Davis, DoD

SUBJECT: BACKGROUND FOR MAY 18 INTERAGENCY WORKGROUP MEETING ON
PUBLIC AND COMMUNITY SERVICE (PACS) AT 1:00, ROOM 3A272,
PENTAGON

Thanks for agreeing to attend this meeting. Your agency's participation is vital to the successful implementation of the Department of Defense's implementation of a program to encourage public and community service for our separating servicemembers.

The meeting will be divided into two parts: first, those agencies who have not previously participated will be brought up-to-date; second at 2:00, we will be joined by representatives OPM, DoL, VA, Education, the Commission on National and Community Service, the President's Office on National Service, and the Points of Light Foundation to discuss progress and direction since our meeting last week.

This package contains:

1. May 17 read-ahead
2. Information Paper
3. Validation Flow Chart
4. 4 Draft forms: (a) Pre-sep counseling Form, (b) DORS/PACS Registration Form, (c) Operation Transition Employer Registration Form, and (d) PACS Organization Validation Form
5. Summary of Legislation
6. Copy of Legislation

Copy to: Other PACS Interagency Working Group Members (OPM, Educ, Labor, VA, Points of Light, Commission on National and Community Service, Office of National Service)

① Respond by Fri

① NOT FOR PROFIT?

② MAILING LISTS - WHERE, HOW, FOR

② NCNA

③ EXAMPLES OF EACH CATEGORY

④ NEXT MTG 6/1 3E752

Public and Community Service Legislation and Approach to Implementation

What is the legislation and what is its intent?

Section 4462 of the Defense Authorization Act, P. L. 102-484 requires the Secretary of Defense (SECDEF), in consultation with other Cabinet Secretaries, to implement a program to encourage and assist separating or retiring military personnel to enter public or community service jobs. This program would include the establishment of critical job vacancies, such as in education, law enforcement, and health care that are underserved, and a registry of personnel interested in pursuing such work. It would also include an organization registry containing information regarding each organization, including its location, its size, the types of public and community service positions in the organization, points of contact, procedures for applying for such positions, and a description of each such position that is likely to be available. Any such organization may request registration and, subject to the guidelines prescribed by the SECDEF, be registered.

The SECDEF shall actively attempt to match personnel registered with public and community service job opportunities and to facilitate job-seeking contacts between such personnel and the employers offering jobs. Servicemembers must be advised about public and community service during their pre-separation counseling to occur not later than 90 days prior to separation.

Additionally, Section 4403 allows (for a two year period -- 93 & 94) servicemembers designated by Service Secretaries to retire with at least 15 years of active duty, vice the current 20 years. Early retirees must register on the Public and Community Service Personnel Registry, receive information regarding public and community service job opportunities, and be afforded upon request, counseling on such opportunities. Section 4464 allows recomputation of early retiree's retirement pay at age 62 if the member is employed by a public or community service organization within the member's enhanced retirement qualification period (time between 15 and 20 years of service). The intent of this portion of the legislation is to encourage early retirees to continue service during the enhanced retirement qualification period.

What are types of Public and Community Service Organizations ?

The SECDEF, in consultation with other Cabinet Secretaries and non-profit associations, has determined that those organizations providing the services listed below and meeting the Public and Community Service Organizations validation criteria will be included on the registry. Public service organizations are governmental entities: local, state, or federal. Community service organizations are non-profit organizations or associations that provide or coordinate the provision of services below. (The expert federal agency is identified in parentheses)

- o Elementary, secondary, or postsecondary school teaching or administration (Education)
- o Support of teaching or school administration (Education)
- o Law enforcement (Justice)

- o Public health care (HHS)
- o Social services (HHS)
- o Public safety (OSHA?)
- o Emergency relief (FEMA)
- o Public housing (HUD)
- o Conservation (Interior)
- o Environment (EPA)
- o Other (In order to include a broader range of public and community service job opportunities --other than those above which are deemed more critical -- for all other separating servicemembers and their spouses; public and community service organizations in the "Other" category and any jobs they care to list will be included on the Public and Community Service Organization Registry and Transition Bulletin Board job registry).

Public and community service organizations may not provide direct benefits or services to businesses organized for profit, labor unions, or partisan political organizations. Services may be provided to religious organizations if assistance is for secular activities only and is not used for , and participants do not provide, religious instruction, conduct worship services, or proselytize.

Who are the categories of jobseekers potentially interested in public and community service jobs ?

- All Separatees (over 314,000 projected for FY 93, 306,000 in Fy 94) and their spouses including early retirees (approximately 1500 projected for FY 93, XX, 000 in FY 94).

Do early retirees have any additional restrictions?

In order to receive credit for the enhanced retirement qualification period, early retirees (1) are not eligible to take federal jobs because they would be qualifying for dual federal retirement credits in the same time frame, and (2) they may take jobs for any public and community service category except "Other."

How do servicemembers register for public or community service?

After indicating an interest in public and community service on their preseparation counseling checklist (Draft DD Form 2648), they must complete the individual mini-resume application for the Defense Outplacement Referral System (DORS)/ Public and Community

Service (PACS) (DD Form 2580). DORS/PACS applications are available at installation transition offices.

How do public and community service organizations register?

They complete the Operation Transition Employer Registration Form (DD Form 2581) and if they indicate they are a public and community service organization, they are sent a one-page public and community service validation form indicating: (1) the type of service the organization provides (2) whether they are public (governmental) or community service (non-profit), and if non-profit (3) evidence of designation of 501 (C)(3) non-profit, tax-exempt status.

After the public and community service organization is validated and receives its Operation Transition employer registration number, the organization will be included on the public and community service organization registry on the Transition Bulletin Board, may request resumes from the PACS personnel registry, and may list job openings on the Transition Bulletin Board.

If it is unclear whether an organization should be validated as a public and community service organization, the Defense Manpower Data Center (DMDC) will forward by fax the employer registration and validation forms to a standing ad hoc PACS working group, to include the expert agency, for a recommendation on validation. Even if an organization does not qualify as a PACS organization, they may still use the DORS. Generally, servicemembers will register for both DORS and PACS, therefore, employers will still have access to a wide range of potential employees.

How will public and community service organizations be made aware of how to reach separating servicemembers for job opportunities?

DoD is laying the groundwork to begin a campaign to inform public and community service organization about this initiative. In addition, it is anticipated that many early retirees will find public and community service jobs and will inform the organization of the registration requirements.

Encouragement of Public and Community Service Information Paper

Background:

- SecDef is to implement a program to encourage public and community service after discharge. Additionally, encouragement of public and community service is now a mandatory item to be addressed in preseparation counseling and OSD has developed standard preseparation checklist form which includes public and community service.
- Among other things, legislation requires SecDef to establish two registries: (1) a personnel registry for personnel interested in public and community service, and (2) a registry of public and community organizations. (Other portions of legislation such as the Civilian Community Corps, Career Academies, "Troops to Teachers," and Early Educational Leave will use these registries as a vehicle to implement their programs.)
- A prerequisite for early retirement (more than 15 years less than 20 years) is that the Servicemember must register on the Public and Community Service Personnel Registry. An early retiree who is employed by a public or community service organization during the period prior to what would have been 20 years of military service is entitled to additional retirement credit at age 62.

Discussion:

- OSD personnel met with representatives from the Office of the Presidential Assistant on National Service, the National Commission on National Service, the Departments of Labor, VA, Education, and OPM for collaboration purposes on March 23. The general consensus by the group was that no one organization appears suited to develop and maintain the Organization Registry. However, the representatives appear willing to assist DoD in defining public and community service, as well as, the criteria for determining whether or not an organization is a public and community service organization.
- OSD personnel met with OMB to discuss implementation of the Organizational Registry. They agreed to formalize an interagency group, if need be, to develop criteria / process to determine which organizations and which organizational services qualify as public and community service.
- OSD personnel met with representatives of the President's Assistant on National Service, the Commission on National and Community Service, and the Points of Light Foundation on April 28 to discuss the potential for the Points of Light Foundation to develop the Organizational Registry. Points of Light does not have a data base, but is interested in being a part of the process to develop an organizational registry.
- OSD personnel met with interagency group on May 4 and 11 to develop PACS definition.

- May 18, Interagency group expanded to include expert agencies and met to develop PACS validation strategy.

Implementation Strategy:

- DoD implement Public and Community Service Organizational Registry with the assistance of a Interagency Working Group. Approach to be two-fold.
 - Self-identification. Organizations who want to be included on the Registry will complete DD Form 2581 (modified Operation Transition Employer Registration Form) and follow-on validation form (tbd). (DoD would use an existing contractual vehicle to market/ publicize the registry.)
 - Job-seeker identification. Early retirees who find public or community service jobs in organizations appearing to provide the appropriate types of service will request that the prospective employer complete the appropriate forms.
- Based on the established criteria, the organization will either qualify, not qualify, or require additional deliberation. If additional deliberation is required, validation will be made by the Agency with the functional expertise. (For instance, Dept of Education would validate elementary and secondary schools, Justice would validate law enforcement, HHS would validate social services and public health, etc.) Goal will be to limit additional deliberation.

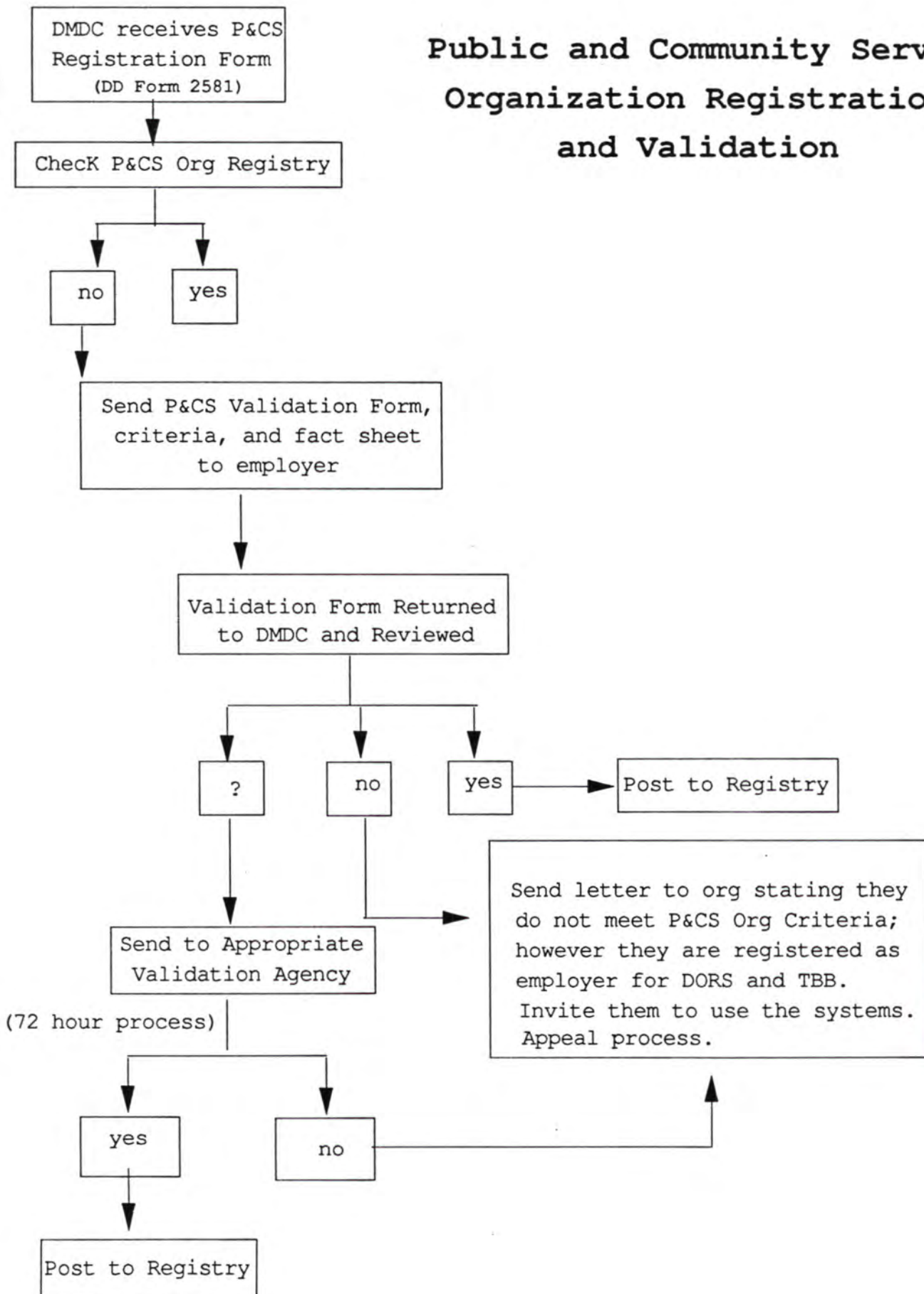
Actions Required for DoD to Implement Organizational Registry:

*CAW PAULA W/ COMMENTS BY
FBI 5/21/00*

- DoD convenes Interagency Public and Community Service Working Group that would:
 - (1) Define Public and Community Service.
 - (2) Determine what types of additional services other than the five listed in the law fit under the "any other public and community service" category.
 - (3) Develop validation criteria and procedures, as well as organizational and jobseeker (early retiree) appeal procedures. Criteria and procedures to be simplified to the maximum degree practical.
- Expand the Interagency Public and Community Service Working Group to include other Federal agencies such as HUD, HHS, Justice, Interior, and EPA, etc. Membership would be determined by Agency's relationship to the types of services contained in the definition. Additionally, as required, the Group would recommend participation from State and local governments, and appropriate representatives of businesses and nonprofit organizations in the private sector.
- DoD publish the definition, criteria, and procedures determined by the Working Group in the Federal Register. Diagram of possible registration and validation process follows.

- DoD develop marketing plan and develop outreach products to inform public and community service organizations about how they can reach separating Servicemembers through Operation Transition.
- DoD develop modify current Operation Transition software and forms to incorporate public and community service requirements. Personnel registry established.
- DoD develop instructional materials for early retirees and regular separatees.

Public and Community Service Organization Registration and Validation



PREPARATION COUNSELING CHECKLIST

(Please read Privacy Act Statement on back before completing this form.)

SECTION 1. Please indicate (by checking YES or NO) whether you or your spouse (if applicable) desire counseling for the following services and benefits. (All benefits and services will be used to develop your ITP. The following services and benefits are available to all Servicemembers, unless otherwise specified.)

	SERVICEMEMBER			SPOUSE			REFERRED TO (Input is optional)
	YES	NO	N/A	YES	NO	N/A	
1. INDIVIDUAL TRANSITION PLAN (ITP)							
2. EFFECTS OF A CAREER CHANGE							
3. EMPLOYMENT ASSISTANCE							
a. Use of DD Form 2586 (Verification Certification of Military Experience and Training)							
b. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Programs							
c. Defense Outplacement Referral System (DOBS)							
d. Public and Community Service (PACS)							
e. Transition Bulletin Board (TBB)							
f. Federal Employment Opportunities							
g. State Employment Agencies/Interstate Job Bank							
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (VSI, SSB, Eligible Involuntary Separates)							
4. RELOCATION ASSISTANCE							
a. Excess leave and permissive (TDY/TAD)							
b. Travel and transportation allowances <u>ELIGIBLE</u>							
c. Military family housing extension (VSI, SSB, Involuntary Separates)							
d. Commissary and exchange benefits extension (VSI, SSB, Eligible Involuntary Separates)							
e. DODDS school extension (Eligible Involuntary Separates Only)							
5. EDUCATION/TRAINING							
a. Education benefits (Montgomery Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)							
b. Teacher and Teacher's Aid Certification Program							
c. Job Training Partnership Act (JTPA) (VSI, SSB, Eligible Involuntary Separates)							
d. Additional education or training options							
6. HEALTH AND LIFE INSURANCE							
a. 60-day or 120-day extended Military Medical and Dental benefits (VSI, SSB, Eligible Involuntary Separates)							
b. Option to purchase 18-month conversion health insurance							
c. Concurrent pre-existing condition coverage with purchase of conversion health insurance (VSI, SSB, Eligible Involuntary Separates)							
d. Veterans' Group Life Insurance							
7. FINANCES							
a. Financial Management <u>ELIGIBLE</u>							
b. Separation pay (VSI, SSB, Involuntary Separates)							
c. Unemployment compensation							
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)							
8. RESERVE AFFILIATION/PRIORITY							
9. DISABLED VETERANS							
a. Disabled Transition Assistance Program (DTAP)							
b. VA disability benefits							

*STATUS OF FORCES AGREEMENT LIMITATIONS APPLY FOR OVERSEAS SERVICEMEMBERS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 1142, E09397

PRINCIPAL PURPOSE: To record preseparation services and benefits requested by and provided to servicemember; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The preseparation counseling checklist will be maintained in the Servicemember's official personnel file. Title 10, USC 1142 requires that as soon as possible, but in no event later than 90 days before the date of discharge, that preseparation counseling that includes an individual transition plan for Servicemembers be made available.

ROUTINE USES: None

DISCLOSURE: Voluntary; however, the use of Social Security Number is strictly to assure proper identification of the individual and appropriate records.

unless waived in writing

As a separating Servicemember, after receiving basic preseparation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and individual counseling based on the areas of interest you have identified on the checklist. The preseparation checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. It is the Military Department's responsibility to offer Servicemembers the opportunity and assistance to develop an ITP. It is the Servicemember's responsibility to develop an ITP based on his/her specific requirements. It is also the Servicemember's responsibility to ensure that the educational, training, and employment objectives of his/her spouse are addressed by the ITP.

SECTION II - PERSONAL INFORMATION (To be filled out by all applicants)

8. NAME (Last, First, Middle Initial)		9. SSN	10. GRADE
11. SERVICE	12. U.I.C.	13. EXPECTED SEPARATION DATE (YYMMDD)	14. DATE CHECKLIST PREPARED (YYMMDD)

15. COMMENTS

A

F

SECTION III - ELECTION OF TRANSITION BENEFITS (Based on the information you have received)

I was offered information on the above transition benefits and assistance as appropriate. I understand that this information is provided to assist my transition process as required by Title 10, USC 1142. I checked those places where I desire further information or counseling. I have also been advised where to obtain assistance in developing an ITP. I (do)(do not)(strike out appropriate remarks) WAIVE the 90 day preseparation counseling time limit.

16. SERVICEMEMBER SIGNATURE	17. DATE OF SIGNATURE
18. TRANSITION COUNSELOR SIGNATURE	19. DATE OF SIGNATURE

OPERATION TRANSITION
DEPARTMENT OF DEFENSE OUTPLACEMENT AND REFERRAL SYSTEM/
PUBLIC AND COMMUNITY SERVICE INDIVIDUAL APPLICATION

Form Approved
OMB No. 0704-0324
Expires May 31, 1994

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0324), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.
RETURN COMPLETED FORM TO YOUR LOCAL MILITARY TRANSITION OFFICE.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1143, 1144; EO 9397.

PRINCIPAL PURPOSE(S): To assist separating DoD personnel and their spouses in securing employment. Individuals participating in the Defense Outplacement Referral System (DORS) and Public and Community Service Registry will have their employment skills included in a data base designed to link prospective employers with DORS and Public and Community Service applicants.

ROUTINE USE(S): To public and private employers (including Federal, State, and local employment agencies and outplacement agencies, public and community service agencies).

DISCLOSURE: Voluntary; however, failure to provide all requested information will result in applicant data not being included in the system.

If you are an active duty Servicemember, the following information will be added to your job referral form from your official military personnel records, if available: Rank, Years of Service, Most Recent Primary Occupation, and Branch of Service and Security Clearance. Information on race, ethnic background, sex, age, marital status, and religious preference will not be released to employers. Operation Transition is an equal opportunity program.

SECTION I - TO BE FILLED OUT BY ALL APPLICANTS (Print or Type)

1. REGISTRATION REQUEST (Check all that apply)

☐ DORS ONLY	☐ PUBLIC AND COMMUNITY SERVICE ONLY	☐ BOTH
a. NAME (Last, First, Middle Initial)		2b. SOCIAL SECURITY NUMBER
		3. DATE AVAILABLE FOR WORK (YYMMDD)

4. FILING STATUS (X all that apply)		5. U.S. CITIZEN (X one)
a. MILITARY (Branch of Service)	b. SPOUSE OF ACTIVE DUTY MILITARY OR CIVIL SERVICE EMPLOYEE	☐ YES ☐ NO
☐ (1) Army ☐ (3) Marine Corps	c. CIVIL SERVICE EMPLOYEE	
☐ (2) Navy ☐ (4) Air Force		

6. ADDRESS (For next 6 months) (Street, City, State, Country, and Zip Code) AND TELEPHONE NUMBER (Include Area Code)		
a. ADDRESS LINE 1	f. COUNTRY CODE	
b. ADDRESS LINE 2	g. FOREIGN ZIP CODE	
c. CITY	h. U.S. TELEPHONE NUMBER	
d. STATE	e. U.S. ZIP CODE	i. FOREIGN TELEPHONE NUMBER

7a. JOB TYPE PREFERENCES (See Instructions for job codes) (Enter one digit per block)	b. INCLUDE MAJOR DUTIES ON RESUME? (X one)	8. REGIONAL WORK PREFERENCE (See Instructions) (Enter one digit per block)	9. SPECIFIC WORK PREFERENCES (Nearest large town or city within commuting distance - does not have to be in region)
 	☐ Yes ☐ No	 	a. STATE b. CITY
			(1)
			(2)

10. HIGHEST EDUCATION LEVEL ACHIEVED (X one)		
☐ a. Non-High School Graduate	☐ f. Bachelor's Degree	
☐ b. High School Graduate or GED	☐ g. Post Bachelor's Degree	
☐ c. Less than 2 years of college	☐ h. Master's Degree	
☐ d. Associate Degree or equivalent	☐ i. Post Master's Degree	
☐ e. Less than 4 years of college	☐ j. Doctorate Degree	

11. YEAR ACHIEVED	12. SUBJECT OF DEGREE (If applicable)	13. COLLEGE / UNIVERSITY FROM WHICH DEGREE ACHIEVED (If applicable)

14. PERSONAL INFORMATION (See Instructions). (Please provide no more than 10 lines (76 spaces per line; maximum of 760 spaces). Database limitations do not permit entering additional personal information.)

SECTION II - SPOUSE
(Military Member - Go to Section III)

15. SPONSOR DATA

a. NAME (Last, First, Middle Initial)

b. SOCIAL SECURITY NUMBER

16. YOUR JOB HISTORY (See Instructions for job codes) (Enter one digit per block)

a. JOB CODE

b. LENGTH OF TIME JOB HELD

(1) CURRENT JOB

YEARS

MONTHS

(2) PRIOR JOB

YEARS

MONTHS

(3) PRIOR JOB

YEARS

MONTHS

17. HAVE YOU EVER HELD A SUPERVISORY POSITION? (X one)

☐ YES

☐ NO

18. HAVE YOU EVER HELD A SECURITY CLEARANCE? (X one)

☐ YES

☐ NO

SECTION III - ALL APPLICANTS MUST READ AND SIGN

19. AUTHORIZATION

I hereby authorize release of the data on this form to civilian agencies and / or private organizations for employment purposes. If I am a civil service employee or an active duty service member, I also authorize the release of data from extracts of my computerized personnel records.

a. SIGNATURE

b. DATE SIGNED (YYMMDD)

OPERATION TRANSITION DEPARTMENT OF DEFENSE OUTPLACEMENT AND REFERRAL SYSTEM/PUBLIC AND COMMUNITY SERVICE INDIVIDUAL APPLICATION

DETAILED INSTRUCTIONS

SECTION I - TO BE FILLED OUT BY ALL APPLICANTS

If you are a service member, complete Items 1 through 14 and Item 19 in their entirety. You do not need to fill out Items 15 through 18. They will be extracted from your personnel records. It is important that you verify the accuracy of these records prior to entering this program to ensure that the information that is put on your resume is accurate. If you are a spouse, you must complete all items on the form.

Item 1. Place an X next to the program(s) you wish to register for. If you selected the early retirement option, you must X Public and Community Service or both.

Item 2a. Name. Print / type your name, last name first.

Item 2b. SSN. Enter your Social Security Number.

Item 3. Date Available for Work. Enter the date you will be available for work as year, month, day (YYMMDD). Availability should not be beyond 6 months from the current date.

Item 4. Filing Status. Place an X in the box that applies.

Item 5. Citizenship. If you are a U.S. citizen, X the YES box. If not, X the NO box.

Item 6. Address and Telephone Number. Print/type the address and telephone number where you can be contacted during the next three months.

Item 7. a. Job Type Preferences. Enter up to three codes from the Guideline of Standard Occupation Classification (SOC) Codes, FIPS Pub 92, that most closely match(es) the type of job(s) you are seeking/qualified to perform.

b. If you select yes, your primary occupational description will be included in your resume. Select no if you do not want your primary occupational description included.

Item 8. Regional Work Preference. Refer to the regional preference list below, and enter the two-digit code for the geographical area in which you are seeking employment.

REGION 0
Only the specific cities selected

REGION 1
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont

REGION 2
Delaware
New Jersey
New York
Pennsylvania

REGION 3
District of Columbia
Maryland
North Carolina
South Carolina
Virginia
West Virginia

REGION 4
Alabama
Florida
Georgia
Mississippi
Puerto Rico
Tennessee
Virgin Islands

REGION 5
Indiana
Kentucky
Michigan
Ohio

REGION 6
Iowa
Minnesota
Montana
North Dakota
South Dakota
Wisconsin

REGION 7
Illinois
Kansas
Missouri
Nebraska

REGION 8
Arkansas
Louisiana
Oklahoma
Texas

REGION 9
Arizona
Colorado
Idaho
Nevada
New Mexico
Utah
Wyoming

REGION 10
California
Oregon
Washington

REGION 11
Alaska

REGION 12
American Samoa
Hawaii
Guam

REGION 13
Anywhere in the U.S.A.

REGION 14
Outside the U.S.A.

REGION 15
Anywhere

Item 9. Specific Work Preferences. Enter your first and second work location preferences. Refer to the list below and enter the two-letter abbreviation for the state and print / type the name of the largest city within commuting distance of where you want to work for your first and second work preferences. These cities do not have to be in the region chosen in Item 8.

STATE	CODE	STATE	CODE	STATE	CODE
Alabama	AL	Kentucky	KY	North Dakota	ND
Alaska	AK	Louisiana	LA	Ohio	OH
Arizona	AZ	Maine	ME	Oklahoma	OK
Arkansas	AR	Maryland	MD	Oregon	OR
California	CA	Massachusetts	MA	Pennsylvania	PA
Colorado	CO	Michigan	MI	Rhode Island	RI
Connecticut	CT	Minnesota	MN	South Carolina	SC
Delaware	DE	Mississippi	MS	South Dakota	SD
District of Columbia	DC	Montana	MT	Tennessee	TN
Florida	FL	Nebraska	NE	Texas	TX
Georgia	GA	Nevada	NV	Utah	UT
Hawaii	HI	New Hampshire	NH	Vermont	VT
Idaho	ID	New Jersey	NJ	Virginia	VA
Illinois	IL	New Mexico	NM	Washington	WA
Indiana	IN	New York	NY	West Virginia	WV
Iowa	IA	North Carolina	NC	Wisconsin	WI
Kansas	KS			Wyoming	WY

Item 10. Highest Education Level Achieved. X the box which most closely matches your highest education level achieved.

Item 11. Year Achieved. Enter the year you achieved Item 10.

Item 12. Subject of Degree. Print/type the degree achieved (if applicable) in Item 10 (e.g. BS, Mechanical Engineering; BA, Western Civilization; MS, Physics; etc.).

Item 13. College/University. Print/type the name of the college/university where Item 10 was obtained if applicable.

Item 14. Personal Information. Print/type in this space any information about yourself you feel would help you obtain a job in the field you are searching. All information in this space will be printed verbatim on your DORS resume. If you are seeking a job in a field other than your primary military duty this information is the most important since it will comprise a majority of your resume. Carefully choose your words and grammar. Examples:

- Fluent in Chinese, Russian and Spanish
- Virginia State licensed electrician
- 14 years experience in personnel management
- Owned personal computer training business, Jones Computer Training
- American Society of Mechanical Engineers member

SECTION II - SPOUSE

This section is to be completed only by spouses of military and DoD civilians whose personnel files are not kept by the government.

Item 15. Sponsor Data.

- Name. Print/type your sponsor's name, last name first.
- SSN. Enter your sponsor's Social Security Number.

Item 16. Your Job History.

- Job Codes. Consult the Guideline for Standard Occupational Classification (SOC) Codes, FIPS Pub 92, and enter the job codes that most closely match the previous three jobs you held.
- Length of Time Job Held. Enter the number of years and months the job was held (03 years, 09 months).

Item 17. Supervisory Experience. If you have supervisory experience, X the YES box. If not, X the NO box.

Item 18. Security Clearance. If you had a security clearance, X the YES box. If not, X the NO box.

SECTION III

All applicants must sign and date. Turn in the completed form to the transition assistance office.

Retain a copy for your records. DO NOT FILL OUT "GOVERNMENT USE ONLY".

Item 1. Organization Name and Address. Enter your organization name and address exactly as you would like it to appear on information FAXed or mailed to you. P.O. Boxes not preferred. Include your Employer I.D. number.

Item 2. Employment Contact Address. Enter the address of your Human Resources or Personnel Department (if different from Item 1).

Item 3. Organization Contact. Enter the name of the individual who will serve as organizational contact to Operation Transition.

Item 4. Employment Contact. Enter the name of an individual in your Human Resources or Personnel Department who can answer specific questions on employment and positions available (if different from Item 3).

Item 5. Organization Telephone Number. Enter the area code and telephone number for your organization contact. If this contact has a direct line or voice mail, enter that number.

Item 6. Employment Contact Telephone Number. Enter the area code and telephone number for your employment contact (if different from Item 5). If this contact has a direct line or voice mail, enter that number.

Item 7. Size of Organization. Briefly describe size (number of personnel, branch offices, etc.) of your organization.

Item 8. Fax Telephone Number. Enter the telephone number of the FAX machine where resumes may be sent within your organization.

Item 9. How did you hear about Operation Transition? List the source(s) where you first heard about Operation Transition.

Item 10. FAX Routing Address. Enter any additional information that may be required on the FAX cover sheet to ensure that the FAXes reach your point of contact.

Item 11. Is your organization a public or community service organization? Indicate if your organization is a public or community service organization by checking the Yes box, if not, then check the No box.

Item 12. Is your organization involved in? Indicate if the positions you are offering are in Multi-Level Marketing, or in Direct Marketing, or a Business Opportunity as in a Franchise. If none of the above applies, check N/A.

Item 13. Are these positions? Indicate if the salary paid on these positions is commission only, commission and salary combined or salary only.

Item 14. Is an investment or fee necessary for these position(s)? Indicate if the position will require a monetary outlay by the applicant. If yes, how much that would be.

Item 15. Types and locations of positions in organization likely to be available. Briefly describe the positions and the location of the positions which will be made available to the job seekers.

Item 16. Procedures for applying for available positions. Briefly describe how the applicant should apply for available positions.

Item 17-19 Agreement. By signing this form, you are agreeing to use DORS and the Public Service Personnel Registry for employment referral purposes only, and will not release this data to anyone for any other purpose nor charge the individual for employment referral. You further agree that you will not use individual data to promote business opportunities such as franchise or direct or multi-level marketing operations but instead will promote business opportunities on the applicable section of the TDB.

Please make certain that all items above have been completed in their entirety. Sign and Date the form.

Mail or Fax to:
Operation Transition, DMDC
99 Pacific Street, Suite 155A
Monterey, CA 93940-2453
Fax: (408) 656-2132
Telephone: 800-727-3677

OPERATION TRANSITION EMPLOYER REGISTRATION

Form Approved
OMB No. 0704-0324
Expires May 31, 1994

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0324), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.
RETURN COMPLETED FORM TO THE ADDRESS LISTED IN THE INSTRUCTIONS BELOW.

1. ORGANIZATION NAME AND ADDRESS (Include 9-digit ZIP Code)		2. EMPLOYMENT CONTACT ADDRESS (If different from Item 1) (Include 9-digit ZIP Code)	
EMPLOYER ID NUMBER			
3. ORGANIZATION CONTACT		4. EMPLOYMENT CONTACT (If different from Item 3)	
5. ORGANIZATION TELEPHONE NUMBER		6. EMPLOYMENT CONTACT TELEPHONE NUMBER (If different from Item 5)	
7. SIZE OF ORGANIZATION		8. FAX TELEPHONE NUMBER	
70. MAJOR FUNCTION/BUSINESS ACTIVITY OF ORGANIZATION			
9. HOW DID YOU HEAR ABOUT OPERATION TRANSITION?		10. FAX ROUTING ADDRESS	
11. IS YOUR ORGANIZATION A PUBLIC OR COMMUNITY SERVICE ORGANIZATION?		12. IS YOUR ORGANIZATION INVOLVED IN (Check applicable block (s))	
YES NO		a. Multi-Level Marketing? c. Franchise Operations?	
		b. Direct Marketing? d. N/A	
13. ARE THESE POSITION(S)		14. IS AN INVESTMENT OR FEE NECESSARY FOR THESE POSITION(S)?	
a. Commission only?		a. YES	
b. Combination commission & salary?		b. NO	
c. Salary only?		c. IF YES, SPECIFY AMOUNT	
15. TYPES AND LOCATIONS OF POSITIONS IN ORGANIZATION LIKELY TO BE AVAILABLE (Briefly describe)			
16. PROCEDURES FOR APPLYING FOR AVAILABLE POSITIONS			
17. AGREEMENT			
I understand this agreement covers the Operation Transition automated systems including the Defense Outplacement Referral System (DORS), the Public Service Personnel Registry, and the Transition Bulletin Board (TBB). I hereby agree to use DORS and the Public Service Personnel Registry for employment referral. I will not use individual data to promote business opportunities such as franchise or direct or multi-level marketing operations but instead will promote business opportunities on the applicable section of the TBB. I certify that the information provided is true, accurate, and complete. I acknowledge that any false statement may be punishable pursuant to Title 18 U.S. Section 1001.			
18. SIGNATURE		19. DATE (YYMMDD)	
		7	
GOVERNMENT USE ONLY			
20. REGISTRATION NUMBER		21. CLERK	
		22. DATE (YYMMDD)	

DD FORM 2581 COMPLETION INSTRUCTIONS

Retain a copy for your records. Do not fill out the section at the bottom of the form titled, "GOVERNMENT USE ONLY".

Item 1. ORGANIZATION NAME AND ADDRESS. Enter your organization name and address exactly as you would like it to appear on information FAXed or mailed to you. P.O. Boxes not preferred. Include your Employer ID number.

Item 2. EMPLOYMENT CONTACT ADDRESS. Enter the address of your Human Resources or Personnel Department (if different from item 1).

Item 3. ORGANIZATION CONTACT. Enter the name of the individual who will serve as organizational contact to Operation Transition.

Item 4. EMPLOYMENT CONTACT. Enter the name of an individual in your Human Resources or Personnel Department who can answer specific questions on employment and positions available (if different from item 3).

Item 5. ORGANIZATION TELEPHONE NUMBER. Enter the area code and telephone number for your organization contact. If this contact has a direct line or voice mail, enter that number.

Item 6. EMPLOYMENT CONTACT TELEPHONE NUMBER. Enter the area code and telephone number for your employment contact (if different from item 5). If this contact has a direct line or voice mail, enter that number.

Item 7a. SIZE OF ORGANIZATION. Briefly describe size (number of personnel, branch offices, etc.) of your organization.

Item 7b. MAJOR FUNCTION/BUSINESS ACTIVITY OF ORGANIZATION. Briefly describe major function/business activity (financial consulting, food processing etc.) of your organization.

Item 8. FAX TELEPHONE NUMBER. Enter the telephone number of the FAX machine where resumes may be sent within your organization.

Item 9. HOW DID YOU HEAR ABOUT OPERATION TRANSITION? List the source(s) where you first heard about Operation Transition.

Item 10. FAX ROUTING ADDRESS. Enter any additional information that may be required on the FAX cover sheet to ensure that the FAXes reach your point of contact.

Item 11. IS YOUR ORGANIZATION A PUBLIC OR COMMUNITY SERVICE ORGANIZATION? Indicate if your organization is a public or community service organization by checking the YES box, if not, then check the NO box.

Item 12. IS YOUR ORGANIZATION INVOLVED IN: Indicate if positions you are offering are in Multi-level Marketing, or in Direct Marketing, or a Business Opportunity as in a Franchise. If none of the above applies, check N/A.

Item 13. ARE THESE POSITION(S): Indicate if the salary paid on these positions is commission only, commission and salary combined or salary only.

Item 14. IS AN INVESTMENT OR FEE NECESSARY FOR THESE POSITION(S)? Indicate if the position will require a monetary outlay by the applicant. If yes, how much would it be.

Item 15. TYPES AND LOCATIONS OF POSITIONS IN ORGANIZATION LIKELY TO BE AVAILABLE. Briefly describe the positions and the location of the positions which will be made available to the job seekers.

Item 16. PROCEDURES FOR APPLYING FOR AVAILABLE POSITIONS. Briefly describe how the applicant should apply for available positions.

Item 17. AGREEMENT. By signing this form, you are agreeing to use DORS and the Public Service Personnel Registry for employment referral purposes only, and will not release this data to anyone for any other purpose nor charge the individual for employment referral. You further agree that you will not use individual data to promote business opportunities such as franchise or direct or multi-level marketing operations but instead will promote business opportunities on the applicable section of the TBB.

Please make certain that all items above have been completed in their entirety. Sign and date the form.

MAIL OR FAX THE COMPLETED FORM TO:

Operation Transition, DMDC
99 Pacific Street, Suite 155A
Monterey, CA 93940-2453
FAX: (408) 656-2131
Telephone: 800-727-3677

Public and Community Service Organization Validation

Standard Blurb at top

Authority: Public Law 102-484. Section 4462

Purpose: To validate that an employer is a public and community service (PACS) organization rather than a Defense Outplacement Referral System (DORS) organization.

Routine Uses: Used by PACS organizations providing certain types of services in order to validate that they qualify as a PACS organization under the definitions provided herein.

Disclosure: Voluntary, however, if information is not provided organization may only access DORS and will not be included on the PACS Organization Registry.

Name of Organization _____

Address _____

City _____ State _____ Telephone Number _____

Tax I.D. Number ____ - ____ (Do we need this, we already have it on the registration form)

Organizational Point of Contact (POC) _____

POC Telephone Number _____

Type of Organization (Check one)

☐ Elementary, secondary, or postsecondary school teaching or school administration

☐ Support of elementary, secondary, postsecondary school teaching or school administration

☐ Law enforcement

☐ Public safety

☐ Emergency management

☐ Social services

☐ Public health care

☐ Public housing

☐ Conservation environment

☐ Environment

☐ Other, please explain

Type of Service: Public _____ or Community _____

If public service organization, please indicate the Federal, State, or Local agency to which your organization reports, along with agency address, telephone number, and POC

Agency

Address

POC

Telephone number

If non-profit, please attach verification that your organization has received IRS 501(C)(3) tax-empt status.

571 (2X4)
If non-profit, please indicate if your organization is affiliated with the United Way, Combined Federal Campaign, or some other non-profit association. _____ Yes _____ No
Also indicate affiliate address, POC, and telephone number.

Affiliate address

POC

Telephone Number

I understand that the intent of providing this information is assist the Department of Defense in creating a Public and Community Service (PACS) organizational registry. This information will be used to create an automated registry of PACS organizations to be accessible by departing servicemembers on the Transition Bulletin Board (TBB) and additionally, I may request resumes through the PACS personnel registry or place job ads on the TBB. I certify that the information provided is true, accurate, and complete. I acknowledge that any false statement may be punishable pursuant to Title 18 U.S. Section 1001.

Typed /Printed Name and Title

Signature

Date

Summary of Public and Community Service/Early Retirement Legislation

Section 4401. Preseparation Counseling.

Includes the public and community service jobs program as one of the mandatory matters to be covered during individual preseparation counseling not later than 90 days prior to separation or release from active duty.

Section 4403. Temporary Early Retirement Authority

Legislation provides the SecDef with temporary (until 1995) additional force management tool with which to effect the drawdown of military forces by allowing Servicemembers as designated by the Service Secretaries to retire with at least 15 years of active duty, vice the current 20 years.

An additional requirement for early retirement is that the Servicemember register on the Public and Community Service Personnel Registry and receive information regarding public and community service job opportunities from the SecDef or another source approved by the Secretary and be afforded, upon request, counseling on such job opportunities.

Section 4462. DoD Encouragement of Postseparation Public and Community Service

Legislation requires SECDEF to:

- Implement a program to encourage public and community service after discharge.
- Maintain a registry of members who request registration (mandatory for early retirees), includes skills, qualifications, and experience.
- Maintain a registry of public and community service organizations, includes locations, size, types of positions in organization, point of contact, procedures for applying for positions, and a description of each position that is likely to be available. Subject to guidelines prescribed by SECDEF, any such organization may register.
- Assistance to be provided includes:
 - Attempt to match personnel with job opportunities and to facilitate job-seeking contacts
 - preseparation counseling on public and community service organizations and provisions for applying
 - access to IJB, if it meets the needs
- Consult closely with Labor, VA, ED, OPM, appropriate State and local governments, and representatives of businesses and nonprofit organizations in private sector

- May designate SECLAB (with his concurrence) as executive agent for all or part of responsibilities, however SECDEF remains responsible.

Definition: A Public Service and Community Service Organization includes the following organizations:

- (1) Any organization that provides the following services:
 - (A) Elementary, secondary, or postsecondary school teaching or administration.
 - (B) Support of such teaching or school administration.
 - (C) Law enforcement.
 - (D) Public health care.
 - (E) Social services.
 - (F) Any other public or community service.
- (2) Any nonprofit organization the coordinates the provision of services described above.

(In discussions with Office of Presidential Assistant on National Service and the National Commission on Community and National Service, they recommend we are also including public safety, environment and conservation projects as examples of (F) above.)

Section 4464. Increased Early Retirement Retired Pay for Public or Community Service

Legislation allows recomputation of early retiree's retirement pay at age 62 if the member is employed by a public or community service organization listed on the Public and Community Service Organizational Registry within the period of the member's enhanced retirement qualification period.

SEC. 4452. GRANTS TO INSTITUTIONS OF HIGHER EDUCATION TO PROVIDE TRAINING IN ENVIRONMENTAL RESTORATION AND HAZARDOUS WASTE MANAGEMENT.

(a) **ESTABLISHMENT OF PROGRAM.**—The Secretary of Defense may establish a program to assist institutions of higher education, as defined in section 1201(a) of the Higher Education Act of 1965 (20 U.S.C. 1141(a)), to provide education and training in environmental restoration and hazardous waste management.

(b) **FINANCIAL ASSISTANCE.**—The Secretary may award grants to such institutions under the program established under subsection (a).

(c) **ELIGIBILITY AND SELECTION.**—(1) To be eligible for financial assistance under this section, such an institution shall submit to the Secretary a proposal for such assistance in the time and manner and containing the information required by the Secretary.

(2) The Secretary shall, pursuant to a merit-based selection process, select such institutions to receive funding under a program established under this section based upon—

(A) the proposal of such an institution to provide expertise, training, and education in environmental restoration and hazardous waste management and other environmental fields applicable to defense manufacturing sites and Department of Defense and Department of Energy defense facilities; and

(B) any other criteria prescribed by the Secretary.

(d) **FUNDING FOR FISCAL YEAR 1993.**—Of the amount authorized to be appropriated in section 301(5), \$10,000,000 shall be available to carry out the program established under subsection (a).

Subtitle F—Job Training and Employment and Educational Opportunities

SEC. 4461. IMPROVED COORDINATION OF JOB TRAINING AND PLACEMENT PROGRAMS FOR MEMBERS OF THE ARMED FORCES.

The Secretary of Defense shall consult with the Secretary of Labor, the Secretary of Education, the Secretary of Veterans Affairs, and the Economic Adjustment Committee to improve the coordination of, and eliminate duplication between, the following job training and placement programs available to members of the Armed Forces who are discharged or released from active duty:

(1) The Job Training Partnership Act (29 U.S.C. 1501 et seq.).

(2) Sections 1143 and 1144 of title 10, United States Code.

(3) Chapter 41 of title 38, United States Code.

(4) The Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.).

(5) The Act of August 16, 1937 (Chapter 663; 50 Stat 664; 29 U.S.C. 50 et seq.), commonly known as the National Apprenticeship Act.

(6) The Wagner-Peyser Act (29 U.S.C. 49 et seq.).

SEC. 4462. ENCOURAGEMENT FOR CONTINUING PUBLIC AND COMMUNITY SERVICE.

(a) **PERMANENT PROGRAM.**—(1) Chapter 58 of title 10, United States Code, is amended by inserting after section 1143 the following new section:

“§ 1143a. Encouragement of postseparation public and community service: Department of Defense

“(a) **IN GENERAL.**—The Secretary of Defense shall implement a program to encourage members and former members of the armed forces to enter into public and community service jobs after discharge or release from active duty.

“(b) **PERSONNEL REGISTRY.**—The Secretary shall maintain a registry of members and former members of the armed forces discharged or released from active duty who request registration for assistance in pursuing public and community service job opportunities. The registry shall include information on the particular job skills, qualifications, and experience of the registered personnel.

“(c) **REGISTRY OF PUBLIC SERVICE AND COMMUNITY SERVICE ORGANIZATIONS.**—The Secretary shall also maintain a registry of public service and community service organizations. The registry shall contain information regarding each organization, including its location, its size, the types of public and community service positions in the organization, points of contact, procedures for applying for such positions, and a description of each such position that is likely to be available. Any such organization may request registration under this subsection and, subject to guidelines prescribed by the Secretary, be registered.

“(d) **ASSISTANCE TO BE PROVIDED.**—(1) The Secretary shall actively attempt to match personnel registered under subsection (b) with public and community service job opportunities and to facilitate job-seeking contacts between such personnel and the employers offering the jobs.

“(2) The Secretary shall offer personnel registered under subsection (b) counselling services regarding—

“(A) public service and community service organizations; and

“(B) procedures and techniques for qualifying for and applying for jobs in such organizations.

“(3) The Secretary may provide personnel registered under subsection (b) with access to the interstate job bank program of the United States Employment Service if the Secretary determines that such program meets the needs of separating members of the armed forces for job placement.

“(e) **CONSULTATION REQUIREMENT.**—In carrying out this section, the Secretary shall consult closely with the Secretary of Labor, the Secretary of Veterans Affairs, the Secretary of Education, the Director of the Office of Personnel Management, appropriate representatives of State and local governments, and appropriate representatives of businesses and nonprofit organizations in the private sector.

“(f) **DELEGATION.**—The Secretary, with the concurrence of the Secretary of Labor, may designate the Secretary of Labor as the executive agent of the Secretary of Defense for carrying out all or part of the responsibilities provided in this section. Such a designation does not relieve the Secretary of Defense from the responsibility for the implementation of the provisions of this section.

“(g) **DEFINITIONS.**—In this section, the term ‘public service and community service organization’ includes the following organizations:

“(1) Any organization that provides the following services:

to section 4403 of the National Defense Authorization Act for Fiscal Year 1993) after "any provision of law".

(h) **MEMBERS RECEIVING SSB OR VSI.**—The Secretary of a military department may retire (or transfer to the Fleet Reserve or Fleet Marine Corps Reserve) pursuant to the authority provided by this section a member of a reserve component who before the date of the enactment of this Act was separated from active duty pursuant to an agreement entered into under section 1174a or 1175 of title 10, United States Code. The retired or retainer pay of any such member so retired (or transferred) by reason of the authority provided in this section shall be reduced by the amount of any payment to such member before the date of such retirement under the provisions of such agreement under section 1174a or 1175 of title 10, United States Code.

(i) **ACTIVE FORCE DRAWDOWN PERIOD.**—For purposes of this section, the active force drawdown period is the period beginning on the date of the enactment of this Act and ending on October 1, 1995.

SEC. 4404. OPPORTUNITY FOR CERTAIN PERSONS TO ENROLL IN ALL-VOLUNTEER FORCE EDUCATIONAL ASSISTANCE PROGRAM.

(a) **IN GENERAL.**—Chapter 30 of title 38, United States Code, is amended by adding after section 3018A the following new section:

"§ 3018B. Opportunity for certain persons to enroll

"(a) Notwithstanding any other provision of law—

"(1) the Secretary of Defense shall, subject to the availability of appropriations, allow an individual who—

"(A) is separated from the active military, naval, or air service with an honorable discharge and receives voluntary separation incentives under section 1174a or 1175 of title 10;

"(B) before applying for benefits under this section, has completed the requirements of a secondary school diploma (or equivalency certificate) or has successfully completed the equivalent of 12 semester hours in a program of education leading to a standard college degree;

"(C) in the case of any individual who has made an election under section 3011(c)(1) or 3012(d)(1) of this title, withdraws such election before such separation pursuant to procedures which the Secretary of each military department shall provide in accordance with regulations prescribed by the Secretary of Defense for the purpose of carrying out this section or which the Secretary of Transportation shall provide for such purpose with respect to the Coast Guard when it is not operating as service in the Navy;

"(D) in the case of any person enrolled in the educational benefits program provided by chapter 32 of this title makes an irrevocable election, pursuant to procedures referred to in subparagraph (C) of this paragraph, before such separation to receive benefits under this section in lieu of benefits under such chapter 32; and

"(E) before such separation elects to receive assistance under this section pursuant to procedures referred to in subparagraph (C) of this paragraph or

"(2) the Secretary, in consultation with the Secretary of Defense, shall, subject to the availability of appropriations, allow an individual who—

"(A) separated before the date of enactment of this section from the active military, naval, or air service with an honorable discharge and received or is receiving voluntary separation incentives under section 1174a or 1175 of title 10;

"(B) before applying for benefits under this section, has completed the requirements of a secondary school diploma (or equivalency certificate) or has successfully completed the equivalent of 12 semester hours in a program of education leading to a standard college degree;

"(C) in the case of any individual who has made an election under section 3011(c)(1) or 3012(d)(1) of this title, withdraws such election before making an election under this paragraph pursuant to procedures which the Secretary shall provide, in consultation with the Secretary of Defense and the Secretary of Transportation with respect to the Coast Guard when it is not operating as service in the Navy, which shall be similar to the regulations prescribed under paragraph (1)(C) of this subsection;

"(D) in the case of any person enrolled in the educational benefits program provided by chapter 32 of this title makes an irrevocable election, pursuant to procedures referred to in subparagraph (C) of this paragraph, before making an election under this paragraph to receive benefits under this section, in lieu of benefits under such chapter 32; and

"(E) before the one-year period beginning on the date of enactment of this section, elects to receive assistance under this section pursuant to procedures referred to in subparagraph (C) of this paragraph,

to elect to become entitled to basic education assistance under this chapter.

"(b)(1) The basic pay or voluntary separation incentives of an individual who makes an election under subsection (a)(1) to become entitled to basic education assistance under this chapter shall be reduced by \$1,200.

"(2) The Secretary shall collect \$1,200 from an individual who makes an election under subsection (a)(2) to become entitled to basic education assistance under this chapter, which shall be paid into the Treasury of the United States as miscellaneous receipts.

"(c) A withdrawal referred to in subsection (a)(1)(C) or (a)(2)(C) of this section is irrevocable.

"(d)(1) Except as provided in paragraph (3) of this subsection, an individual who is enrolled in the educational benefits program provided by chapter 32 of this title and who makes the election described in subsection (a)(1)(D) or (a)(2)(D) of this subsection shall be disenrolled from such chapter 32 program as of the date of such election.

"(2) For each individual who is disenrolled from such program, the Secretary shall refund—

"(A) as provided in section 3223(b) of this title, to the individual the unused contributions made by the individual to the Post-Vietnam Era Veterans Education Account established pursuant to section 3222(a) of this title; and

rates of basic pay made by section 601(b) shall not apply rates established under subsection (a).

10 USC 1293
note.

SEC. 4403. TEMPORARY EARLY RETIREMENT AUTHORITY.

(a) **PURPOSE.**—The purpose of this section is to provide the Secretary of Defense a temporary additional force management tool with which to effect the drawdown of military forces through 1995.

(b) **RETIREMENT FOR 15 TO 20 YEARS OF SERVICE.**—(1) During the active force drawdown period, the Secretary of the Army may—

(A) apply the provisions of section 3911 of title 10, United States Code, to a regular or reserve commissioned officer with at least 15 but less than 20 years of service by substituting "at least 15 years" for "at least 20 years" in subsection (a) of that section;

(B) apply the provisions of section 3914 of such title to an enlisted member with at least 15 but less than 20 years of service by substituting "at least 15" for "at least 20"; and

(C) apply the provisions of section 1293 of such title to a warrant officer with at least 15 but less than 20 years of service by substituting "at least 15 years" for "at least 20 years".

(2) During the active force drawdown period, the Secretary of the Navy may—

(A) apply the provisions of section 6323 of title 10, United States Code, to an officer with at least 15 but less than 20 years of service by substituting "at least 15 years" for "at least 20 years" in subsection (a) of that section;

(B) apply the provisions of section 6330 of such title to an enlisted member of the Navy or Marine Corps with at least 15 but less than 20 years of service by substituting "15 or more years" for "20 or more years" in the first sentence of subsection (a), in the case of an enlisted member of the Navy, and in the second sentence of subsection (b), in the case of an enlisted member of the Marine Corps; and

(C) apply the provisions of section 1293 of such title to a warrant officer with at least 15 but less than 20 years of service by substituting "at least 15 years" for "at least 20 years".

(3) During the active force drawdown period, the Secretary of the Air Force may—

(A) apply the provisions of section 8911 of title 10, United States Code, to a regular or reserve commissioned officer with at least 15 but less than 20 years of service by substituting "at least 15 years" for "at least 20 years" in subsection (a) of that section; and

(B) apply the provisions of section 8914 of such title to an enlisted member with at least 15 but less than 20 years of service by substituting "at least 15" for "at least 20".

(c) **ADDITIONAL ELIGIBILITY REQUIREMENT.**—In order to be eligible for retirement by reason of the authority provided in subsection (b), a member of the Armed Forces shall—

(1) register on the registry maintained under section 1143a(b) of title 10, United States Code (as added by section 4462(a)); and

(2) receive information regarding public and community service job opportunities from the Secretary of Defense or

another source approved by the Secretary and be led, on request, counseling on such job opportunities.

(d) **REGULATIONS.**—The Secretary of each military department may prescribe regulations and policies regarding the criteria for eligibility for early retirement by reason of eligibility pursuant to this section and for the approval of applications for such retirement. Such criteria may include factors such as grade, years of service, and skill.

(e) **COMPUTATION OF RETIRED PAY.**—Retired or retainer pay of a member retired (or transferred to the Fleet Reserve or Fleet Marine Corps Reserve) under a provision of title 10, United States Code, by reason of eligibility pursuant to subsection (b) shall be reduced by $\frac{1}{12}$ th of 1 percent for each full month by which the number of months of active service of the member are less than 240 as of the date of the member's retirement (or transfer to the Fleet Reserve or Fleet Marine Corps Reserve).

(f) **FUNDING.**—(1) Notwithstanding section 1463 of title 10, United States Code, and subject to the availability of appropriations for this purpose, the Secretary of each military department shall provide in accordance with this section for the payment of retired pay payable during the fiscal years covered by the other provisions of this subsection to members of the Armed Forces under the jurisdiction of that Secretary who are being retired under the authority of this section.

(2) In each fiscal year in which the Secretary of a military department retires a member of the Armed Forces under the authority of this section, the Secretary shall credit to a subaccount (which the Secretary shall establish) within the appropriation account for that fiscal year for pay and allowances of active duty members of the Armed Forces under the jurisdiction of that Secretary such amount as is necessary to pay the retired pay payable to such member for the entire initial period (determined under paragraph (3)) of the entitlement of that member to receive retired pay.

(3) The initial period applicable under paragraph (2) in the case of a retired member referred to in that paragraph is the number of years (and any fraction of a year) that is equal to the difference between 20 years and the number of years (and any fraction of a year) of service that were completed by the member (as computed under the provision of law used for determining the member's years of service for eligibility to retirement) before being retired under the authority of this section.

(4) The Secretary shall pay the member's retired pay for such initial period out of amounts credited to the subaccount under paragraph (2). The amounts so credited with respect to that member shall remain available for payment for that period.

(5) For purposes of this subsection—

(A) the transfer of an enlisted member of the Navy or Marine Corps to the Fleet Reserve or Fleet Marine Corps Reserve shall be treated as a retirement; and

(B) the term "retired pay" shall be treated as including retainer pay.

(g) **COORDINATION WITH OTHER SEPARATION PROVISIONS.**—(1) A member of the Armed Forces retired under the authority of this section is not entitled to benefits under section 1174, 1174a, or 1175 of title 10, United States Code.

(2) Section 638a(b)(4)(C) of title 10, United States Code, is amended by inserting "(other than by reason of eligibility pursuant

"(A) Elementary, secondary, or postsecondary school teaching or administration.

"(B) Support of such teaching or school administration.

"(C) Law enforcement.

"(D) Public health care.

"(E) Social services.

"(F) Any other public or community service.

"(2) Any nonprofit organization that coordinates the provision of services described in paragraph (1)."

(2) The table of sections at the beginning of such chapter is amended by inserting after the item relating to section 1143 the following new item:

"1143a. Encouragement of postseparation public and community service: Department of Defense."

(b) DEPARTMENT OF VETERANS AFFAIRS RESPONSIBILITIES.—Section 1142(b)(4) of title 10, United States Code, is amended by inserting before the period at the end the following: ", including the public and community service jobs program carried out under section 1143a of this title".

(c) PRESEPARATION ASSISTANCE BY THE DEPARTMENT OF LABOR.—Section 1144(b) of such title is amended by adding at the end the following new paragraph:

"(8) Provide information regarding the public and community service jobs program carried out under section 1143a of this title."

SEC. 4463. PROGRAM OF EDUCATIONAL LEAVE RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICE.

(a) PROGRAM.—Under regulations prescribed by the Secretary of Defense after consultation with the Secretary of Transportation and subject to subsections (b) and (c), the Secretary concerned may grant to an eligible member of the Armed Forces a leave of absence for a period not to exceed one year for the purpose of permitting the member to pursue a program of education or training (including an internship) for the development of skills that are relevant to the performance of public and community service. A program of education or training referred to in the preceding sentence includes any such program that is offered by the Department of Defense or by any civilian educational or training institution.

(b) ELIGIBILITY REQUIREMENT.—(1) A member may not be granted a leave of absence under this section unless the member agrees in writing—

(A) diligently to pursue employment in public service and community service organizations upon the separation of the member from active duty in the Armed Forces; and

(B) to serve in the Ready Reserve of an armed force, upon such separation, for a period of 4 months for each month of the period of the leave of absence.

(2)(A) A member may not be granted a leave of absence under this section until the member has completed any period of extension of enlistment or reenlistment, or any period of obligated active duty service, that the member has incurred under section 708 of title 10, United States Code.

(B) The Secretary concerned may waive the limitation in subparagraph (A) for a member who enters into an agreement with the Secretary for the member to serve in the Ready Reserve

of a reserve component for a period equal to the uncompleted portion of the member's period of service referred to in that subparagraph. Any such period of agreed service in the Ready Reserve shall be in addition to any other period that the member is obligated to serve in a reserve component.

(c) TREATMENT OF LEAVE OF ABSENCE.—A leave of absence under this section shall be subject to the provisions of subsections (c) and (d) of section 708 of title 10, United States Code.

(d) EXCLUSION FROM END STRENGTH LIMITATION.—A member of the Armed Forces, while on leave granted pursuant to this section, may not be counted for purposes of any provision of law that limits the active duty strength of the member's armed force.

(e) DEFINITIONS.—In this section:

(1) The term "Secretary concerned" has the meaning given such term in section 101 of title 10, United States Code.

(2) The term "eligible member of the Armed Forces" means a member of the Armed Forces who is eligible for an educational leave of absence under section 708(e) of such title.

(3) The term "public service and community service organization" has the meaning given such term in section 1143a of such title (as added by section 531(a)).

(f) EXPIRATION.—The authority to grant a leave of absence under subsection (a) shall expire on September 30, 1995.

SEC. 4464. INCREASED EARLY RETIREMENT RETIRED PAY FOR PUBLIC OR COMMUNITY SERVICE.

(a) RECOMPUTATION OF RETIRED PAY.—(1) If a member or former member of the Armed Forces retired under section 4403(a) or any other provision of law authorizing retirement from the Armed Forces (other than for disability) before the completion of at least 20 years of active duty service (as computed under the applicable provision of law) is employed by a public service or community service organization listed on the registry maintained under section 1143a(c) of title 10, United States Code (as added by section 4462(a)), within the period of the member's enhanced retirement qualification period, the member's or former member's retired or retainer pay shall be recomputed effective on the first day of the first month beginning after the date on which the member or former member attains 62 years of age.

(2) For purposes of recomputing a member's or former member's retired pay—

(A) the years of the member's or former member's employment by a public service or community service organization referred to in paragraph (1) during the member's or former member's enhanced retirement qualification period shall be treated as years of active duty service in the Armed Forces; and

(B) in applying section 1401a of title 10, United States Code, the member's or former member's years of active duty service shall be deemed as of the date of retirement to have included the years of employment referred to in subparagraph (A).

(3) Section 1405(b) of title 10, United States Code, shall apply in determining years of service under this subsection.

(4) In this subsection, the term "enhanced retirement qualification period", with respect to a member or former member retired under a provision of law referred to in paragraph (1), means the

10 USC 1143a
note.

Regulations.

10 USC 1143a
note.

DOD AUTHORIZATION ACT

P.L. 102-484

[page 897]

SUBTITLE F—JOB TRAINING AND EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES

LEGISLATIVE PROVISIONS

LEGISLATIVE PROVISIONS ADOPTED

Improved coordination of job training and placement programs for members of the armed forces (sec. 4461)

The House bill contained a provision (sec. 4403) that would require the Secretary of Defense to consult with the Secretaries of Labor, Education, and Veterans' Affairs, and the Economic Adjustment Committee to improve the coordination of job training and placement programs available to members of the armed forces who are discharged or released from active duty.

The Senate amendment contained no similar provision.

The Senate recedes.

Active force personnel transition enhancements (sec. 4462) ✓

The Senate amendment contained a provision (sec. 531) that would require the Secretary of Defense, in consultation with other appropriate Cabinet Secretaries, to implement a program to encourage and assist separating or retiring military personnel to enter public or community service jobs. This program would include the establishment of a registry of critical job vacancies, such as in education, law enforcement, and health care that are underserved, and a registry of personnel interested in pursuing such work.

The House bill contained no similar provision.

The House recedes.

Educational leave of absence (sec. 4463)

The Senate amendment contained a provision (sec. 533) that would authorize active duty personnel who do not have readily transferable skills, such as personnel in the combat arms, to apply for up to one year of educational leave of absence to obtain civilian skill training.

The House bill contained no similar provision.

The House recedes.

Retirement credit for critical underserved jobs (sec. 4464)

The Senate amendment contained a provision (sec. 535) that would authorize active duty personnel who are approved for early retirement to accrue additional military retirement credit if they take critical, underserved jobs, such as in education, law enforcement, and health care. The Secretary of Defense would be required to prescribe regulations to carry out this program in coordination with the Secretary of Labor, the Secretary of Education, the Director of the Office of Personnel Management, and other departments and agencies as appropriate.

The House bill contained no similar provision.

The House recedes.



UNCLASSIFIED MATERIAL FACSIMILE COVER SHEET

5/18/93

Date Transmitted

TO: Jina Sanone & Robert Gordon
 OFFICE: Commission on National Service
 TELEPHONE: (202) 456-6444
 FAX NUMBER: (202) 456-6420

FROM: LTC Ronald L. Horne (USA)

OFFICE: OASD FM&P (PSF&E)
 Transition, Support and Services
 Pentagon 3A272
 Washington, DC 20301-4000

TELEPHONE: (703) 695-1783 — DSN 225-1783

FAX NUMBER: (703) 695-1977

NUMBER OF PAGES INCLUDING COVER SHEET: 7

COMMENTS:

91438

To: Public and Community Service (PACS) Working Group
From: Paula Davis, DoD
Subject: May 18 Meeting

Attached are some read-ahead materials summarizing the approach taken and progress made to date.

Public and Community Service Legislation and Approach to Implementation

What is the legislation and what is its intent?

Section 4462 of the Defense Authorization Act, P. L. 102-484 requires the Secretary of Defense (SECDEF), in consultation with other Cabinet Secretaries, to implement a program to encourage and assist separating or retiring military personnel to enter public or community service jobs. This program would include the establishment of critical job vacancies, such as in education, law enforcement, and health care that are underserved, and a registry of personnel interested in pursuing such work. It would also include an organization registry containing information regarding each organization, including its location, its size, the types of public and community service positions in the organization, points of contact, procedures for applying for such positions, and a description of each such position that is likely to be available. Any such organization may request registration and, subject to the guidelines prescribed by the SECDEF, be registered.

The SECDEF shall actively attempt to match personnel registered with public and community service job opportunities and to facilitate job-seeking contacts between such personnel and the employers offering jobs. Servicemembers must be advised about public and community service during their pre-separation counseling to occur not later than 90 days prior to separation.

Additionally, Section 4403 allows (for a two year period -- 93 & 94) servicemembers designated by Service Secretaries to retire with at least 15 years of active duty, vice the current 20 years. Early retirees must register on the Public and Community Service Personnel Registry, receive information regarding public and community service job opportunities, and be afforded upon request, counseling on such opportunities. Section 4464 allows recomputation of early retiree's retirement pay at age 62 if the member is employed by a public or community service organization within the member's enhanced retirement qualification period (time between 15 and 20 years of service).

What are types of Public and Community Service Organizations ?

The SECDEF, in consultation with other Cabinet Secretaries and non-profit associations, has determined that those organizations providing the services listed below and meeting the Public and Community Service Organizations validation criteria will be included on the registry. Public service organizations are governmental entities: local, state, or federal. Community service organizations are non-profit organizations or associations that provide or coordinate the provision of services below.

- o Elementary, secondary, or postsecondary school teaching or administration
- o Support of teaching or school administration
- o Law enforcement
- o Public health care

- o Social services
- o Public safety
- o Emergency relief
- o Public housing
- o Conservation
- o Environment
- o Other (In order to include a broader range of public and community service job opportunities --other than those above which are deemed more critical -- for all other separating servicemembers and their spouses; public and community service organizations in the "Other" category and any jobs they care to list will be included on the Public and Community Service Organization Registry and Transition Bulletin Board job registry).

Public and community service organizations may not provide direct benefits or services to businesses organized for profit, labor unions, or partisan political organizations. Services may be provided to religious organizations if assistance is for secular activities only and is not used for , and participants do not provide, religious instruction, conduct worship services, or proselytize.

Who are the categories of jobseekers potentially interested in public and community service jobs ?

- All Separatees (over 314,000 projected for FY 93, 306,000 in FY 94) and their spouses including early retirees (approximately 1500 projected for FY 93, XX, 000 in FY 94).

Do early retirees have any additional restrictions?

In order to receive credit for the enhanced retirement qualification period, early retirees (1) are not eligible to take federal jobs because they would be qualifying for dual federal retirement credits in the same time frame, and (2) they may take jobs for any public and community service category except "Other."

How do servicemembers register for public or community service?

After indicating an interest in public and community service on their pre-separation counseling checklist (Draft DD Form 2648), they must complete the individual mini-resume application for the Defense Outplacement Referral System (DORS)/ Public and Community Service (PACS) (DD Form 2580). DORS/PACS applications are available at installation transition offices.

How do public and community service organizations register?

They complete the Operation Transition Employer Registration Form (DD Form 2581) and if they indicate they are a public and community service organization, they are sent a one-page public and community service validation form indicating: (1) the type of service the organization provides (2) whether they are public (governmental) or community service (non-profit), and if non-profit (3) evidence of designation of 501 (C)(3) non-profit, tax-exempt status.

After the public and community service organization is validated and receives its Operation Transition employer registration number, the organization will be included on the public and community service organization registry on the Transition Bulletin Board, may request resumes from the PACS personnel registry, and may list job openings on the Transition Bulletin Board.

How will public and community service organizations be made aware of how to reach separating servicemembers for job opportunities?

DoD is laying the groundwork to begin a campaign to inform public and community service organization about this initiative. In addition, it is anticipated that many early retirees will find public and community service jobs and will inform the organization of the registration requirements.

Public and Community Service Organization Validation

Standard Blurb at top

Authority: Public Law 102-484. Section 4462

Purpose: To validate that an employer is a public and community service (PACS) organization rather than a Defense Outplacement Referral System (DORS) organization.

Routine Uses: Used by PACS organizations providing certain types of services in order to validate that they qualify as a PACS organization under the definitions provided herein.

Disclosure: Voluntary, however, if information is not provided organization may only access DORS and will not be included on the PACS Organization Registry.

Name of Organization _____

Address _____

City _____ State _____

Telephone Number _____

Tax I.D. Number ____ - ____ (Do we need this, we already have it on the registration form)

Organizational Point of Contact (POC) _____

POC Telephone Number _____

Type of Organization (Check one)

- ☐ Elementary, secondary, or postsecondary school teaching or school administration
- ☐ Support of elementary, secondary, postsecondary school teaching or school administration
- ☐ Law enforcement
- ☐ Public safety
- ☐ Emergency management
- ☐ Social services
- ☐ Public health care
- ☐ Public housing
- ☐ Conservation environment
- ☐ Environment
- ☐ Other, please explain

Type of Service: Public _____ or Community _____

If public service organization, please indicate the Federal, State, or Local agency to which your organization reports, along with agency address, telephone number, and POC

Agency _____

Address _____

POC _____

Telephone number _____

If non-profit, please attach verification that your organization has received IRS 501(C)(3) tax-empt status.

If non-profit, please indicate if your organization is affiliated with the United Way, Combined Federal Campaign, or some other non-profit association. ____ Yes ____ No
Also indicate affiliate address, POC, and telephone number.

Affiliate address _____

POC _____

Telephone Number _____

I understand that the intent of providing this information is assist the Department of Defense in creating a Public and Community Service (PACS) organizational registry. This information will be used to create an automated registry of PACS organizations to be accessible by departing servicemembers on the Transition Bulletin Board (TBB) and additionally, I may request resumes through the PACS personnel registry or place job ads on the TBB. I certify that the information provided is true, accurate, and complete. I acknowledge that any false statement may be punishable pursuant to Title 18 U.S. Section 1001.

Typed /Printed Name and Title _____

Signature _____

Date _____

PUBLIC AND COMMUNITY SERVICE INTERAGENCY WORKING GROUP

Attendees - March 23, 1993

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PHONE/FAX</u>
John R. Beverly	US Dept of Labor	(202) 219-7669 (202) 219-5955
Stephen J. McGarry	OPM	(202) 606-0950
Diane Bohling	OPM	(202) 606-0950
Rob Brandewie	DMDC	(408) 655-0400 (404) 655-2087
Rex Klaurens	DMDC	(408) 655-2087
Darryl Kehrner	DVA	(202) 523-1927
Marcella Habibion	DVA	(202) 523-1799
John L. Roddy	Dept of Education	(202) 401-0404
Richard Hardin	USDoL-USES	(202) 219-5185
Smita Singh	Commission on National and Community Service	(202) 724-0600 (202) 724-0608
Robert L. Gordon III	Office of National Service, White House	(202) 456-6444
Paula Davis	OSD (FM&P/TSS)	(703) 697-0712
Capt Steve Vincze	OSD (FM&P/TSS)	(703) 695-1783 (703) 695-1977
Bill Dell	DOLF	

THE WHITE HOUSE

WASHINGTON

FAX COVER SHEET

Office of National Service
Room 145 - OEGB
Washington, D.C. 20500
(202) 456-6444 Phone

TO: PAULA DAVIS
ORGANIZATION: DoD
FAX #: (703) 695-1977 PHONE #: ()
FROM: JINA SANDNE
DATE: 5-6-93
NUMBER OF PAGES (including cover sheet): 3
COMMENTS: HERE IS PART OF THE SECTION BY SECTION THAT SHOULD HELP
DEFINE SERVICE ~~DEFINITION~~ SEE SECTION 122, 132 & 133.

(If you have any problem with the fax transmission, please call
(202) 456-6444.

The document accompanying this facsimile transmittal sheet is intended only for the use of the individual or entity to whom it is addressed. This message contains information which may be privileged, confidential or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any disclosure, dissemination, copying or distribution, or the taking of any action in reliance on the contents of this communication is strictly prohibited. If you have received this information in error, please notify us immediately at (202) 456-6444.

Not more than 5 percent of program assistance may be used for administrative costs.

Federal assistance to programs under section 121, exclusive of stipends and health and child care assistance (covered in section 140), may not exceed 75 percent of total program costs. The program will provide the other 25 percent in cash or in kind. If inadequate financial resources are available at the local level, the Corporation may waive this match requirement and the other match requirements contained in section 140.

Section 122. Types of National Service Programs Eligible for Program Assistance.

A variety of national service programs will be eligible to receive funding. Programs will provide opportunities for full- or part-time service that meets unmet human, educational, environmental or public safety needs. Section 122 lists a number of examples of qualified programs, to which the Corporation may add others: (1) diverse community corps; (2) youth corps; (3) service-learning programs; (4) specialized services programs; (5) individualized placement programs with regular group activities; (6) campus-based programs; (7) preprofessional programs with summer training while in college; (8) professional corps; (9) youthbuild programs; (10) national service entrepreneurship programs; (11) intergenerational programs.

In consultation with experts in the fields, the Corporation will establish different quality criteria for different types of programs. The Corporation's criteria will apply to all grants made under the Act, including grants by States and other programs operating subgranting programs.

To focus national service programs on meeting particular needs and for other purposes consistent with the Act, the Corporation may establish priorities for the types of national service programs to be assisted. The Corporation will provide prompt notice of these priorities and any changes in these priorities.

Section 123. Types of National Service Positions Eligible for Approval for National Service Educational Awards.

All participants in programs that receive assistance will receive educational awards. In addition, participants in certain other service programs will be eligible for educational awards. The following categories, to which the Corporation may add others, will be eligible to receive educational awards: (1) positions as participants in programs receiving assistance under Section 121; (2) positions in approved national service programs not receiving assistance; (3) positions as VISTA volunteers; (4) positions as service-learning coordinators in programs receiving

Section 131. National Service Program Assistance Requirements.

In order to be eligible for assistance, programs must provide assurances regarding: (1) the positive impact of service on communities and compliance with the nondisplacement and nonduplication requirements of section 177; (2) the positive impact of service on participants; (3) broad consultation with representatives of the community served and community-based organizations there; labor organizations representing employees engaged in similar work, to ensure compliance with nondisplacement provisions; and, in the case of programs not funded through the States, the State Commission for the State where the program is located; (4) development of performance goals, arrangement of an independent evaluation, and compliance with evaluation requirements; (5) provision of a living allowance; (6) willingness to select some participants from among prospective participants recruited at the State and national level under section 138(c), including the national leadership pool recruited and trained by the Corporation.

Section 132. Ineligible Service Categories.

National service programs may not provide direct benefits to businesses organized for profit, labor unions, or partisan political organizations. Benefits may be provided to religious organizations only if assistance is not used for and participants do not provide religious instruction, conduct worship services, or proselytize.

Section 133. Consideration of Applications.

The Corporation, States, and other applicants operating subgrant programs will use the following criteria in determining whether to provide assistance and approved slots to programs: (1) program quality; (2) innovation and replicability; (3) sustainability; (4) leadership quality, past performance, and the extent to which new programs build on existing programs; (5) involvement of participants and community residents in program design, leadership and operations; (6) the extent to which programs are in areas that most need them, such as enterprise zones, environmentally distressed areas, or areas adversely affected by reductions in defense spending; (7) in the case of applicants other than States, consistency with applications under section 130 of the State in which projects would be funded; and (8) other criteria established by the Corporation.

The Corporation will also ensure that programs receiving assistance are geographically diverse and in urban and rural areas of States with the highest rates of poverty. Among programs applying directly to the Corporation, the Corporation may designate certain programs for priority consideration, such as: (1) programs carried out by other Federal agencies; (2) programs

SINCE LAST MEETING

LO CABOT

NO ORG W/ THIS INFO

NO ONE HAS A DATABASE

• PERSONNEL REGISTER IMPLEMENTED

• OMB WILL ESTABLISH INTERAGENCY GROUP (THIS GROUP)

OTHERS ADDED TO PARTICIPATE IN PROCESS

PAID PT 33 HR AWR JOBS

DEFINE COMMUNITY SERVICE

CHAPTER 1 SCHOOLS

• HOW DOES A PROGRAM QUALIFY IN OUR LEG, FOR CNCS

GET BETTER DEFINITION

WABA

NEXT WES 1-4

SEND FRID NOON UPDATED FORM & CS DESCRIPTION IN REG

? FUNDING, QUALIFICATIONS,

Encouragement of Public and Community Service DoD Implementation Approach

Background:

- SecDef is to implement a program to encourage public and community service after discharge. Additionally, encouragement of public and community service is now a mandatory item to be addressed in preseparation counseling and OSD has developed standard preseparation checklist form which includes public and community service.
- Among other things, legislation requires SecDef to establish two registries: (1) a personnel registry for personnel interested in public and community service, and (2) a registry of public and community organizations. (Other portions of legislation such as the Civilian Community Corps, Career Academies, "Troops to Teachers," and Early Educational Leave will use these registries as a vehicle to implement their programs.)
- A prerequisite for early retirement (more than 15 years less than 20 years) is that the Servicemember must register on the Public and Community Service Personnel Registry. An early retiree who is employed by a public or community service organization during the period prior to what would have been 20 years of military service is entitled to additional retirement credit at age 62.

Discussion:

- OSD personnel met with representatives from the Office of the Presidential Assistant on National Service, the National Commission on National Service, the Departments of Labor, VA, Education, and OPM for collaboration purposes on March 23. The general consensus by the group was that no one organization appears suited to develop and maintain the Organization Registry. However, the representatives appear willing to assist DoD in defining public and community service, as well as, the criteria for determining whether or not an organization is a public and community service organization.
- OSD personnel met with OMB to discuss implementation of the Organizational Registry. They agreed to formalize an interagency group, if need be, to develop criteria / process to determine which organizations and which organizational services qualify as public and community service.
- OSD personnel met with representatives of the President's Assistant on National Service, the Commission on National and Community Service, and the Points of Light Foundation on April 28 to discuss the potential for the Points of Light Foundation to develop the Organizational Registry. Points of Light does not have a data base, but is interested in being a part of the process to develop an organizational registry.

Implementation Strategy:

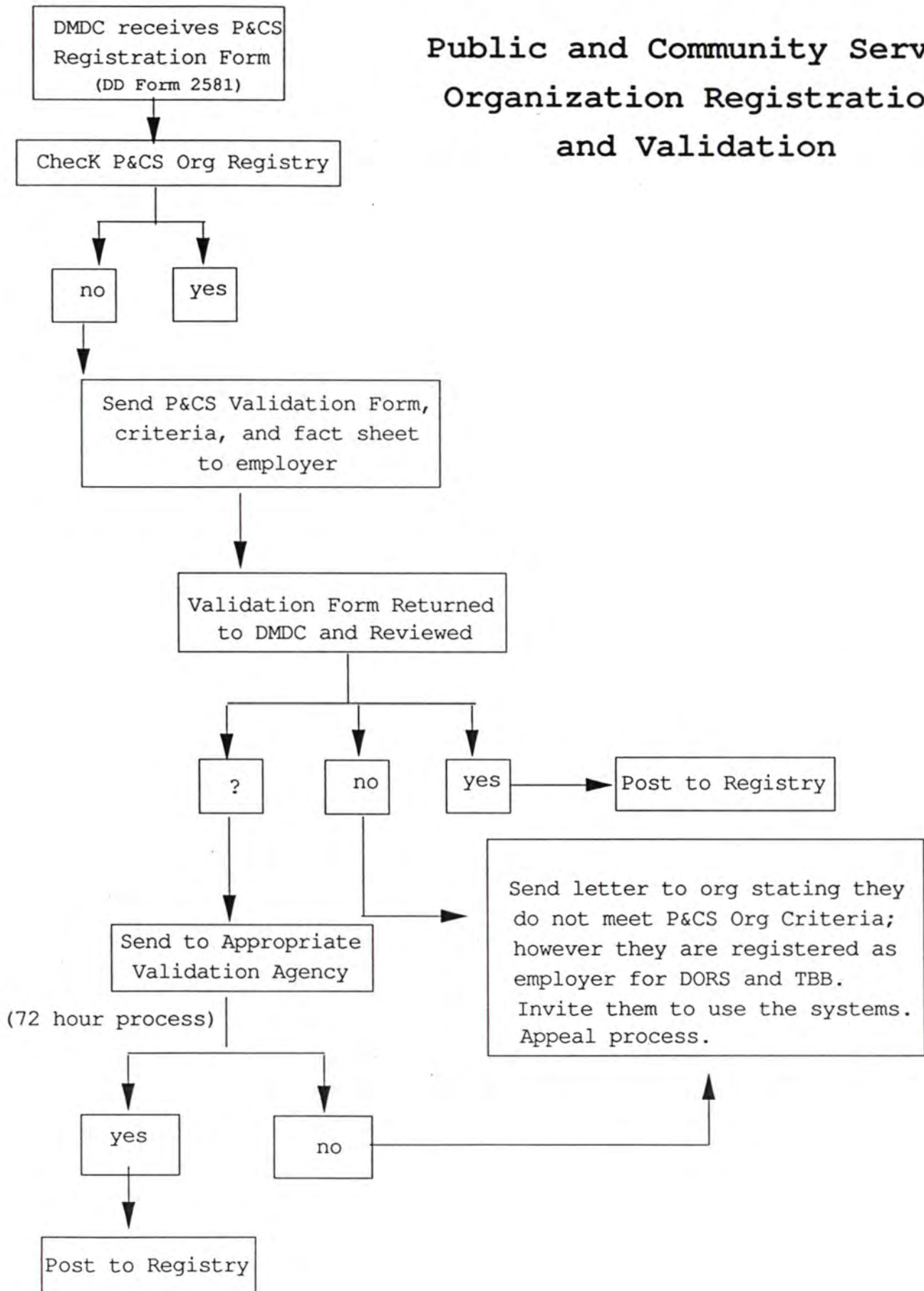
- DoD implement Public and Community Service Organizational Registry with the assistance of a Interagency Working Group. Approach to be two-fold.
 - Self-identification. Organizations who want to be included on the Registry will complete DD Form 2581 (modified Operation Transition Employer Registration Form) and follow-on validation form (tbd). (DoD would use an existing contractual vehicle to market/publicize the registry.)
 - Job-seeker identification. Early retirees who find public or community service jobs in organizations appearing to provide the appropriate types of service will request that the prospective employer complete the appropriate forms.
- Based on the established criteria, the organization will either qualify, not qualify, or require additional deliberation. If additional deliberation is required, validation will be made by the Agency with the functional expertise. (For instance, Dept of Education would validate elementary and secondary schools, Justice would validate law enforcement, HHS would validate social services and public health, etc.) Goal will be to limit additional deliberation.

Preliminary Actions Required for DoD to Implement Organizational Registry:

- OMB convene official Interagency Public and Community Service Working Group that would:
 - (1) Define Public and Community Service.
 - (2) Determine what types of additional services other than the five listed in the law fit under the "any other public and community service" category.
 - (3) Develop validation criteria and procedures, as well as organizational and jobseeker (early retiree) appeal procedures. Criteria and procedures to be simplified to the maximum degree practical.
- OMB allow the expansion of the Interagency Public and Community Service Working Group to include other Federal agencies such as HUD, HHS, Justice, Interior, and Energy. Membership would be determined by Agency's relationship to the types of services contained in the definition. Additionally, as required, the Group would recommend participation from State and local governments, and appropriate representatives of businesses and nonprofit organizations in the private sector.
- DoD publish the definition, criteria, and procedures determined by the Working Group in the Federal Register. Diagram of possible registration and validation process follows.
- DoD develop marketing plan and develop outreach products to inform public and community service organizations about how they can reach separating Servicemembers through Operation Transition.

- DoD develop modify current Operation Transition software and forms to incorporate public and community service requirements. Personnel registry established.
- DoD develop instructional materials for early retirees and regular separatees.

Public and Community Service Organization Registration and Validation



Form Approved
OMB No. 0704-0324
Expires May 31, 1994

PLEASE **DO NOT** RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.
RETURN COMPLETED FORM TO THE ADDRESS LISTED IN THE INSTRUCTIONS BELOW.

1. Organization Name and Address:		2. Employment Contact Address: (If different from #1)	
Employer I.D. Number:			
3. Organization Contact:		4. Employment Contact: (If different from #3)	
5. Organization Telephone Number:		6. Employment Contact Telephone Number: (If different from #5.)	
7A. Size of Organization? / 7B. MAJOR FUNCTION/BUSINESS ACTIVITY OF ORGANIZATION		8. Fax Telephone Number:	
9. How did you hear about Operation Transition?		10. Fax Routing Address:	
11. Is your organization a public or community service organization? ☐ Yes ☐ No		12. Is your organization involved in: 1) ☐ Multi-level Marketing? 3) ☐ Franchise Operations? 2) ☐ Direct Marketing? 4) ☐ N/A	
13. Are these position(s): 1) ☐ Commission only? 2) ☐ Combination commission & salary? 3) ☐ Salary Only?		14. Is an investment or fee necessary for those position(s)? ☐ Yes ☐ No If yes, Amount \$	
15. Types and locations of positions in organization likely to be available: (briefly describe):			
16. Procedures for applying for available positions.			
17. AGREEMENT We understand this agreement covers the Operation Transition automated systems including the Defense Outplacement Referral System (DORS), the Public Service Personnel Registry, and the Transition Bulletin Board (TBB). We hereby agree to use DORS and the Public Service Personnel Registry for employment referral purposes only and will not release this data to anyone for any other purpose nor charge the individual for employment referral. We will not use individual data to promote business opportunities such as franchise or direct or multi-level marketing operations but instead will promote business opportunities on the applicable section of the TBB.			
18. Signature		19. Date (YY/MM/DD)	
GOVERNMENT USE ONLY			
20. Registration number		22. Date (YY/MM/DD)	
21. Clerk			

Public and Community Services

- any teaching or administration job in an elementary, secondary, or postsecondary public school
- any position supporting teaching or administration in an elementary, secondary, or postsecondary public school (this means any position a public schools system)
- law enforcement officer positions in state, county, or local government
- public health care
- social services
- public safety
- conservation and environmental projects
- public housing

Public = governmental -- state, local, or county

Community service = non-profit agencies in the services above

INTERAGENCY PUBLIC AND COMMUNITY SERVICE (IPACS) WORKING GROUP

Meeting Date: March 23, 1992
Time: 1030 - 1230
Place: Room 3E752, The Pentagon
Attendee's: See Attachment 1
Chaired by: Ms. Paula Davis, Deputy Director, TSS, DoD
Purpose: To consult closely with designated agencies about public and community service as required in Sec. 4462, Pub. L. 102-484.

Summary of Meeting

1. Background. Ms. Paula Davis opened the meeting at 1030 with welcoming remarks and an explanation of the purpose of the meeting. Ms. Davis then described the background of Operation Transition and the recent legislative requirement in the FY 1993 National Defense Authorization Act [hereinafter, "the Act"], Pub. L. 102-484, for DoD to develop a program that encourages separating and retiring military personnel to seek employment with public and community service organizations. Ms. Davis provided participants a handout of sec. 4462 and sec. 4403 of the Act as well as the legislative history of these sections. Ms. Davis explained that sec. 4462 requires DoD to develop a registry of public and community service organizations and to consult with specific federal, state and local agencies. In addition, sec. 4462 allows DoD to delegate the implementation of this public and community service program to the Secretary of Labor if the Secretary of Labor concurs. Sec. 4403 of the Act authorizes DoD to grant early retirement to personnel with less than 20 years of service. Eligible personnel must sign up for the personnel registry and receive specific information about public and community service jobs that, if taken by early retirees, qualify them for increased retirement benefits. Sec. 4462, however, gives a broad definition of "public and community service organization" that uses the term to define itself. Ms. Davis explained that since DoD wished to implement the early retirement program as early as May 1993, it was also necessary to implement the public and community service program quickly.

2. Issues. Ms. Davis outlined the primary issues of concern as follows:

(a) Given the broad definition of "public and community service organization" in sec. 4462, are there any existing guidelines that determine with greater specificity what a public and community service organization is and how an organization qualifies for that status; and

(b) Which federal agency, if any, is in a better position than DoD to either determine or assist in the determination of the answers to issue (a).

3. Discussion. After a round table discussion in which everyone at the meeting participated, the working group reached general agreement on the following points:

(a) that a short-term and a long-term approach should be taken to implement the program;

(b) that the Department of Veterans' Affairs (DVA) and the Department of Labor (DoL) could assist this process. DVA has contracts with state approving agencies, i.e., a decentralized, certification and approval system, that may help in determining what organizations qualify. DoL can also help identify organizations and jobs based on employment needs. However, DoL stated that it is no better equipped to identify community needs than DoD.

(c) that in the short-term, DoD should:

(i) use existing lists of organizations compiled by the Combined Federal Campaign and the United Way (organizations on these lists should presumptively qualify as community service organizations);

(ii) focus on the specific categories (such as teaching, law enforcement, and public health care) outlined in title 10, U.S.C. subsections 1143a(g)(1)(A) through 1143a(g)(1)(E);

(iii) focus on the qualification of organizations for the purposes of the registry rather than the characteristics of individual jobs;

(iv) register organizations by: (A) publishing the proposed short-term qualification guidelines in the federal register requesting organizations who believe they qualify to provide information, and (B) provide the short-term guidelines to prospective early retiree's and ask them to request organizations to register that they believe qualify and that they want to work for;

(v) set up a review/appeal process to settle disputes brought by individuals and organizations; and

(vi) use whatever assistance other agencies can provide.

(d) that in the long-term, DoD should explore the option of a legislative amendment that clarifies the definition of "public and community service organization" and resolves the open-ended portion of the current definition in subsection 1143a(g)(1)(F), title 10, U.S.C.

(e) that members of the working group will continue to meet and consult closely with DoD on a regular basis to assist the implementation of this program.

4. Next Meeting: Friday, April 2 from 1000 to 1200, in Room 3E752 at the Pentagon. (Tentative date and time, will confirm.)

Information Paper

Subject: Encouragement of Postseparation Public and Community Service

Background:

- SecDef is to implement a program to encourage public and community service after discharge. Additionally, encouragement of public and community service is now a mandatory item to be addressed in preseparation counseling and OSD has developed standard preseparation checklist form which includes public and community service.
- Among other things, legislation requires SecDef to establish two registries: (1) a personnel registry for personnel interested in public and community service, and (2) a registry of public and community organizations. (Other portions of legislation such as the Civilian Community Corps, Career Academics, "Troops to Teachers," and Early Educational Leave will use these registries as a vehicle to implement their programs.)
- A prerequisite for early retirement (more than 15 years less than 20 years) is that the Servicemember must register on the Public and Community Service Personnel Registry. An early retiree who is employed by a public or community service organization during the period prior to what would have been 20 years of military service is entitled to additional retirement credit at age 62.

Discussion:

- DoD presumes no expertise in determining which organizations are public and community service oriented. As suggested in the legislation, SecDef is requesting SecLab to develop and maintain the Organizational Registry. Informally, with staff levels, it appears that this will not happen.
- OSD personnel met with representatives from the Office of the Presidential Assistant on National Service, the National Commission on Community and National Service, the Departments of Labor, VA, Education, and OPM for collaboration purposes on March 23. The general consensus by the group was that no one organization appears suited to develop and maintain the Organization Registry. However, the representatives appear willing to assist DoD in defining public and community service, as well as, the criteria for determining whether or not an organization is a public and community service organization.
- OSD personnel met with OMB to discuss implementation of the Organizational Registry. They agreed to formalize an interagency group, if need be, to develop criteria / process to determine which organizations and which organizational services qualify as public and community service.
- OSD Personnel (Mr. Timenes and Ms. Davis) are meeting with representatives of the President's Assistant on National Service and the Points of Light Foundation on April

28 to discuss the potential for the Points of Light Foundation to develop the Organizational Registry.

- As a fallback, DoD is preparing to develop and maintain.

Alternatives for Implementation:

- (1) Some competent agency / organization agree to develop and maintain the organizational registry and provide the registry to DoD for distribution.
- (2) DoD implement with the assistance of a Interagency Working Group. Approach would be two-fold.
 - Self-identification. Organizations who want to be included on the Registry will complete DD Form 2581 (modified Operation Transition Employer Registration Form) and follow-on validation form (tbd). (DoD would use an existing contractual vehicle to market/publicize the registry.)
 - Job-seeker identification. Early retirees who find public or community service jobs in organizations appearing to provide the appropriate types of service will request that the prospective employer complete the appropriate forms.

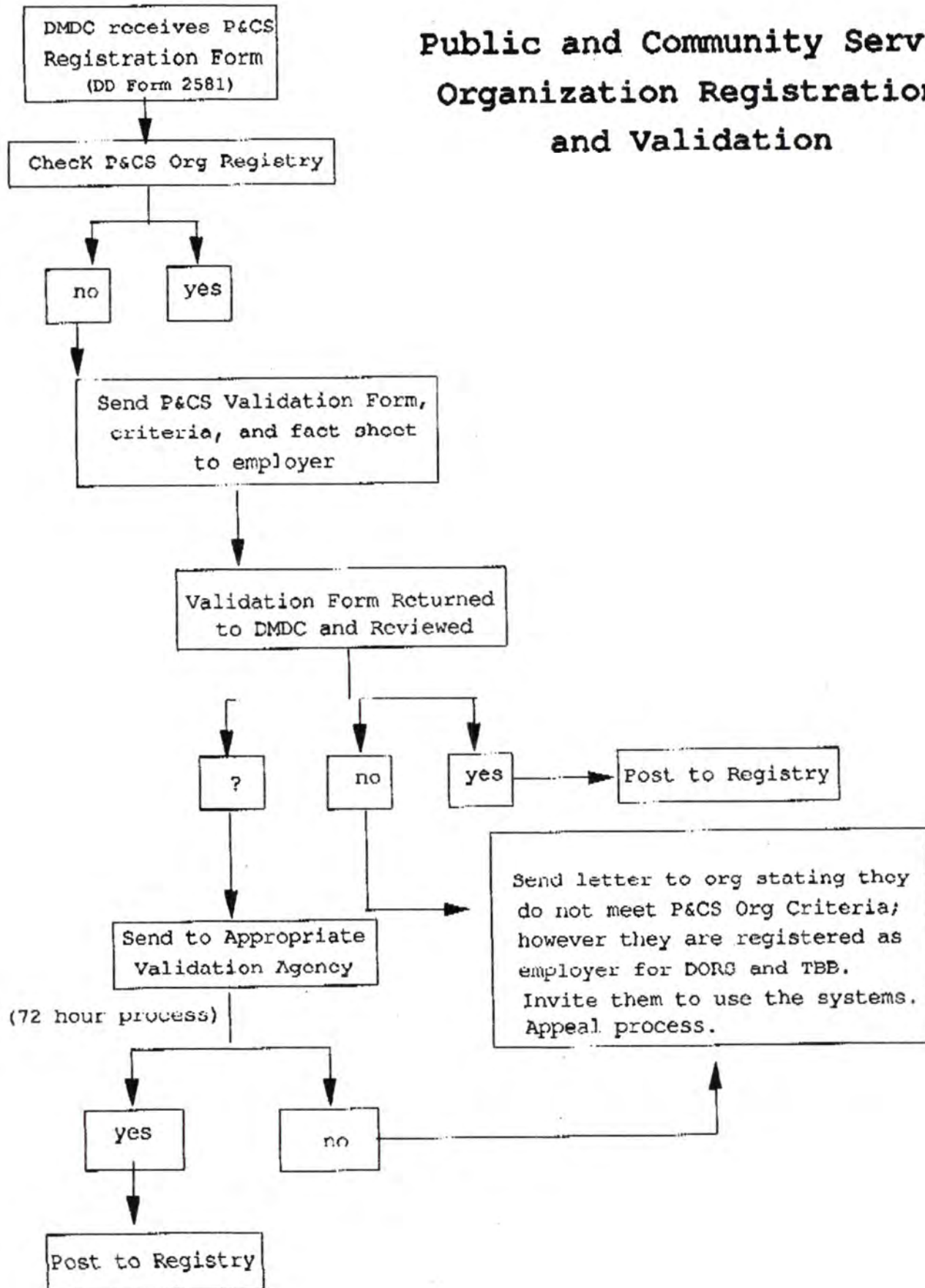
- *7/1/93*
Based on the established criteria, the organization will either qualify, not qualify, or require additional deliberation. If additional deliberation is required, validation will be made by the Agency with the functional expertise. (For instance, Dept of Education would validate elementary and secondary schools, Justice would validate law enforcement, HHS would validate social services and public health, etc.) Goal will be to limit additional deliberation.

Preliminary Actions Required for DoD to Implement Organizational Registry:

- OMB convene official Interagency Public and Community Service Working Group that would:
 - (1) Define Public and Community Service.
 - (2) Determine what types of additional services other than the five listed in the law fit under the "any other public and community service" category.
 - (3) Develop validation criteria and procedures, as well as organizational and jobseeker (early retiree) appeal procedures. Criteria and procedures to be simplified to the maximum degree practical.
- OMB allow the expansion of the Interagency Public and Community Service Working Group to include other Federal agencies such as HHS, Justice, Interior, and Energy. Membership would be determined by Agency's relationship to the types of services contained in the definition. Additionally, as required, the Group would recommend participation from State and local governments, and appropriate representatives of businesses and nonprofit organizations in the private sector.

- DoD publish the definition, criteria, and procedures determined by the Working Group in the Federal Register. Diagram of possible registration and validation process follows.
- DoD develop marketing plan and develop outreach products to inform public and community service organizations about how they can reach separating Servicemembers through Operation Transition.
- DoD develop modify current Operation Transition software and forms to incorporate public and community service requirements.
- DoD develop instructional materials for early retirees and regular separations.

Public and Community Service Organization Registration and Validation



Name	Agency	Phone	Fax
Rob Gordon	ONS	202-456-6444	456-6420
Paula Davis	OSD	703-697-0481	703-695-10
John McGinn	CNCS	202-724-0600	— 06
Andrew Carroll	"Volunteer USA"	202-333-8623	338-00
BILL DELL	POINTS OF LIGHT FOUNDATION	(202) 223-9186	(202) 223-925

400

LEAD

PERMANENT

Summary of Public and Community Service/Early Retirement Legislation

Section 4468. DoD Encouragement of Postseparation Public and Community Service

Legislation requires SECDEF to:

- Implement a program to encourage public and community service after discharge.
- Maintain a registry of members who request registration (mandatory for early retirees), includes skills, qualifications, and experience.
- Maintain a registry of public and community service organizations, includes locations, size, types of positions in organization, point of contact, procedures for applying for positions, and a description of each position that is likely to be available. Subject to guidelines prescribed by SECDEF, any such organization may register.
- Assistance to be provided includes:
 - Attempt to match personnel with job opportunities and to facilitate job-seeking contacts
 - preseparation counseling on public and community service organizations and provisions for applying
 - access to IJB, if it meets the needs
- Consult closely with Labor, VA, ED, OPM, appropriate State and local governments, and representatives of businesses and nonprofit organizations in private sector
- May designate SECLAB (with his concurrence) as executive agent for all or part of responsibilities, however SECDEF remains responsible.

Definition: A Public Service and Community Service Organization includes the following organizations:

- (1) Any organization that provides the following services:
 - (A) Elementary, secondary, or postsecondary school teaching or administration.
 - (B) Support of such teaching or school administration.
 - (C) Law enforcement.
 - (D) Public health care.
 - (E) Social services.
 - (F) Any other public or community service.
- (2) Any nonprofit organization that coordinates the provision of services described above.

(In discussions with Office of Presidential Assistant on National Service and the National Commission on Community and National Service, they recommend we are also including human resources, public safety, environment and conservation projects as examples of (F) above.)

Section 4403. Temporary Early Retirement Authority

Legislation provides the SecDef with temporary (until 1995) additional force management tool with which to effect the drawdown of military forces by allowing Servicemembers as designated by the Service Secretaries to retire with at least 15 years of active duty, vice the current 20 years.

An additional requirement for early retirement is that the Servicemember register on the Public and Community Service Personnel Registry and receive information regarding public and community service job opportunities from the SecDef or another source approved by the Secretary and be afforded, upon request, counseling on such job opportunities.

Section 4464. Increased Early Retirement Retired Pay for Public or Community Service

Legislation allows recomputation of early retiree's retirement pay at age 62 if the member is employed by a public or community service organization listed on the Public and Community Service Organizational Registry within the period of the member's enhanced retirement qualification period.