

Phased Retirement Mentoring Certification  
Inventory

Per DOJ Policy 1200.04, this certification inventory is required for each period of phased retirement. The purpose of the inventory is to identify and capture the knowledge transfer activities of employees who have been approved for participation in the Department of Justice’s Phased Retirement Program. This document should be used to: (1) identify and collect critical knowledge skill gaps; (2) identify strategies for critical knowledge transfer; and (3) document knowledge transfer and mentoring activities.

This document should be completed by the supervisor with employee input and submitted to the Authorized Approving Official at least 45 days before the proposed phased employment effective date.

EMPLOYEE INFORMATION			
EMPLOYEE PRINTED NAME			AGENCY
COMPONENT	DIVISION	LOCATION	
TITLE, SERIES, AND GRADE			
EFFECTIVE DATE OF PHASED RETIREMENT		END DATE OF PHASED RETIREMENT	

1. List the key knowledge area(s) your organization is responsible for and/or involved with.

2. Identify what expertise your organization has to share with the rest of the Agency.

3. List all mission critical knowledge or subject matter expertise that if lost would significantly impede your office’s ability to achieve its goal and objectives.

4. List the position(s) within your office that occupy mission critical knowledge.

5. List activities and amount of time per week that will allow for the employee to document and/or share the identified knowledge transfer activities.

6. Will your employee participating in the Phased Retirement Program

YES

NO

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

DATE

RECOMMENDED

YES NO

SUPERVISOR PRINTED NAME AND SIGNATURE

DATE

APPROVED

YES NO

AUTHORIZED APPROVING OFFICIAL PRINTED NAME AND SIGNATURE

DATE

**AGENCY COMMENTS**

#### Privacy Act Statement

Solicitation of this information is authorized by title 5, United States Code, Chapter 83 (Section 8336a), Chapter 84 (Section 8412a), 5 Code of Federal Regulation (CFR) subpart Q 831 and part 848. The information you furnish is needed to document the terms and conditions of your phased retirement employment status. The information may be shared, and is subject to verification, via paper, electronic media, or through the use of a computer matching program, with national, state, local, or other charitable or Social Security administrative agencies to determine and issue benefits under their programs. In addition, to the extent this information indicates a possible violation of civil or criminal law, it may be shared and verified as noted above, with the appropriate Federal, state, or local law enforcement agencies. For other routine uses, see OPM/GOVT-1, General Personnel Records, 77 Federal Register 73694 (December 11, 2012). Providing this information is voluntary, but failure to furnish the requested information may delay or prevent your ability to participate in the Department's Phased Retirement program.

## PHASED RETIREMENT ACTIVITY TRACKING SHEET

Per DOJ Policy 1200.04, this activity tracking sheet is required for each period of phased retirement. During phased employment an employee must spend at least 20 percent hours or 8 hours per pay period in knowledge transfer and/or mentoring activities. The purpose of the document is to track knowledge transfer milestones and mentoring activities. This document should be completed by the phased retiree and certified by the phased retiree's immediate supervisor for each pay period during the phased employment period.

### EMPLOYEE INFORMATION

EMPLOYEE PRINTED NAME

AGENCY

COMPONENT

DIVISION

LOCATION

TITLE, SERIES, AND GRADE

EFFECTIVE DATE OF PHASED RETIREMENT

END DATE OF PHASED RETIREMENT

FISCAL YEAR	PAY PERIOD	KNOWLEDGE TRANSFER/MENTORING ACTIVITY	NUMBER OF HOURS	SUPERVISOR SIGNATURE CERTIFYING RECORDED TIME