



Waiving Military Retired/ Retainer Pay for an Annuity Paid by OPM

Working for America

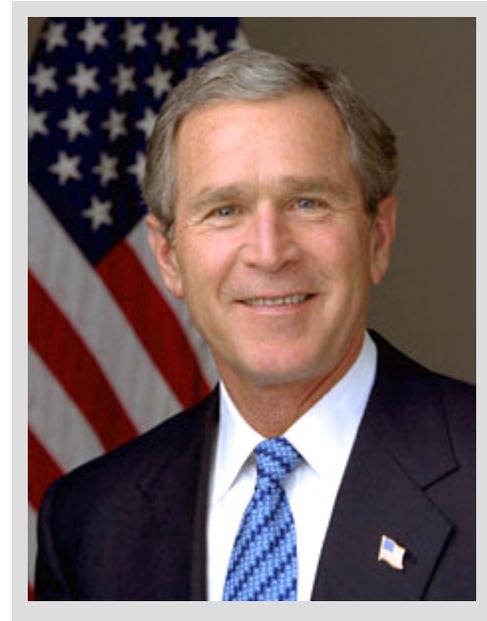
UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Message from the President

“In meeting the dangers of a new era, the world looks to America for leadership. And America counts on the men and women who have stepped forward as volunteers in the cause of freedom.”

- George W. Bush



Message from the Director



“America’s veterans are some of the best trained, most disciplined and highly motivated individuals that America has to offer and are a must have for the future of the Federal Workforce”

- Kay Coles James

Breakout Objectives:

- **Gain a general knowledge of Military Service Credit & Military Service Deposits**
- **Be able to pick Uniformed Services Employment and Reemployment Rights Act (USERRA) out of a line-up**
- **Understand the types of Military Retired Pay and waiver requirements to obtain civil service credit**
- **Know how to request military retired pay waivers, and the impact of revoking waivers**
- **Pick up a few “To Waive or Not to Waive” counseling tips**



Topics Covered

- **Military Service Credit – Overview**
- **Military Deposit – The Rules**
- **USERRA – The “Crash” Course**
- **Types of Military Retirement and Retired Pay**
- **Military Retirement Benefits & Other Federal Programs**
- **Service Credit for the Military Retiree**
- **All About Military Retiree Pay Waivers**
- **To Waive or Not to Waive (Counseling a Military Retiree)**
- **Other Unique Action for Military Retirees**



References

- **CSRS/FERS Handbook, Chapters 22, 23 and 70**
- **Title 5, United States Code, Sections 8332 and 8441**
- **Code of Federal Regulations, Sections 831.301, 842.306 and 842.307**
- **Code of Federal Regulations, Section 353**
- **Guide to Processing Personnel Actions, Chapters 6 & 7**

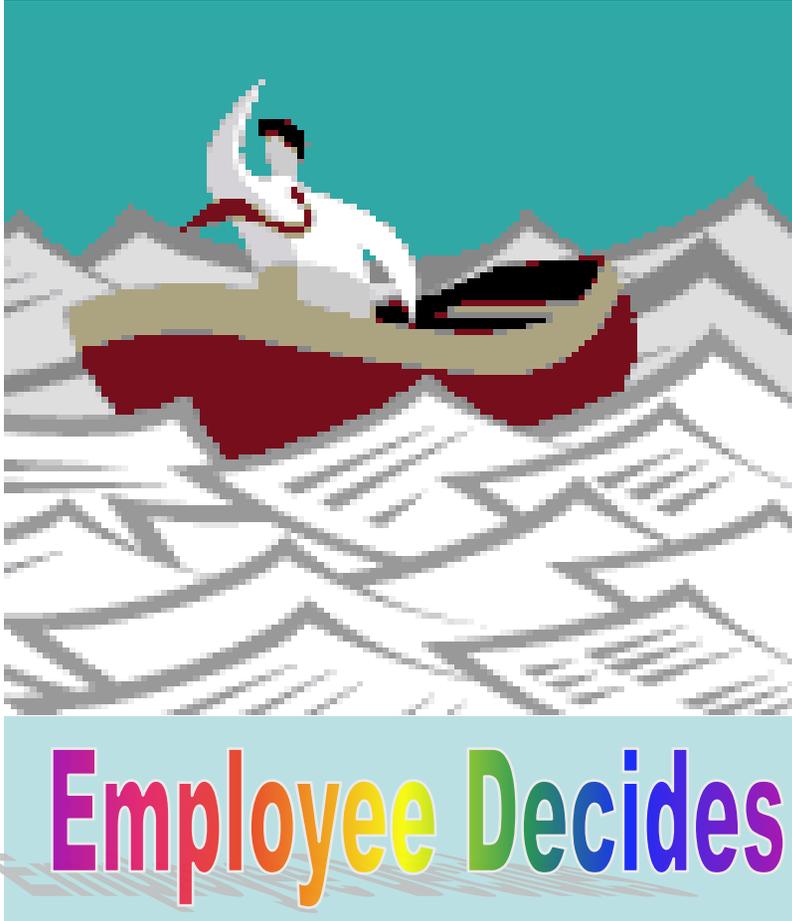


References

- **Benefits Administration Letter (BAL) 95-101 & BAL 03-105**
- **Questions and Answers on Web**
 - **Military Leave**
 - **FEHB Benefits for Individuals called to active duty**
 - **Summary of all benefits for Individuals called to active duty**
 - **Guidance for individual called to active duty**



Multiple Annuity Estimates



Computations:

1. **With Military Service**
2. **Without Military Service**
3. **Amount of Military Deposit**



What is Post 1956 Military Service?

- **Post 1956 military service is service performed after year 1956**
- **Starting January 1, 1957, military service became subject to Social Security tax**



Title 5 Definition

Military Service is:

Honorable Active Duty Service

- **in the Armed Forces**
- **in the Public Health Service (June 30, 1960)**
- **as a commissioned officer of National Oceanic and Atmospheric Administration (June 30, 1961)**



Other Military Service

- **Reserve Officers Training Corps (ROTC)**
- **Reserve of the Armed Forces**
- **National Guard Service**



Naval Reserve Officers Training Corps (NROTC) Service

Creditable

Not Creditable

- **Service performed by NROTC students, when ordered to active duty or training as members of the Naval or Marine Corps Reserve**

NROTC course work is not creditable toward Federal retirement



Reserve of the Armed Forces Reserve (Ch. 1223 of Title 10)

Creditable

- **When called to Active Duty and for the Active Duty period only (when not on military with pay from a civil service position, since the period would be credited as civil service)**

Not Creditable

Periods of Inactive Service to include training days or weekends for which they receive military pay, but not allowances



Active National Guard Service

Active duty as a National Guard member is creditable when it is clearly performed:

- Under a “call” by the President;
- Under military orders issued under the authority of section 233(d) of the Armed Forces Reserve Act of 1952;
- Under military orders issued under the authority of a provision of title 10 of the U.S.Code;

OR



Active National Guard Service (cont)

As full-time National Guard duty as defined in section 101(d) of title 10, U.S.Code that:

- **Interrupts creditable Federal civilian service, and**
- **Was performed on a full-time basis; and**
- **Employee is reemployed under the provisions of Chapter 43 of title 38, U.S. Code on or after August 1, 1990***



Military Service that Interrupts Civilian Service

Civilian

Military

Civilian

**Uniformed Services
Employment and
Reemployment Rights Act
(USERRA)
Restoration Rights
(Later)**



Credit for Military Service

- **Military service in excess of 30 years**
- **Service in a military service academy**

Not required to waive their military retired pay

Still Subject to military Deposit rules



Conditions for Crediting Military Service

Military Service is creditable if:

- 1. Performed before final separation**
- 2. Not included in comp. of military retired pay**
- 3. Not included in the comp. of another retirement system for Federal employees**
- 4. Any required Military Service Deposit is paid**



Documentation of ACTIVE DUTY SERVICE

- **DD Form 214's show:**
 - **Inclusive dates of “Active Duty” service
(More on “period of service in sec 23A1.1-3E)**
 - **Characterization of service was under
“honorable conditions”**
 - **Service component (Regular, Reserve, National
Guard)**
 - **Amount of Service Credited (sec 22A6.1.1)**



Service Computation Date (SCD) for Leave and SCD for retirement purposes & Retired Military

Military retirees thinks



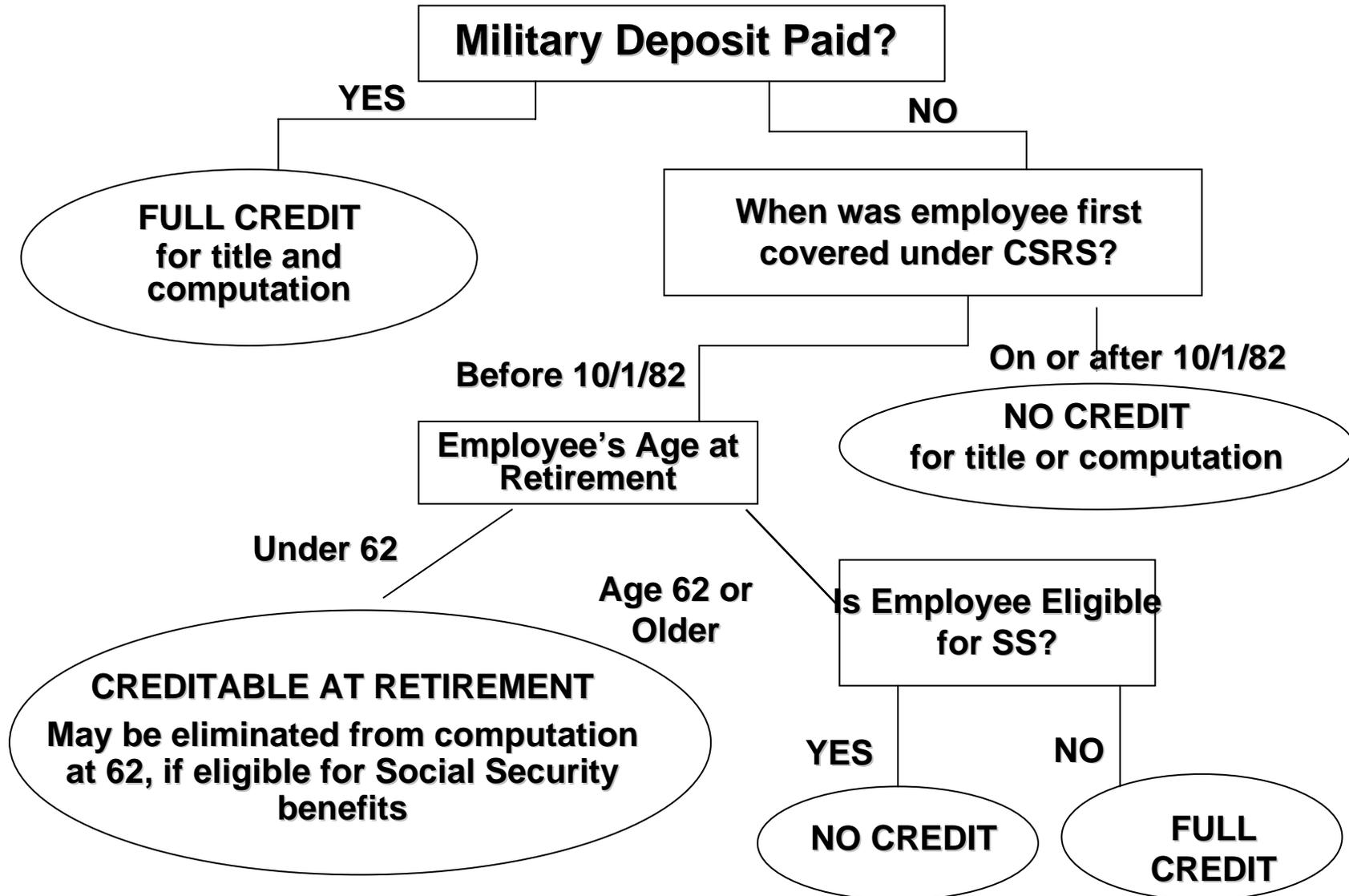
- **“Campaign Time” is creditable for retirement purposes since it creditable for leave purposes**
- **Some employees do not realize that it is NOT creditable for retirement purposes until they decide to retire**

Military Deposit for Post 56 Military Service

- **CSRS and CSRS Offset subject to CSRS prior to 10-1-82**
 - **Option of paying the deposit or not paying the deposit.**
 - **If eligible for Social Security at age 62 and doesn't pay deposit, annuity will be recomputed at 62 and all military service eliminated.**
 - **Most retired military personnel will be entitled to a Social Security Benefit**



Crediting Post-1956 Military Service under CSRS



Example

IF

- CSRS/CSRS Offset employee retires at age 57 with 32 years of service (8 military and 24 civilian) & entitled to .6025 percent of High-3 Average Salary

AND

- Doesn't Pay Military Deposit and Eligible for Social Security

THEN

- Annuity Recomputed at age 62 (Employee entitled to .4425 of High-3 Average Salary)



Military Deposits

CSRS/CSRS Offset

- **CSRS/CSRS Offset (Subject to CSRS after 09-30-82)**
- **A deposit is necessary to use post-1956 military service both for eligibility and for computation purposes**



Post-1956 Service Credit under Federal Employees Retirement System (FERS)

No ifs, ands, or buts...

- **Post-1956 military service won't count for "FERS" retirement purposes unless the military deposit for the period of service is paid in full before an employee retires**



Military Deposit Computations

- **7% of Military Base Pay for Civil Service Retirement System (CSRS) / CSRS Offset**
- **3% of Military Base Pay for FERS**
- **Plus Interest if not Paid in Full before the first Interest Accrual Date (IAD)**



Variable Interest Rates

1985 - 13.0%

1986 - 11.125%

1987 - 9.0%

1988 - 8.375%

1989 - 9.125%

1990 - 8.750%

1991 - 8.625%

1992 - 8.125%

1993 - 7.125%

1994 - 6.25%

1995 - 7.0%

1996 - 6.875%

1997 - 6.875%

1998 - 6.75%

1999 - 5.75%

2000 - 5.875%

2001 - 6.375%

2002 - 5.500%

2003 - 5.0%

2004 - 3.875%



Employees with CSRS Components

CSRS Component  **Apply CSRS Deposit Rules**

FERS Component 1998 to Present  **Apply FERS rules**



Interest Accrual Date (IAD)

- **The interest accrual date is generally the date interest is accrued and compounded on an employees military deposit amount**
- **Chapter 23 of the CSRS/FERS Handbook**



Concurrent Military and Civilian Service

- **BAL 03-105, Dated 06/25/03, “Computing the Post-1956 Military Deposit for Employees On LWOP-US Who Receive Civilian Pay During Their Active Military Duty”**
- **When processing a military deposit, you usually eliminate the military leave and other paid leave**



Applying for Deposit

- **SF Form 3108/FERS, “Application to Make Service Credit Payment for Civilian Service”**
- **SF Form 2803/CSRS “Application to Make Service Credit Payment for Civilian Service”**
- **Ri-20-97 (Estimated Earnings from Military)**
- **Provide Estimates of Military Deposit**
- **Submits application to payroll & payroll provides repayment options.**



INTRODUCING...

Civilian

Military

Civilian

USERRA!



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Uniformed Services Employment and Reemployment Rights Act (USERRA)

- **P.L. 103-353, effective Dec 12, 1994, provisions retroactive to Aug 1, 1990**
- **Covers employees whose active duty service interrupts a period of creditable civilian service**
- **Applies to Title 10 and Title 32 Active Duty**
- **Exercise reemployment rights under chapter 43 of title 38**



USERRA

Human Resources Offices:

- **Counsel employee before leaving the organization to enter active military service**
- **Counsel employees immediately upon returning to their civilian positions**



USERRA

Employee must make a decision:

-- Leave Without Pay vs. Separation

- **Leave**
- **FEHB**
- **FEGLI**



LWOP-US vs. Separation-US

Employee's choice:

- If LWOP is elected, civil service death and disability benefits continue during period of active duty

Nature of Action Codes *

473 LWOP - US

353 Separation – US

Authority Codes *

Q3K 5 CFR 353

Q3K 5 CFR 353

***Be sure to review the most recent version of the guide to Processing Personnel Action since codes may change**



LEAVE

Employee Options

- **Receive annual leave payment in lump-sum**
- **Retain annual leave credit for future use**
- **Elect to use available military leave**



USERRA

Encourage employees to review beneficiary forms prior to leaving the civilian position:

- **Unpaid compensation (SF 1152)**
- **Retirement contributions (CSRS, SF 2808)
(FERS, SF 3102)**
- **FEGLI (SF 2823)**
- **TSP (TSP 3)**



Federal Employees Health Benefits (FEHB)

Employee Options:

- **Continue for up to 18 Months**
 - **Pay on a continuing basis during absence**
 - **Incur a debt to be paid upon return to duty**

**Agency pays government share first 12 months;
Employee pays 102% last 6 months**

If the employee chooses to retain FEHB coverage and the employee has been called up to active duty in support of a contingency operation, some agencies pay the health premiums



FEHB

- Agencies are required to issue a letter using certified mail that provide the employee with the options of terminating the insurance or continuing the insurance
- FEHB premiums must be paid



FEHB

Employee Option (cont'd)

- **Elect to terminate**
 - **Agency responsible for completing SF-2810**
 - **Coverage continues for 31 days after termination**
 - **Termination is not considered a break in coverage**



Federal Employees Group Life Insurance (FEGLI)

- **FEGLI continues for 12 months of LWOP at no cost**
- **Terminate coverage at the end of 12 months of LWOP**
- **Employee has an additional 31 days of free coverage**
- **Agency completes the SF-2821 and SF-2819 so that the employee may convert to an individual plan**
- **Issue an SF-50**



Return to Civilian Position

- **Eligible to Exercise Reemployment Rights**
- **LWOP used just prior to returning to their civilian position**
- **FEHB**
- **Military Deposits**
- **TSP**
- **Eligible to Transfer to FERS**



Returning to Duty and Applying for Reemployment

- **More than 180 days** – NLT 90 days after completing the period of service
- **More than 30 but less than 181 days** – NLT 14 days after completing service
- **Less than 31 days** – NLT the beginning of first full calendar day after completing the period of service and the expiration of 8 hours after a period of safe transport



FEHB Return to Duty

- **If exercising restoration rights, Agency will immediately reinstate FEHB enrollment**
- **Employee may cancel the FEHB to take advantage of transitional TRICARE benefits and Agency is authorize to allow enrollment in FEHB when the transitional TRICARE ends**



Military Deposit - USERRA

Two calculations are required if USERRA applies:

Employee pays lesser of:

CSRS - 7% of the military base pay received or;
7% of what the civilian earnings would have been

FERS - 3% of the military base pay received or;
.8% of what the civilian earnings would have been



Thrift Savings Plan (TSP)

- **“Make-Up” contributions permitted**
- **2 times (maximum of 4 times) the length of the military service to make up missed contributions**
- **Amount of contributions may be changed once for each open season while on active duty**
- **Agency Automatic 1% contribution paid whether or not make up employee contributions are made (FERS)**



Retirement Coverage

- **With restoration right:**
 - Retirement coverage continues and eligible to transfer to FERS if covered under CSRS/CSRS Offset upon entering the military.
- **Without restoration, CSRS/CSRS Offset treated as a rehire**

See Chapter 10 of the CSRS/FERS Handbook



Retirement

CSRS or FERS – LWOP/US

Title 32:

- **Without Restoration Under chapter 43 of title**
 - **Service is not creditable**
 - **Deposit Service cannot be made to make creditable**
 - **6-month rule is applied**
- **With Restoration**
 - **Military Deposit is required**
 - **6-month rule is not applied**



Types of Military Retirement

First - What is Retainer Pay?

- **Military Pay based upon 20 years or more of Active Duty Service as an Enlisted member of the Navy or Marine Corps who is (by request)**
 - **Transferred to the Fleet Reserve (Navy) or Fleet Marine Corps Reserve**



Types of Military Retirement

(From Active Duty)

- **20 Years or More of Active Duty Service**
- **Early Retirement (at least 15 years, non-disability)**



Types of Military Retirement

(From Active Duty)

- **Military Disability Retirement**
 - **Permanent**
 - **Temporary**



Not Military Retirement

(What's not Active Duty Retirement)

- Reserve Retirement (Ch. 1223 of Title 10)
- What's NOT Retired Pay - Separation Incentives (VSI & SSB)



Military Retirement & other Federal Programs

- **Military Retired Pay & VA Compensation**



Military Retirement & other Federal Programs

Military's Survivor Benefit Plan (SBP) in a Nutshell!!!



What is it?

Military Retirement & other Federal Programs

Military's Survivor Benefit Plan in a Nutshell!!!

Who gets it?



Military Retirement & other Federal Programs

Military's Survivor Benefit Plan in a Nutshell!!!



**What does it
cost?**

Military Retirement & other Federal Programs

What your Military Retirees

Need to Know:

- **SBP & Social Security**
- **SBP & Federal survivor benefits**



Credit for Military Service

In Receipt of Military Retired Pay (*General Rule*)

- **Military time doesn't count unless retired pay is waived (subject to deposit requirements)**
- **“Campaign Time” is NOT creditable for retirement purposes**



Credit for Military Service

Receipt of Military Retired Pay *(exceptions to the rule)*

- **Military service in excess of 30 years**



Credit for Military Service

Temporary Early Retirement Authority (TERA) Benefits

- **Military time doesn't count unless retired pay is waived (subject to deposit requirements)**
- **“Campaign Time” is NOT creditable for retirement purposes**



Credit for Military Service

Disability -- Not Combat Incurred & Not Caused by an Instrumentality of War

- Military time doesn't count unless retired pay is waived (subject to deposit requirements)
- “Campaign Time” is NOT creditable for retirement purposes



Credit for Military Service

Disability -- Combat Incurred

- **Military time counts and retired pay doesn't have to be waived (subject to deposit requirements)**



Credit for Military Service

Chapter 1223 of Title 10 (Reserve Retirement)

- **Military time counts and retired pay doesn't have to be waived (subject to deposit requirements)**



Credit for Military Service

Special Separation Benefit (SSB) & Voluntary Separation Incentive (VSI) Payments

- **Military time counts and SSB and VSI benefits don't have to be waived or returned (subject to deposit requirements)**



Credit for Military Service

VA Compensation Benefits in Lieu of Military Retired Pay

- Military time doesn't count unless retired pay is waived for CSRS or FERS purposes (subject to deposit requirements)
- VA Compensation does not have to be forfeited for non-disability retirements under CSRS or FERS

continued



Credit for Military Service

VA Compensation Benefits in Lieu of Military Retired Pay

- VA Compensation must be forfeited before you can credit the military time in a CSRS disability benefit



Questions?



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Waiving Military Retired Pay

THE WAIVER LETTER

- **Must specifically waive it for CSRS/FERS purposes**
- **Waiver request must be sent directly to the Defense Finance and Accounting Service, London, KY, 60 to 90 days before the retirement date**



Revoking a Military Pay Waiver

- **When the Federal annuity is not longer paid**
- **When credit for such service is no longer used in the computation of the annuity or**
- **When the annuitant would have been entitled to annuity benefits at the time of retirement based upon civilian service alone**



If Military Retired Pay Is Not Waived

- **Military service used in military retired pay benefit is not creditable under CSRS/FERS**
- **Military benefit doesn't affect the CSRS/FERS benefit (generally) and the CSRS/FERS benefit doesn't affect the military benefit**
- **An individual's Social Security benefit does not affect the military benefit and the military benefit does not affect the Social Security benefit**

continued



If Military Retired Pay Is Not Waived

- Retiring employee may elect a CSRS/FERS survivor annuity even if he or she provided a military SBP benefit
- Survivor can receive both the CSRS/FERS survivor annuity and the military SBP benefit



Why Waive Military Retired Pay?

- **Maximize retirement income**
- **Maximize level of survivor benefits**
- **Qualify for a civilian retirement benefit**



If Military Retired Pay is Waived

- **Military deposit requirements for post-1956 military service still apply**
- **If CSRS/FERS survivor benefits are elected, SBP stops.**
- **If CSRS/FERS survivor benefits are not elected, SBP continues**
- **If the military service was not needed to establish retirement eligibility on the date of retirement, the waiver may be revoked**



Preparing for a Counseling Session

-  **Determine whether employee is eligible to retire if s/he doesn't waive the military retired**
-  **Compute multiple annuity estimates**
-  **Compute Post-1956 military deposit amount**
-  **Ask employee for the amount of his/her military benefit and the amount of the SBP (if applicable)**



Counseling the Employee

-  **Review the employee's options with respect to waiving the military retired pay**
-  **Review the employee's options with respect to the survivor benefits election**
-  **Review the employee's options with respect to health benefits coverage**



Additional Steps...

-  **Assist employee in submitting waiver to the DFAS-London KY, if appropriate**
-  **Assist employee through the process of paying the post-1956 military deposit, if appropriate**
-  **Obtain verification of the waiver or verification of the type of military retired pay (if it is combat incurred or under the provisions of Chapter 1223 of Title 10) and submit with retirement application, if possible**



Other Unique Actions for the Military Retiree

Your conference CD has a handout with further guidance on:

- **Verifying Campaign and Expeditionary Time for leave and RIF purposes**
- **Verifying Type of Military Disability Retirement**
- **Waiver of Military Retired Pay**



Review...

- **Military Service Credit – Overview**
- **Military Deposit – The Rules**
- **USERRA – The “Crash” Course**
- **Types of Military Retirement and Retired Pay**
- **Military Retirement Benefits & Other Federal Programs**
- **Service Credit for the Military Retiree**
- **All About Military Retiree Pay Waivers**
- **To Waive or Not to Waive (Counseling a Military Retiree)**
- **Other Unique Action for Military Retirees**



Questions?



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Contact Information

For more information,
visit us on the web at

www.OPM.gov/benefits.

Email to: benefits@opm.gov

or call

Clyde Bronson or Debra Creeger

(202)606-0788





Military Service Verifications & Related Actions

Working for America

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



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Obtaining Verification of Military Service

- An employee should complete SF 180, Request Pertaining to Military Records or submit a signed request including the following information:
 - Employee's full name
 - Retired grade
 - Social Security number, and
 - An explanation of what information or document is needed (e.g. "I request a copy of my DD214...")

- If the individual retired from the Air Force, the request should be submitted to:

NPRC/NCPMF-C
9700 Page Avenue
St. Louis, MO 63132

- If the individual retired from the Army, the request should be submitted to:

NPRC/NCPMA
9700 Page Avenue
St. Louis, MO 63132

- If the individual retired from the Navy, Marines, or Coast Guard, the request should be submitted to:

National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132

- If the individual is a reservist, and is under age 60 and is not yet in receipt of military retired pay:

Submit the request to the appropriate address as indicated on the reverse of the SF 180.

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

- 1. Information needed to locate records.** Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can.
- 2. Restrictions on release of information.** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. Others requesting information from military personnel/health records must have the release authorization in Section III of the SF 180 signed by the member or legal guardian, but if the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Employers and others needing proof of military service are expected to accept the information shown on documents issued by the military service departments at the time a service member is separated.
- 3. Where reply may be sent.** The reply may be sent to the member or any other address designated by the member or other authorized requester.
- 4. Charges for service.** There is no charge for most services provided to members or their surviving next of kin. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.
- 5. Health and personnel records.** Health records of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs a week or two after the last day of active duty. (See page 2 of SF180 for record locations/addresses.)
- 6. Records at the National Personnel Records Center.** Note that it takes at least three months, and often up to seven, for the file to reach the National Personnel Records Center in St. Louis after the military obligation has ended (such as by discharge). If only a short time has passed, please send the inquiry to the address shown for active or current reserve members. Also, if the person has only been released from active duty but is still in a reserve status, the personnel record will stay at the location specified for reservists. A person can retain a reserve obligation for several years, even without attending meetings or receiving annual training. (See page 2 of SF180 for record locations/addresses.)
- 7. Definitions and abbreviations.** DISCHARGED -- the individual has no current military status; HEALTH -- Records of physical examinations, dental treatment, and outpatient medical treatment received while in a duty status (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.
- 8. Service completed before World War I.** National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then filed in the requested military service record as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Transportation (Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.**

REQUEST PERTAINING TO MILITARY RECORDS

To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type. If you need more space, use plain paper.

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle) 2. SOCIAL SECURITY NO. 3. DATE OF BIRTH 4. PLACE OF BIRTH

5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.) SERVICE NUMBER

	BRANCH OF SERVICE	DATES OF SERVICE		CHECK ONE		DURING THIS PERIOD (If unknown, write "unknown")
		DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	
a. ACTIVE SERVICE						
b. RESERVE SERVICE						
c. NATIONAL GUARD						

6. IS THIS PERSON DECEASED? If "YES" enter the date of death. NO

7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE?

YES

NO

YES

SECTION II -

INFORMATION AND/OR DOCUMENTS REQUESTED

1. REPORT OF SEPARATION (DD Form 214 or equivalent). This contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one Report of Separation. Be sure to show EACH year that a Report of Separation was issued, for which you need a copy.

An **UNDELETED** Report of Separation is requested for the year(s)

This normally will be a copy of the full separation document including such sensitive items as the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost. An undeleted version is ordinarily required to determine eligibility for benefits.

A **DELETED** Report of Separation is requested for the year(s)

The following information will be deleted from the copy sent: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

2. OTHER INFORMATION AND/OR DOCUMENTS REQUESTED

3. PURPOSE (Optional - An explanation of the purpose of the request is strictly voluntary. Such information may help the agency answering this request to provide the best possible response and will in no way be used to make a decision to deny the request.)

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS:

Military service member or veteran identified in Section I, above

Legal guardian (must submit copy of court appointment)

Next of kin of deceased veteran _____

Other (specify)

(relation)

2. SEND INFORMATION/DOCUMENTS TO:

3. AUTHORIZATION SIGNATURE REQUIRED (See item 2 on

(Please print or type. See item 3 on accompanying instructions.) accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name

Signature of requester (Please do not print.)

Street

Apt.

_____()
 Date of this request Daytime phone

City

State

Zip Code

Email address

LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Health Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired on or after 5/1/1994	14	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired on or after 5/1/1994	14	11
	Individual Ready Reserve or Fleet Marine Corps Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	14
	Discharged, deceased, or retired on or after 10/16/1992	14	11
	Reserve; or active duty records of current National Guard members who performed service in the U.S. Army before 7/1/1972	7	
	Active enlisted (including National Guard on active duty in the U.S. Army) or TDRL enlisted	9	
	Active officers (including National Guard on active duty in the U.S. Army) or TDRL officers	8	
	Current National Guard enlisted not on active duty in Army (including records of Army active duty performed after 6/30/1972)	13	
	Current National Guard officers not on active duty in Army (including records of Army active duty performed after 6/30/1972)	12	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	
	Active, reserve, or TDRL	10	
PUBLIC HEALTH SERVICE	Commissioned Corps – active, inactive, terminated, retired	15	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center /DSMR HQ ARPC/DPSSA/B 6760 E. Irvington Place, Suite 4600 Denver, CO 80280-4600	7	Commander U.S. Army Reserve Personnel Command ATTN: ARPC-ZCC-B 1 Reserve Way St. Louis, MO 63132-5200	12	Army National Guard Readiness Center NGB-ARP 111 S. George Mason Dr. Arlington, VA 22204-1382

3	Commander, CGPC-adm-3 USCG Personnel Command 4200 Wilson Blvd., Suite 1100 Arlington, VA 22203-1804	8	U.S. Total Army Personnel Command ATTN: TAPC-MSR-S 200 Stoval Street Alexandria, VA 22332-0444	13	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
4	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	Commander USAEREC ATTN: PCRE-F 8899 E. 56th St. Indianapolis, IN 46249-5301	14	National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100
5	Marine Corps Reserve Support Command (Code MMI) 15303 Andrews Road Kansas City, MO 64147-1207	10	Navy Personnel Command (PERS-313C1) 5720 Integrity Drive Millington, TN 38055-3130	15	Division of Commissioned Personnel ATTN: Records Officer 5600 Fishers Lane, Room 4-36 Rockville, MD 20857-0001

Military Records Destroyed in Fire

- On July 12, 1973, a fire at NPC destroyed approximately 16-18 million Official Military Personnel Files. The affected record collections are described below:

Branch	Personnel and Period Affected	Estimated Loss
Army	Personnel discharged November 1, 1912 to January 1, 1960	80%
Air Force	Personnel discharged September 25, 1947 to January 1, 1964 (with names alphabetically after Hubbard, James E.)	75%

No duplicate copies of the records that were destroyed in the fire were maintained, nor was a microfilm copy ever produced. There were no indexes created prior to the fire. In addition, million of documents had been lent to the Department of Veterans Affairs before the fire occurred. Therefore, a complete listing of the records that were lost is not available. Nevertheless, NPRC (MPR) uses many alternate sources in its efforts to reconstruct basic service information to respond to requests. Requests for information pertaining to documents that may have been destroyed in the fire should be sent to:

National Personnel Records Center – Army Reference Branch
Attn: NRPMA
9700 Page Avenue
St. Louis, MO 63132-5200

Phone: (314) 538-4261

Waiving Military Retired Pay for CSRS/FERS Purposes

- Employee should request a waiver of military retired pay for CSRS/FERS purposes.
- Waiver request should be submitted to the appropriate office approximately 60 to 90 days before retirement.
- Waiver should be effective as of the date of retirement from the civilian position.
- See Chapter 22 of the CSRS and FERS Handbook for appropriate wording of the waiver request.
- Waivers should be submitted to:
 - Air Force, Army, Navy, and Marine Corps
Defense Finance and Accounting Service
U.S. Military Retirement Pay
P.O. Box 7130
London, KY 40742-7130

Phone: 1-800-469-1080 or Fax: 1-800-469-6559
 - Coast Guard, National Oceanic and Atmospheric Administration

Commanding Officer (RAS)
Coast Guard Human Resources Service & Info Ctr.
444 SE Quincy Street
Topeka, KS 66683-3591

Phone: 1 800 772-8724 or 785 357-3415
 - Public Health Service

Public Health Service
Division of Commissioned Personnel
Compensation Branch
Parklawn Building, Room 4-50
5600 Fisher's Lane
Rockville, MD 20857

Phone: (301) 594-2963

Reporting Changes of Address

- Individuals receiving a military retired pay benefit based on their service in the Air Force, Army, Navy, or Marine Corps (and individuals who have waived their military retired pay benefit) should report a change of address to:

Defense Finance and Accounting Service
U.S. Military Retired Pay
P.O. Box 7130
London, KY 40742-7130
Phone: 1-800-321-1080; Fax 1-800-469-6559

- Individuals receiving a military survivor benefit based on their spouse's service in the Air Force, Army, Navy, or Marine Corps should report a change of address to:

Defense Finance and Accounting Service
U.S. Military Retired Pay
P.O. Box 7131
London, KY 40742-7131
Phone: 1-800-321-1080; Fax 1-800-469-6559

- Individuals receiving military retired pay based on their service in the Coast Guard or National Oceanic and Atmospheric Administration, and survivors receiving these benefits should report a change of address to:

Commanding Officer (RAS)
Coast Guard Human Resources Service & Info Ctr.
444 SE Quincy Street
Topeka, KS 66683-3591
Phone: 1 800 772-8724 or 785 357-3415

- Individuals receiving military retired pay based on their service with the Public Health Service, and survivors receiving these benefits should report a change of address to:

Public Health Service
Division of Commissioned Personnel
Compensation Branch
Parklawn Building, Room 4-50
5600 Fisher's Lane
Rockville, MD 20857
Phone: (301) 594-2963

- Individuals receiving either a CSRS/FERS annuity or survivor annuity should report a change of address to:

U.S. Office of Personnel Management
Retirement Operations Center
Change of Address – Retirement
PO Box 440
Boyers, PA 16017-0440
or call: 1-888-767-6738 (or 202 606-0500 for people in the Washington DC area)

- Individuals receiving VA Compensation in Lieu of Military Retired Pay, or VA DIC survivor benefits should report a change of address to the VA at 1-800-827-1000, or contact a VA Regional Office.

From CSRS and FERS Handbook, Chapter 22

Subchapter 22C Job Aids

PROCEDURES FOR VERIFYING CREDITABLE NATIONAL GUARD SERVICE

Human Resources offices must verify all periods of claimed National Guard service with the Adjutant General's office for the State National Guard unit with which the claimant served. The State Adjutant General offices keep the original records of National Guard service which was ordered under section 233(d) of the Armed Forces Reserve Act of 1952, under title 10 of the U.S. Code after August 10, 1956, and service which was performed under a "call" by the President.

The Military Personnel Records Center (St. Louis, Missouri), the Army Administration Center (St. Louis, Missouri), and the Air Reserve Personnel Center (Denver, Colorado) provide verification statements of military service. While such verifications document the dates of service, they cannot be relied upon to determine that the National Guard service is creditable for civil service retirement purposes. The State Adjutant General offices do not have to distinguish between title 10 Federal service and title 32 State service for National Guard personnel for Reserve retirement purposes. They often combine title 10 and title 32 service and describe it as "Federal Service" to the records centers. Agencies must, therefore, must submit a request to the State Adjutant General's office to verify that National Guard service was performed in a Federal status.

The exact dates of creditable National Guard service must be determined to avoid giving double credit for concurrent periods of Federal National Guard service and Federal civilian service. A National Guard member who is also a Federal civilian employee continues to earn service under the Civil Service or Federal Employees Retirement System laws for time served in a Federal National Guard status. Agencies must not give the individual additional credit for days served on active duty since the individual cannot receive double credit for the same calendar period.

Agencies should use Standard Form 180, Request Pertaining to Military Records, (revised 7-86) to verify creditable National Guard service. Insert the following note in part II, section 1 of the form:

Please provide the beginning and ending dates of honorable active ARNGUS/ANGUS duty and the authority of law under which it was performed under either a "call" by the President or an "order" by the Secretary of Defense (or his designee). This information is needed to verify prior Federal service for the above named Federal employee.

Submit the SF 180 to the State Adjutant General's office for the State with which the individual served in a National Guard unit.

>NOTE: The agency must file the SF 180 and State Adjutant General's response on the right side of the employee's official personnel file as a permanent record. The agency should submit copies of the documents to OPM with the employee's retirement application.<

ADDRESSES FOR CONTACTING STATE ADJUTANTS GENERAL

<p>ALABAMA: The Adjutant General of Alabama State Military Department P.O. Box 3711 Montgomery, AL 36109-0711 PH: (334) 271-7200 FAX: (334) 213-7511</p>	<p>MONTANA: The Adjutant General of Montana P.O. Box 4789 1100 North Main Street Helena, MT 59604-4789 PH: (406) 841-3000 FAX: (406) 841-3011</p>
<p>ALASKA: The Adjutant General of Alaska P.O. Box 5800 Fort Richardson, AK 99505-5800 PH: (907) 428-6003 FAX: (907) 428-6019</p>	<p>NEBRASKA: The Adjutant General of Nebraska 1300 Military Road Lincoln, NE 68508-1090 PH: (402) 471-7114 FAX: (402) 471-7171</p>
<p>ARIZONA: The Adjutant General of Arizona 5636 East McDowell Road Phoenix, AZ 85008-3495 PH: (602) 267-2710 FAX: (602) 267-2715</p>	<p>NEVADA: The Adjutant General of Nevada Military Department 2525 South Carson Street Carson City, NV 89701-5502 PH: (775) 887-7302 FAX: (775) 887-7322</p>
<p>ARKANSAS: The Adjutant General of Arkansas Camp Robinson North Little Rock, AR 72199-9600 PH: (501) 212-5001 FAX: (501) 212-5009</p>	<p>NEW HAMPSHIRE: The Adjutant General of New Hampshire 4 Pembroke Road Concord, NH 03301-5652 PH: (603) 225-1200 FAX: (603) 225-1257</p>
<p>CALIFORNIA: The Adjutant General of California 9800 S. Goethe Road Sacramento, CA 95826-9101 PH: (916) 854-3500 FAX: (916) 854-3671</p>	<p>NEW JERSEY: The Adjutant General of New Jersey NJ Department of Military and Veterans' Affairs Eggert Crossing Road, CN 340 Trenton, NJ 08625-0340 PH: (609) 530-6957 FAX: (609) 530-7097</p>

<p>COLORADO: The Adjutant General of Colorado 6848 South Revere Parkway Englewood, CO 80112-6709 PH: (303) 677-8801 FAX: (303) 677-8811</p>	<p>NEW MEXICO: The Adjutant General of New Mexico Department of Military Affairs State Programs Office, Room 201 47 Bataan Boulevard Santa Fe, NM 87505 PH: (505) 474-1202 FAX: (505) 474-1355</p>
<p>CONNECTICUT: The Adjutant General of Connecticut National Guard Armory 360 Broad Street Hartford, CT 06105-3795 PH: (860) 524-4953 FAX: (860) 524-4898</p>	<p>NEW YORK: The Adjutant General/Commander of New York 330 Old Niskayuna Road Latham, NY 12110-2224 PH: (518) 786-4502 FAX: (518) 786-4325</p>
<p>DELAWARE: The Adjutant General of Delaware First Regiment Road Wilmington, DE 19808-2191 PH: (302) 326-7001 FAX: (302) 326-7196</p>	<p>NORTH CAROLINA: The Adjutant General of North Carolina 4105 Reedy Creek Road Raleigh, NC 27607-6410 PH: (919) 664-6101 FAX: (919) 664-6400</p>
<p>DISTRICT OF COLUMBIA: Commanding General, District of Columbia National Guard National Guard Armory 2001 East Capitol Street Washington, D.C. 20003-1719 PH: (202) 685-9798 FAX: (202) 685-9794</p>	<p>NORTH DAKOTA: The Adjutant General of North Dakota P.O. Box 5511 Bismarck, ND 58506-5511 PH: (701) 224-5102 FAX: (701) 224-5180</p>
<p>FLORIDA: The Adjutant General of Florida P.O. Box 1008 St. Augustine, FL 32085-1008 PH: (904) 823-0100 FAX: (904) 823-0125</p>	<p>OHIO: The Adjutant General of Ohio 2825 West Dublin Granville Road Columbus, OH 43235-2789 PH: (614) 336-7070 FAX: (614) 336-7074</p>
<p>GEORGIA: The Adjutant General of Georgia Department of Defense P.O. Box 17965 Atlanta, GA 30316-0965 PH: (404) 624-6001 FAX: (404) 624-6097</p>	<p>OKLAHOMA: The Adjutant General of Oklahoma 3501 Military Circle Oklahoma City, OK 73111-4398 PH: (405) 288-5201 FAX: (405) 288-5524</p>

<p>GUAM: The Adjutant General of Guam 622 East Harmon Industrial Park Road Fort Juan Muna Tamuning, Guam 96911-4421 PH: 011 (671) 475-0802 FAX: 011 (671) 477-9317</p>	<p>OREGON: The Adjutant General of Oregon Oregon Military Department P.O. Box 14350 Salem, OR 97309-5047 PH: (503) 945-3991 FAX: (503) 945-3987</p>
<p>HAWAII: The Adjutant General of Hawaii 3949 Diamond Head Road Honolulu, HI 96816-4495 PH: (808) 733-4246 FAX: (808) 733-4238</p>	<p>PENNSYLVANIA: The Adjutant General of Pennsylvania Department of Military Affairs Bldg. S-0-47 Fisher Ave, FIG Annville, PA 17003-5002 PH: (717) 861-8500 FAX: (717) 861-8481</p>
<p>IDAHO: The Adjutant General of Idaho 4040 W. Guard Street Boise, ID 83705-5004 PH: (208) 422-5242 FAX: (208) 422-6179</p>	<p>PUERTO RICO: The Adjutant General of Puerto Rico P.O. Box 3786 San Juan, PR 00904-3786 PH: (787) 724-1295 FAX: (787) 723-6360</p>
<p>ILLINOIS: The Adjutant General of Illinois 1301 North MacArthur Boulevard Springfield, IL 62702-2399 PH: (217) 761-3500 FAX: (217) 761-3736</p>	<p>RHODE ISLAND: The Adjutant General of Rhode Island 645 New London Avenue Cranston, RI 02920-3097 PH: (401) 457-4102 FAX: (401) 457-4338</p>
<p>INDIANA: The Adjutant General of Indiana ATTN: MDI-AG 2002 South Holt Road Indianapolis, IN 46241-4839 PH: (317) 247-3279 FAX: (317) 247-3540</p>	<p>SOUTH CAROLINA: The Adjutant General of South Carolina #1 National Guard Road Columbia, SC 29201-4766 PH: (803) 806-4217 FAX: (803) 806-4468</p>
<p>IOWA: The Adjutant General of Iowa 7700 Northwest Beaver Drive Johnston, IA 50131-1902 PH: (515) 252-4211 FAX: (515) 252-4656</p>	<p>SOUTH DAKOTA: The Adjutant General of South Dakota 2823 West Main Street Rapid City, SD 57702-8186 PH: (605) 399-6702 FAX: (605) 399-6677</p>
<p>KANSAS: The Adjutant General of Kansas 2800 SW Topeka Boulevard Topeka, KS 66611-1287 PH: (785) 274-1001 FAX: (785) 274-1682</p>	<p>TENNESSEE: The Adjutant General of Tennessee Houston Barracks, P.O. Box 41502 Nashville, TN 37204-1501 PH: (615) 313-3001 FAX: (615) 313-3100</p>

<p>KENTUCKY: The Adjutant General of Kentucky Building 100 100 Minuteman Parkway Frankfort, KY 40601-6168 PH: (502) 607-1558 FAX: (502) 607-1271</p>	<p>TEXAS: The Adjutant General of Texas P.O. Box 5218 Austin, TX 8763-5218 PH: (512) 465-5006 FAX: (512) 465-5578</p>
<p>LOUISIANA: The Adjutant General of Louisiana Hdqtrs. Building, Jackson Barracks New Orleans, LA 70146-0330 PH: (504) 278-8211 FAX: (504) 278-6554</p>	<p>UTAH: The Adjutant General of Utah 12953 S. Minuteman Drive Draper, UT 84020-1776 PH: (801) 523-4401 FAX: (801) 523-4677</p>
<p>MAINE: The Adjutant General of Maine Military Bureau Headquarters Maine National Guard Camp Keyes Augusta, Maine 04333-0033 PH: (207) 626-4205 FAX: (207) 626-4341</p>	<p>VERMONT: The Adjutant General of Vermont Green Mountain Armory Colchester, VT 05446-3004 PH: (802) 338-3124 FAX: (802) 338-3425</p>
<p>MARYLAND: The Adjutant General of Maryland 5th Regiment Armory Baltimore, MD 21201-2288 PH: (410) 576-6097 FAX: (410) 576-6079</p>	<p>VIRGINIA: The Adjutant General of Virginia Building 316, Fort Pickett Blacksone, VA 23824-6316 PH: (804) 298-6102 FAX: (804) 298-6338</p>
<p>MASSACHUSETTS: The Adjutant General of Massachusetts 50 Maple Street Milford, MA 01757-3680 PH: (508) 233-6552 FAX: (508) 233-6554</p>	<p>VIRGIN ISLANDS: The Adjutant General of the Virgin Islands Virgin Islands National Guard 4031 La Grande Princess, Lot 1B, C'stead St. Croix, Virgin Islands 00820-4353 PH: (340) 712-7711 FAX: (340) 712-7782</p>

<p>MICHIGAN: The Adjutant General of Michigan 2500 South Washington Avenue Lansing, MI 48913-5101 PH: (517) 483-5507 FAX: (517) 482-0356</p>	<p>WASHINGTON: The Adjutant General of Washington Camp Murray Tacoma, WA 98430-5000 PH: (253) 512-8201 FAX: (253) 512-8497</p>
<p>MINNESOTA: The Adjutant General of Minnesota Department of Military Affairs 4th Floor Veterans Services Building 20 West 12th Street St. Paul, MN 55155 PH: (651) 282-4666 FAX: (651) 282-4541</p>	<p>WEST VIRGINIA: The Adjutant General of West Virginia 1703 Coonskin Drive Charleston, WV 25311-1085 PH: (304) 561-6316/18 FAX: (304) 561-6327</p>
<p>MISSISSIPPI: The Adjutant General of Mississippi P.O. Box 5027 Jackson, MS 39296-5027 PH: (601) 313-6232 FAX: (601) 313-6251</p>	<p>WISCONSIN: The Adjutant General of Wisconsin Department of Military Affairs P.O. Box 8111 Madison, WI 53708-8111 PH: (608) 242-3001 FAX: (608) 242-3590</p>
<p>MISSOURI: The Adjutant General of Missouri 2302 Militia Drive Jefferson City, MO 65101-1203 PH: (573) 638-9710 FAX: (573) 638-9929</p>	<p>WYOMING: The Adjutant General of Wyoming 5500 Bishop Boulevard Cheyenne, WY 82009-3320 PH: (307) 772-5234 FAX: (307) 772-5010</p>

Obtaining Military Base Pay Estimates

- Basic pay earnings may be documented by either:
 - Actual pay records from the military (see Chapter 23, Section 23C of the CSRS and FERS Handbook for a list of pay records that can be used to document actual military earnings).
 - Estimated earnings if the employee does not have official records of military earnings for the entire period of service.
- Request for Estimated Earnings – Employee must:
 - Complete RI 20-97, Estimated Earnings During Military Service
 - Attach a copy of the DD 214(s) for the period(s) of service and any available records of pay and promotions
 - Submit request to the appropriate Defense Finance and Accounting Service as noted below.

AIR FORCE	DFAS-DE/FJY 6760 East Irvington Place Denver, CO 80279-3000	Phone: (303) 676-7408 Fax: (303) 676-6218 Point of Contact: Sgt. James Hawkins
ARMY	DFAS – IN ATTN: DFAS-FIESR 8899 East 56 th Street Indianapolis, IN 46249-0875	Phone:(317) 510-2800, or (317) 543-7298, or (317) 542-2883 FAX: (317) 510-5575, or (317) 542-2778
NAVY	Director DFAS-Cleveland Center- JJCS/FMASB Anthony J. Celebreeze Federal Building 1240 East 9 th Street Cleveland, OH 44199-2055	Phone: (216) 522-65456 Fax: (216) 522-6924 Point of Contact: Larry Robertson and Sabrina Harris
MARINES	DFAS-KCC Special Actions Division (FCRAF) 1500 East 95 th St. Kansas City, MO 64197-0001	Phone: (816) 926-7652 Fax: (816) 926-3129 Point of Contact: Joyce Schraml
COAST GUARD	Commanding Officer (SES) Coast Guard Human Resources & Service Information Center 444 S.E. Quincy Street Topeka, KS 66683-3591	Phone: (785) 357-3570 Fax: (785) 295-2544

Figure 6-1. Standard Form 813

SF 813 (6/94) U.S. Office of Personnel Management FPM Supplement 298-33		Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions (See Instruction on Reverse Before Completing Form)				Date of Request (Month, Day, Year)							
To: (Address A or B From Reverse Side)				PRIVACY ACT STATEMENT Solicitation of this information is authorized by sections 3502, "Retention Order, and 6303, "Leave Accrual," of title 5, United States Code, and solicitation of the Social Security Number (SSN) is authorized by Executive Order 9397, "Using Social Security Number as Identifier." This information, including the SSN, will be used to verify periods of creditable service in all campaigns and expeditions claimed. Furnishing this information, including the SSN is voluntary, but failure to comply may make it difficult or impossible to verify periods of creditable service.									
1. Name Used During Military Service			2. Service Number		3. Social Security Number								
4. Branch of Service			5. Date of Military Retirement		6. Last Military Rank Held								
7. Remarks													
8. NONWARTIME CAMPAIGNS AND EXPEDITIONS Service from 12/7/41 through 4/28/52 is always creditable and need not be verified.		SERVICE CLAIMED				FOR RECORDS CENTER USE ONLY If not correct, give the dates (from and to) of the active duty the person performed in the period covered by the campaign badge or medal.							
								From:		To:		From:	
		Mo.	Day	Yr.	Mo.	Day	Yr.	Mo.	Day	Yr.	Mo.	Day	Yr.
9. Requesting Agency (Name, Address and Zip Code)				Items checked were verified by our records. Items which do not correspond with dates shown in records have been corrected.									
				Typed or Stamped Name and Title of Certifying Official									
				Signature		Date Signed							
AUTHORIZED FOR LOCAL REPRODUCTION				813-101		Previously known as OPM Form 813							

**Figure 6-1. Standard Form 813 (Reverse)
Instructions for Completing Standard Form 813**

**NOTE: DO NOT USE THIS FORM FOR PERSONS WHO ARE NOT
MILITARY RETIREES**

Use Standard Form 813 only to request verification of a retiree's military service performed in a non-wartime campaign or expedition for which badge-medal was authorized, in order to credit such service for leave accrual rate and reduction-in-force purposes. Complete the address block and items 1 through 9 and submit the form in duplicate to the appropriate address listed below.

A. To verify campaign/expeditionary service for military retirees of the U.S. Air Force, U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard, address the request to:

National Personnel Records Center (Military
Personnel Records) 9700 Page Boulevard St.
Louis, MO 63132

B. To verify campaign/expeditionary service for military retirees of the U.S. Army, address the request to:

Commander, U.S. Army Reserve Personnel
Center ATTN: DARP-VSE-VC 9700 Page
Boulevard St. Louis, MO 63132-5000

The records center will verify only claimed and unverified non-wartime campaign or expeditionary service. It is the retired member's responsibility to provide the names of any non-wartime campaign or expedition in which served. The records center will not verify service unless specific campaigns/expeditions and inclusive dates are listed. Service components (for example, "USAF") or medal (for example, "Vietnam Service Medal") are not sufficient.

If a follow-up check is necessary, reproduce a copy of the original request and clearly mark the top of the Standard Form 813, "Follow-up Request."

Figure 6-2. Information on Uniformed Service Retirement

Use the sources listed below for additional information on whether retirement from the uniformed services was based on war- or combat-incurred disability.

Branch of Service	Records to be Reviewed	Contact
Army	DA Form 199, Physical Evaluation Board Proceedings (1967 or later edition)	For a copy of the form, write to: ARPERCEN Attn: DARP-PAS-EBC 9700 Page Boulevard St. Louis, MO 63132-5200 (Label envelope "DO NOT OPEN IN MAILROOM")
Navy and Marine Corps		Request determination from: Office of the Judge Advocate General (JAG 32) Department of the Navy Washington Navy Yard 1322 Patterson Avenue, SE Suite 3000 Washington, DC 20374-5066
Air Force	Department of the Air Force Retirement Order Earlier versions included: DD 424, Certification of Information for Retired Pay; AFPMC 69, Certification of Information for Retirement Pay; AFPMC 134, Retirement Order; AF 2653, Retirement Special Order-Physically Unfit	For a copy of one of these forms, write to: National Personnel Records Center (Military Personnel Records) Air Force Reference Branch 9700 Page Boulevard St. Louis, MO 63132-5100

Figure 6-2. Information on Uniformed Service Retirement

Use the sources listed below for additional information on whether retirement from the uniformed services was based on war- or combat-incurred disability.

Branch of Service	Records to be Reviewed	Contact
Coast Guard		Request determination from: Commanding Officer (RPD) Coast Guard Pay and Personnel Center Federal Building 444 SE Quincy Street Topeka, KS 66683-3591
Public Health Service Commissioned Officer		Send letter to: Personnel Services Branch Division of Commissioned Personnel U.S. Public Health Service Room 4-35, Parklawn Building 5600 Fisher's Lane Rockville, MD 29857
National Oceanic and Atmospheric Administration Commissioned Officer		Send letter to: Commissioned Personnel Center NOAA-Attn: CPC (Rm 12100) SSMC-3 1315 East-West Highway Silver Spring, MD 20910

WAIVING RETIRED PAY FOR A CIVIL SERVICE ANNUITY (CSA)

Introduction

An employee receiving retired pay, pursuant to any provision of law authorizing such payments, who applies for a retirement annuity under the laws administered by the Office of Personnel Management (OPM), or the Foreign Service, which bar credit for the military service, may elect to waive the retired pay in order to credit military service for computing Civil Service Annuity (CSA). To avoid delay in adjudicating the civil service retirement claim, the employee should complete a waiver and send it to DFAS-CL at least 60 days before the anticipated starting date of the annuity. The mailing address is

**Defense Finance and Accounting Service
US Military Retirement Pay
PO Box 7130
London, KY 40742-7130**

Retired/Retainer pay can only be waived in accordance with authorized law. There are two laws authorizing an employee to waive entitlement to retired pay:

- A. An employee may receive compensation or pension from the Department of Veterans Affairs (VA)
- B. An employee may include creditable military service in computing a civil service retirement annuity.

Receiving CSA and Retired/Retainer Pay

There are three circumstances in which a CSA and retired/retainer pay can be received concurrently:

1. If the employee is retired from a reserve component of the Armed Forces receiving retired pay under 10 U.S.C. 1331 now codified as 10 U.S.C. 12731;
2. If the employee's retired pay is based on a disability incurred in combat with an enemy of the United States or resulting from an instrumentality of war;
3. If the employee's military service is not included in the computation of the CSA.

Waiver of Retired/Retainer Pay

Annuities paid by OPM are in part based on the retiree's length of federal service. Depending on the type of federal service used to compute a CSA, a retired/retainer pay waiver may be required. The service used to compute a CSA may or may not include military service.

If any portion of an employee's service is included in the computation of a CSA, and the employee is receiving retired pay based on that same service, the employee must waive retired pay before receiving a CSA. Retired pay issued to an employee beyond the effective date of a CSA must be recovered before the employee is entitled to a CSA from that effective date. Even though the employee waives retired pay, the employee's status as a retired employee is not relinquished. Retired pay is waived, but all the other benefits furnished to the employee are not. If CSA payments are stopped such an employee could again receive retired pay.

An employee with a total waiver of retired/retainer pay for VA compensation can use his/her military service for a CSA and is said to have a "dual waiver".

Withdrawal of Waiver

The waiver of military retired pay to receive an increased civil service retirement annuity may be withdrawn and military retired pay reinstated under these conditions:

1. The employee becomes a re-employed annuitant and the CSA is terminated.
2. When the employee becomes eligible for social security benefits based on the employee's wages and/or self-employment income, military service performed after 1956 must be excluded from the computation of CSA. The waiver may be withdrawn, and retired pay must be reinstated, but only if the military service was not used to establish eligibility for a civil service retirement annuity.
3. Any time an employee revokes a waiver of military retired pay, provided that this will not produce dual retirement benefits based on the same period of service.

Execution of the Waiver: Waiver Request Information Needed

To avoid a delay in adjudicating a CSA claim, the employee should execute a waiver and send/fax it to DFAS-CL at least 60 days before the anticipated starting date of the CSA. The employee should contact his/her civilian personnel office for specific CSA filing information. DFAS-CL must receive a letter/fax signed by the employee with the following information:

1. an effective close of business date (the last date the employee wants to receive retired/retainer pay);
2. whether or not the employee has military SBP and wants to continue military SBP with DFAS-CL or have SBP coverage with OPM;
3. whether or not the employee authorizes OPM to refund any overpayments of retired pay to DFAS-DE out of the employee's civil service pay.

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The fax number is **1-800-469-6559**.

If the employee does not authorize OPM to refund any overpayments of retired pay, he/she is responsible for remitting the amount(s) in question. The employee can return hard copy DFAS-CL issued retired/retainer checks or request that his/her financial institution returns EFT overpayments to DFAS-CL. Personal checks, bank drafts or money orders payable to DFAS-CL are also acceptable. DFAS-CL subsequently notifies OPM of the date that retired/retainer pay is waived. OPM in turn advises DFAS-CL of the actual date on which the employee's CSA started, enabling DFAS-CL to make any final settlement that might be due the employee.

Payment of Military SBP/RSFPP Costs

If an employee's retired pay is waived due to receipt of a CSA, and if he/she chooses to retain military SBP, those costs must be paid by direct remittance. However, if the employee elects to switch to OPM SBP, direct remittances are no longer required unless the employee has RSFPP. The employee must continue to pay his/her RSFPP costs, if any exist, through direct remittance.

Actions Required by DFAS-CL

When a retiree requests a waiver of retired/retainer pay to receive a CSA, DFAS-CL will do the following:

1. Suspend the employee's account for a CSA only if DFAS-CL has received a written request signed by the employee to waive retired/retainer pay for a CSA.
2. Make sure that the request contains sufficient information to identify the employee by name and SSN, and determine the effective date of the waiver. If the information on the request is incomplete DFAS-CL will send the retiree a form asking for complete information.
3. If the employee elects to have the CSA begin on a particular date, DFAS-CL will pay the retiree through the day prior to that date.
4. If the employee's request specifies that retired pay is to be waived on a particular date, DFAS-CL will pay the employee through the day prior to the date specified by the employee.
5. If an employee's request specifies that retired pay is to be waived at COB on a particular date, DFAS-CL will pay the employee through that date.
6. If an employee's request specifies that retired pay is to be waived on a particular date and also states that DFAS-CL is authorized to collect from OPM any amounts paid to the employee after that date or beyond the effective date of this waiver, DFAS-CL will pay the employee through the date specified by the employee.
7. Upon receipt of OPM form RI 20-17 DFAS-CL will ensure that the commencing date of the CSA is the day after retired/retainer pay has stopped. If a discrepancy is noted, either additional retired pay will be issued to the employee or action to recover any overpayment will be taken.
8. If the OPM form RI 20-17 contains remarks regarding the election of a reduced CSA with OPM SBP, DFAS-CL will determine if the retiree currently has an SBP or RSFPP election and whether or not notification came in from the employee in writing indicating whether or not to continue paying into military SBP or obtain SBP coverage from OPM.

Actions Required by OPM:

1. OPM sends OPM form RI 20-89 - Verification of Military Retired Pay Status to DFAS-CL when they receive the employee's application for CSA.

2. When OPM begins to pay the employee his/her CSA, they will forward a copy of OPM form RI 20-17 - Certification of Annuity Award to DFAS-CL. This form contains information such as the employee's name, SSN, commencing date of the CSA, and usually remarks that indicate whether a reduced CSA with OPM SBP was elected.