

STATEMENT OF PRIOR FEDERAL AND/OR DISTRICT GOVERNMENT SERVICE

Please read the following information before completing this form.

Information about prior Federal and District government civilian and military service is collected and maintained in your Official Personnel Folder (OPF). The information you furnish may be disclosed to other Federal and District government agencies or Congressional or Judicial Offices to verify it or in connection with your application for job, license, grant, or benefits. It may also be disclosed to a national, state, or local law enforcement agency where there is indication of a violation or potential violation of civil or criminal law or regulation, or to another Federal and District government agency or court where the government is a party to a suit. Furnishing this information is voluntary; however, failure to do so may result in you not receiving credit for prior Federal and District government service.

Credit for prior service will be determined solely by your employing agency or your employing agency's personnel authority in accordance with District government laws, regulations, and practices.

I. What is needed to Verify Prior Service

In order for your employing agency to credit your prior Federal and/or District government service for benefits, such as leave accrual, the dates of your active uniformed service, and the type(s) of appointment(s) and dates of civilian service, must be verified. Dates of active uniformed service are verified from the records issued by the branch of service in which you served. Dates and types of appointments to civilian positions are usually verified by Notifications of Personnel Actions (Standard Form 50, Form One or CSC or OPM approved exceptions thereto), and payroll records (including records of deductions made under the Civil Service Retirement System-Standard Form 2806). The information on the application you submitted for the appointment you are receiving, along with the information on page 3 of this form, will be used by your agency to identify the Federal and/or District government employers and periods of employment for which records must be obtained to verify your prior service.

When Notifications of Personnel Actions or payroll records cannot be located to verify a period of service, and the service was covered by Social Security, a detailed statement of earnings information (showing periods of employment and the name of the employee) from the Social Security Administration will be accepted as proof of service.

If no personnel, payroll, or Social Security records can be located, then your agency may consider secondary evidence of civilian employment as explained below. When the secondary evidence you submit includes your affidavit regarding one or more periods of service, that affidavit should be made on page 3 of this form and in accordance with the requirements set forth in section II.B.

II. Use of Secondary Evidence to Verify Federal and/or District government Service

Secondary evidence may be considered as proof of Federal/District government civilian service only when official government records are lost, destroyed, or incomplete. The burden of proof is on the person claiming service that is not supported by official records in the custody of the U.S. and/or District government. If you decide to claim credit for a period of service by submitting secondary evidence, it is important that you submit all documents in your possession that tend to prove you performed the service claimed, and that the service was creditable for leave accrual and reduction-in-force purposes. No credit can be allowed for any service that is not substantiated by valid and conclusive secondary evidence. The following is applicable if you are providing secondary evidence:

- A. Documentary Evidence:** Submit as many of the documents listed in item 1 below as possible. If your agency finds that these documents are insufficient to determine the nature and extent of your prior service, the documents listed in items 2 and 3 may be considered, but less weight will be given to such evidence.
1. Copies of official documents or letters about the service. These may be notices of appointment/separations; notices of changes in position/salary, organization, or headquarters, travel orders; payroll cards; IDs, etc.
 2. Private records such as correspondence, copies of income tax returns, employment applications, credit applications, etc. that mention the Federal/District government employer and the claimed service. Private records must have been made during or shortly after the period of service.
 3. Any other documentary evidence tending to prove the service was actually performed and the starting and ending dates of the service.
- B. Affidavit Evidence:** If you are not able to supply copies of official documents (as described in item 1 above) that are sufficient for the agency to determine the nature and extent of your prior service, you may submit affidavits from yourself and at least two other persons (preferably your prior supervisors who are knowledgeable of the facts) along with the documentary evidence described in items 2 and 3 above. If you cannot obtain any documentary evidence (items 1, 2, and 3 above) to support your claim, you may submit these affidavits only; however, your claim for credit based on prior service is more likely to be rejected by the agency if you do not provide supporting documents. If you do wish to submit affidavit evidence, you must submit both of the following:
1. An affidavit from you, the employee, providing as much details on the affidavit form on page 3 as can be accurately remembered; and

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2. Affidavits from at least two persons familiar with the facts. Each person should explain how they are in a position to know the facts sworn to, and should provide their age and mailing address.

Affidavits must be sworn to and affirmed before a notary public or other officer who is authorized by law to administer oaths.

- C. **Warning:** Any submission may be investigated. Intentional false statements, willful concealment, or using documents you know are false, fictitious, or fraudulent may be punishable by law, and may subject the employee submitting such documentation to discipline up to and including separation from District employment.

See page 3 below for affidavit regarding additional periods of service

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1. PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Date of Birth
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Does the application that you submitted for the position to which you are being appointed list all of your Federal/District government civilian and uniformed service, including beginning and ending dates, as well as the type of appointment and work schedule for civilian service?
 Yes (if "YES", check this box, then skip to Section 3.) No (if "NO", check this box then continue to Section 2.)

2. PRIOR CIVILIAN SERVICE (Provide as a separate attachment if you have more service than the spaces provided.)

List below your prior civilian service.

AGENCY	LOCATION	FROM	TO	TYPE OF APPOINTMENT/WORK (Full-time, Part-time, Intermittent)

During the periods of employment shown above, did you have a total of more than 6 months absence without pay during any one calendar year?
 Yes (if "YES", fill out the table below.) No (if "NO", check this box then continue to Section 3.)

List below the details of your absences of more than 6 months.

AGENCY	STATUS (if known: LWOP, Furlough, Suspensions, AWOL, or Placement in Nonpay status for seasonal or on-call employment)	FROM	TO	TOTAL TIME IN STATUS

3. PRIOR UNIFORMED SERVICE (Provide as a separate attachment if you have more service than the spaces provided.)

List all uniformed service below. (List active service in any branch of the Armed Forces of the United States, including active duty as a reservist and active service in the commissioned corps of the Public Health Service or of the National Oceanic and Atmospheric Administration. Also, list Merchant Marine service if it interrupted Federal civilian service.)

BRANCH	FROM	TO	DISCHARGE (Honorable or Dishonorable)

Did you claim any type of veteran preference for the position to which you are being appointed?
 Yes (if "YES", check one of the statements (below) if it applies to you.) No

- I claim preference as a:
- Spouse of a disabled Veteran
 - Mother of a deceased or disabled Veteran
 - Unmarried widow/widower of a veteran

If you retired from prior military service, was your military retirement based on a disability resulting from injury or disease received in the line of duty as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war, as defined by 38 U.S.C §§ 101 and 301?
 Yes No

4. CERTIFICATION

The prior Federal and/or District government civilian and uniformed service listed on my application and listed above constitutes my entire record of Federal and District government employment. I have no other Federal and/or District government service for which I want to claim credit.

/s/Signature. Sign	Date. Date
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