

Credit for Federal Government and Military Service



District Personnel Instruction No. 12-60

Effective Date	Expiration Date	Related DPM Chapters
March 29, 2017	Retain Until Superseded	12

i **NOTE:** This instruction supersedes I-12-43, *Leave Entitlements in Movements from the Federal Government to the District Government; and Leave Entitlements of Individuals with Prior Federal/Military Service*, dated November 24, 2008.

Overview

The rate at which an employee accrues annual leave depends upon an employee’s creditable service. Creditable service includes, but is not limited to, the time that an employee has worked for the District government. In certain instances, employees may also receive credit for federal government service. Prior federal government service is only creditable if that service counts toward his or her Civil Service Retirement System plan. Additionally, military service may be creditable under certain circumstances. This instruction outlines the federal and military service that may be credited to District government employees for leave accrual purposes.

In this Instruction

Federal Government Service.....	2
Federal Government CSRS Participants (non-retirees).....	2
Federal Government CSRS Retirees.....	2
Military Service	2
Certifying Eligibility	2
Legal.....	3
Authorities	3
Additional Information.....	3
Attachment 1 – Statement of Prior Federal, Military, and District Service.....	4

Federal Government Service

Federal Government CSRS Participants (non-retirees)

The Comprehensive Merit Personnel Act (CMPA) provides specific District employees with leave accrual entitlements for prior civilian federal service. Employees who previously worked with the federal government, and who have not retired under the Civil Service Retirement System (CSRS), are eligible to receive credit towards their annual leave accrual rate if their federal service was creditable under CSRS. **Except for federal service under CSRS, no other civilian federal service is creditable to District government employees**, including service under the Federal Employees Retirement System (FERS).

Federal Government CSRS Retirees

Federal government CSRS-retirees hired by an agency of the District government shall earn annual leave as follows:

Years of District Service	Annual Leave Accrual Rate
0-3	4 hours/pay period
4-14	6 hours/pay period
15+	8 hours/pay period



District Government CSRS Retirees: The annual leave accrual policy specified above also applies to District government CSRS Retirees reemployed by the District government on or after February 26, 2008.

Military Service

An employee who is a **military retiree** is entitled to credit for active military service **only if** his or her retirement was based on a disability resulting from injury or disease as a direct result of armed conflict or caused by an instrumentality of war and incurred in line of duty during a “period of war,” as defined by 38 U.S.C § 1101. No other military service is creditable service for annual leave with the District government.

Certifying Eligibility

To obtain credit for qualifying federal or military service, an employee must complete a **Statement of Prior Federal, Military and District Service Form (DCSF 144)** and attach any supporting documentation, such as personnel action forms, that confirm service dates. A Human Resources Specialist will verify creditable service by doing the following:

1. Reviewing the *Statement of Prior Federal, Military, and District Service Form* and any supporting documentation provided; and

2. Obtaining a copy of any necessary records to include a copy of the Official Personnel File (OPF) form from the federal government agency.

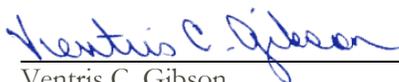
Legal

Authorities

1. **Statutory Authority:** D.C. Official Code § 1-612.03;
2. **Regulatory Authority:** Chapter 12 of the D.C. personnel regulations, *Hours of Work, Legal Holidays and Leave*.

Additional Information

For additional information concerning this bulletin, please contact the D.C. Department of Human Resources, Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.policy@dc.gov.



Ventris C. Gibson
Director

Attachment 1 –
Statement of Prior Federal, Military, and District Service

[Begins on Next Page]



Statement of Prior Federal, Military and District Service

(PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS FORM)



Individuals who have prior federal service completed under the civil service retirement program, military service, or District service should complete this form. Information about prior Federal and District 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 agencies or Congressional or Judicial Offices in order to verify it or in connection with your application for job, license, grant, or other benefit. It may also be disclosed to a national, state, or local law enforcement agency where there is indication of violation or potential violation or potential violation of civil or criminal law or regulation, or to another Federal and District agency or court when the Government is 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 service.

I. What is Needed to Verify Prior Service

In order for you employing agency to credit your prior Federal and/or District 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 from 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). Uniformed service must be verified by the branch in which the person served and is generally done so using the DD 214 Certificate of Release or Discharge from Active Duty and the SF 813 Verification of a Military Retiree's Service in Nonwartime, Campaigns, or Expeditions. 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 employers and periods of employment for which records must be obtained to verify the prior service.

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

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

Secondary evidence may be considered as proof of Federal/District civilian service only when official Government records are lost, destroyed, or incomplete. Necessarily, the **burden of proof is on the person claiming service** that is not support by official records in the custody of the U.S. and/or District of Columbia 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, if performed, 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 only if you are providing secondary evidence.

A. Documentary Evidence: Submit as many as possible of the documents listed in item one (1) below. If your agency finds that these documents are insufficient to determine credibility, the documents listed in items two (2) and three (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 on appointment/separation; notices of changes in position/salary, organization, or headquarters; travel orders; payroll cards; ID's, etc.
2. Private records such as diary, correspondence, copies of income tax returns, employment applications, credit applications, etc., that mention the Federal/District 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 document (as described in item 1 above) that are sufficient for our agency to make a determination of creditability, you must submit affidavits from yourself and at least two other persons (preferably you supervisors) who know the facts. If you can obtain no documentary evidence (items 1, 2, and 3, above) to support your claim, you may submit these affidavits only; **however**, your claim is more likely to be rejected without supporting documents. The required affidavits are from:

The employee, stating as many of the details on the affidavit form on page 2 as can accurately be remembered.

At least two (2) persons knowing the facts. Each person should show that he or she is in a position to know the facts sworn to, and give his or her age and mailing address.

Affidavits must be sworn to or 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 statement, willful concealments, or using documents you know are false, fictitious, or fraudulent is punishable.

STATEMENT OF PRIOR FEDERAL SERVICE

(TO BE COMPLETED BY EMPLOYEE)

1. Name (Last, First, Middle Initial) <input style="width: 95%;" type="text"/>	2. Social Security Number <input style="width: 95%;" type="text"/>	3. Date of Birth (Month, Day, Year) <input style="width: 95%;" type="text"/>
--	--	--

4. 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 block and skip to Item 8. NO -- If "No", check this block and complete Items 5 - 9.

5. List below your prior civilian service (Includes service with the D.C. Government on the appointment made before January 1, 1980)

Name and Location of Agency	From			To			Type of Appointment and Work (Full-time, Part-time or Intermittent)
	Year	Month	Day	Year	Month	Day	
<input style="width: 95%; height: 95%;" type="text"/>							

6. During periods of employment show in Item 4, did you have a total of more than six (6) months' absence without pay during any one calendar year? YES -- If "Yes", list the following information. NO -- If "No", go to Item 7

Type if known (L.W.O.P., Furlough, suspensions, A.W. O.L. or Placement in Nonpay Status from seasonal or on-call employment)	From			To			Total		
	Year	Month	Day	Year	Month	Day	Year	Month	Day
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>

7. List all uniform 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			Type of Appointment and Work (Full-time, Part-time or Intermittent)
	Year	Month	Day	Year	Month	Day	
<input style="width: 95%; height: 95%;" type="text"/>							

8. Do you claim any type of veteran preference, which has not been verified?

No Yes - Check one of the statement, if it applies to you.

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

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

Signature _____

Date _____

Page 2 of 2

Attachment 2 – Verification of Military Service in Non-Wartime Campaigns or Expeditions

[Begins on Next Page]

**Verification of a Military Retiree's Service
In NonWartime Campaigns or Expeditions**
(See Instructions on reverse before completing form.)

To: (Select appropriate address from reverse.)

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 (If Retired prior to 1970)	3. Social Security Number											
4. Branch of Service	5. Date of Military Retirement (mm/dd/yyyy)	6. Date of Request (mm/dd/yyyy)											
7. Nonwartime Campaigns and Expeditions	Service Claimed (Provide at least each month and year of participation in a campaign/expedition)						FOR RECORDS CENTER USE ONLY						
	From			To			if correct check here	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.					
	Month	Day	Year	Month	Day	Year		From			To		
								Month	Day	Year	Month	Day	Year
8. Requesting Agency's Remarks							9. Records Center's Remarks						
10. Requesting Official's Name, Telephone Number and/or Email Address							Items checked were verified by our records. Items which do not correspond with dates shown in records have been corrected.						
11. Requesting Agency (Name, Address, and ZIP Code)							Printed Name and Title of Records Center certifying Official						
							Signature			Date Signed			
Form approved for local reproduction.													

U.S. Office of Personnel Management
The Guide to Processing Personnel Actions

Previous editions not usable.
SF 813 (Revised April 2013)

Instructions for Completing and Sending SF 813

Notes 1) Use SF 813 only for persons who are retired from active military service. Do not use this form if the person has completed 20 or more years of Reserve or National Guard service but will not receive a pension until age 60.

2) If retirement is from the U.S. Coast Guard, allow six months from the date of retirement before submitting this form.

Use SF 813 only to request verification of a retiree's military service performed in a nonwartime 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 11, and send the form to the appropriate address listed below.

A. To verify campaign/expeditionary service for military retirees of the:

- 1) U.S. Coast Guard;
- 2) U.S. Army who retired before October 1, 1995;
- 3) U.S. Navy who retired before January 1, 1995;
- 4) U.S. Marine Corps who retired before October 1, 2001; and
- 5) U.S. Air Force who retired before October 1, 2004 (*for general officers, see below),

send the form to: National Personnel Records Center
 1 Archives Drive
 St. Louis, MO 63138-1002

*If Air Force Retiree is a general, put "Retired General Officer" in the Agency's Remarks block on the front of this form.

B. To verify campaign/expeditionary service for persons who retired from Marine Corps, Navy, Air Force, or Army on or after the dates shown below, send the form to the appropriate military service at the address below.

U.S. Marine Corps, October 1, 2001

Headquarters U.S. Marine Corps
Personnel Management Support Branch (MMSB-10)
2008 Elliot Road
Quantico, VA 22134-5030

U.S. Navy, January 1, 1995

Navy Personnel Command (PERS-312A)
5720 Integrity Drive
Millington, TN 38055-3130

U.S. Air Force, October 1, 2004

AFPC/DPSIDR
550 C St. West, Suite 12
Randolph Air Force Base, TX 78150

U.S. Army, October 1, 1995

Human Resources Command
Veterans Inquiry Section
Dept. 420
1600 Spearhead Div Ave
Fort Knox, KY 40122

The SF 813 should be used to request verification of participation in a nonwartime campaign or expedition, and dates of participation, only if this information is not documented on the retiree's DD Form 214. It is the retired member's responsibility to provide the name of any nonwartime campaign or expedition for which credit is requested. Service will be verified only if the SF 813 lists specific campaigns/expeditions and inclusive dates of the retiree's participation. It is not sufficient to list just the service component (e.g., "USAF") or medal (e.g., "Armed Forces Expeditionary Medal"). If a follow up request is necessary, reproduce a copy of the original request and clearly mark the top of the SF 813, "Follow up Request." For additional information see www.opm.gov/StaffingPortal/vgmedal2.asp, VetGuide Appendix A: Wars, Campaigns and Expeditions of the Armed Forces Since WWII Which Qualify for Veterans Preference.

Print Form

Save Form

Clear Form