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THE GUIDE TO PERSONNEL DATA STANDARDS

CREDITABLE MILITARY SERVICE

Definition: The years and months of military service that are creditable for annual leave accrual purposes.

Responsible Organization: Office of Personnel Management, Division for Strategic Human Resources Policy.

Applicability: Mandatory (Central Personnel Data File, Personnel Actions).

Cross-Reference: None.

Format: 2N2N

Note:

The first and second positions indicate the number of years (00-99). The third and fourth positions indicate the number of months (00-11). For example, 5 years and 3 months should be shown as 0503. Five years and no months should be shown as 0500. No years and no months should be shown as 0000. If the data element is not applicable to an employee, all four positions should be blank.