

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. Army, October 1, 1995

U.S. Air Force, October 1, 2004

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

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.