

Chapter 6: Creditable Service for Leave Accrual

Contents

Subchapter 1. Determining Credible Service.....	3
1. Coverage	3
2. Service Computation Date.....	4
3. Identifying Prior Federal Service.....	4
4. Creditable Service.....	4
5. Creditable Civilian Service	5
6. Creditable Uniformed Service.....	8
7. Other Creditable Service	13
Figures	18
Figure 6-1. Standard Form 813	18
Figure 6-2. Information on Uniformed Service Retirements.....	20
Subchapter 2. Computing the Service Computation Date-Leave	22
1. Coverage	22
2. When to Compute the Service Computation Date-Leave.	22
3. Action on Appointment	24
4. Before Computing the Service Computation Date	24
5. Computing the Service Computation Date-Leave	26
6. Documenting the Service Computation Date-Leave Determinations..	29
7. Retirement-Related Data.....	30
Figures	34
Figure 6-3. 260-Day Work Year Chart.....	34
Figure 6-4. 2087-Hour Work Year Chart.....	35
Figure 6-5. Converting to a Realistic Calendar Date	36
Figure 6-6. Example of Service Computation Date-Leave Calculation	37
Subchapter 3. Change in Service Computation Date-Leave.....	40

1. Actions to Change the Service Computation Date-Leave	40
2. Use of the Standard Form (SF-)52.....	41
3. Processing Instructions	41
Tables.....	42
>Table 6-A. Nature of Action Code (NOAC) and Legal Authority Code (LAC) to Process a Change in Service Computation Date-Leave<	42
>Table 6-B.< Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave.....	43

New text changes and/or additions are distinguished in >dark red font surrounded by angled brackets<. Deletion/removal of text is distinguished with *** in green font.

Subchapter 1. Determining Credible Service

1. Coverage

- a. This subchapter covers procedures for determining creditable service for leave accrual purposes. It explains how to:
 - i. Identify prior service;
 - ii. Verify prior service; and,
 - iii. Determine if prior service is creditable for leave.
- b. Subchapter 2 explains how to compute a Service Computation Date for leave. Subchapter 3 explains when and how to process a personnel action to document a change in a Service Computation Date.
- c. Information on determining creditable service for other purposes is found in other issuances. These include:
 - i. [The CSRS and FERS Handbook](#) - service credit for retirement;
 - ii. The [Workforce Reshaping Operations Handbook](#) and [title 5, Code of Federal Regulations, \(CFR\) part 351](#) - service credit for reduction in force;
 - iii. The [Code of Federal Regulations \(CFR\)](#) - creditable service for:
 1. within-grade increases in [5 CFR](#)
 2. and [532](#);
 3. tenure in [5 CFR 315](#); and
 4. initial and supervisory probationary periods in [5 CFR 315](#).

2. Service Computation Date

A Service Computation Date (SCD) is a date, either actual or constructed, that is used to determine benefits and is generally based on how long the person has been in the Federal Service. The SCD-Leave is used to determine the rate at which an employee accrues annual leave - 4, 6, or 8 hours per pay period - depending on the amount of service creditable for leave accrual purposes; however, it is not used to determine the accrual rate for employees occupying positions which are subject to [sections 5376](#) or [5383 of title 5](#), United States Code, or a pay system equivalent to either of the sections referenced as determined by OPM. Such employees accrue 8 hours of annual leave per pay period pursuant to [section 6303\(f\), title 5](#), United States Code. See [***>Fact Sheet: Annual Leave Accrual rates for Senior Executive Service, Senior Level and Scientific or Professional Positions, or Equivalent Pay Systems<](#). Agencies must establish an SCD-Leave for each employee at appointment, whether or not the employee is eligible to earn leave. To establish the SCD, the agency must identify the employee's prior Federal service, verify such service, determine how much, if any, of the service is creditable for leave accrual purposes, and then compute the SCD.

3. Identifying Prior Federal Service.

- a. **Application.** Review the employee's application or resume to identify any prior Federal service. Federal service includes civilian and military service.
- b. **Standard Form 144 >(SF-144)<**. Ask each appointee to complete the [***>SF-144<](#), Statement of Prior Federal Service. This allows the employee to supplement the Federal service listed on his or her application.
- c. **Optional Form 306 >(OF-306)<**. Use information from the [***>\(OF-306\)<](#), Declaration for Federal Employment, to determine if the employee is a military retiree.

4. Creditable Service

[Section 6303 of title 5](#), United States Code, sets the rules for crediting service for annual leave accrual. The law states: "In determining years of service, an employee is entitled to credit for all service of a

type that would be creditable under [section 8332](#), regardless of whether or not the employee is covered by subchapter III of chapter 83, and for all service which is creditable by virtue of subsection (e).” Creditable service falls into three general categories:

- a. service as a civilian employee, that is, service under a Federal appointment performing Federal functions under Federal supervision,
- b. active duty in the uniformed services; and
- c. other service made creditable by specific legislation.

5. Creditable Civilian Service

- a. **Types of Service.** All civilian service that is *potentially* creditable for Civil Service Retirement Service (CSRS) purposes is also creditable for leave accrual. Potentially creditable includes service that could be credited if the employee made deposits to the Retirement fund. Such deposits are *not* required before the employee gets credit for leave accrual purposes. Creditable civilian service for leave accrual includes service:
 - i. under a Federal appointment as defined in [section 2105 of title 5, United States Code](#), whether in the competitive, excepted, or Senior Executive Service.
 - ii. covered by CSRS or Federal Employees’ Retirement System (FERS) retirement deductions, including service for which the employee received a refund of the retirement deductions.
 - iii. under other Federal retirement systems as long as the individual *could* obtain a refund of his or her deductions under that system and deposit them in the CSRS fund. Civilian service under systems where the employee *cannot* withdraw contributions, such as the DC Police and Firefighter System and the Financial Institutions Retirement Fund, is *not* creditable.
 - iv. listed in Chapter 20, Subchapter 20A of [The CSRS and FERS Handbook](#). This chapter contains detailed

information on civilian service that is creditable for retirement purposes. Civilian service creditable for civil service retirement under [section 8332 of title 5, United States Code](#), is also creditable for leave.

- b. **Amount of Service to be Credited.** In general, employees get a day of credit for each day of full time or part time service. Elapsed calendar time is the maximum time that can be credited. For example, if an employee has two part time appointments from *****>January 1, 2022, thru March 31, 2022,<** credit is limited to three months. Special rules apply to short separations, absence for uniformed service or compensable injury, periods of nonpay/nonduty status, and service on an intermittent work schedule.
- i. *Separations* of three calendar days or less between two periods of creditable civilian service are to be credited. The separation period is treated as a continuation of the first period of service.
 - ii. Employees who are absent because of *uniformed service or compensable injury* are entitled to be treated as though they had never left. The regulations governing restorations to duty after uniformed service or compensable injury are in part [353 of title 5, Code of Federal Regulations \(CFR\)](#). A person who is reemployed under [5 CFR 353](#) receives credit for the entire period of his or her absence, that is, the entire period from the time the employee left until he or she was restored or reemployed.
 - iii. Periods of *nonpay/nonduty status* are credited to a maximum of six months per calendar year. Examples of nonpay/nonduty time include leave without pay, furlough, suspension, and placement in nonpay status. This limit does not apply to employees who are absent because of uniformed service or compensable injury. Periods of leave without pay for uniformed service or compensable injury are fully creditable for leave accrual.
 - iv. *Intermittent* service is service without a prearranged regularly scheduled tour of duty; this was also known as

WAE or when actually employed service. Only the days or hours in pay or work status are credited for periods of intermittent service. The credit cannot exceed the calendar time of the period involved. For example, an intermittent employee who worked 100 hours in a 2-week period may not be credited with more than 2 weeks of service. Before 1980, on-call or seasonal work was differentiated from intermittent work by a remark on the [Standard Form \(SF-50\)](#) or in the employment agreement that indicated that "Service credit...for leave accrual continues up to a maximum of six months per calendar year." If this or a similar remark is not shown on the [SF-50](#) or the employment agreement, the service is treated as intermittent.

c. Verifying Creditable Civilian Service

- i. Official Personnel Folder. If the application or [SF-144](#) indicates prior civilian Federal service, follow the procedures in the Operating Manual, [The Guide to Personnel Recordkeeping](#), to request the employee's Official Personnel Folder. The Folder should include the documents used to verify prior service during the employee's last appointment. [The Guide to Personnel Recordkeeping](#) also contains instructions for requesting transcripts of service for civilian employment not under the Office of Personnel Management's recordkeeping authority and for reconstructing Official Personnel Folders that have been lost.
- ii. Postal Service Temporary Christmas Employment. Most Postal Service employment will be documented in the Postal Official Personnel Folder. The Postal Service does not create a personnel folder for temporary Christmas employees. To verify this employment, contact the Post Office where the employee worked or use payroll records. Payroll records can be obtained from (include in request employer name, city and state, and timeframe): National Personnel Records Center - Annex, Civilian Personnel Records Center, 1411 Boulder Blvd., Valmeyer, IL 62295.

- iii. **>Other Documentation and<** Affidavits. If the agency is unable to locate any records ******* to reconstruct an employee's folder, the agency can use other *****>documentation<** to *****>provide<** credit for *civilian service for leave accrual purposes only*. In these cases, the burden of proof is on the person claiming **>the<** service. Other *****>documentation<** can include travel orders, payroll cards, credit reports that show the Federal employment, or affidavits. Affidavits are required from the employee and at least two other people who were in a position to know the facts of the employment, such as former supervisors. The affidavits must be notarized. Future employers will accept service verified by affidavit as they would any other service verified by a prior employer.

6. Creditable Uniformed Service

- a. **General Rule.** **>Active-duty uniformed service is generally creditable for leave accrual purposes<**. To be creditable*******, **>the<** uniformed service must have:
 - i. ended honorably. That includes: an honorable discharge or a discharge under honorable conditions (general) or transfer to the inactive reserves under honorable conditions.

and
 - ii. been active duty in a uniformed service.
 - 1. The uniformed services consist of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, **>Space Force<**) plus the commissioned officer corps of the Public Health Service and the National Oceanic and Atmospheric Administration.
 - 2. Active duty is full time duty in the Armed Forces. In the Reserves this would include active duty for training but not weekly or monthly assemblies or drills. National Guard duty must be active duty in the service of the [United States under title 10](#),

[United States Code](#), or under a call by the President or Secretary of Defense. National Guard service or training under the call of the Governor of a State or performed for a State under [title 32](#), United States Code, is *not* creditable.

3. **>Military service includes service as a cadet at the United States Military Academy, United States Air Force Academy, or United States Coast Guard Academy, or service as a midshipman at the United States Naval Academy. See full definitions at [5 U.S.C. 8331\(13\)](#) and [5 U.S.C. 8401\(31\)](#).**<

- b. **Restrictions on Credit for Military Retirees.** *****>[Section 6303\(e\)\(A\)-\(C\) of title 5](#)<**, United States Code, restricts the amount of leave accrual credit military retirees receive for their active-duty service. *******This is an exception to the general rule that ties service credit for retirement and leave accrual. **>The creditability of uniformed service for leave accrual purposes differs from the creditability for civil service retirement purposes.**<

- i. Definition of military retiree: For leave accrual purposes, a military retiree is any member or former member of the uniformed services who is entitled, under statute, to retired, retirement, or retainer pay on account of service as a member. Uniformed services retirees include persons on their service's Temporary Disability Retirement List (TDRL) and Navy and Marine Corps personnel who have been transferred to the Fleet Reserve. Note that the definition is based on an entitlement; waiving the actual pay has no impact on whether the person is a military retiree.

- ii. *****>Military retirees may receive credit **only** for<**
 1. *****>All active duty when<** the uniformed services retirement was based on disability that *either* resulted from an injury or disease received in the line of duty as a direct result of armed conflict *or* was caused by an instrumentality of war and was

incurred in the line of duty during a period of war as defined in [sections 101 and 301 of title 38, United States Code](#). *** >Verification that a military disability retirement was based on a disability received 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 should be provided by the employee's branch of service. Figure 6-2 lists sources of information on whether a retirement from the uniformed services was based on war or combat-incurred disability.<

2. ***>Actual< service during a war is creditable regardless of where the ***>individual< served or what duties were performed. ***>For leave accrual credit purposes, "war" means only armed conflicts for which a declaration of war was issued by Congress. The last war declared by Congress< was World War II which officially began on December 7, 1941, and ended on April 28, 1952.
3. >Actual< service >while participating< in a campaign or expedition for which a campaign badge has been authorized***. For example, if a military retiree was on active duty for the entire period of the Vietnam campaign but served in that campaign for 14 months, the retiree is entitled only to the 14 months campaign service credit. He or she is not entitled to credit for time on active duty outside of the campaign area. The [VetGuide](#), available on the Office of Personnel Management's website (<https://www.opm.gov>), contains a list of campaigns and expeditions.
4. >All active duty when< the uniformed services retiree was employed in a civilian position subject to the Leave Act on November 30, 1964, and has been continuously employed without a break in service of more than 30 days since that date.

5. **>All active duty when<** the individual first becomes eligible for a uniformed services annuity while serving as a civilian employee. This includes reservists who qualify for an annuity, as well as employees who are recalled to active duty, qualify for uniformed services retirement, and then are restored to Federal civilian employment. *This exemption applies only to the current period of civilian employment.* If the employee separates and is reemployed later, the restrictions will apply.

c. **>Appointments While on Military Terminal Leave<**

- i. **Employees Appointed on or after October 17, 2006, while on Terminal Leave Pending Retirement from the Uniformed Service ([Pub. Law 109-364, Section 1101](#), dated 10/17/06).** Except under the limited conditions specified in [title 5, U.S. Code 6303\(a\)\(A\)-\(C\) or \(e\)](#), the uniformed service of such an employee is not creditable for purposes of determining the SCD-Leave.
- ii. **Employees Appointed Prior to October 17, 2006, while on Terminal Leave Pending Retirement from the Uniformed Service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007).** The employee's uniformed service is creditable in determining the SCD-Leave at the time of appointment. However, upon the employee's retirement from the uniformed service the employee's uniformed service is no longer creditable in determining the SCD-Leave except under the limited conditions specified in [title 5 U.S. Code 6303\(a\)\(A\)-\(C\) or \(e\)](#). See **>Subchapter 2, Section 2, item h<**. For additional information see: *** [>Compensation Policy Memorandum 2009-03.<](#)

d. **Verifying Creditable Uniformed Service**

- i. 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 **>[Standard Form SF-813](#)<**, Verification of a Military

Retiree's Service in Nonwartime Campaigns or Expeditions. Accordingly, agencies should direct inquiries regarding the uniformed services' manner of documenting active-duty service (e.g., individual does not have a DD 214, confirmation on dates or nature of service, etc.) to the branch of the uniformed service in which the individual served. The Office of Personnel Management does not verify information on the dates or nature of uniformed service, type of discharge, or nature of any retirement from the uniformed service.

- ii. Service in the Armed Forces is generally documented on the DD 214, Certificate of Release or Discharge from Active Duty. This form shows the dates or total amount of active duty and the type of discharge or separation. If the employee does not have a copy of this form, he or she should obtain it from: National Personnel Records Center (Military), 1 Archives Drive, St. Louis, MO 63138.
- iii. When a retiree's DD 214 does not show the exact dates of service in a campaign or expedition, use the SF-813, Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions, to request that information. The [SF-813](#) is available from the Office of Personnel Management's website (<http://www.opm.gov/forms>). Ask the retiree to list the exact dates of their participation in the campaign area on the form and send the form in duplicate to the office listed on the reverse of the form.
- iv. Dates of active-duty National Guard service should be documented on the DD 214 or on orders placing the employee on active duty. Copies of orders should be obtained from the Adjutant General for the State National Guard in which the employee served. The request may be on a [SF-180](#), Request Pertaining to Military Records, and should include a statement that "The beginning and ending dates of honorable active ARNGUS or 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) are needed to verify prior Federal service credit for the named Federal employee.”

- v. >Dates of active-duty Reserve service should be documented on the DD 214 for service of 90 or more consecutive days. Reservists are not provided a DD 214 for short periods of active duty, such as annual trainings. Because the chronological statement is an official document issued by the reservist’s branch of service, it may be used to verify active-duty service if it includes the dates of the service. Furthermore, active service can be verified by contacting DFAS for the employee’s earnings estimates for those periods of service.<
- vi. Dates of active-duty service as a Public Health Service (PHS) Commissioned Officer should be documented on PHS Form 1867, “Statement of Service-Verification of Status of Commissioned Officers of the U.S. Public Health Service.” ***>After October 2021 service will be documented on a DD214. An e-mail can be sent to <mailto:phsdd214@hhs.gov> to request a copy of the DD 214.<
- vii. Dates of active-duty service as a National Oceanic and Atmospheric Administration (NOAA) Commissioned Officer should be documented on NOAA Form 56>-<16, “Report of Transfer or Discharge.” The form can be obtained from: Commissioned Personnel Center, ***>1315 East West Highway, 10th Floor< Silver Spring, MD 20910.

[Figure 6-2](#) lists sources of information on whether a retirement from the uniformed services was based on war- or combat-incurred disability.

7. Other Creditable Service

- a. **General.** Specific statutes have made some civilian service that does not meet the definition of Federal employment creditable for leave or retirement. ***The kinds of service that occur most frequently are described below in “b” through “h”. Detailed information on these types of service and the specific conditions

that must be met for the service to be creditable are in [Chapter 20](#), Subchapter 20A of [The CSRS and FERS Handbook](#).

Additionally, [section 6303\(e\) of title 5](#), United States Code, as amended by [section 202\(a\) of the Federal Workforce Flexibility Act](#) of 2004 ([Pub. Law 108-411](#) dated October 20, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active-duty uniformed service that otherwise would not be creditable towards determining the SCD-Leave. Such service is described in “h” below.

- b. **National Guard Technician Service.** This has been Federal service since January 1, 1969. All those who have served in a National Guard Technician position since January 1, 1969, receive credit for all their service, including any pre-1969 service. Specific legislation granted limited credit for those who had only pre-1969 National Guard Technician service. This service can be verified by contacting the Adjutant General’s office for the State National Guard unit with which the individual served.

- c. **Nonappropriated Fund Employment (NAF).** [Section 6312\(a\)\(2\) of title 5](#), United States Code, as amended by [section 7202 of the Portability of Benefits for Nonappropriated Fund Employees Act of 1990 \(Public Law 101-508\)](#) dated November 5, 1990) authorizes credit for leave accrual purposes for NAF service of employees who move on or after January 1, 1987, from Department of Defense NAF employment to Department of Defense civil service employment, or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable during any subsequent period of civil service employment. Periods of NAF employment under retained civil service retirement coverage are creditable for leave accrual. Other NAF service performed between 1952 and 1966 may also be creditable ([Public Law 99-638](#)). For information on this service, refer to [Chapter 20 of The CSRS and FERS Handbook](#). Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in [The Guide to Personnel Recordkeeping](#).

- d. **VISTA Volunteer Service.** Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment, but the enrollment had to be for a period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from:
AMERICORPS*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.

- e. **Peace Corps Volunteer Service.** Satisfactory volunteer service with the Peace Corps is creditable. The training prior to enrolling as a volunteer is not creditable; only actual volunteer time is creditable. Verification of satisfactory volunteer Peace Corps service is available from: Volunteer Staff & Payroll Services, The Peace Corps, Washington, DC 20526. >[Volunteer Certifications of Service can also be obtained on the Return Peace Corps Volunteer \(RPCV\) Portal](#)<.

- f. **Agricultural Stabilization and Conservation Service County Committee Service.** [Section 6312\(a\)\(1\) of title 5 ***](#), United States Code, allows credit for service as an employee of an Agricultural Stabilization and Conservation Service County committee. Verification of such service should be available from: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC 20250.

- g. **Certain Government Service Performed Abroad.** [Section 321 of Pub. Law 107-228](#), the Foreign Relations Authorization Act, Fiscal Year 2003, grants credit for certain government service performed abroad and refers specifically to service that was performed: after December 31, 1988, and before May 24, 1998; under a temporary appointment pursuant to [sections 309 and 311 of the Foreign Service Act of 1980](#); at a U.S. diplomatic mission, consular post (other than a consular agency), or other Foreign Service post abroad; by an individual who satisfied all eligibility requirements under regulations of the Department of State (as in effect on September 30, 2002) for a family member

limited non-career appointment at the time the service was performed. (If an individual who performed such service was not employed by the Department of State while performing the service, the individual shall be treated as if he or she were employed by the Department of State for purposes of this definition.)

- h. **Prior non-Federal Service or Active-Duty Uniformed Service that otherwise would not be creditable.** Under [section 6303\(e\) of title 5, United States Code](#), as amended by [Section 202\(a\) of the Federal Workforce Flexibility Act of 2004 \(Pub. Law 108-411\)](#) dated October 30, 2004), ***a newly appointed or reappointed employee or a retired member of the active duty uniformed service ***to receive credit for prior non-Federal service or active-duty uniformed service that otherwise would not be creditable. >Credit granted under this provision can only be applied upon appointment or reappointment (following a break in service of at least 90 calendar days from the last period of Federal civilian employee) to a position on or after April 28, 2005. An employee has no entitlement to such credit. This discretionary hiring authority requires that< the head of the agency or designee determine that the skills and experience the employee possess were acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which he or she was appointed and are necessary to achieve an important agency mission or performance goal and must approve the employee's qualifying prior work experience before the employee enters on duty. The amount of service credit that may be granted is at the sole and exclusive discretion of the head of the agency or designee; however, the amount of service may not exceed the actual amount of service during which duties directly related to the position for which being appointed were performed. Agencies must document the granting of such creditable service on the following forms:
- i. [SF-144A](#) or an agency equivalent form used in lieu of the [SF-144A](#). Such credit is granted in terms of years and months, and the exact number of years and months of credit granted is recorded in Part I, Column B, of the [SF-](#)

144A. *** >See [Table 6-A](#)< for appropriate remarks.
(<https://www.chcoc.gov/sites/default/files/trans607.pdf>)

- ii. >SF-50<. The period of service being credited must be included in the >SF-50< that effects the appointment of the individual with the agency. Remark codes B73, B74, and M39 (include in remark M39 the total of all periods of active duty uniformed service for which the employee is receiving credits towards the Service Computation Date for leave (SCD-Leave)) also must be included on the >SF-50<, as appropriate. See [Table 6-A](#) for appropriate remarks.< ***

Figures

Figure 6-1. Standard Form 813

(To ***>access< form, go to http://www.opm.gov/forms/pdf_fill/SF813.pdf).

**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
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.

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

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

U.S. Air Force, October 1, 2004

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

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](#)

Figure 6-2. Information on Uniformed Service Retirements

Use the sources listed below for additional information on whether **>military disability<** retirement *** was based on war or combat-incurred disability. **>Requests for information should be provided by the employee's branch of service. A medical disability retirement from the employee's branch of service or a disability rating from the Department of Veterans Affairs has no bearing on whether the employee is entitled to service credit for annual leave accrual purposes.<**

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-E 1 Archives Drive St. Louis, MO 63138 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 Bldg. 33, Suite 3000 Washington, DC 20374-5066

Figure 6-2. Information on Uniformed Service Retirements, Continued

Branch of Service	Records to be Reviewed	Contact
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 1 Archives Drive St. Louis, MO 63138
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 Management and Support Team 1101 Wootton Parkway Plaza Level - Suite 100 Rockville, MD 20852 > An e-mail can be sent to phsdd214@hhs.gov to request a copy of the DD Form 214.<
National Oceanic and Atmospheric Administration Commissioned Officer		Send letter to: Commissioned Personnel Center ***>1315 East West Highway, 10 th Floor< Silver Spring, MD 20910

Subchapter 2. Computing the Service Computation Date-Leave

1. Coverage

This subchapter covers how and when to compute the Service Computation Date for leave accrual purposes. Before doing the computations, all periods of creditable service should be identified and verified. See subchapter 1.

2. When to Compute the Service Computation Date-Leave.

- a. **Appointment.** A Service Computation Date-Leave must be established for each individual at the time of appointment.
- b. **Separation.** When an employee on an intermittent work schedule or with excess nonpay time leaves the agency, the losing agency must recompute the Service Computation Date-Leave. The adjustment must account for all noncreditable periods of nonpay and for any intermittent service. The adjusted Service Computation Date-Leave is shown on the separation.
- c. **Additional service.** The current agency must recompute the Service Computation Date-Leave when the employee claims additional creditable service or earlier service is made creditable by legislation or other action.
- d. **Change in military retiree status.** If an employee is removed from the military's Temporary Disability Retirement List and discharged from a branch of the uniformed service, the employee's separation is no longer considered to be a retirement. The employee is no longer subject to the credit limitations for military retirees. The agency must recompute the Service Computation Date-Leave to adjust for this change.
- e. **Discovery of an error.** The current employing agency must recompute an employee's Service Computation Date-Leave when an error is discovered. It does not matter when the error was made, who made it, or what information the employee

previously received about the credit to which he or she might be entitled.

- f. **Change from an intermittent work schedule.** When an employee changes from an intermittent to a full time or part time work schedule (including a full or part time seasonal schedule), the agency must recompute his or her Service Computation Date-Leave to give credit for the hours worked. The adjusted Date should be on the action documenting the change in work schedule. Agency payroll records are the usual source of information on the hours worked by intermittent employees.
- g. **Return to pay or duty status.** When an employee returns to duty after a period of noncreditable nonpay or nonduty status, the agency must recompute his or her Service Computation Date-Leave.
 - i. If all the noncreditable nonpay is documented on a personnel action, the adjusted Date should be on the action documenting the return to duty status.
 - ii. There are instances where noncreditable nonpay is not documented on a personnel action. For example, if an employee already has accumulated six months of nonpay status in a calendar year and then takes an additional two weeks of leave without pay, the two weeks would be noncreditable time but would not be documented on a personnel action. In these cases, the agency has two options for documenting the Change in Service Computation Date-Leave:
 - 1. process a personnel action when each period of noncreditable nonpay ends. OR
 - 2. keep a record of all noncreditable nonpay in the calendar year and process a single personnel action covering all periods of noncreditable nonpay during the year. If using this option, the agency must process the action in January of the year following the noncreditable nonpay.

- h. **Change in military status of an employee appointed prior to October 17, 2006, while on terminal leave pending retirement from the uniformed service.** Upon the employee's retirement from the uniformed service, the employee's uniformed service is no longer creditable except in the limited circumstances specified in [title 5, U.S. Code 6303\(a\)\(A\)-\(C\) or \(e\)](#). The agency must recompute the SCD-Leave to adjust for this change.

3. Action on Appointment

- a. **No prior service.** If the person being appointed has not had any previous military or civilian service, use the date of appointment as the Service Computation Date-Leave.
- b. **Prior service.**
 - i. If the employee is being appointed after a break in service of three calendar days or less from creditable civilian service, and the employee does not identify any previously unclaimed service on the *****>SF-144<**, use the Service Computation Date-Leave on the separation action. The previous agency should have recomputed the Date if there were any intermittent service or excess nonpay.
 - ii. The Service Computation Date-Leave must be recomputed if the employee:
 - 1. had a break in civilian service of more than three calendar days; or
 - 2. claims military or civilian service that had not been claimed before.

4. Before Computing the Service Computation Date

- a. **Put creditable service in chronological order.** This ensures that each period of service will be credited and prevents double credit. Double credit can occur when a person has two or more appointments. The time credited can never be more than the

equivalent of one full time period of service, that is, the calendar time. Examples include:

- i. employees on two part time appointments in different agencies. Credit is limited to the calendar time covered by the dual appointments.
 - ii. employees who serve on active military service while on leave from civilian service. Credit is limited to the calendar time.
- b. **Determine the amount of excess nonpay time.** This applies to periods of full time and part time service. Since intermittent service is credited only for the time worked, nonpay time is not an issue. If the employee had more than one appointment, use only periods where he or she was not in pay status under any appointment to determine if there was any excess nonpay time.
- c. **Determine the amount of credit for intermittent service.** Only the days or hours actually worked can be credited. If the employee was working on an intermittent schedule for more than one agency at the same time, add the days or hours worked and use the total to credit the service.
- i. Intermittent service before March 1, 1986, is credited using a work year of 260 days or 2080 hours. Use [Figure 6-3](#) to convert the days worked to months and days of service credit. If the records show hours rather than days, divide the hours by eight to determine the number of days. Excess hours are rounded up; 17 hours = 3 days.
 - ii. Intermittent service on and after March 1, 1986, is credited using a work year of 2087 hours. Use [Figure 6-4](#) to convert the hours worked into months and days of service credit. If intermittent service was recorded as days rather than hours, it may be credited using [Figure 6-3](#)
 - iii. Compare the credit for hours worked to the elapsed calendar time. No matter how many days or hours an employee actually worked, he or she is entitled to credit for no more than the amount of service that could have

been performed on a full-time work schedule, that is, the actual calendar time.

- d. **Military time.** Review the creditable military service to determine if the dates or the amount of service should be used in the calculation. If military service ended on February 28 or 29, use February 30 as the separation date. Do not use the full calendar dates of military service if the period of service includes inactive service or if credit is limited because the employee is a military retiree. When service is shown in days, divide by 30 to determine the number of months. *Do not use the charts for civilian service to change military time into months and days.*

5. Computing the Service Computation Date-Leave

a. General

- i. Service Computation Date-Leave calculations are based on a 360-day year, that is, 12 months of 30 days each. Calculations based on a 365-day year may yield different results.
- ii. Dates are added and subtracted in day, month, year order. Borrowing is based on the 360-day year, with 30 days equal to a month, and 12 months equal to a year. The example below shows how to subtract *****>December 23, 2020 from April 15, 2022<.**
 1. Step 1: Subtract days. Since 23 is larger than 15, borrow 1 month to add 30 days to the 15. Even though March has 31 days, in borrowing each month is treated as 30 days.

		03	45
	2022	04	15
-	2020	<u>12</u>	<u>23</u>
			22

2. Step 2: Subtract months. Since 12 is larger than 3, borrow 1 year to add 12 months to the 3.

	2021	15	
		03	45
	2022	04	15
-	2020	12	23
		03	22

3. Step 3: Subtract years.

	2021	15	
		03	45
	2022	04	15
-	2020	12	23
	1	03	22

Result is 1 year, 3 months, 22 days.

- iii. The net effect of the computations is to add noncreditable time and subtract creditable time from the initial appointment date. Adding time increases the date and decreases the number of years of service. Subtracting time decreases the date and increases the number of years of service.
- b. **Separation Dates.** Separations are effective at midnight of the effective date. For each period of full or part time civilian service, the day of the separation must be credited. This can be done by:
- i. adding a day to each separation date, OR
 - ii. adding the number of separations to the days being subtracted from the appointment date.

c. **Breaks in Civilian Service.** Separations of one, two, or three calendar days between two periods of creditable civilian service are ignored in computing the Service Computation Date (SCD)-Leave. These small breaks in service are treated as continuations of the first period of service. The separation date for that service should be adjusted to include the break in service in the SCD computations. For example, an employee separates from the Department of Army on January 15, *****>2022<**, and is appointed in the Department of Agriculture on January 19, *****>2022<**. In computing the SCD-Leave, use January 18, *****>2022<**, as the separation date for the Department of Army service.

d. **Computation Methods**

i. The preferred method is to:

1. add the appointment dates for all periods of full or part time creditable service plus the total excess nonpay time plus the entrance on duty date for the current appointment;
2. add the separation dates for all periods of full or part time creditable service plus the service credited as months and days (intermittent service, some military service);
3. subtract the separation total from the appointment total.

This is the method documented on the Standard Form 144A, Statement of Prior Service - Worksheet.

ii. The alternative method is to:

1. compute the amount of creditable service for each period of employment, generally by subtracting the beginning date from the ending date;
2. total the amounts of creditable service;

3. subtract the total from the entrance on duty date for the current appointment.
- e. **Converting to a realistic calendar date.** When dates are added and subtracted, the answer may not always be a realistic date. The month may be zero or more than 12; the day may be zero or more than the number for the month. In those cases, the date must be converted to a realistic calendar date by following the rules in [Figure 6-5](#).
- f. **Example.** [Figure 6-6](#) is a sample computation using the ***>[SF-144A](#)<, Statement of Prior Service - Worksheet.

6. Documenting the Service Computation Date-Leave Determinations.

- a. **Purpose.** Service Computation Date-Leave determinations are documented to allow the determinations to be used and verified throughout the employee's Federal civilian service.
- b. **Content.** Service Computation Date-Leave determinations must be documented on the ***>[SF-144A](#)< or an agency equivalent form.
 - i. There are exceptions to this requirement. Separate documentation is not required when an agency processes personnel actions that change the Service Computation Date-Leave because of excess nonpay or service on an intermittent work schedule. Agency personnel and payroll systems generally do these types of calculations. Remarks on the personnel actions document the amount of service being credited.
 - ii. Agency equivalent forms may be variations on the ***>[SF-144A](#)< or printouts from computer programs that calculate service computation dates. In all cases, the documentation should show:
 1. ***>the periods of service evaluated<;
 2. ***>the periods of service determined to be creditable for leave accrual purposes<;

3. The amount of time credited for each period of service; and
 4. The calculations used to compute the Service Computation Date-Leave.
- c. **Supporting documentation.** Copies of documents used to claim or verify service not otherwise found in the Official Personnel Folder should be attached to the ***>[SF-144A](#)< or equivalent form.
- d. **Filing.**
- i. [Standard Form \(SF\) 144-A](#) or equivalent and the supporting documents should be filed on the right side >(permanent side)< of the Official Personnel Folder >or permanent folder in the eOPF<. It should be filed directly under the personnel action that reflects the Service Computation Date-Leave on the form. For example, the [SF-144-A](#) for the initial appointment should be filed directly under the [SF-50](#), Notification of Personnel Action, documenting the appointment.
 - ii. The [Standard Form 144](#), Statement of Prior Federal Service, should be filed according to agency instructions.

7. Retirement-Related Data

- a. **Creditable military service** is reported in remark M39 and to >[Enterprise Human Resource Integration \(EHRI\)](#)<. This remark is required on all accessions and conversions (natures of action in the 1xx and 5xx series). It is the total number of years and months of military service that is creditable for annual leave accrual purposes. It is calculated by adding together the periods of active military service that were credited in computing the employee's Service Computation Date-Leave. Except for military retirees, this is generally the amount of active duty shown on the final DD 214. Days are dropped; for example, if the employee had 4 years, 3 months, and 25 days of creditable military service, the amount in remark M39 would be "04-03." If

the employee had no creditable military service, enter "00-00" or "none" in the remark.

- b. **Frozen service** is reported in remark M38 and to >[Enterprise Human Resource Integration \(EHRI\)](#)<. This remark is required on accessions, conversions, and Changes in Retirement (natures of action in the 1xx and 5xx series and 803) when the employee's retirement plan code is "C," "E," "K," "L," "M," or "N." If the retirement plan code is not one of those listed, do not use remark M38.

- i. Definition. Frozen service is the total number of years and months of civilian and military service that is creditable in a [Civil Service Retirement System \(CSRS\)](#) component of an employee covered by the CSRS Offset or [the Federal Employees' Retirement System \(FERS\)](#). The amount of service is computed when the employee first becomes covered by the CSRS Offset or elects FERS. Once computed, it never changes.

- ii. Computing frozen service.

1. Frozen service is always *zero* if the employee:

- a. is *automatically* covered by the Federal Employees' Retirement System (FERS), FERS-RAE; FERS-FRAE; OR
- b. has less than 5 years of creditable civilian service before becoming subject to Civil Service Retirement System Offset (retirement plan codes C and E); OR
- c. has less than 5 years of creditable civilian service before electing FERS coverage.

Enter "00-00" or "none" in remark M38 for these employees.

2. For other employees, frozen service is computed by subtracting the beginning date from the ending date of each continuous period of service that would be

creditable for Civil Service Retirement System (CSRS) purposes. All service is then added together and converted to years and months. Days are dropped. Service under CSRS Offset is not included.

Example:

An employee has two periods of prior civilian service and one period of military service when first covered by CSRS Offset. Service includes:

- 11-20-1974 thru 06-16-1975 civilian service under FICA;
- 09-03-1976 thru 12-12-1981 civilian service under CSRS;
- 10-06-1982 thru 06-15-1984 military service;
- 07-06-1990 appointment under CSRS Offset.

All the periods of prior service could be creditable for CSRS purposes so all service before the 7/6/1990 appointment are frozen service. To compute the frozen service:

- a. Step 1: Subtract the beginning date from the ending date for each period of service. Use the same rules as for computing the Service Computation Date-Leave, including adding one day for the separation date.

(1)	1975-06-17
	<u>-1974-11-20</u>
	0-06-27
(2)	>1981-12-13<
	<u>-1976-09-03</u>
	5-03-10
(3)	1984-06-16
	<u>-1982-10-06</u>
	1-08-10

b. Step 2: Add all the periods of service.

0-06-27
5-03-10
<u>+1-08-10</u>
6-17-47

c. Step 3: Convert the service to years and months. Using the same rules as for computing the Service Computation Date-Leave, 06-17-47 converts to 7-6-17. The days are dropped in reporting frozen service. The frozen service is reported as 7 years and 6 months or "07-06."

Figures

Figure 6-3. 260-Day Work Year Chart

Give 1 year of credit for each 260 days worked. For amounts of less than 260 days, use this chart. Find the month entry at the top of the column in which number of days worked appears and then find the day entry at the left margin of the line on which the number of days appears. Example: 120 days worked convert to 5 months and 16 days of credit.

Days	Under 1 month	1 month & up	2 months & up	3 months & up	4 months & up	5 months & up	6 months & up	7 months & up	8 months & up	9 months & up	10 months & up	11 months & up
0			43	65	87	108	130	152	173	195	217	238
1		22	44		87	109		152	174		217	239
2	1	23		66	88		131	153		196	218	
3	2	24	45	67	89	110	132	154	175	197	219	240
4	3		46	68		111	133		176	198		241
5		25	47		90	112		155	177		220	>242<
6	4	26		69	91		134	156		199	221	
7	5		48	70		113	135		178	200		243
8		27	49		92	114		157	179		222	244
9	6	28	50	71	93	115	136	158	180	201	223	245
10	7	29		72	94		137	159		202	224	
11	8		51	73		116	138		181	203		246
12		30	52		95	117		160	182		225	247
13	9	31		74	96		139	161		204	226	
14	10	32	53	75		118	140		183	205		248
15	11		54	76	97	119	141	162	184	206	227	249
16		33	55		98	120		163	185		228	250
17	12	34		77	99		142	164		207	229	
18	13		56	78		121	143		186	208		251
19		35	57		100	122		165	187		230	252
20	14	36		79	101		144	166		209	231	
21	15	37	58	80	102	123	145	167	188	210	232	253
22	16		59	81		124	146		189	211		254
23		38	60		103	125		168	190		233	255
24	17	39	61	82	104		147	169		212	234	
25	18		62	83		126	148		191	213		256
26		40	63		105	127		170	192		235	257
27	19	41	64	84	106	128	149	171	193	214	236	258
28	20	42		85	107		150	172		215	237	
29	21		64	86		129	151		194	216		259

Figure 6-4. 2087-Hour Work Year Chart

Give 1 year of credit for each 2087 hours worked. Use this chart for amounts of less than 2087 hours. If the number of hours worked is not on the chart, use the next higher entry (example: for 195 hours, use 197). Find the month entry at the top of the column in which **>the<** number **>of hours<** appears and then find the day entry at the left margin.

Example: 197 hours converts to 1 month and 4 days of credit.

Days	0 & up	1 month & up	2 months & up	3 months & up	4 months & up	5 months & up	6 months & up	7 months & up	8 months & up	9 months & up	10 months & up	11 months & up
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	701	875	1049	1223	1397	1571	1745	1919
2	12	186	359	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1930
4	23	197	371	545	719	893	1067	1241	1415	1588	1762	1936
5	29	203	377	551	725	899	1072	1246	1420	1594	1768	1942
6	35	209	383	557	730	904	1078	1252	1426	1600	1774	1948
7	41	214	388	562	736	910	1084	1258	1432	1606	1780	1954
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1959
9	52	226	400	574	748	922	1096	1270	1444	1617	1791	1965
10	58	232	406	580	754	928	1101	1275	1449	1623	1797	1971
11	64	238	412	586	759	933	1107	1281	1455	1629	1803	1977
12	70	243	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1988
14	81	255	429	603	777	951	1125	1299	1472	1646	1820	1994
15	87	261	435	609	783	957	1130	1304	1478	1652	1826	2000
16	93	267	441	615	788	962	1136	1310	1484	1658	1832	2006
17	99	272	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2017
19	110	284	458	632	806	980	1154	1328	1501	1675	1849	2023
20	116	290	464	638	812	986	1159	1333	1507	1681	1855	2029
21	122	296	470	643	817	991	1165	1339	1513	1687	1861	2035
22	128	301	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2046
24	139	313	487	661	835	1009	1183	1357	1530	1704	1878	2052
25	145	319	493	667	841	1015	1188	1362	1536	1710	1884	2058
26	151	325	499	672	846	1020	1194	1368	1542	1716	1890	2064
27	157	330	504	678	852	1026	1200	1374	1548	1722	1896	2070
28	162	336	510	684	858	1032	1206	1380	1554	1728	1901	2075
29	168	342	516	690	864	1038	1212	1386	1559	1733	1907	2081

Figure 6-5. Converting to a Realistic Calendar Date

Rule	If Month Is	And Day is	Then	And	And	Notes
1	More than 12	Any number	Divide month by 12 and add result to year	Use remainder for month	Go to following rules to create Month-Day Relation.	<ol style="list-style-type: none"> 1. When proper Month-Day relationship is not created, use rule that applies to situation. 2. When year is a leap year (for example, 1984, 1988, 1992, 1996, or another Presidential election year), change day to 29. 3. When new month is 7 (July), use 31 rather than 30.
2	0	0	Subtract 1 from year	Change month to 11	Change day to 30.	
3		1-31		Change month to 12	Do not change day.	
4		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
5	1	0	Subtract 1 from year	Change month to 12	Change day to 31.	
6		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
7	2	0	Subtract 1 from month		Change day to 31.	
8		29-30	Change day to 28 (see Note 2 of this table).			
9		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
10	3	0	Subtract 1 from month		Change day to 28 (see note 2).	
11		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
12	4, 6, 9, or 11	0	Subtract 1 from month		Change day to 31.	
13		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
14	5, 7, 8, 10, or 12	0	Subtract 1 from month		Change day to 30 (see note 3).	
15		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	

Figure 6-6. Example of Service Computation Date-Leave Calculation

An individual is appointed in the Department of the Treasury on November 15, ***>2018< On the [Standard Form 144](#), Statement of Prior Federal Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from ***>2001 through 2006<.
2. Contractor working for the Department of Labor from September 7, ***>2001< thru December 13, ***>2003<.
3. Appointment with the Defense Logistics Agency from April 20, ***>2006< thru August 29, ***>2012<.
4. Appointment with Department of the Interior from September 2, ***>2012< thru December 31, ***>2012<.
5. Appointment with Department of Commerce on part time work schedule from February 24, ***>2013< thru July 7, ***>2013<.
6. Appointment with Department of Agriculture on part time work schedule from March 6, ***>2013< thru September 9, ***>2014<.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, ***>2014< thru September 30, ***>2017<.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year ***>2008<; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144, >[SF-144A](#)< documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three-day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first Defense Logistics Agency appointment. Per Section [5a](#) of this Subchapter, the ending date for the appointment with the Department of the Interior for the purpose of calculating the SCD-Leave is December 30, **>2012<**.
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in [Figure 6-4](#). The credit for hours worked does not exceed the calendar time. If it did, the calendar time would be the maximum amount credited.

Figure 6-6. Example of Service Computation Date-Leave Calculation, Continued
39

Office of Personnel Management STATEMENT OF PRIOR SERVICE - WORKSHEET

Name (Last, First, Middle Initial)	Social Security Number	Date of Birth (Month, Day, Year)
------------------------------------	------------------------	----------------------------------

ADDITIONAL INSTRUCTIONS: Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of *The Guide to Processing Personnel Actions* for instructions on computing service computation dates (SCDs).

PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

CREDITABLE SERVICE- NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
U.S. Army Reserves				0001	01	04	Ltd to active duty time Excess LWOP in 2008
Defense Logistics & Dept. Interior	2006	04	20	2012	12	30	
Commerce & Agriculture (PT)	2013	02	24	2014	09	09	
Dept of VA 2134 Intermittent hrs.				0001		09	
# of separations						02	
Entrance on Duty Date	2018	11	15				
Total noncreditable service		1					
Total of appointment dates (A)	6037	18	59				
Total of separation dates (B)	4028	22	54	4028	22	54	
SCD - Leave (A) - (B)	2008	08	05				

PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION FOR REDUCTION-IN-FORCE (RIF) PURPOSES

Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes.

CREDITABLE SERVICE- NAME OF AGENCY/ORGANIZATION	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
SCD - Leave (from Part I) Additional service creditable for RIF only							
Total noncreditable service							
Total of appointment dates (A)							
Total of separation dates (B)							
SCD - RIF (Service Date) (A) - (B)							

REMARKS

1.) Concurrent part time appointments limited to calendar time.

Name of Person Computing SCD(s) J. Jones	Date SCD(s) Computed 11/15/2018
---	------------------------------------

Subchapter 3. Change in Service Computation Date-Leave

1. Actions to Change the Service Computation Date-Leave

- a. Process a separate Change in Service Computation Date (SCD) action when the employee's SCD-Leave changes and no other change occurs. Examples are when:
 - i. additional periods of service are made creditable by statute or an Office of Personnel Management ruling;
 - ii. service claimed and verified at the time of appointment was not credited and should have been;
 - iii. the employee claims creditable service not previously claimed;
 - iv. service claimed at the time of appointment is later verified.
- b. When an employee returns to duty after excess nonpay status, the Change in Service Computation Date (SCD) is effective the same date as the return to duty action. (See section 1-5b.) Document the SCD change as part of the return to duty action. Follow instructions in Chapter 16 of this **Guide**.
- c. When an employee changes from an intermittent to a part time or full-time schedule, the change in Service Computation Date (SCD) is effective the same date as the change in work schedule. ([See section 2-f](#)) Document the SCD change as part of the change in work schedule action. Follow instructions in Chapter 24 of this **Guide**.
- d. When an employee with excess nonpay or on an intermittent work schedule separates, document the change in Service Computation Date (SCD) on the separation action. The change in SCD is effective the same date as the separation.
- e. Process a correction when the Service Computation Date is changing because a mathematical or similar error was made in the previous computation.

2. Use of the Standard Form (SF-52)

Use of the [Standard Form 52](#) to process these actions is not required. Follow your agency's instructions.

3. Processing Instructions

- a. **Effective Date.** Use [Table 6-B](#) to determine the appropriate effective date for a Change in Service Computation Date action. Note that corrections always have the same effective date as the original action.
- b. **Nature of Action and Legal Authority.** [Refer to Table 6-A for Nature of Action and Legal Authority Code to process a change in service computation date action](#)
- c. **Service Computation Date.** Show the new Service Computation Date-Leave in block 31 of the [SF-50](#).
- d. **Remarks.** Use ******* [Table 6B](#) to identify the required remarks. Also enter any additional remarks that are required by your agency or are necessary to explain the action.
- e. **Standard Form (SF-)50.** Follow the instructions in Chapter 4 to complete the ******* [SF-50](#). File one copy on the right side [>\(permanent side\)](#) of the Official Personnel Folder; [>or permanent folder in the eOPF<](#); distribute other copies according to your agency's instructions.

Tables

>Table 6-A. Nature of Action Code (NOAC) and Legal Authority Code (LAC) to Process a Change in Service Computation Date-Leave<

>Notes and Remarks columns have been added<

>Rule<	>The NOAC is<	>NOA Is<	>Auth Code is<	>Authority is<	>And Required Remarks Are<	>Notes<	<Remarks<
>1<	>882<	>Chg in SCD<	>VZM<	> 5 U.S.C. 6303 <	>Use Table 6-B to identify the required remarks.<	>Use Table 6-B to determine the appropriate effective date for a Change in Service Computation Date action. Note that corrections always have the same effective date as the original action.<	> Table 6-B <

>Table 6-B.< Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Effective Date is</i>	<i>And Required Remark Codes Are</i>	<i>And Required Remarks Are</i>	<i>Notes</i>
1	Civilian service claimed by employee is later made creditable by statute or Office of Personnel Management (OPM) ruling		Date set by the statute or the OPM ruling	B33	Changes SCD from (date) to reflect service which has been ruled creditable.	NOTE: If your agency's system will not accept a change which is effective on the date of the appointment because intervening actions have occurred, use the effective date of the most recent action and explain in remarks that the change is retroactive to the date of appointment.
2	Employee claims additional creditable service not claimed at time of appointment		Date evidence of service is received in the Personnel Office	B34	Changes SCD from (date) to reflect previously unclaimed service.	
3	Employee is removed from Uniformed Service Temporary Disability Retirement List (TDRL) and given a discharge		Date of discharge	B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.	
4	Service claimed at time of appointment is now being credited because it has just been verified or because credit was improperly denied at time of appointment		Date of appointment (see Note)	B35	Changes SCD from (date) because (state reasons).	
5		Employee was appointed prior to October 17, 2006, while on terminal leave pending retirement from the uniformed service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007)				

Table 6-B. Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave, Continued

Rule	If	And	Then Effective Date is	And Required Remark Codes Are	And Required Remarks Are	Notes
6	Agency head or designee approves non-Federal service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code		Date of appointment	B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
7	Agency head or designee approves military service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code		Date of appointment	B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of active-duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
				M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos.").	
8	Employee is receiving credit for prior non-Federal service or active duty uniformed service (5 U.S. Code 6303(e)), and fails to complete 1 full year of continuous service with the appointing agency (i.e., employee separates from Federal service or transfers to another Federal agency)		Date of separation from appointing agency	B75	Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency.	

Table 6-B. Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave, Continued

Rule	If	And	Then Effective Date is	And Required Remark Codes Are	And Required Remarks Are	Notes
9	Employee was appointed prior to October 17, 2006, while on terminal leave pending retirement from the uniformed service and later separated from the uniformed service and thus became a retired member of the uniformed service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007)		The first day of the first pay period occurring after the day on which employee separated from the uniformed service and became a retired member of the uniformed service	B30	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service.	
10		Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived by agency		B37	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service. Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived. If required by the corrected SCD-Leave, employee's current annual leave accrual rate will be corrected prospectively."	