Attachment 4

Crediting Service with a DoD or Coast Guard NAF for CSRS or FERS
Immediate Retirement Under Public Law 107-107

MODEL REQUEST FOR VERIFICATION OF NAF SERVICE

NAMES AND ADDRESSES OF NAF EMPLOYERS

VERIFICATION OF NAF SERVICE FORM
Dear Nonappropriated Fund Employer:

We are writing on behalf of employee’s name, employee’s date of birth, employee’s Social Security Number, requesting verification of his/her service with the nonappropriated fund (NAF) instrumentality listed below. This employee is considering using that NAF service to qualify for immediate retirement under the Civil Service Retirement System (CSRS) / Federal Employees Retirement System (FERS) in accordance with Section 1132 of Public Law 107-107.

<table>
<thead>
<tr>
<th>Nonappropriated Fund Employer</th>
<th>Beginning Date of Service</th>
<th>Ending Date of Service</th>
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Using the enclosed form, Verification of Nonappropriated Fund (NAF) Service Pursuant to an Election Under Section 1132 of Public Law 107-107, please:

- verify the dates of the employee’s service for the period(s) listed above;
- provide the total hours the employee worked if the employee did not work a full-time schedule and can only get credit for time actually worked;
- indicate whether or not the employee received a refund of his/her retirement monies (if the employee did not participate in a NAF retirement plan, indicate “not applicable”); and
- indicate how an election to use the NAF service listed above to qualify for an immediate CSRS or FERS retirement would affect the employee’s rights to retirement benefits under the NAF retirement plan. (If the employee elects to use the NAF service listed above to qualify for an immediate CSRS or FERS retirement, that NAF service cannot be credited for any purpose under any retirement system provided for NAF employees.)

If the employee elects to use the NAF service listed above to qualify for an immediate CSRS or FERS retirement, we will provide you with a copy of the employee’s election form.

BAL 03-102
Attachment 4 – Revised February 11, 2003
Please send or fax your response to:

Agency Address and Fax Number

If you have any questions concerning this request please contact: name of agency contact, phone number, and email address.

Thank you for your assistance.

Sincerely,

Signature of agency official

Enclosure
# NAMES AND ADDRESSES OF NAF EMPLOYERS

To verify prior NAF service, contact the appropriate NAF Component

<table>
<thead>
<tr>
<th>Names of NAF Employers</th>
<th>Address</th>
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</table>
| **United States Army**                  | HQ, Department of the Army  
NAF Personnel Program Office  
200 Stovall Street, Room 1160  
Alexandria, VA  22332-0300  
Phone 703-325-7762 |
| **United States Air Force**             | HQ AFSVA/SVXH  
Human Resources Division  
10100 Reunion Place, Suite 502  
San Antonio, TX  78216-4138  
Phone: (210) 652-2826/2847  
Fax: (210) 652-7043 |
| **United States Marine Corps**          | NAF Human Resources Support Branch  
MRG Personnel and Family Readiness Division  
HQMC 3044 Catlin Ave.  
Quantico, VA  22134-5099  
Phone: 703-784-3880 |
| **Bureau of Naval Personnel**           | Navy Personnel Command PERS653  
5720 Integrity Drive  
Millington, TN 38055-6530  
Point of Contact: Eucile Ballenger  
Phone: (901) 874-6704 DSN 882  
Fax: (901) 874-6844 DSN 882 |
| **Navy Exchange Service Command**       | Navy Exchange Service Command  
3280 Virginia Beach Blvd  
Virginia Beach, VA  23452-5799  
Phone: 757-440-4734 |
| **Army and Air Force Exchange Service** | Headquarters, Army and Air Force Exchange Service  
FA-T (Benefits)  
P.O. Box 650428  
Dallas, TX  75865-0428  
Phone: 1-800-519-3381  
FAX: (214) 312-3596  
E-mail: benefits@aafes..com |
| **United States Coast Guard**           | Commandant (G-WPC-6)  
2100 2nd Street S.W. Room 6306  
Washington, D.C.  20593  
Phone: (202) 267-1342  
Fax: (202) 267-4580  
E-mail: cbozeman@comdt.uscg.mil |
## Part 1 – Identifying Information

<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Date of Birth</th>
<th>Social Security Number</th>
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</table>

| Other Names Used |

## Part 2 – Verification of Service (mark the appropriate box)

1. [ ] We are unable to locate any records of service with this component.
2. [ ] The individual named in Part 1 performed the following service as an employee paid from nonappropriated funds. (Please note, we are only providing information about the service identified in the request for verification of service.)

<table>
<thead>
<tr>
<th>NAFI and Location</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Actual Hours Worked If Other Than Full-Time</th>
<th>Retirement Monies Refunded? (yes/no/not applicable)</th>
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## Part 3 – NAF Retirement Eligibility (mark the appropriate box)

1. [ ] The employee is not eligible for a NAF retirement benefit (immediate or deferred), therefore the election to credit the service listed in Part 2 for CSRS or FERS retirement eligibility purposes does not affect eligibility for NAF benefits.
2. [ ] The employee is eligible for a NAF retirement benefit (immediate or deferred) only if the service listed in Part 2 remains creditable for NAF retirement purposes. If the employee elects to credit that service for CSRS or FERS retirement eligibility purposes, the employee must request a refund of NAF retirement monies and give up his or her rights to the NAF retirement benefit.
3. [ ] The employee is eligible for a NAF retirement benefit (immediate or deferred). Electing to use the service listed in Part 2 for CSRS or FERS retirement eligibility purposes does not affect the employee’s eligibility for the NAF retirement benefit. However, the election would reduce the amount of his or her NAF retirement benefit.

## Part 4 – Certification

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<tr>
<th>Signature of Certifying Official</th>
<th>Date</th>
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<tr>
<th>Printed Name</th>
<th>Title</th>
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<tr>
<th>Phone Number</th>
<th>Fax Number</th>
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