

If You are Retiring from Civil Service and Have Military Service

This checklist is provided as a concise summary of the many actions, forms, contacts, and decisions that you may need to be aware of as you transition through this "life event." This list has been developed through our years of assisting employees in similar circumstances. Most of the actions are optional, but they are worth considering. If you have any questions about special circumstances, suggestions for improvement, or lessons learned, please let us know.

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Your Action...	By when?	With what?	With whom?	Other Information
Review Uniformed Services Employment and Re-employment Rights Act USERRA (PDF)	Not applicable	Not applicable	Not applicable	Not applicable
Provide a copy of your Discharge from Active Duty (DD214) or equivalent	Immediately	DD214 - Discharge from Active Duty	Benefits Counselor	This will give you credit for annual leave accrual . Verify credit by reviewing your Benefits Statement
Provide a copy of your orders for all active duty military training that was performed prior to your employment	Immediately	Call to Active Duty Orders (example: Summer Camp, National Guard)	Benefits Counselor	This will give you credit for annual leave accrual . Verify credit by reviewing your Benefits Statement
If you are under CSRS and will be eligible for SS you must pay a deposit to receive credit for your military service	Immediately - Payment must be made prior to retirement	SF2803 (PDF) - Application to Make Deposit or Redeposit OPM 1514 Military Deposit Worksheet	Benefits Counselor	Payment in full will give you military service credit for retirement . Verify credit by reviewing your Benefits Statement
If you are under FERS you must pay a deposit to receive credit for your military service	Immediately - Payment must be made prior to retirement	SF3108 - Application to Make Deposit or Redeposit OPM 1514 Military Deposit Worksheet	Benefits Counselor	Payment in full will give you military service credit for retirement . Verify credit by reviewing your Benefits Statement