



DEPARTMENT OF THE ARMY
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CIVILIAN HUMAN RESOURCES AGENCY
NORTH CENTRAL REGION
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REPLY TO
ATTENTION OF

PECP-NCR-A

15 September 2008

STANDARD OPERATING PROCEDURE

**PROCESSING SF 813, VERIFICATION OF A MILITARY RETIREE'S SERVICE IN
NON WARTIME CAMPAIGNS OR EXPEDITIONS**

1. **PURPOSE:** Prescribes the procedures to be used for completing, mailing and processing an SF 813.
2. **SCOPE:** Applies to all serviced Army employees and personnel of Army CPACs and Processing Centers (PC).
3. **RESPONSIBILITIES:**
 - a. CPAC personnel are responsible for:
 - (1) Providing the SF 813 to newly appointed, retired military personnel.
 - (2) Completing blocks 10 and 11 (and block 8, if applicable) of the SF 813 and mailing the completed SF 813 to the appropriate service center as listed on the SF 813 for service verification.
 - b. Employee's are responsible for completing blocks 1 – 7 of the SF 813.
 - c. PC personnel are responsible for the calculation of Service Computation Date (SCD) and processing necessary actions to complete the change in SCD.
4. **PROCEDURES:**

Note: Block 10 and 11 must be a Human Resource office address and signature in order for the verification to be returned.

 - a. CPAC procedures:
 - (1) If employee completes the SF813 at the time of appointment, the CPAC will mail it to the appropriate Service Center and forward a copy to the PC noting it was submitted.

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(2) If the employee completes the form at a later date, the CPAC will accept the form and provide to the appropriate Service Center or instruct the employee to mail it to the Service Center, depending on the CPAC policy and forward a copy to the PC noting it was submitted.

(3) When a review of a retired military employee's OPF reveals that no SF 813 has been submitted to the service center, the CPAC will notify the employee that potentially creditable service may be claimed if verified by the appropriate service center and provide the employee the SF 813. An example of the employee notification is below:

➤ A review of your Official Personnel File indicates that you are a military retiree. You may be eligible to have periods of your military service credited for leave accrual purposes if you served during a war or in a campaign or expedition for which a campaign badge was authorized.

➤ In order to receive this credit, you may submit the attached form, Verification of Military Retiree's Service in Non-wartime Campaigns or Expeditions, SF 813, to the appropriate agency as identified on the instruction sheet. Normally, it takes six months from your retirement date for your records to become available for verification.

b. PC procedures:

(1) File a copy of the incomplete form on the left side of the Official Personnel Folder (OPF).

(2) Once the form is returned from the service center, the PC will confirm that claimed service has been verified or adjusted by the service center, request the OPF and recalculate the SCD. Remove the incomplete form from the left side of the OPF and place the completed verified form with the SCD calculation sheet on the right side of the OPF.

5. FORMS:

The SF 813 is available at:

https://www.opm.gov/forms/pdf_fill/SF813.pdf

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6. REFERENCES:

United States Office of Personnel Management Guide to Personnel Record Keeping
available at:

<http://www.opm.gov/feddata/recguide.pdf> Chapter 6

APPROVED BY:


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