

## 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	3. Social Security Number													
4. Branch of Service	5. Date of Military Retirement	6. Date of Request (Month, Day, Year)													
<b>7. Nonwartime Campaigns and Expeditions</b>	<b>Service Claimed</b> (Provide at least each month and year of participation in a campaign/expedition)						<b>FOR RECORDS CENTER USE ONLY</b>								
	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		From			To				
	Month	Day	Year	Month	Day	Year	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. Navy who **retired before January 1, 1995**;
- 3) U.S. Marine Corps who **retired before October 1, 2001**;
- 4) U.S. Army who **retired before October 1, 2002**; 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  
                                  9700 Page Avenue  
                                  St. Louis, MO 63132-5100

\*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. Army, October 1, 2002

Commander, U.S. Army Human Resources Command  
ATTN: AHRC-CC-B  
1 Reserve Way  
St. Louis, MO 63132-5200

U.S. Navy, January 1, 1995

Navy Personnel Command (PERS-313C1)  
5720 Integrity Drive  
Millington, TN 38055-3130

U.S. Air Force, October 1, 2004

HQ AFPC/DPFFCMP  
550 C St. West, Suite 19  
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., "Vietnam Service 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."