



**CERTIFIED SUMMARY OF FEDERAL SERVICE**  
CIVIL SERVICE RETIREMENT SYSTEM

U.S. Office of Personnel Management

**Information for Agency**

1. A certified copy of this form must accompany the employee's Application for Immediate Retirement (SF 2801) or an Application for Death Benefits (SF 2800) for a deceased employee if a survivor annuity appears to be payable.
2. This form may also be used:
  - for retirement counseling purposes
  - to respond to an employee's request for a record of creditable service.
3. See FPM Supplement 830-1 for detailed instructions for completion and disposition of this form.

**Instructions for the Employee**

1. Your employing office will complete and certify this form for you.
2. Review this form carefully. Be sure it contains all of your service.
3. Complete Section E, Employee's Certification, and return it to your employing office.

**Section A - Identification**

1. Name of employee (Last, first, middle initial)	2. Date of birth (Month, day, year)	3. Social Security Number
4. List all other names used (Maiden name, AKA, spelling variants)	5. Other birth dates used	6. Military Serial Number
	7. Service computation date for retirement purposes	
8a. Does the applicant receive military retired pay?  <input type="checkbox"/> YES Attach a copy of the applicant's military retired pay order, if available and complete 8b.  <input type="checkbox"/> NO	8b. If YES, has the applicant waived military retired pay to credit military service for civil service retirement?  <input type="checkbox"/> YES Attach a copy of the military finance center's letter to the employee accepting waiver, if available  <input type="checkbox"/> NO <i>(Includes cases where a waiver is unnecessary)</i>	

**Section B - Verified Service History Documented in Official Records**

Federal Agency or Military Service Branch	Appointment, Separation, or Conversion Dates for Civilian and Active Honorable Military Service		Name of Retirement System* (e.g., CSRS, CSRS Offset, etc.)	Remarks and Non-Creditable Time (Indicate if service is Part-Time)
	From	To		

\* Give details of creditable civilian service not subject to retirement deductions in Section C.

**Section C - Details of Civilian Service Not Subject to Contributory Retirement System for Civilian Federal Employees**

**This information is required to compute the portion of annuity based on such service.**

Detail below (1) any period of Federal civilian service subject to "FICA" deductions, and (2) any other Federal civilian service not subject to a Federal employee (or D.C. Government) retirement system. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right hand side below. Otherwise, show each change affecting basic salary during the period of service. Show part-time tour of duty if applicable. If part-time service is after April 6, 1986, also provide total number of hours employee worked during that period and show what a full-time tour of duty would be.

Nature of Action Appt., pro., res., etc.)	Effective Date (Month, day, year)	Basic Salary Rate	Salary Basis (per annum, per hour, WAE, etc.)	Leave Without Pay	If Basic Salary Actually Earned is Available Make Summary Entry Below		
					From (Month, day, year)	To (Month, day, year)	Total Earned

**Section D - Agency Certification**

I certify that the information on this form accurately reflects certified information contained on the official personnel and/or payroll records in the custody of this agency and that if retiring, the retiring employee has sufficient service to support title to an immediate annuity.

Signature of Authorized Agency Personnel Official		Agency Name and Address, including ZIP Code, and Telephone Number, including Area Code
Official Title	Date	

**Section E - Employee's Certification**

<input type="checkbox"/> <b>The above service is complete</b>	
<input type="checkbox"/> <b>I have additional service.</b> <i>(If you claim additional service, attach signed statement(s) giving dates, positions, titles and locations of employment, including agency, bureau, and division. Claimed service cannot be credited for retirement until it has been verified, including unverified service listed on a SF 144, Statement of Prior Federal Civilian and Military Service, or similar affidavit.)</i>	
<p><b>Note:</b> If you have performed Federal civilian service subject to social security deductions (FICA) or not subject to retirement deductions, be sure that your agency has correctly completed Section C above.</p> <p>If you have active military service on or after January 1, 1957, for which you have not made a deposit, be sure to read Section B of the "Instructions for Completing Application for Immediate Retirement" for information on how this decision affects your annuity. You CANNOT change your decision after you retire.</p>	
Signature	Date