



Certified Summary of Federal Service

Civil Service Retirement System

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 the CSRS and FERS Handbook for Personnel and Payroll Offices 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 the form to your employing office.

Section A - Identification

1. Name (last, first, middle)	2. Date of birth (mm/dd/yyyy)	3. Social security number(s)
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	8. Pay plan and occupational series
9a. Does the applicant receive military retired pay? ☐ Yes (Attach a copy of the applicant's military retired pay order, if available, and complete 9b.) ☐ No	9b. If Yes, has the applicant waived military retired pay to credit military service for civil service retirement? ☐ Yes (Attach a copy of the military finance center's letter to the employee accepting waiver, if available.) ☐ No (Includes cases where a waiver is not necessary.)	

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. If service was WAE or intermittent, show the number of days or hours worked.)
	From (mm/dd/yyyy)	To (mm/dd/yyyy)		

*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 DC Government) retirement system. If total basic salary earned for any such period of service is known, you may make a summary entry 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 the period and show what a full-time tour of duty would be.

Nature of action (Appt., pro., res., etc.)	Effective date (mm/dd/yyyy)	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 (mm/dd/yyyy)	To (mm/dd/yyyy)	Total earned

Section D - Agency Certification

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

Signature of Authorized Agency Human Resources Official		Agency name and address, including ZIP Code, area code and telephone number, FAX number, and email address
Official Title	Date (mm/dd/yyyy)	

Section E - Employee's Certification

- ☐ The service listed is complete.

☐ I have additional service. (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. This includes unverified service listed on SF 144, *Statement of Prior Federal Civilian and Military Service*, or similar affidavit.)

Note: 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. If you have active military service on or after January 1, 1957, for which you have not made a deposit, be sure to read Schedule A on page 4 of the “Instructions” for Completing Application for Immediate Retirement for information on how this affects your annuity. You **cannot** change your decision after you retire.

Signature	Date (mm/dd/yyyy)
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