

NAME (PLEASE PRINT): \_\_\_\_\_

EMPLOYEE ID or SOCIAL SECURITY NUMBER: \_\_\_\_\_

### **PRIOR SERVICE QUESTIONNAIRE**

Please review the questions listed below to help us determine if you have potentially creditable service for leave and/or retirement purposes. If you answer yes to any of the below questions, please provide this form as well as any documentation for the service (if you have it). This documentation will assist us in gathering the official documentation from the various agencies listed. Submit this form and documentation to your HR Specialist in the AO Human Resources Division (AOHRD) in G-200. We will use the information to properly verify your service.

#### **CIVILIAN SERVICE**

1. Did you ever work for the District of Columbia Government in any of its agencies (including DC schools, police department, fire department, etc.) before October 1, 1987?

No \_\_\_\_\_

If Yes: Name of DC Agency: \_\_\_\_\_

Approximate Dates of Employment: \_\_\_\_\_

2. Did you ever work for a Member of Congress, for a U.S. Senator, or for a committee of either house of Congress (whether in Washington, DC or in the Member or Senator's home district)?

No \_\_\_\_\_

If yes: Name of Member or Committee: \_\_\_\_\_

Approximate Dates of Employment: \_\_\_\_\_

3. Did you ever work on a military base for a commissary, a PX or exchange, a recreation service, a laundry, or any organization that served military personnel, but was not actually part of the Army, Navy, Marine Corps, Air Force, or Coast Guard?

No \_\_\_\_\_

If yes: Name of Organization: \_\_\_\_\_

Approximate Dates of Employment: \_\_\_\_\_

4. Did you ever work for a Government-owned corporation, such as the Tennessee Valley Authority, "Fannie Mae," "Sally Mae," etc.?

No \_\_\_\_\_

If yes: Name of Organization: \_\_\_\_\_

Approximate Dates of Employment: \_\_\_\_\_

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5. Did you ever work for the Metropolitan Washington Airports Authority after it was split off from the Federal Aviation Administration in 1987?

No \_\_\_\_\_

If yes: Approximate Dates of Employment: \_\_\_\_\_

6. While you worked in the Government, were you employed in an agency that had its own retirement system (such as the Foreign Service Retirement System, CIA Retirement and Disability System, DCPFS, etc.)?

No \_\_\_\_\_

If yes: Name of Organization: \_\_\_\_\_

Approximate Dates of Employment: \_\_\_\_\_

7. If the answer to any of the above questions is yes, did you get a refund of your retirement contributions under that agency's system when you left?

\_\_\_\_\_ YES, if yes, when \_\_\_\_\_ \_\_\_\_\_ NO

8. Did you later deposit the above refund into the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) through the US Office of Personnel Management?

\_\_\_\_\_ YES, if yes, when \_\_\_\_\_ \_\_\_\_\_ NO

9. While working for the Government, were you ever in an agency that started you on an appointment where only Social Security Taxes were deducted from your pay, and then converted you to a position where you could be covered by either CSRS or FERS?

If yes: Name of Agency: \_\_\_\_\_

Approximate Dates of Temporary Service: \_\_\_\_\_

Did you ever make a deposit to CSRS or FERS for the time you only had Social Security taxes withheld?

\_\_\_\_\_ YES, if yes, when \_\_\_\_\_ \_\_\_\_\_ NO

10. Did you retired from any other Federal Agency? Are you now receiving a retirement pension from OPM based on your past CSRS or FERS service?

If yes: CSA or CSF account number: \_\_\_\_\_

Date retirement benefits began: \_\_\_\_\_

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**MILITARY SERVICE**

1. Did you attend any of the military service academies (Army – West Point NY; Navy/Marine Corps – Annapolis, MD; Air Force – Colorado Springs, CO; Coast Guard – New London, CT)?

No \_\_\_\_\_

If yes: Name of Academy: \_\_\_\_\_

Approximate Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Did you ever serve in the National Guard?

No \_\_\_\_\_

If yes: State: \_\_\_\_\_

Dates Served: \_\_\_\_\_

Ordered to Active Duty in the regular military while serving in the National Guard

\_\_\_\_\_ Yes \_\_\_\_\_ No

Served in the Army National Guard of the US or Air National Guard of the US, instead of being assigned to a State's National Guard Unit?

\_\_\_\_\_ Yes \_\_\_\_\_ No

3. Are you now receiving (or will you be entitled to) military retired pay that you earned for:

20 or more years of active duty service? \_\_\_\_\_ Yes \_\_\_\_\_ No

20 or more years of reserve service? \_\_\_\_\_ Yes \_\_\_\_\_ No

Disability? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. If the answer above is no, did you ever receive military retired pay and then waive it?

\_\_\_\_\_ Yes \_\_\_\_\_ No

5. Did you ever serve in the Commissioned Corps of either the US Public Health Service or the national Oceanic and Atmospheric Administration (NOAA) or in the Cadet Nurse Corps during a period of war?

No \_\_\_\_\_

If yes: Name of Organization: \_\_\_\_\_

Approximate Dates of Employment: \_\_\_\_\_

6. Did you ever pay a deposit to CSRS or FERS for your military service?

\_\_\_\_\_ Yes, if yes, when \_\_\_\_\_ \_\_\_\_\_ No