

Creditable Civilian Service or Military Service

Description

Section 6303 of title 5, United States Code, sets the rules for crediting service for annual leave accrual. The law states: "In determining years of service, an employee is entitled to credit for all service of a type that would be creditable under section 8332, regardless of whether or not the employee is covered by subchapter III of chapter 83, and for all service which is creditable by virtue of subsection (e).

Creditable service falls into three general categories:

- service as a civilian employee, that is, service under a Federal appointment performing Federal functions under Federal supervision;
- active duty in the uniformed services; and
- other service made creditable by specific legislation.

For more detailed information see:

<https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/servicecreditleave/>

For Civilian Service Credit or Military Non-Retiree Credit

- 1) "Submit Service Ticket" and select "Request Appointment" in "Reason for Request." Ensure that in the "Request Description" area you explain what type of creditable service you are requesting.
- 2) Gather pertinent documents (SF 50, DD214).
- 3) When a CPO representative has been assigned to your request, you will be notified via email (Ticket) and the status of your request will change to "Appointment Set"(Check comments in ticket for appointment date/time)
- 4) Bring copy of pertinent SF50(s) or DD 214 to your appointment.
- 5) After appointment your ticket will be marked "complete."
- 6) End of process.

For Military Retiree Credit (Counts for leave accrual purposes only)

- 1) Complete the [SF 813](#).
- 2) "Submit Service Ticket" and select "Creditable Service" in "Reason for Request"
- 3) When a CPO representative has been assigned to your request, you will be notified via email and the status of your request will change to "Awaiting Attachments"
- 4) Send an email to your identified CPO Representative and attach the completed SF 813 along with a copy of your DD 214.
- 5) Once the documents have been received, reviewed, and processed by your CPO representative, your request will be marked "In-progress".
- 6) Once a new SF50 with a updated Service Computation Date for leave accrual is established, your ticket status will be marked "Complete".
- 7) End of process.