

VETERANS INFORMATION

The U.S. Office of Personnel Management (OPM) publishes the *VetGuide*, which explains the special rights and privileges that veterans enjoy in Federal civil service employment. The guide conveniently summarizes in one place material from many laws and regulations that affect the employment of veterans. You can view the guide by going to <http://www.opm.gov/employ/veterans/html/vetguide.asp#1>.

Both Title 5 and Title 38 of the United States Code use many of the same terms, but in different ways. For example, service during a "war" is used to determine entitlement to Veterans' preference and service credit under Title 5. OPM has always interpreted this to mean a **war declared by Congress**. But Title 38 defines "period of war" to include many non-declared wars, including Korea, Vietnam, and the Persian Gulf. Such conflicts entitle a veteran to Veterans Affairs (VA) **benefits** under Title 38, but not necessarily to **preference or service credit** under Title 5. Thus it is critically important to use the correct definitions in determining eligibility for specific rights and benefits in employment.

_____ 1.) **Verification of a Military Retiree's Service (SF 813)**

Applicable only if *retired* from military service. You may obtain the SF 813 at <http://www.opm.gov/forms/html/sf.asp>. Complete the form, *sign and date*, and mail to the address designated for your branch of service.

In *block 9*, use the following address:

**WHS, HRSC Attn: Shirley Henry
2521 S. Clark Street
Polk Building, Suite 4000
Arlington, VA 22202**

_____ 2.) **Discharge Papers and Separation Documents (DD-214 or equivalent)**

Please provide a *Member 4* copy of this form to your DSS HR Specialist.

_____ 3.) **Department of Veterans Affairs Disability Rating Letter**

If you are a veteran who has a service-connected disability or disease, or if you are receiving entitlements, please provide the decision letter from Veterans Affairs to your DSS HR Specialist.

_____ 4.) **Military Deposit**

If you have previous military service, you may want to consider making a deposit based on your military service, in order for those years to be creditable towards your retirement computation. For further details, contact your DSS HR Specialist.

_____ 5.) **Reservists**

If you are currently a reservist, you will need to provide a copy of any orders or calls to duty to your supervisor, your timekeeper, and to your HR Specialist, preferably 2 weeks before activation. Please complete the Reserve Status Code Form and submit to your DSS HR Specialist. ([Reserve Status Code Form](#))