

# Office of Personnel Management

## STATEMENT OF PRIOR SERVICE - WORKSHEET

Name (Last, First, Middle Initial)	Social Security Number	Date of Birth (Month, Day, Year)
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**ADDITIONAL INSTRUCTIONS:** Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of *The Guide to Processing Personnel Actions* for instructions on computing service computation dates (SCDs).

**PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES**

CREDITABLE SERVICE- NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
Entrance on Duty Date							
Total noncreditable service							
Total of appointment dates (A)							
Total of separation dates (B)							
SCD - Leave (A) - (B)							

**PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION FOR REDUCTION-IN-FORCE (RIF) PURPOSES**

Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes.

CREDITABLE SERVICE- NAME OF AGENCY/ORGANIZATION	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
SCD - Leave (from Part I) Additional service creditable for RIF only							
Total noncreditable service							
Total of appointment dates (A)							
Total of separation dates (B)							
SCD - RIF (Service Date) (A) - (B)							

**REMARKS**

Name of Person Computing SCD(s)	Date SCD(s) Computed
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