

 <div>Federal Employees Retirement System</div>	<div>Certified Summary of Federal Service</div> <div>Federal Employees Retirement System</div>	<div>Office of Personnel Management</div> <div>5 CFR Part 841</div>
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- Information for Agency

1. A certified copy of this form must accompany an employee's *Application for Immediate Retirement* (SF 3107).

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 (formerly FPM Supplement 830-1) 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 it to your employing office.
- Section A - Identification
- |   |   |  |
|---|---|--|
| 1. Name of employee ( <i>last, first, middle</i> )<br>MAGEE, JULIE K  | 2. Date of birth ( <i>dd/mm/yyyy</i> )<br>10/03/1967  | 3. Social Security Number<br><div></div> |
| 4. List all other names used ( <i>maiden name, AKA, spelling variants</i> )<br><div></div>  | 5. Other birth dates used<br><div></div> / <div></div> / <div></div>  | 6. Military serial number<br><div></div> |
|   | 7. Service computation date for retirement purposes<br>02 / 11 / 1990   |  |
| 8a. Did this employee elect to transfer to FERS?<br><div><input type="radio"/> No</div> <div><input type="radio"/> Yes, Give effective date of election: <div></div> / <div></div> / <div></div></div>                                | 8b. If the employee elected to transfer to FERS, is the employee entitled, according to your records, to have part of the FERS annuity computed under CSRS rules?<br><div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div>   |  |
| 9a. Does the applicant receive military retired pay?<br><div><input type="radio"/> Yes (<i>Attach a copy of the applicant's military retired pay order, if available, and complete 9b.</i>)</div> <div><input type="radio"/> No</div> | 9b. If Yes, has the applicant waived military retirement pay to credit military service for FERS retirement?<br><div><input type="radio"/> Yes (<i>Attach a copy of the military finance center's letter to the employee accepting waiver, if available.</i>)</div> <div><input type="radio"/> No (<i>Includes cases where a waiver is unnecessary</i>)</div> |  |
- Section B - Verified Service History Documented in Official Personnel Records

Import Data from Retirement Calculator
- | Federal agency or military service branch | Appointment, separation, or conversion dates for civilian and active honorable military service |   | Name of retirement system* | Remarks and non-creditable time** |
|---|---|---|----------------------------|-----------------------------------|
|   | From<br>(mm/dd/yyyy)  | To<br>(mm/dd/yyyy)                      |                            |                                   |
| US EPA                                    | 02 / 11 / 1990  | 05 / 31 / 2025                          | FERS                       | IN FUND                           |
|   | <div></div> / <div></div> / <div></div>   | <div></div> / <div></div> / <div></div> |                            |                                   |
- \* Give details of creditable civilian service not subject to retirement deductions in Section C.

\*\* In Remarks, show if CSRS service on or after January 1, 1984, is "regular" CSRS or CSRS Offset.

Indicate if service is part-time. If service was performed on a WAE or intermittent basis, show the number of days worked in "Remarks." If the number of days worked is not available, then show the number of hours worked.
- Section C - Details of Civilian Service Not Subject to Contributory Retirement System for Civilian Federal Employees
- Detail below (1) any period of Federal civilian service subject only to "FICA" deductions, and (2) any other Federal civilian service not subject to a Federal employee (or D.C. 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.
- https://piv.fedhrnavigator.com/frbweb/restricted/employee/casetracking/listcase.do?operation=gotoForm&caselId=eed75ecd07e0d3bbdab34d2c728930...

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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. Service which is not subject to FERS or CSRS deductions is creditable only as specifically allowed by law.

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
There are no civilian service records.							

**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 the retiring employee has sufficient service for an immediate annuity.

Signature of Authorized Agency Personnel Official		Agency Name and Address, including ZIP Code, and Telephone Number <i>(including Area Code)</i> , FAX number, and email address	
Official Title	Date (mm/dd/yyyy)	<div>EPA 26 W. Martin Luther King Drive , Benefits Branch MS N131B Cincinnati, OH 45268</div> <div>(Tel) 513-569-7318</div> <div>(Fax) 513-487-2567</div> <div>lubin.wenddy@epa.gov</div>	
HR Benefits Speciali			

**Section E - Employee's Certification**

<p><input type="radio"/> The service listed is complete.</p> <p><input type="radio"/> 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 a SF 144, <i>Statement of Prior Federal Civilian and Military Service</i>, or similar affidavit.)</p> <p>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.</p>	
Signature <i>(do not print)</i>	Date (mm/dd/yyyy)