

PRIOR SERVICE QUESTIONNAIRE

Please review the questions listed below. If you answer yes to any of these questions, please provide the requested information and fax your completed form to the Benefits Division at 202-502-2877. We will use the information to properly to verify your service, calculate your Retirement Service Computation Date, and populate the HRMIS payroll system. **If you know the dates you worked there, please include that information as well.**

Please note: prior service can include a summer job or employment while you were a student.

1) CIVILIAN SERVICE

A. 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?

If yes: Name of DC agency: _____

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

If yes: Name of Member or committee: _____

C. 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?

If yes: Name of organization: _____

D. Did you ever work for a public international organization such as the United Nations (UN), the Organization of American States (OAS), the World Bank, the International Monetary Fund (IMF), or the North Atlantic Treaty Organization (NATO)?

If yes: Name of organization: _____

Location: _____

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

If yes: Name of organization: _____

Location: _____

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

If yes: Dates worked: _____

G. 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, etc)?

If yes: Name of agency: _____

Location: _____

*** 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** ___ **NO**

If yes, when? _____

**** If yes to a refund, did you later deposit the refund into the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) through the United States Office of Personnel Management (OPM)?**

_____ **YES** _____ **NO**

If yes, when? _____

H. 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 the CSRS or FERS?

If yes: Name of agency: _____

Dates of the temporary service: _____

Did you ever make a deposit to the CSRS or FERS for the time you only had Social Security taxes withheld? _____ **YES** _____ **NO**

I. Did you ever have a Federal job where you knew the **maximum length of time you could serve would be **one year (365 days) or less?****

_____ **YES** _____ **NO**

If yes: Name of agency: _____

Dates worked: _____

Was your appointment extended beyond one year? _____ **YES** _____ **NO**

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

_____ **YES** _____ **NO**

If yes: Organization in which you served: _____

Dates served: _____

3) Did you retire from any other federal agency? Are you now receiving a retirement pension under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS), from your previous Federal employment?

If yes: CSA or CSF account number: _____

Date retirement benefits began: _____

4) Name (please print): _____

5) Employee ID: _____

Please return this information directly to the Benefits Division by fax to 202-502-2877 or by email at Benefits Mailbox/DCA/AO/USCOURTS or mail to: Administrative Office of the U.S. Courts, Human Resources Office, Benefits Division, One Columbus Circle, N.E., Washington, DC 20544